

2023

Woodend Primary School

Directory of Information

for Parents



woodend.ps@education.vic.gov.au

<https://www.woodend.vic.edu.au/>

Phone: (03) 54272455

Principals Welcome

Our Philosophy/School Purpose Statement

“Together as a school community, we provide a safe, positive, engaging and inclusive learning environment where pride and respect are nurtured.”

As Principal of Woodend Primary School, I warmly welcome you and your family to our school. I am proud of our programs and performance and feel privileged to be leading a school community with dedicated, caring staff, actively engaged parents and motivated students. We have strong links with our local community and a school history dating back to 1855. We have third generation families attending our school and sharing and celebrating the history of our school and community with us.

Our stimulating learning environment and engaging programs underpin our success. We have a culture of high expectations and a strong commitment to developing a growth mindset that challenges students to take risks and grow as learners. We provide our students with a range of positive and enriching experiences across all curriculum areas.

We believe that education is a partnership between home and school. Research tells us that a child's opportunity for success is best supported when there are strong relationships between home and school. Families have a right, and a responsibility, to be actively involved in their child's education and we invite you to become involved in as many aspects of school life as possible.

We hope that through your interest and participation you will come to feel a sense of belonging as part of our school community.

At Woodend Primary School we place a high priority on respectful relationships, inclusiveness and the wellbeing of all members of our school community. Our priority is to build a positive school community where all people feel valued with a sense of identity, belonging and connectedness.

We recognise the extraordinary responsibility and privilege it is to educate your child/children and we will strive to

- demonstrate a high standard of professional and ethical practice by displaying qualities such as dedication, enthusiasm, integrity, honesty, and respect.
- design and deliver engaging and inclusive curriculum that supports and extends each individual child by focussing on their needs, abilities, strengths and interests.
- build social and emotional skills and a resilient, growth mindset.
- have a culture of high expectations, with the belief that all students can achieve success with the right support, timely feedback, and goal setting.
- As part of our Woodend Primary School Community, we hope you feel a sense of belonging and connectedness and watch with pride as your child masters many skills and achieves success.

Diana Ellis
Principal

2023 Staff	5	Handwriting.....	15
Term Dates 2023	7	Head Lice	15
School Hours	7	Homework.....	15
Absences/Attendance	7	House Teams	16
Anaphylaxis	8	Infectious Diseases.....	16
Annual Implementation Plan	8	Interschool Sports	16
Annual Report	8	Kids' Council	16
Anti-bullying Policy.....	8	KidsMatter.....	16
Assembly	8	Languages other than English	16
Assessment	8	Library	16
Asthma	8	Lost / Unclaimed Property	16
Before and after School Care	9	Lunch Time Routines.....	17
Bike and Road Safety	9	Medical Details/Medication.....	17
Book Club	9	Messages for Students re After School Arrangements	17
Bounceback.....	9	17
Buddy Program	9	Mobile Phones/Devices	17
Bushfire Rating and Preparedness.....	9	NAPLAN	17
Bus Travel.....	10	Newsletter.....	17
Camps.....	10	Office Hours	17
Camps, Sports & Excursions Fund (CSEF).....	10	Parents and Friends.....	18
Canteen	10	Parents Engaging in Learning	18
Carlsruhe Campus	10	Parent Teacher interviews	18
Car Parking	10	Payment Methods.....	18
Child Safe Standards	10	Peer Mediators.....	18
Class Requisites	11	Performing Arts (Music/Drama).....	18
Class Structure	11	Instrumental Music lessons	18
Clubs.....	11	Photo Consent.....	19
Code of Conduct.....	11	Physical Education.....	19
Communication.....	11	Policies	19
COMPASS	11	Privacy	19
Contact with Students.....	11	Program for Students with Disabilities	19
Conveyance Allowance	11	Progress Reports	19
COVID Safe Practices.....	12	Public Holidays	19
Curriculum.....	12	Respectful Relationships	19
Curriculum Days	12	Safety & Supervision	20
Custody/Court Orders.....	12	School Captains	20
Cyber Safety	12	School Concert	20
Department of Education and Training (DET)....	12	School Council	20
Digital Learning	12	School Crossing	20
Diversity/Cultural Inclusion.....	12	School Entry Age	21
Early Collection and Late Arrival of Children	13	School Photos.....	21
Emergency Procedures and Evacuations	13	School Routines.....	21
Essential Student Learning Items.....	13	School Wide Positive Behavior Management....	21
Excursions and Events.....	13	Teaching and learning.....	22
Extension Activities	13	Transition: Kinder - Foundation	22
Facebook.....	13	Transition: Whole School	22
Facilities and Grounds.....	13	Transition: Years 6-7	23
Feedback, Complaints and Concerns	14	Uniform (Dress Code).....	23
First Aid	14	Values	23
Food/Lunches.....	14	Visitors.....	23
Fundraising.....	15	Visual Arts	23
		Voluntary Contributions (School Improvement Funds)	23

Water Safety Program.....24
Weather Extremes24
Web Site.....24
Wellbeing Programs.....24
Working With Children Check (WWCC)24

Year 6 Graduation24
Carlsruhe Campus (directions)..... 25

2023 Staff

Principal

Diana Ellis

Assistant Principal

Elissa Campbell

Leading Teacher

Kylie Minchew (Inclusion, Disability/Wellbeing)

Courtney Lawrence (Literacy)

Mark Condon (Numeracy)

Foundation

Courtney Lawrence (Team Leader)

Alison Meggs

Sally Quinn

Libby Cannon

Year 1 Team

Zoe Sutherland/Jules Smith (Team Leaders)

Dani Dawes

Emma Beaumont

Year 2/3 Team

Lyndsay Adamson

Libby Tobin

Caitlin Hanks

Zoe Bronchinetti

Deb Thompson

Mark Condon

Bree Smith

Year 4 Team

Ann Ireland (Team Leader)

Zoe Hall

Louise Safstrom

Jonathan Swain

Year 5-6 Team	Andrea Evans (Team Leader) Nathan Spilsted Jad Geer Katherine Richardson Ashleigh Dodds
Performing Arts	Joseph Bromley
Visual Arts	Sandra Mann
Physical Education	Sharon Connell
French	Meghan Anders
Library	Susan Machell
Office	Sue Turner Kerry Crosbie Bronwyn Rumble
Education Support	Vanessa Kecskes-Judd Dannielle Saunders Nicola Stuart Tamara Oldcastle Catherine Pell
Tutoring Program	Pam Lenders Iain Sparrey
Canteen Manager	Jenni Rossi
Computer Technician	Ben Colla
Crossing Supervisor	Chris Ingram

Term Dates 2023

Term 1	Friday	January 27 Curriculum Day
	Monday	January 30 – Thursday April 6
Term 2	Monday	April 24 – Friday June 23
Term 3	Monday	July 12 – Friday September 15
Term 4	Monday	October 2 – Wednesday December 17

During February, Foundation students do not attend on Wednesdays.

School Hours

Session 1 9.00 a.m. - 10.40 a.m.

Recess: 10.40 a.m. 11.10 a.m.

Session 2 11.10 a.m. – 1.00 p.m.

Lunch: 1.00 p.m. - 1.50 p.m.

