



Thinking... for their future



# 2025 School Information



<p><b>General Information</b></p>	<p>Grovedale West Primary School 85 Heyers Road Grovedale 3216</p> <p><b>Ph: 52414774</b></p> <p>Email: <a href="mailto:grovedale.west.ps@education.vic.gov.au">grovedale.west.ps@education.vic.gov.au</a> Website: <a href="http://www.gwps.vic.gov.au">www.gwps.vic.gov.au</a></p> <p><b>Office Hours</b> 8.30am – 4.00pm (answering machine after 4.00pm)</p> <p><b>School Hours</b></p> <ul style="list-style-type: none"> <li>• 8.50am for a 9.00am start</li> <li>• School finishes at 3.15pm</li> </ul> <p><b>Office Team</b></p> <ul style="list-style-type: none"> <li>• Business Manager – Michaela Bird</li> <li>• Office Administration – Fi Thompson</li> </ul> <p><b>Acting Principal</b></p> <ul style="list-style-type: none"> <li>• Gillian Ovens</li> </ul> <p><b>Acting Assistant Principal</b></p> <ul style="list-style-type: none"> <li>• Brett Greenwood</li> </ul>
<p><b>School Vision and Values</b></p>	<p><b>The school’s mission is based on the Melbourne Declaration - Educational Goals for Young Australians (2008)</b></p> <p>Students at Grovedale West Primary School will be provided with an education that will enable them to become:</p> <ul style="list-style-type: none"> <li>- <a href="#">Successful learners</a></li> <li>- <a href="#">Confident and creative individuals</a></li> <li>- <a href="#">Active and informed citizens.</a></li> </ul> <p><b>As successful learners they will:</b></p> <ul style="list-style-type: none"> <li>• Have an active role in their own learning,</li> <li>• Have essential skills in literacy and numeracy,</li> <li>• Be creative and productive users of technology,</li> <li>• Be able to think critically and logically,</li> <li>• Be able to problem solve in a critical and creative manner.</li> </ul> <p><b>As confident and creative individuals they will:</b></p> <ul style="list-style-type: none"> <li>• Have a sense of self -worth and personal identity,</li> <li>• Be optimistic and demonstrate a positive mindset,</li> <li>• Be enterprising and show creative initiative.</li> <li>• Demonstrate personal values such as honesty, resilience, empathy and respect for others</li> <li>• Have the knowledge and skills to maintain healthy satisfying lives.</li> </ul>

**As active and informed citizens they will:**

- Act with moral and ethical integrity,
- Appreciate Australia's social, cultural, linguistic and religious diversity along with an understanding of government, culture and history,
- Understand and value indigenous cultures and reconciliation.

The school has a shared focus on children at the centre of the learning, global connectedness, future thinking and achievement and excellence.

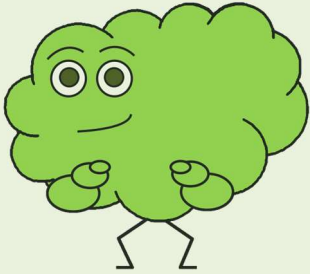
**The School Values are:**      **RISE**

**Responsibility    Inspiration    Strength    Empathy**

The development of young learners at GWPS is also underpinned by the 6c capabilities. The overall purpose of the six Cs and their underlying structure is the well-being of the whole student, and the well-being of society, which essentially consists of higher levels of student achievement and the capacity to apply what one knows.

- **Character education** - honesty, self-regulation and responsibility, perseverance, empathy for contributing to the safety and benefit of others, self-confidence, personal health and well-being, career and life skills.
- **Citizenship** - global knowledge, sensitivity to and respect for other cultures, active involvement in addressing issues of human and environmental sustainability.
- **Communication** - communicate effectively orally, in writing and with a variety of digital tools; listening skills.
- **Critical thinking and problem solving** - think critically to design and manage projects, solve problems, make effective decisions using a variety of digital tools and resources.
- **Collaboration** - work in teams, learn from and contribute to the learning of others, social networking skills, empathy in working with diverse others.
- **Creativity and imagination** - economic and social entrepreneurialism, considering and pursuing novel ideas, and leadership for action.

