School No. 3466

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School Principal: Mrs Anne Stenhouse
INTRODUCTION

Welcome to Wesburn Primary School. I hope that you and your children enjoy your time with us. I look forward to working closely with you as equal partners in the important task of helping your child grow and achieve both as an individual and as a member of the larger school community.

Experience and research tell us that when parents take an active role in the school and the education of their children, their children tend to do better and enjoy school more. For this reason we encourage parental involvement in all aspects of the school. Activities in which parents may choose to participate include School Council, Parents & Friends Club, Kitchen Garden Programme, excursions, and many more. For more details please read the section titled Parent Involvement later in this book.

All of our energies at Wesburn are channelled into the best interests of the children and together with you we are striving for the same outcome, i.e. that every child achieves to their maximum potential and ultimately becomes a worthwhile citizen in a complex and changing world.

This booklet has been compiled to provide you with information about the routines and organisation of our school. Whilst we have tried to include as much relevant information as possible you may still have questions. Please feel free to ask for clarification on anything that you do not understand or to enquire about other topics not mentioned here.

Anne Stenhouse
Principal
WESBURN PRIMARY SCHOOL - THEN AND NOW

Wesburn Primary School stands proudly behind its 100 year history. The school was first established in 1875 as Warburton West, on the south bank of the Yarra River at Millgrove, to serve the populations of Warburton and Warburton West. In 1903 the original wooden portable, with living quarters attached, was moved to a 3 acre site excised from the Warburton Public Park on the Warburton-Lilydale Road. In January 1904, Head Teacher William Blake and a female assistant commenced school No. 3466, then called Warburton West. About 40 children were enrolled and by 1907, 82 children were attending the school. In 1925 the school name was changed to Wesburn and the registration No. 3466 was retained. The school population grew along with the very active timber industry and families began to settle in the valley.

Today, Wesburn Primary School has an enrolment of over 100 students, with five permanent classrooms, fire refuge, art room, multi-purpose room, library, home economics room with four kitchen stations and dining room. Outside facilities include an adventure playground covered by shade sails, oval, specially surfaced outdoor physical education area, cubby, gazebo, centenary rotunda, outdoor seating and gardens, including kitchen gardens, and an outdoor learning area especially suited for science and environmental studies. Each classroom has a bank of six computers with three classrooms currently using interactive whiteboards and the other classrooms to have these installed early 2010.

Significant recent funding from the Federal Government, under the National School Pride and Primary Schools for the 21st Century programmes, will enable the school to develop its facilities further. Old portable classrooms are being replaced with ‘state of the art’ permanent buildings and the existing main building, which includes two classrooms, staff and administration area, will be renovated. This will provide a more welcoming area for parents, display opportunities for student work, and better facilities for school guidance officers, speech pathologists, visiting teachers, etc.

The school focuses on sustainability and the environment, teaching students and the wider community about the importance of wise management of resources. It is an accredited Water, Learn It! Live It! School and has also achieved accreditation with the Schools’ Water Efficiency Programme. Wesburn is one of the few schools in Victoria to have the Go For Your Life Kitchen Garden Program with Stephanie Alexander where students grow, harvest, cook and eat their own produce. Our successful application for a community water grant enabled us to install water tanks to flush toilets and irrigate kitchen gardens. Planning for installation of solar energy is currently underway.

The dedication and friendly spirit of staff, students and the school community is expressed in our school song: “We take great pride in the learning stride in a school so full of friendship.”
SCHOOL STAFF

Wesburn Primary School is very fortunate to have a high quality and caring staff. Our present staff line-up is as follows:

Principal - Mrs Anne Stenhouse
Teachers - Mrs Sue Barratt, Ms Anne Beale, Mrs Jude Conway, Mrs Jill Hanson, Mrs Lee Hochkins, Ms Sharyn Morrice, Ms Anne Taylor, Mrs Judy Ward
Integration Aides – Mrs Gwen Coleman, Mrs Mileah Davidson, Mrs Barb Nippers, Ms Naomi Parsons, Mrs Sandra Walsh, Mrs Wendy Windebank
Business Manager - Mrs Terrie Karnaghan
Administration Assistant - Mrs Tracey Toone
Chaplain - Pastor Luke Whiteside

The Wesburn Primary School staff look forward to working together with parents to help all children achieve their best as well as enhancing our school and local community.