(Lunch is eaten in classrooms from 12.50 p.m. -1.00 p.m.)

Session 3 1.50 p.m. - 3.30 p.m.

The school grounds are supervised by teachers from 8.45a.m. - 9.00 a.m. during recess and lunch, and from 3.30 p.m. - 3.45 p.m.

For more information about our school, we invite you to view our website:

<https://www.woodend.vic.edu.au/>

Absences/Attendance

Attendance at school is compulsory. Regular and punctual attendance will give your child the best possible chance of achieving success. Recording attendance, absences and late arrivals is a DET legal requirement. Absences should be communicated to the school via COMPASS or a phone call to the office prior to 10.00 a.m. on the day of the absence. If your child is late or absent from school without explanation from parents, an SMS will be sent to Adult A at around 10.15am. Please respond to the SMS promptly.

Learning begins promptly at 9.00. Students arriving after 9.00 a.m. must be signed in as 'late' by their parent at the office.

We recommend students arrive at school between 8.45 and 8.55, in time to commence learning promptly at 9.00. A positive, punctual start to the day is essential for settled, engaged learners. Regular attendance will underpin your child's progress and success. Late arrival means your child

will miss crucial instructions and explanations at the beginning of a lesson, and the learning of other students will be interrupted. There is evidence that patterns and attitudes towards punctuality and attendance are established in the first year of school and generally become the pattern for the remainder of a child's school years.

Anaphylaxis

Anaphylaxis is a severe and rapidly progressive allergic reaction that is potentially life threatening. Parents must inform the school of the diagnosis and triggers and provide an EpiPen/AnaPen, and an Action Plan that has been developed and signed off by a medical practitioner. Parents are required to review their child's Action Plan annually, including contact details and medication. Staff participate in regularly in training.

Annual Implementation Plan

The Department of Education (DET) requires a documented Annual Implementation Plan explicitly outlining school priorities, targets, and goals for each calendar year. This document must be approved by School Council and DET and can be viewed on our website:

<https://www.woodend.vic.edu.au/>

Annual Report

Each year the school is required to provide an Annual Report that provides a summary of the financial position of the school, the programs implemented and the achievements of the school for the previous year. This document can be viewed on our website:

<https://www.woodend.vic.edu.au/>

Anti-bullying Policy

At Woodend Primary School, we have established a respectful, inclusive, and safe culture underpinned by our school values, Code of Conduct Policy and School Wide Positive Behavior Expectations. It is expected that all members of our school community will model our school values. We have a number of School Council approved policies relating to anti-bullying and wellbeing. The policies can be found on our website.

Assembly

Assembly is held every Friday afternoon in the multi-Purpose Hall. Assembly for Foundation to Year 3 starts promptly at 2.45 pm and assembly for Year 4 -6 starts promptly at 3.05 pm. The purpose of assembly is to celebrate achievements, to sing the National Anthem and report on special events. Our assemblies are facilitated by our Student Leaders. Other students are invited/encouraged to share reports about class learning, excursions, personal community achievements and sporting events. Family members and friends are encouraged to attend assembly.

Assessment

Monitoring of student progress is ongoing through formal and informal assessments to determine student understanding prior to, during and after a concept or theme. Junior students also participate in English and Maths on-line interviews with a teacher. Year 2 - 6 students participate in Essential Assessments with pre and post tests. Year 3 and 5 students also participate in NAPLAN (the national assessment program). Teachers regularly analyse data collected during assessments and identify areas where students require tailored and explicit teaching to support or extend their learning.

Asthma

Parents MUST provide the school with a current Asthma Action Plan and Management Plan. Parents are responsible for ensuring their child's medical details are up to date, their child has the

appropriate prescribed medication at school and the plan is updated annually.

Before and after School Care

Monday to Friday and during school holidays, Bug a Lugs, a private company, provides before and after school care. This service operates from 6.30am each morning in our multi-Purpose Hall and finishes at 6.30 pm. Information can be obtained at our school office or by contacting Bug a Lugs directly on 5422 2767 or info@bug-a-lugs.com.au

Students must be enrolled/registered before they can attend.

Bike and Road Safety

The Road Traffic Authority recommends that children under 8 should not ride a bicycle without adult supervision as they have not yet developed adequate peripheral vision and road awareness to be safe on the roads. Students **must wear** an approved safety helmet. Bikes should be walked across the school crossing and in the school grounds. Bikes are placed in the bike compound, (an out of bounds area for all students) for the duration of the school day. **Rollerblades and skateboards are not permitted at school at any time.**

Book Club

Throughout the year students will receive Book Club order forms from Scholastic Books. Parents can place an order online. From each order, the school receives credits for extra books for the school.

Bounceback

At Woodend Primary School we use the BOUNCEBACK strategy to help students deal with mutual conflict. This strategy was developed by psychologist Helen McGrath and is used as a tool to support students to become more resilient, confident, and successful.

Bad Times don't last.

Other people can help if you talk to them.

Unhelpful thinking makes you feel more upset.

Nobody is perfect. Not you. Not others.

Concentrate on the positive and use laughter.

Everybody experiences sadness, hurt, failure, rejection, and setbacks at times. They are a normal part of life.

Blame fairly. What do you take responsibility for in the situation?

Accept the things that you cannot change but try to make changes where you can.

Catastrophizing exaggerates your worries. Don't believe the worst possible picture.

Keep things in perspective. It's only one part of your life.

Buddy Program

It is important for all children to feel safe and know a familiar face. To aid transition into primary school, our Foundation students are all allocated a buddy from Year 5 or 6 who will 'look out' for their Foundation buddies, providing them with support in the classroom and in the playground., Buddy classes often meet to have lunch together or to participate in activities which focus on our school values, behavior expectations, and building and maintaining positive relationships.

Bushfire Rating and Preparedness

Woodend Primary School is considered to be at bushfire risk and is categorised by authorities as a Code Red Level 3 school. We have well planned systems and processes in place to deal with emergencies. Once a term, all students and staff participate in an emergency drill, practicing evacuation, shelter in place and lockdowns. We will be closed on Code Red Days. DET will advise us of closures and then parents will be advised via Compass. We encourage all families to develop and practise their own Fire Ready plans.

Bus Travel

To access free bus travel students must reside more than 4.8 km from the school. A bus service operates along Ashbourne Road. If your child is eligible for travel, please contact the office to confirm eligibility and complete an application form. Children are expected to act responsibly during bus travel and adhere to the bus "Conditions of Travel". Inappropriate behavior will result in exclusion from the bus.

Camps

Students in Years 2 to 6 participate in our camping program each year, to venues such as Bacchus Marsh, Creswick, Melbourne, Phillip Island and Canberra. Camps vary from one night to four nights in duration. Parent helpers are welcome however must hold a current Working with Children Check. Our camps are adventure camps, or camps that complement topics being covered at school.

Camps, Sports & Excursions Fund (CSEF)

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of eligible students. To be eligible, a parent or legal guardian of a student must be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder. Primary school student rate: \$125 per year. Applications and enquiries are via the school office.

Canteen

At Woodend Primary School, our Canteen Manager Jenni Rossi and her volunteer helpers provide a canteen service to our students on Wednesdays, Thursdays, and Fridays. The school ensures volunteer helpers comply with food handling guidelines and have current Working with Children Check. Orders (both recess and lunch) are placed on QKR, our online ordering system. A menu can be found on our website and in the fortnightly newsletter.

Carlsruhe Campus

Seven kilometers north of our Woodend Campus, is our Carlsruhe Campus. Year 4 students attend this campus four days a week. Alongside delivery of the Victorian Curriculum, there is an added emphasis on animal husbandry, sustainability, and planting, harvesting, and cooking produce. Students are responsible for looking after the sheep, rabbits, guinea pigs and chooks. Parents are actively engaged in the programs at Carlsruhe including our bi-annual Carlsruhe Fair, Thursday afternoon activities and pizza afternoons using the onsite pizza oven. At the back of this directory, you will find a map and directions for our Carlsruhe Campus.

Car Parking

Short term drop-off and pick up zones are available at the front of the school on High Street. Longer term parking is available in Buckland Street, at the top of the school near the cemetery. At all times when parking or dropping off and picking up your child/children, we ask you to be mindful of the safety of all students.

Child Safe Standards

Woodend Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and responsibility for, ensuring our school is a safe environment. If you have concerns about the safety of a child in our school community you should contact the Principal, (Child Safety Officer). We all have a responsibility to keep children safe. If you witness an incident, a child makes a disclosure or you form a reasonable belief that a child has, or is at risk of being abused, you must report to authorities on 000 for an emergency or 1300664977 or 131278 (after hours).

Class Requisites

For all students, our school makes a bulk purchase of all books and materials required by students in the classroom (pens, pencils, exercise books, paper etc.). This ensures all students in a class will have the same materials. The class requisites for each year are carefully compiled by class teachers, tailored to the needs of the students at that level. The funding provided by the Department of Education does not cover the cost of student requisites therefore we welcome parent contributions. Parents will receive a notice in November each year that outlines the required payment amount.

Class Structure

Our class structure is based on the number of students we have enrolled in the school. Where possible, we endeavor to maintain class sizes across the school between 18 – 25 students, as per DET recommendations.

Clubs

Throughout the year, lunch time clubs for students are run. Some examples of clubs are: coding, Lego, drawing, construction, board games, photography, gardening.

Code of Conduct

Our Code of Conduct and Student Wellbeing and Engagement Policies were developed by School Council, aligned with DET registration requirements and in consultation with parents and students. Our Code of Conduct clearly states our school vision and values and the rights and responsibilities of all members of our school community. A copy can be obtained on our website.

Communication

We promote honest and respectful communication. It is important that regular publications such as the school newsletter, class newsletters and COMPASS notifications are read by parents, to keep up to date with school events. In the event of an emergency, we will send a group message to the whole school community.

COMPASS

COMPASS is our online communication system for behavior incidents, first aid incidents, information about events, permission notes for camps, interschool sporting events and excursions. Student achievement reports are recorded on COMPASS. All parents will be issued with a COMPASS Login.

Contact with Students

Parents are reminded that they are not to approach other students in the yard. If there is an issue between your child and another child, then resolution should be managed by the class teacher or Principal. Throughout the day we ask that parents do not directly go to classrooms to drop off items or pick up children due to the disruption to learning. For safety reasons, it is expected that parents bring items to the office and students will be called to the office to collect their items.

As per our Mobile Phone Policy, mobile phones are banned at school. If you need a message communicated to your child, please ring the office and they will follow up.

If you are helping on site in the canteen or classroom, you need to sign in at the office.

Conveyance Allowance

Some students attending this school will be eligible for a Conveyance Allowance

The allowance is paid in two instalments per annum and to be eligible a student must live more than 4.8 km from school and be enrolled at the nearest or next nearest government school. Application forms and further information is available from the school office.

COVID Safe Practices

To ensure we provide a COVID safe environment, we will continue to implement all recommendation from the Victorian Government and the Department of Education Operations Guide.

Curriculum

All teachers plan and deliver the Victorian Curriculum. Students engage in a range of comprehensive curriculum activities that promote Inquiry and deeper levels of thinking. Teachers tailor the curriculum to meet individual needs. Each week teachers meet together to plan their lessons and at the end of each term, teachers are allocated a day to start planning for the following term. We have three Learning Specialists who are responsible for leading our school wide priorities of Literacy, Numeracy and Inclusion, Engagement and Wellbeing.

Curriculum Days

Schools are granted four curriculum days (student free days) per year for teachers to plan curriculum, engage in professional learning and complete assessment and reporting requirements. Students do not attend school on these days. Parents will be notified of the dates in advance, via the school newsletter.

Custody/Court Orders

It is essential that the school be provided with current court orders pertaining to child custody as matters around child custody can be complex and highly emotive. It is mandated that we act in accordance with the legal orders surrounding these cases.

Cyber Safety

Woodend Primary School is an accredited eSmart school. Cyber safety is embedded in our curriculum. We implement comprehensive policies and strategies to promote safe and respectful online behavior. Some excellent resources can be found on the DET website:

<https://www.education.vic.gov.au/parents/Pages/default.aspx>

Department of Education and Training (DET)

The Department of Education and Training has many useful resources for parents on the website at: <https://www.education.vic.gov.au/parents/Pages/school-age.aspx>

Digital Learning

Digital technology is part of the curriculum from Foundation to Year 6. Our devices (Netbooks, iPads, interactive whiteboards, and smart TV's) are tools that support learning. Students use technology to research information and to communicate, collaborate and create. Technology is integrated across all areas of the curriculum and supports our literacy and numeracy programs and our online student assessment. We are committed to ongoing education about Cyber safety. All students are expected to follow the Behaviour expectations set out in the WPS User Agreement.

Netbooks are leased to students in Year 5 and 6. Students in Year 4 have individually owned Chrome Books. This is part of the Bring Your Device Program. The devices are purchased and owned by the parents. All parents and students must sign and adhere to a User Agreement. Cyber safety is a regular and ongoing part of our programs. Breaches of the agreement will result in the device being confiscated. We are a registered eSmart school and continue to implement strategies to support the safe use of technology and social media.

Diversity/Cultural Inclusion

At Woodend Primary School we value and encourage diversity. We appreciate all children develop socially, emotionally, and academically at quite different rates and all children come from different

backgrounds and experiences. At Woodend Primary School our priority is to ensure all members of our school community feel safe, welcomed, and included in a respectful environment. Our programs aim at developing a sense of belonging and connectedness.

Early Collection and Late Arrival of Children

If you need to collect your child early from school, we ask that you ring the office prior to collection so the office can call the child to the office. Parents should collect their child from the office where you are required to sign them out. For safety reasons, students must not be collected from classrooms.

If your child will be **late for school**, you must come to the office when you arrive, to sign your child in. Rolls are marked promptly at 9am. If the music has finished and your child is not yet in class, they have probably missed the roll.

Emergency Procedures and Evacuations

At Woodend Primary School we have explicit procedures for emergencies. Throughout the year we have Emergency Evacuation Drills for scenarios such as: Lockout, Lock down, On-site evacuation, Shelter in place and Off-site evacuation. In the case of a serious emergency all parents will be notified via COMPASS.