PLAYGROUP

A Playgroup each Tuesday morning, with a trained Early Years teacher incorporating a fun and lively literacy session as a part of the program, enables parents and their young children to get together, share experiences and make new friends.

A recent visit to the local CFA by Playgroup toddlers gave them an opportunity to be the ‘driver’ of a fire truck!
CURRICULUM

At Wesburn Primary School we teach the Key Learning Areas as determined by the Department of Education and Early Childhood Development and detailed in the Victorian Essential Learning Standards (VELS).

Specialist teachers provide instruction in physical education and sport, music, library, art and the kitchen garden programme. Discovery Time, currently occurring in grades Prep – 3, will be implemented across the school in 2010.

These programs are enhanced by camps, sleep-overs, incursions and excursions, visiting artists, or specialists. The Go For Your Life Kitchen Garden Program with Stephanie Alexander is integrated into the curriculum two mornings per week for students from grades 3 – 6 (see section later in handbook).

DISCOVERY TIME

<table>
<thead>
<tr>
<th>Share</th>
<th>Play</th>
<th>Listen</th>
<th>Reflect</th>
<th>Investigate</th>
<th>Explore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Create</td>
<td>Imagine</td>
<td>Invent</td>
<td>Construct</td>
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These are some of the ways children learn during Discovery Time.

Children are provided with a wide range of activities that enable them to engage in meaningful experiences, so that different types of play, thinking, reasoning and understanding can occur. Children may investigate the properties of objects, experiment using mirrors, magnets or water, and use wooden building blocks or collage material to design, construct or create from their imagination.

Literacy and numeracy skills are developed through measuring, researching, writing, listening, speaking, weighing and grouping. Social skills are promoted as children are encouraged to work together, take turns and co-operate with each other.
THE ‘GO FOR YOUR LIFE’ KITCHEN GARDEN PROGRAMME WITH STEPHANIE ALEXANDER

Stephanie Alexander, the famous Melbourne chef and author, initiated the first kitchen garden programme at Collingwood College in 2001. Our school is one of only 43 schools in Victoria and a total of 90 across Australia with the programme.

It is a ‘hands-on’ programme in which students from years 3-6 learn to grow, harvest, prepare and share fresh food. Each week these students spend one hour in the extensive herb and vegetable garden and school orchard, actively involved in creating and caring for it. They learn organic vegetable gardening methods and engage in such activities as seed sowing and saving, weeding, soil preparation and testing, pruning, fertilising, and harvesting of food for the school kitchen.

Students also spend nearly two hours in the kitchen each week. There they are taught about hygiene and kitchen safety, and develop a range of valuable life skills, as they learn to cook the produce they have grown. The recipes they cook are based on what is freshly available in the garden, so they learn about seasonal produce, and include foods from a wide range of categories and cultures, including fresh homemade pasta, risotto, pizza and calzone, curries, dips, breads, tarts, pastries, soups and desserts. Students sit at set dining tables to eat together. Children are encouraged to share with each other, think about and discuss the food they are eating, while at the same time develop their social skills.

The kitchen garden programme complements many aspects of the integrated school curriculum as children:

- Learn new language to describe foods and plants
- Use maths skills to measure and weigh
- Learn valuable life skills
- Expend physical energy working in the garden
- Discover the pleasure of the shared table
- Learn to work as part of a team
- Develop greater self confidence
- Gain awareness of cultural differences
- Develop greater awareness of the environment, elements of science and plant diversity.

A strong volunteer base enables the children to work in small groups. Many adults find that being a volunteer in the kitchen garden programme is an enriching and enjoyable experience which provides them with new skills, as well as a wonderful way of supporting our school.
REPORTING & COMMUNICATION

Detailed Student Report Cards, which cover all aspects of a child’s development, are provided twice a year. Early first term and mid-year, parent/teacher interviews are conducted and parents are encouraged to attend. Of course, parents and teachers can make arrangements to meet at other times throughout the year.

Other forms of communication include a weekly newsletter, and a variety of notices for various reasons including excursions, incursions, camps, school lunches, Parents and Friends’ information, etc. Children in Grades 3, 4, 5 and 6 have daily diaries which extend communication for their parents to a more personal level. Attending a ‘Captain’s Table’ enables parents to discuss with the Principal relevant topics of interest about the school (e.g. cost of school camps, etc.). The school website www.wesburnps.vic.edu.au is updated weekly and has valuable information about the school, including the Annual Report.