Essential Student Learning Items

Generally, attendance at school is provided free of charge, however there are some items which parents are required to specifically cover the cost of, as students take permanent possession of goods or students participate in curriculum related activities, such as:

- Online subscriptions
- Technology device lease
- Curriculum excursions & camps

Excursions and Events

To further support the curriculum taught at school, students have opportunities to participate in off-site excursions and on-site incursions to places such as the zoo, aquarium, and museum. Where possible, the excursions are linked to the topic being covered in class, however at times they are simply to provide an experience.

Extension Activities

Through regular and ongoing assessments, we are able to identify and plan for the needs of all students. This means that through a differentiated curriculum all students should have the necessary supports and challenges to achieve success and be extended in their learning. Each year, DET, selects a number of students to participate in the online Victorian High Abilities Program. Student performance is used to identify eligible students.

Facebook

At Woodend Primary School we have two Facebook pages. One is to advertise school events and celebrate achievements. The other page is used by our Parents and Friends Sub-Committee mainly as a space where parents can ask questions and events can be promoted. As per our code of conduct, the expectation is that people will use this space respectfully.

<https://www.facebook.com/woodendps/>

Facilities and Grounds

Woodend Primary School first opened in 1855 and has continued to grow into a large facility with

over 400 students. We take great pride in our facilities and have a progressive and contemporary approach to maintenance and upgrades. In 2018/2019 we completed a large scale two-million-dollar Capital Works Project, resulting in a new Performing Arts Centre, the refurbishment and extension of our Multi-purpose Hall and extensive landscaping work to our grounds and gardens. We also have a well-stocked, newly furnished Library, a large Visual Arts room and a Canteen. We have extensive playgrounds with many native trees, a large oval area with 5 playgrounds and a number of play spaces. We have a full-size basketball court and a large asphalt court for minor games. We also have a large oval catering for football, cricket, and soccer.

Feedback, Complaints and Concerns

We are a school that embraces opportunities for continuous improvement. You can help us by providing honest, timely and constructive feedback through emails, letters, completing surveys or face to face communication. We acknowledge that at times people can become emotional when dealing with grievances regarding their children however we ask that you take the time to find out both sides of the story and all of the facts. At all times it is expected that communications will be respectful.

The process for raising concerns in relation to your child is:

- First discuss the issue with your child's teacher, as they know your child
- If the issue is not resolved, then ask for a meeting with the Unit Leader
- If the issue is still not resolved, escalate to the Assistant Principal or Principal

Before you approach your child's teacher or school:

- be clear about the issues you want to discuss
- address facts not judgements
- focus on the facts and the things that affect your child
- remember you may not have all the facts relating to the matter you want to raise
- think about how you can work together to resolve the matter
- be informed by checking the Department's and the school's policies and guidelines

Be realistic about what the school can do. Most of all, we ask you to **Be Respectful.**

If the issue is still not resolved, then contact DET Regional Office on (03) 5440 3111.

First Aid

We adhere to strict policies and protocols regarding First Aid, including all staff being trained regularly. Students with conditions such as Asthma, Anaphylaxis, etc. are required to have an up-to-date action plan from the doctor. In the case of minor injuries, first aid will be administered at the school. First aid incidents are recorded on our COMPASS system and a notification sent to parents. In the event of more serious injuries parents will be contacted and where necessary, a child will be taken to the medical centre or an ambulance called. **If a child sustains any form of head injury, parents will be contacted by phone.**

It is essential the office has your current telephone numbers/addresses and those of emergency contacts. It is also important to notify the school of any known medical problems that your child may have experienced.

Food/Lunches

At school we encourage healthy eating habits and minimal packaging. Due to Anaphylaxis and food allergies, we request that students DO NOT share food. Throughout the day teachers allow students to eat fruit or vegetable snacks and consume water during learning.

Please ensure that you pack sufficient food for your child to eat at recess and lunch. We encourage lunches with sandwiches, wraps, fruit etc. that will help to sustain your child's energy throughout

their busy day. Students eat their lunch in class, supervised by teachers. Lunch eating time is from 12.50 p.m. –1.00 p.m. If students do not complete their lunch during this time, they can take their lunch with them into the yard.

Students can order lunches at the canteen on Wednesdays, Thursdays and Fridays.

We are a nut aware school as we have a number of students with anaphylaxis. When celebrating birthdays, we encourage something as simple as Freddo Frogs rather than home cooked goods.

Fundraising

A dedicated team of supportive parents work tirelessly to raise funds for our school and assist with our programs. Fundraising activities are coordinated by the Parent and Friends Sub-Committee, with all activities approved by School Council. Funds raised support the provision of additional equipment and resources such as playgrounds etc. Examples of past fundraisers are: Trivia nights, Lap-a-thons, Sausage Sizzles, Movie nights, and an Art Exhibition.

Handwriting

Handwriting is taught at all year levels. All students are encouraged to have pride in the presentation of work produced. Victorian Cursive script is the style taught.

Head Lice

From time to time all schools deal with incidents of head lice. Anyone can get head lice. Parents should check their children's hair on a regular basis. Constant head scratching and complaining of an itchy scalp are signs of head lice. If you find head lice on your child, please inform the school. If a student is identified as having nits or lice at school, parents will be asked to collect their child for treatment. Head lice treatments can be obtained from pharmacies. Students can return to school the day after being treated.

Homework

The purpose of homework is to practise and extend skills. It is also an opportunity for parents to engage in their child's learning. Homework can be in the form of research projects or daily practise of spelling, reading, number facts and equations. We believe that many activities students engage in at home, support learning at school, including being read to, reading for pleasure, personal writing (cards, letters, postcards, shopping lists etc.), watching wildlife shows and documentaries, current affairs in newspapers, a hobby, participation in sports and community activities, helping around the house (gardening, feeding the animals and cooking) learning times tables and playing board games.

To increase your child's chance of ongoing success, we strongly encourage a partnership between school and home.

You can help your child at home by:

- Praising your child's efforts so that they continue to gain confidence and accept challenges
- Encouraging your child to have a go and to take risks
- Making regular times to read together
- Looking through the school bag regularly for notices and samples of work
- Talking with your child in a positive manner about what occurred at school
- Sharing your child's achievements with family, friends, and neighbours
- Getting to know your child's teacher and joining in with classroom activities if possible
- Taking an interest in school events by reading newsletters and attending functions.

Generally, we do not send home weekly photocopied sheets as this does not align with our teaching or our sustainability practices.

House Teams

At Woodend Primary School all students are in a House Team. Our teams are named after local pioneers - Chisholm, Dryden, Ebden and Mitchell. Throughout the year we have a number of whole school activity days where students participate in their house teams and are allocated house points. Each of our teams has a native animal symbol paired with its indigenous name.

Ebden - Red (Yulawil)
Mitchell – Blue (Dong-Dong)

Chisholm - Yellow (Djinap)
Dryden – Green (Ngari)

Infectious Diseases

While regular attendance is critical for student learning, the best place for genuinely sick children is at home. It is expected that parents will inform school of the absence via COMPASS or a phone call.

There are a number of illnesses that present a risk to fellow students and staff and require exclusion from school. It is a condition of enrolment that Immunisation Status Certificates are provided. A child who has not been fully immunised may be excluded if there is an outbreak of an infectious disease within the school.