From time to time parents may have concerns that they need to discuss with the school. The correct process is to initially make an appointment to speak to the class teacher as it is important that they are not interrupted during instruction times. On the rare occasion that an issue has not been resolved then it is appropriate to make an appointment to speak to the Principal.

PARENT DETAILS

It is vital that the school keeps up-to-date parent contact information on file. All parents must complete a Confidential Student Information Form before a child can commence school. Often details change, such as the emergency contacts may move or phone numbers may change. We ask that parents advise the school promptly. If at any time during the year an alteration is necessary we ask that you call at the office, or write us a short note, so we can amend the information we hold here. Please note that this information is confidential and we cannot divulge any of the details on the Confidential Information Form to other parents.

SCHOOL HOURS & ATTENDANCE

School begins at 9:00am and finishes at 3:15 pm for all children (excluding Prep children during their first few weeks of schooling when their school day is shortened, and excluding the last day of each term when all children are dismissed at 2:15pm). Children are expected to be at school in time for the bag bell that rings at 8:50am. This gives them time to ready themselves for the beginning of their day.

Our school attendance program ‘It’s Cool to be at School’ promotes the importance of excellent attendance while at the same time gives incentives to students and families who achieve this. We promote positive ways in which families can help their children to be on time and attend school regularly.
Latecomers disrupt assemblies and classes (not to mention missing out on vital instructions), so please ensure your child arrives at school on time. We realise that sometimes circumstances occur where your child will be late but these should be kept to a minimum. The first session of the day is vital and time missed will put the child at greater risk of falling behind. If you do happen to arrive late please sign your child in at the office in the ‘Late Arrival book’.

Teachers are on yard duty from 8:45am and children will be supervised from this time. After school yard duty commences at 3:15 pm and children should be collected by 3:30 pm. Please contact the school if you are going to be late collecting your child.

According to State Law all children must attend school until the age of fifteen. This covers all of their Primary School years. If your child is absent for any reason it is a D.E.E.C.D. directive that an explanation must be provided. A written note is required to explain to the class teacher the reason for the absence. If you need to collect your child early please sign the ‘Early Leavers’ Book’ at the office.

**HEALTH**

Parents of Prep children are required to provide an Immunization Certificate (available from the Shire). These certificates are held at the school and if your child transfers from the school the certificate will be forwarded to the new school.

Each year the school nursing sister, with parent permission, conducts a health check for all Prep children as well as other children that teachers may have referred. The nurse also checks on the progress of children she has seen in previous years.

If families hold a current Health Benefit Card children may also be entitled to have a free examination and necessary treatment at the School Dental Van. Once again, parent approval must be given.

Although minor ailments and injuries will be treated at school, parents will be contacted to take children home for more serious conditions. When parents cannot be contacted or in an emergency, children will be taken to a doctor or hospital. If necessary, an ambulance may be called. The costs incurred must be borne by the parents. Because of this we encourage family Ambulance membership which covers the cost of any such event.

The following is a list of infectious diseases for which children or those in contact with them may need to be excluded. If you are unsure it is best to keep your child at home rather than at school, where they would be miserable and recovery would be prolonged, and where the risk of spreading sickness further is greater.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
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<tr>
<td>Chicken Pox</td>
<td>Until fully recovered</td>
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<tr>
<td>Mumps</td>
<td>Until swelling goes down</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Until appropriate treatment has commenced</td>
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<tr>
<td>Measles</td>
<td>At least 4 days from appearance of the rash</td>
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<tr>
<td>Ringworm/Scabies</td>
<td>Until treatment has commenced</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered</td>
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<tr>
<td>Whooping Cough</td>
<td>Five days after starting antibiotic treatment</td>
</tr>
<tr>
<td>Streptococcal Infections</td>
<td>24 hours after antibiotic treatment has commenced</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until treatment has commenced</td>
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STUDENT WELFARE

The School has clearly defined, simple rules which protect the rights and well-being of students, staff and the community. Students understand that there are consequences for breaking any of these rules.

We also have a very firm anti-bullying policy. Staff encourage children to tell someone if they are bullied, either physically or emotionally, by another child and we confidently expect parent support in our efforts to eliminate bullying behaviour. If children tell you about any bullying incidents we ask that you contact us. This gives us an opportunity to let you know what we have done, or possibly, follow up on it if it is an incident of which we are unaware.