Interschool Sports

Students in years 5 and 6 have opportunities throughout the year to compete in the Cobaw District Interschool sports in events such as tennis, t-ball, volleyball, cricket, netball, softball, football, soccer, basketball, cross country, and athletics.

Kids' Council

Students in years 2 to year 6 are elected in Term 1 by their class peers to voice student ideas at Student Council Meetings. The elected students plan and organise a number of activities throughout the year to raise money for dedicated charities or towards student wish list items at school such as line markings for games.

KidsMatter

Strategies from KidsMatter are used to promote understanding and awareness of mental health prevention and early intervention. Our priority is to build a Positive School Community by knowing, understanding, and including all members of our school community. The KidsMatter website has some excellent resources for parents. www.kidsmatter.edu.au

Languages other than English

At Woodend Primary School all students participate in weekly French lessons with our specialist French teacher. Our students are immersed in a range of activities that promote interest and understanding of the French language and culture.

Library

At Woodend Primary School we have a large, well-stocked library. All classes attend the library each week so students can borrow and return books. Students need a library bag to protect borrowed library books and can only borrow if previously borrowed books are returned. **It is a school expectation that parents will be paying for lost or damaged books.**

Lost / Unclaimed Property

Uniform is costly. For it to be returned to the owner it needs to be clearly labeled with your child's name. Students are encouraged to take responsibility for their own belongings. Valued and valuable items should not be brought to school. Lost property is stored in the corridor next to the Uniform Shop.

Lunch Time Routines

During lunch times there are many options for our students including high energy games such as Ga Ga, football, basketball and soccer, quiet passive play and the opportunity to attend Clubs such as gardening, photography, Lego, drawing, library and coding.

Medical Details/Medication

It is essential that parents take responsibility for ensuring their child's medical details are up to date so we can contact parents in the event of a medical emergency.

In circumstances where students need medication, parents will need to ensure all medication is labeled with the child's name and class, and clear directions are given for the dosage and frequency of medication.

All medication is to be given to the office and will be administered by a designated staff member.

Messages for Students re After School Arrangements

Please phone the school office if your child needs to be informed of changes to their after-school arrangements. Students will be called to the office via the Public Address System at approximately 3.25pm. Teachers have been asked to listen to the names called and ensure students required are made aware, especially the younger children. For messages received from parents/guardians after 3.25pm, every effort will be made to locate students and advise them, however this is not always possible. For Foundation students for Term 1 only, messages will be phoned through to the class at the next available break or before the home bell.

Mobile Phones/Devices

Our Mobile Phone Policy clearly states that students are not allowed to have or use mobile phones or personal devices at school. If your child has a valid reason to have a mobile phone/device at school, then they must be handed in each to the office where they will be stored securely. If these expectations are breached, phones will be confiscated.

NAPLAN

The National Literacy and Numeracy Testing program is conducted in May each year for Year 3 and Year 5 students to assess the following areas:

- Language Conventions (including spelling, grammar, and punctuation)
- Reading
- Writing
- Numeracy

Confidential individual results are provided to parents. The school performance is presented to School Council and can also be found on the My Schools Website.

Newsletter

The school newsletter is published every 2nd Thursday and distributed to families via an email and link. The newsletter is our main form of communication. The newsletter includes current information about curriculum programs, excursions, camps, school events, policies, achievements and celebrations, and general school news. Newsletters also include photos, student work and reports from classrooms, highlighting and celebrating our programs. A copy of the current newsletter and previous newsletters can be found on our school website at: <https://www.woodend.vic.edu.au/> At the beginning of each term, class newsletters will be sent home outlining the class program for the term.

Office Hours

Normal school office hours are from 8.30am to 4.30pm, Monday to Friday.

Parents and Friends

Parents and Friends is a sub-committee of School Council and is made up of a very welcoming group of volunteer parents who play an important role in promoting Woodend Primary School and welcoming new families to our school. The parents also play an essential role in assisting with school programs and fundraising activities. Meetings are held once each month and a report of items discussed and planned is presented to School Council.

In the interest of building community, and by assisting families to connect with each other, parents/carers may join their Class Contact List and WhatsApp group. This is co-ordinated by a volunteer Class Representative, who acts as the admin for the group by sending reminders, answering questions, and organising social catchups for the class. For privacy reasons, this is an opt-in arrangement.

Parents Engaging in Learning

Parents are encouraged to be active partners in their child's learning either at home or at school. Parent Information Sessions and the Parent Helpers Course are offered each year to help explain evidence based, best practice teaching methods. Tips and strategies will regularly be provided in the newsletter to help you in engage in your child's learning.

More tips to help support your child with literacy and numeracy can be found on the DET site.

<https://www.education.vic.gov.au/parents/Pages/default.aspx>

Parent Teacher interviews

Our first parent/student/teacher interview each year is in February. This is an opportunity to provide the class teacher with any specific/relevant information about your child that could impact on learning. It is also a chance to ask questions about the class programs or your child's learning and social goals.

Comprehensive written reports are sent home at the end of Term 2 and Term 4. A second parent/student/teacher interview is held at the end of Term 2 to go hand in hand with the reports.

Payment Methods

Payments for excursions, camps or any activity requiring both consent and payment, is via Compass. Payments for books and materials, fundraisers, Canteen and Uniform Shop orders etc. can be made via our online payment system called QKR (free app).

Peer Mediators

Peer Mediators are Student Leaders in our school who resolve any minor conflicts during recess and lunch time play. The Peer Mediators participate in an intensive one-day training program that focuses on strategies for conflict resolution. Peer Mediators are rostered on duty alongside our teachers.

Performing Arts (Music/Drama)

All students participate in Performing Arts each week. The Performing Arts program includes music, dance, and drama. Students can also participate in Choir. Choir occurs during class time and lunch times. Regular performances occur at assembly.

Instrumental Music lessons

A number of private music tutors provide lessons on our premises each week. Parents can contact these outside providers directly, register and pay for their children to participate in cello, violin, drums, keyboard, guitar and singing. It is important parents are aware these classes generally occur during afternoon class time, resulting in essential learning in core curriculum areas being missed. Information can be found at the school office.

Photo Consent

We like to celebrate student achievements at assembly and in newsletters (which are also on our website). From time-to-time school events and student achievements are in the Woodend Star or local newspapers. At the time of enrolment, parents must complete a form to consent to photos of their child being published in the newsletter, on the internet or in newspapers.

Physical Education

All students participate in Physical Education sessions each week. In addition, Junior classes participate in the Perceptual Motor Skills Program, focusing on Fundamental Motor Skills. Students in Year 5/6 compete against other schools in the Cobaw District Inter-school Sports participating in sports such as Tennis, Volleyball, T Ball, Softball, Football, Cross Country, Athletics and Basketball. All students enjoy our annual whole school events for Athletics, Cross Country and our fundraising event, Lap-a-thon.

Policies

All Woodend Primary School policies relevant to parents can be found on the school website. <https://www.woodend.vic.edu.au/>

Privacy

Our school respects the rights of individuals and ensures policies and processes are implemented for collecting and protecting personal information. All matters are dealt with in complete confidentiality.