Students are invited to share breakfast every Tuesday morning at our Breaky Burras program before school. Although we often provide fresh fruit we also encourage students to bring along crunchy fruit to eat each morning at 10 am. Healthy lunches are also available two days a week.

All Prep children have a grade 5/6 buddy to take care of them in their first year at primary school.

The school Primary Welfare Officer and Chaplain are always available to provide support for students and their families whether it is about behaviour, school issues, family concerns, health, finance, grief, etc. A variety of programmes such as ‘Me & My Dad/Mum’, ‘Kool Kids Positive Parents’, and SKIPS, are implemented throughout the school. Visiting teachers, child psychologists and speech pathologists attend the school regularly. Wesburn Primary School has an outstanding reputation for student welfare.

PARENTS & COMMUNITY INVOLVEMENT

Education is very much a partnership between parents, children and the school. We encourage parents to participate in a variety of activities and in this way they demonstrate to their children that they value education. There are many ways that parents can be involved including becoming a member of School Council or Parents & Friends, volunteering for the Kitchen Garden Programme, helping on sports and other special days, listening to reading, or just calling in to look at your child’s work. From time to time during the year the class teacher will call for parent help and this is the best time to get involved. There are of course some parents who are unable to be involved during school hours. The best way for them to be involved is to talk to their children on a regular basis about school and the types of activities that they do. Sit down and get them to show you samples of their work that they bring home. Talk to them about the newsletter and events that are mentioned in it. If ever there are special activities of an evening, such as information nights, make every effort to come along. For your children’s sake it is important that you are involved in some way.
**Tips for Helping Your Child**
*Show your child that learning is fun*
*Encourage your child to develop good habits, e.g. listening, packing up, and being punctual*
*Praise your child’s efforts regularly, reinforce positive behaviour*
*Teach your child about safety*
*Spend quality time having fun with your child*
*Supervise homework and ensure it is returned on time*
*Give educational toys, games, puzzles as presents*
*Communicate regularly with the class teacher*
*Ensure punctuality and regular attendance that assists learning*
*Develop growth in independence, e.g. know name, address, phone number, dressing and undressing, toilet routine, care of personal belongings*
*Provide sufficient rest, sleep and a nutritious diet*
*Teach road safety and use of the School Crossing*
*Name all items of school clothing*
*Become involved, i.e. School Council, Parents & Friends, classroom activities*
*Return excursion and/or permission notes promptly*
*Put money for school activities/lunch orders in an envelope marked with name, grade and room number*

**SCHOOL COUNCIL**

School Councils are made up of parent, Department of Education and Early Childhood Development employees and community members and are able to directly influence the directions of a school. Annual elections are held to determine membership. Wesburn School Council meetings are held at the school monthly. They are open to the entire school community and parents are encouraged to discuss with School Council members any issues or recommendations they may have so that the school may best meet community needs.
PARENTS & FRIENDS CLUB

Wesburn Primary School Parents and Friends Club is an organisation for parents and friends of the school who work together for the benefit of the school. This often takes the form of fundraising activities but also is an important forum for the discussion of common concerns and the sharing of mutual successes. The P & F act as helpers for the School Council in a lot of ways. They meet regularly during the day and have a chat about things that they can do to help the school.

P & F try to do one major fundraising activity each term and provide healthy lunches in between. In addition to these they also organise the sale of school uniform items. An order form for these is sent home periodically in the newsletter.

We would encourage parents to get involved with the P & F as you will not only get to know other people with similar interests to your own but also will be able to help your school in a practical way.

NEWSLETTER

The school produces an informative and interesting newsletter sent home weekly. This newsletter is given to the youngest child at school in each family and is sent home every Wednesday.

Our newsletter contains a Calendar of Events to keep everybody informed of coming activities. A report from the Principal, School Council and Parents Club, together with student awards and any special requests from teachers are printed each week.

EMERGENCY MANAGEMENT PLAN

Our school has a thorough and effective Emergency Management Plan which covers all potential disasters. It outlines staff directives and responsibilities and is rehearsed regularly. We have a designated Fire Refuge building which can hold the entire school population and is purpose built to withstand the ravages of a bushfire passing over the school. In the event of a disaster you can be confident that all of your children’s needs will be taken care of, both physical and emotional.