Program for Students with Disabilities

Under strict criteria, schools can apply to the DET for disability funding for the following categories:

- Physical Disability
- Visual Impairment
- Hearing impairment
- Severe Behavior disorder
- Autism (with severe language disorder)
- Severe language disorder
- Intellectual disability

Progress Reports

Students will receive a formal, written progress report (in line with DET requirements) in June and December each year. At mid-year, the report is followed up with a student led, parent teacher interview.

Public Holidays

In addition to Christmas and Easter holidays, the school is closed on Labour Day, ANZAC Day, Queen's Birthday, Grand Final Eve and Melbourne Cup Day.

Respectful Relationships

"In response to the Royal Commission into Family Violence, Woodend Primary School is committed to promoting and embedding Respectful Relationships and gender equality into our school's ethos, vision, and values. In our school the focus is on treating everyone with respect and dignity in the hope of creating real and lasting change in the lives of our students, staff, families and the wider school community."

We are a Respectful Relationships school. Through implementation of the Respectful Relationships curriculum, we focus on building and maintaining respectful relationships. This means empowering

students to speak up regarding inappropriate behavior. We also teach strategies to understand other people's situations or viewpoints and to resolve conflicts respectfully.

The DET endorsed Respectful Relationships Curriculum is sequential and covers the following topics:

Emotional Literacy
Positive Coping
Stress Management
Gender and Identity

Personal Strengths
Problem solving
Help Seeking
Positive Gender Relationships

Safety & Supervision

Teachers are rostered on to supervise students prior to school from 8.45am, during morning and lunch recess times and after school until 3.45 pm. If students need to leave the class during class time to go to the toilet etc., they will require the permission of the teacher and a "Class Pass". When attending a specialist program or when moving to another area of the school, classes are escorted by a supervising teacher.

School Captains

School Captains are selected each year through an application and interview process. Previous behavior, and attendance history are taken into consideration. The selection panel consists of the principal, senior unit staff and the current School Captains. The appointed captains have responsibilities such as welcoming special guests and representing Woodend Primary School at important events such as ANZAC ceremonies, school tours and Kinder transition. School Captains are expected to take a leading role in representing and communicating student voice and maintaining a high profile as role models.

School Concert

The school alternates between a whole school concert and the Carlsruhe Fair. Our whole school concert is held at the end of every second year on our school oval, (weather permitting). All students participate and all families are invited to attend.

School Council

All school councils in Victoria operate under the Education and Training Reform Act 2006. School Councils play an important role in the governance of the school and have 3 main responsibilities:

Finance: overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation.

Strategic planning: participating in the development and monitoring of the school strategic plan.

Policy development and review: developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

At Woodend Primary School our School Council is comprised of up to 15 members, of which 10 are elected parents and 5 are elected Department of Education representatives and the Principal as Executive Officer. The Annual General Meeting and elections take place in March each year. The election process calls for nominations and will be advertised in the newsletter.

School Crossing

The school crossing operates from 8.15a.m. until 9.15a.m. each school morning and 3.00p.m. - 4.00p.m. each afternoon. For students crossing the road on High Street they will be supported and supervised by our crossing supervisor Chris. The crossing in Owen Street is unmanned. We ask parents to help us keep our students safe by modelling safe behaviors and teaching your child responsible and safe practices.

School Entry Age

In Victoria, the first year of school is known as Foundation. To enrol, children must be five years of age by April 30 of the entry year. It is compulsory for all children to attend school by the time they are six years of age. Foundation students begin school at the beginning of the school year.

School Photos

School photographs are usually taken early in term 2. The date and necessary information will be published well in advance in the newsletter. Parents can order photographs online.

All students are expected to wear uniform on this day.

School Routines

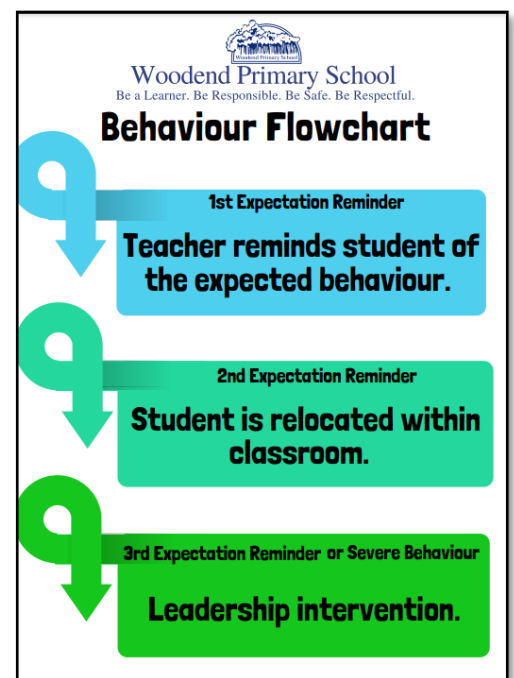
In order for a child to have the best chance of success they need to have sufficient sleep and a calm start to the day. A good breakfast will help your child to have the energy and brain food required for a day of learning and physical activity.


School Wide Positive Behavior Management

At Woodend Primary School we value learning and positive relationships and have policies and processes for Positive Behavior Management. Our School Wide Positive Behavior model focuses on modelling and teaching our school Values and behavior expectations so students can build respectful relationships and make safe, responsible choices. Staff communicate clear expectations, teach expected behaviors and acknowledge and reinforce positive behaviors.

At Woodened Primary School we have a school wide consistent approach to the management of student behavior. We have our Behaviour Expectations Matrix and our Behaviour Management Flow Chart. These are prominently displayed and referred to in all areas of the school. The Parents will be informed of severe behavior incidents.

All severe behaviors are followed up with a conference and a consequence. When responding to behavior management, staff will respond in a way that is: Calm, consistent, immediate and respectful.



Woodend Primary School Positive Behaviour Expectations				
Be a Learner I actively take part in all school activities		Be Respectful I show consideration for the feelings, wishes and rights of others.	Be Safe I make careful choices to protect myself and others from harm.	Be Responsible I am trustworthy and I accept the consequences of what I say and do.
I will always: > Wear Woodend PS school uniform. > Keep my hands and feet to myself. > Use appropriate language and good manners. > Follow instructions. > Respect all property. > Take turns and share. > Use the bins for rubbish. > Ask a teacher for help. > Take responsibility for my actions. > Stay within the boundaries. > Walk quietly during class time. > Clean up after myself. > Be friendly to visitors.	Teaching and Learning Areas	I will: > Use classroom equipment appropriately. > Listen when others are speaking and speak when it's your turn. > I will allow others to learn.	I will: > Enter and exit in an orderly way. > Sit on my seat properly. > Gain permission to leave the classroom.	I will: > Keep our locker/bags/tubs/tables clean. > Complete my classroom job. > Be focused and prepared for lessons.
	Walkways and Grounds	I will: > Walk without talking during class time. > Make way for others when using the walkways, doorways and gates.	I will: > Keep corridors clean and tidy. > Walk bikes/scooters along footpaths in the school grounds. > Use the school crossings.	I will: > Enter corridors only during class time. > Walk to the left of the path.
	Play Areas	I will: > Follow the rules of the game. > Use appropriate language. > Using the pathways at all times.	I will: > Play non-contact sports. > Stay within the boundaries of the school. > Be Sun Smart > Play quiet games in the courtyard. > Before and after school, ball games will only be played on the oval.	I will: > Get help from the yard duty teacher if I can't solve the problem. > Move quickly from the playground and oval when the music begins. > Co-operate when playing with others.
	Toilets	I will: > Give others privacy. > Flush the toilet. > Keep quiet and consider classrooms nearby.	I will: > Wash my hands. > Use the bins if I have rubbish. > Keep toilets clean and tidy. > Go with a partner.	I will: > Go to the toilet during recess/ lunch. > Use water only to wash our hands. > Use toilets appropriately. > Report any problems or silly behaviour.
	Assembly	I will: > Listen to the Acknowledgement of Country and the National Anthem. > Face and listen to presenters. > Show appropriate appreciation.	I will: > Sit in my own space. > Keep hands and feet to myself.	I will: > Enter and leave multi-purpose hall in an orderly manner. > Arrive on time. > Avoid and ignore distractions.
	Canteen	I will: > Wait patiently in the canteen line. > Use manners (please and thank you) when buying from the canteen.	I will: > Line up in single file. > Leave the canteen area promptly after purchasing.	I will: > Buy and eat my own food. > Return any money to my teacher that doesn't belong to me. > Put my rubbish in the bin.

Strategic Plan

Every 4 years a school is required to undergo a review of their performance against their goals and targets for the previous 4 years. A range of data sets are scrutinised by a review team including DET representatives, the school Leadership Team and a Principal from another school. The new direction for the school is then developed in a Strategic Plan that outlines the priorities, goals and targets for the next 4-year period.

Student Accident Insurance

DET does not provide personal accident insurance or ambulance cover for students. Parents are encouraged to seek their own insurance.

Student Leaders

At Woodend Primary School we have a strong culture of high expectations and a belief that “everyone is a leader”. Student voice and student agency is promoted by building Student Leadership capacity. Whilst we encourage everyone to be a leader, we have a number of dedicated student leadership roles:

School Captains, Student Councilors, Environmental Leaders, Wellbeing Leaders, House Captains, Sports Leaders, PLAY Leaders, Buddy Leaders and Peer Mediators.

Student Wellbeing

At Woodend Primary School our priority is to provide a nurturing and engaging environment where students feel safe and a sense of belonging. We strive to provide students with strategies to help them build resilience and deal with conflict. At Woodend Primary School we believe that for a child to have the best chance at learning that they also need to be ready to learn. This means being well physically, mentally, and emotionally.

Sun Smart

In line with DET guidelines, students are required to wear an approved Sun Smart hat for all outside activities when UV levels are **3 or above** (generally from September to April in Victoria).

Teaching and learning

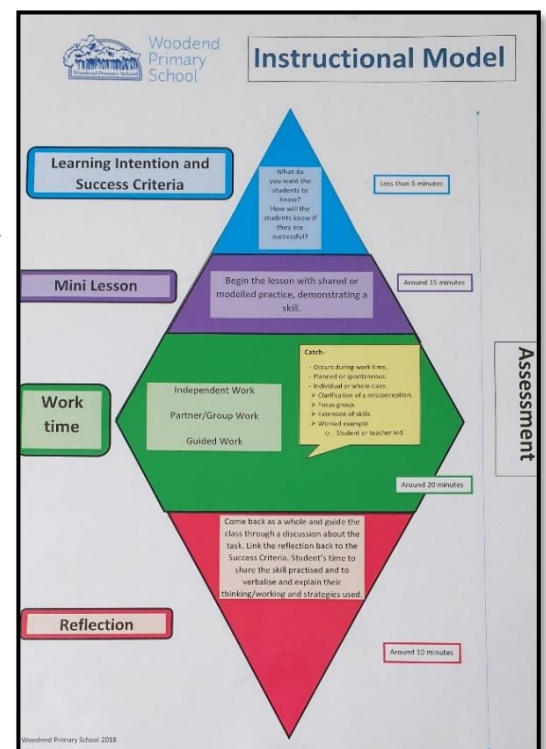
At Woodend Primary School we aim to have school wide consistency in the delivery of our teaching programs across all levels of the school. To assist with this, we have developed a whole school instructional Model and whole school models for Reading, Writing and Maths.

Transition: Kinder - Foundation

During term 2, our Foundation teachers run a School Readiness information session. During term 4 a number of structured transition visits take place for pre-school students. While the students are visiting classes, the Principal runs information sessions for the parents to discuss preparation for school and the importance of the partnership between home and school in the learning journey.

Transition: Whole School

Throughout Term 4 all students will participate in transition sessions to prepare them for the following school year and the next stage of their learning. Our Cross-age buddy Program, Clubs Program Multi-age school activities also support students to transition.



Transition: Years 6-7

The Year 6 to 7 transition consists of visits to Gisborne Secondary College and Kyneton Secondary College where students engage in a range of activities that provide a snapshot of life at secondary school. We work with the transition coordinators from the Secondary Colleges to ensure our students are well prepared and that individual needs are taken into account for class placements. Special transition programs can be developed for students with special learning or social needs. In early December a state-wide transition day is held for Year 6 students where they attend their nominated secondary school for the day.

Uniform (Dress Code)

At Woodend Primary School we have a culture of pride, high expectations and belonging. To support and uphold this strong culture it is an expectation that all students wear the designated school uniform endorsed by School Council. Uniforms are purchased via QKR (preferred method) with goods sent home with your child. Our uniform shop is open Wednesdays 3.15pm – 3.45pm.

Values

At Woodend Primary School our respectful, safe and inclusive culture is underpinned by our values. Our school values were designed by our Student Leaders in 2018.

Our values are:

Be a learner, Be Safe, Be Kind and Be Responsible.

Be a Learner: I actively take part in all school activities.

Be Respectful: I show consideration for the feelings, wishes and rights of others.

Be Responsible: I am trustworthy, and I accept the consequences of what I say and do.

Be Safe: I make careful choices to protect myself and others from harm.

Visitors

Visitors are always given a warm welcome at Woodend Primary School however it is a requirement that all visitors report to the front office and sign in via the keypad. This ensures that if in the case of an evacuation, we can account for all people on site. It is also to ensure we are providing a safe environment for our students and staff.

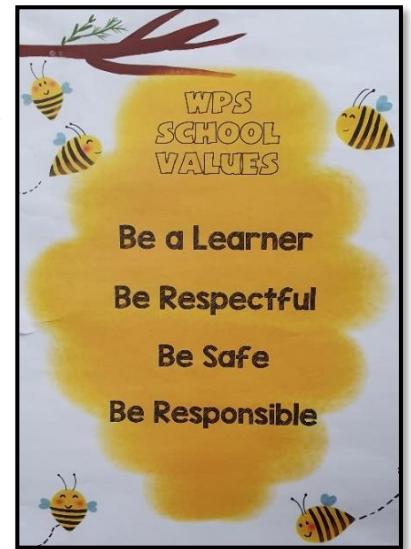
Visual Arts

All students participate in a Visual Arts lesson each week with our specialist Art teacher. Our students are very proud of their artwork which can regularly be seen on display throughout the school.

Voluntary Contributions (School Improvement Funds)

Woodend Primary School is a government primary school and as such, the education program and attendance at school in general is provided free of charge, with parent contributions welcomed to cover the cost of Essential Student Learning Items and Optional Items (see listings elsewhere).