FINANCIAL MATTERS

Wesburn Primary School receives funding that provides for the salaries of staff, the provision and maintenance of some buildings, and the supply and support of the curriculum programs taught.
It is expected in Victorian Government Schools that parents pay for, or provide, all of the student materials that their children will use in the course of their schooling, such as textbooks, pens, pencils, exercise books, paper, art materials, etc. To assist with this the school purchases a package of student materials, for each grade level, at heavily discounted prices. Booklists for each grade level will be provided in November each year to enable payment and purchase of student materials in readiness for the following school year.

The only additional charges that the school will be requesting throughout the year will be to cover the costs of special activities such as excursions, visiting artists, camps or other special events or programs. A list of these activities and approximate costs will be published early each year to enable families to budget for them.

The school has at least one fundraising activity per term. These activities are crucial for the raising of funds needed for special projects at the school as determined by the school priority list. These include purchasing new computers for children, updating play equipment, maintenance, etc. When selecting fundraising activities we try to choose those activities that are either providing a service or products.

**CAR PARKING**

Wylie Street has designated parking bays and is the safest place for dropping off and picking up children. Please observe the restricted parking areas in front of Wylie Street houses and the Disabled Parking Bays.

There will be many children on the roads at the start and end of the day. Please be aware of them, particularly when they are crossing the roads. For children who use the Warburton Highway to walk to school, a controlled School Crossing is used in front of the school. This has a Crossing Person on duty both before and after school. Children are encouraged to use this crossing as it is the safest way to get across the busy Warburton Highway.

**LUNCH ORDERS**

Parents & Friends provide a healthy lunch order service to our students on Mondays and Wednesdays. To order your child’s lunch we ask that you place the money in an envelope with the following information on it:

- NAME
- GRADE
- ITEMS REQUIRED

The children then place the order in the basket provided in their classroom by 9am Monday morning. Lunches are delivered to the classroom at the beginning of lunch-time.
**SCHOOL BANK**

The children are able to commence a regular saving program through the School Bank. An officer from the Commonwealth Bank will visit the school early in the year and provide the children with application forms. The children then bring their bank books and money along to school on Tuesdays and the money will be deposited into their account. There is also a small fundraising component for our school provided by the Commonwealth Bank according to the number of deposits made. We would encourage children to develop a regular saving pattern from an early age.

**SCHOOL UNIFORM**

School uniform is compulsory at Wesburn. Order forms may be picked up and delivered back to the office and uniform items can be collected from the uniform shop which is open at set times every Monday and Wednesday. New and second-hand uniforms in excellent condition are available at very reasonable prices. Our school colours are maroon, black and white.

It is very important that all children’s clothing be labelled with their name, with either a permanent marker or a sew-on label. There is a lost property bin at school, which should be checked periodically if your child has mislaid clothing. At the end of each term this lost property is prominently displayed and any unclaimed or unnamed items will be given to charity. Adult sizes are also available on order.

**GARDENING & WORKING BEES**

Something that visitors to our school always comment on is its spectacular 1.3 hectare site. It’s constantly attractive, tidy state is only made possible by the enthusiastic support shown by those people who involve themselves in working bees and regular gardening/maintenance activities. We welcome anyone who is willing to give a little of their time in order to help make the school such a lovely environment. School Council’s Buildings and Grounds Committee’s objective is to ensure the ongoing maintenance and improvement of school facilities and from time to time special projects are undertaken. If the need arises, special Working Bees may be announced in the newsletter, prior to sports days, end of year family get-togethers, etc.
THE WESBURN SONG
By Rob Hamilton-1983, Jo Schroeders & Michael Alter-2004

Trees are swaying as children play,
Snow is on the mountains,
Our school was born on a summer’s morn,
In the Year of nineteen-four.

Our school commenced as Warby West,
In twenty-five they changed it,
We take great pride in the learning stride,
In a school so full of friendship.

Chorus: Wesburn School, Wesburn School,
Mountain tops, Mountain tops,
Swaying trees, Swaying trees,
In the gentle breeze, In the gentle breeze,
Here to learn, Here to learn,
Work and play, Work and play,
Hear the birds, Hear the birds,
It's a happy day.

Koalas, wombats, kangaroos,
Parrots, bellbirds, tree-ferns,
Pine trees, gum trees, even scrub trees,
Wesburn Primary School.

The mountains high and the valley’s low
We're near the Yarra River,
We'll work and play and help each other,
Build a happy school.

Chorus

The year of our Centenary
Has come around so quickly.
2004 and so much more
Of learning fun and friendship.

As years go by and children learn
We grow to happy adults
We may be few but we will be true
To a school so full of friendship.