Funding allocated by the Government is based on our student enrolment numbers as at the end of February each year, however we rely on parent voluntary contributions to our School Improvement Funds. These contributions allow us to provide the best learning and playground environment possible, from building repairs and playground equipment to classroom resources and new library books, voluntary contributions are vitally important to our school. Some donations are 100% tax deductible (Building & Library Funds)



The recommended amounts are \$140 for one child, \$250 for two and \$330 for three. Payment can be made via QKR where you can also select a different amount if that is what you wish to contribute.

Water Safety Program

Our students in Year 2-3 participate in Water Safety lessons at Kyneton Swimming Pool. The lessons are provided by accredited instructors.

Weather Extremes

On days when the weather is unsuitable for children to remain outside, they are supervised inside by the teachers that are rostered on for yard duty. It is expected that students will engage in quiet activities such as drawing or board games. For safety reasons, students are not allowed to use devices during these times.

Web Site

The Woodend Primary School web site is <https://www.woodend.vic.edu.au/>

Our website is used to promote and celebrate school events and achievements. Our website includes important information such as newsletters, policies, event dates and term dates.

We can be contacted by email: woodend.ps@education.vic.gov.au

Wellbeing Programs

To support student Wellbeing and the implementation of School Wide Positive Behaviour, we also implement strategies from Positive Education, Berry Street (trauma informed strategies), Bounceback and Respectful Relationships, KidsMatter and Restorative Conferences.

Our Leading Teacher is responsible for Inclusion, Engagement and Wellbeing and works with teachers to ensure appropriate adjustments are made so that all students have the best opportunity of success.

Working With Children Check (WWCC)

As the parent of a student at Woodend Primary School, you may be considering volunteering at the school in various ways. The school aims to encourage and maximise participation by members of the school community without compromising the safety and well-being of students. To this end, our school has a policy titled "Criminal Records Check & Working With Children Check" which states, in part, that, "Woodend Primary School requires all volunteers to have a WWC Check". You will still need to apply for a WWC Check even if you have already had a Police Records Check. Please provide a copy of your card at the school office.

Applications for a WWCC can be made online via

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

If you have other members of your family who wish to volunteer at school, they will also be required to apply for a check.

Year 6 Graduation

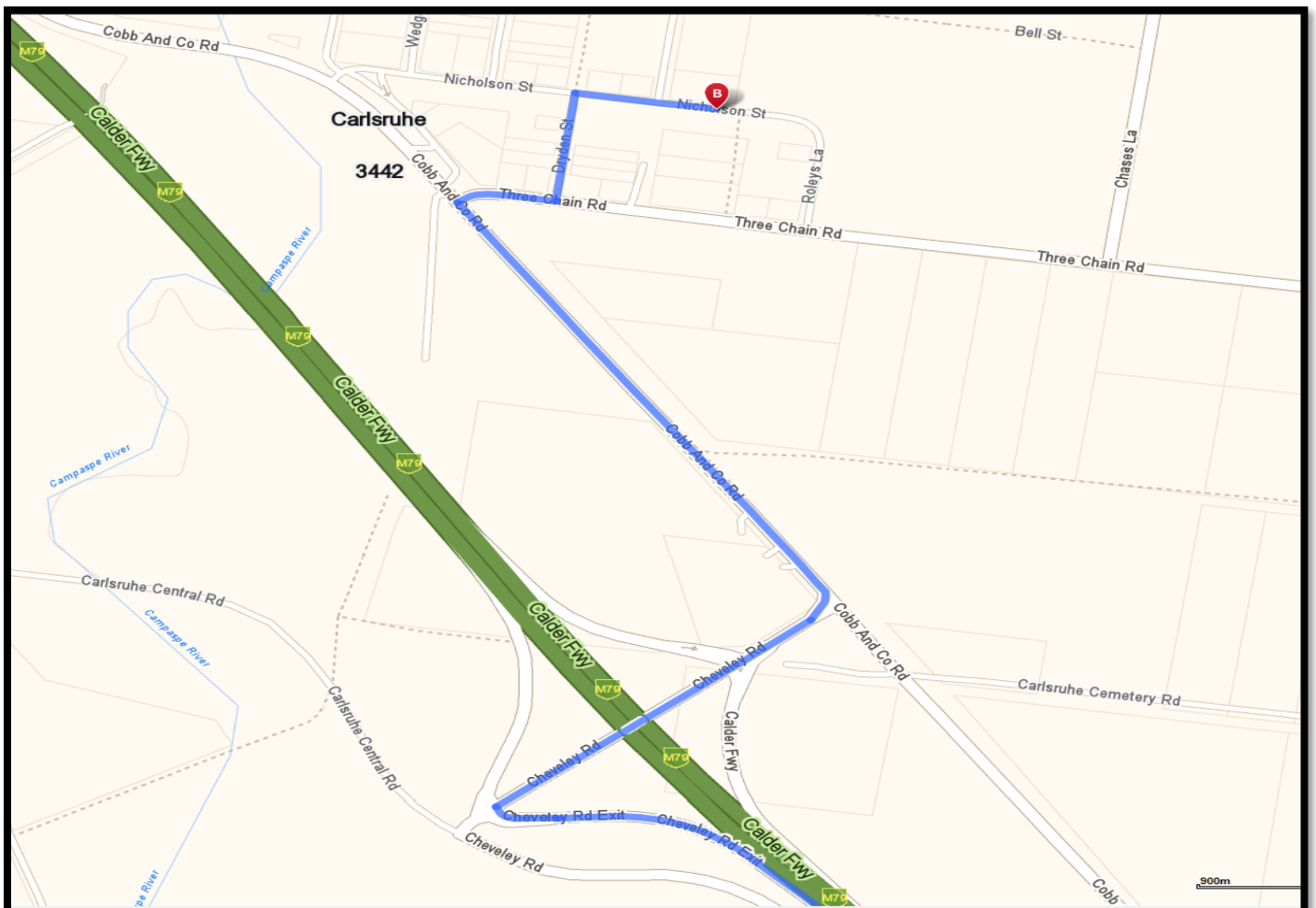
At the end of Year 6 our students have a Graduation Ceremony at a local venue to celebrate their journey from Foundation to Year 6. Many local community groups sponsor awards that are presented to students for efforts worthy of recognition.



Carlsruhe Campus (directions)

Directions to Carlsruhe

- From Woodend Primary School continue along High Street / Avenue of Honour to the Calder Freeway on ramp
- take Carlsruhe ramp exit, veer right on to Springvale Road (Cheveley Rd on map)
- turn left on to Cobb & Co Road
- turn right on to Three Chain Road
- turn left Dryden Street
- turn left at Nicholson Street. Arrive Carlsruhe Campus





Woodend Primary School No. 647

Principal:

Mrs. Diana Ellis

Location:

146 High Street, Woodend, Victoria 3442

diana.ellis@education.vic.gov.au

Phone:

Woodend Campus

(03) 54272455

Carlsruhe Campus

(03) 54222744

Email:

woodend.ps@education.vic.gov.au

Website:

www.woodend.vic.edu.au

DET

www.education.vic.gov.au

Regional Office Bendigo

(03) 5440 3111