**Optimistic Positive Students**  
**Green Brain Thinking**



The school has high expectations for every student and promotes a positive learning environment that allows for all children to learn and feel safe at school.

It is essential that families support their child in coming to school 'ready to learn' experiencing regular sleep patterns and home routines.

Positive students:

- know what RIGHT about themselves.
- use their strengths as part of their learning.
- are optimistic.
- think flexibly and accurately about problems.
- focus their energy on the aspects of a situation that they can change.
- cope effectively with what they cannot change.
- use problem solving strategies.
- communicate effectively with each other.

## A to Z

**Anaphylaxis / Allergies**

Parents are required to notify our office of anaphylaxis / allergy requirements. Students who require an EpiPen should have these in the first aid cupboard and in their bag. All parents are to provide the school with an ASCIA Anaphylaxis Management Plan completed by their treating physician and complete a School Management Plan at the beginning of the school year. Both documents need to be updated annually, when there are changes to treatment, and before camps and excursions. All related medications need to be in their original packaging and labelled by the pharmacist with the child's name and dosage details.

**Annual Consent**

As a part of DE requirements, school student consent forms must be completed on a yearly basis for each student. To support our school's sustainability plan to reduce paper usage and as a convenient process for our families we have created a digital version of the consent form, to be completed on Compass by the end of February each year.

**Appointments**

We encourage communication between home and school, but often it is not possible for staff or the Principal Team to see you without an appointment. Please contact the office to make a suitable time for an appointment.

**Art Smocks**

All students (Years P - 6) are required to have an art smock to protect their clothing. An old shirt may be used, or they can be purchased.

**Assembly - Whole School**

The students host the assemblies and all levels P-6 share in the presentations. Parents are welcome and encouraged to observe but we do ask - no mobile phones, no pets and please keep toddlers with you to ensure that the children can confidently present their learning.

Parents will be informed when assemblies are scheduled through the newsletter.

**Bikes**

Children in Prep to Year 3 who ride bikes, should be accompanied by an adult as recommended by VicRoads. All riders must wear an approved helmet and are expected to follow the required VicRoad rules for cyclists. Bikes are not to be ridden within school grounds. All bikes are to be left at the bike rack located at the Student Entry Gate, at Heyers Rd/Wingarra Drive gate. All bikes should be securely locked during the school day with a lock supplied by the student, with helmets taken inside to their classroom.



<b>Birthdays</b>	Due to children's allergies and our Healthy Eating Policy, our teachers will celebrate children's birthdays within the classroom community without the need for you to provide any food or treats.
<b>Collecting children through the day</b>	<p>It is preferred that student learning is not disrupted and that appointments where possible for dentists, doctors etc are made outside of school hours.</p> <p>Please put a note in your child's diary for their teacher or inform the office in the morning, if your child needs to be collected for an appointment. This minimises disruption to learning by general announcements through the day.</p> <p>Please note, anyone collecting students during school hours, other than the adults nominated on the child's enrolment form, must be approved prior to the day. Parent/carer will need to contact the office and supply the full name and contact number for the authorised person to collect their child. Students will not be permitted to leave the school grounds during school hours unaccompanied.</p>
<b>Calendar of Events</b>	A calendar listing upcoming school events is published in the school's newsletter.
<b>Car parking</b>	<p>There is no parking available for parents/carers, on the school grounds.</p> <p>The car park in front of the administration area is only for use by staff, deliveries, or any emergency vehicles. The gates are closed at the beginning and end of the school day.</p>
<b>Casual Replacement Teachers (CRT)</b>	When your child's teacher is ill or absent a casual replacement teacher will teach the class. We expect students to respect and cooperate with the relief teachers the same as they would for their class teacher.
<b>Chaplain and Mental Health and Wellbeing Leader</b>	<p>Our School Chaplain provides wellbeing support for students at GWPS. Parents are requested to sign a permission form for their child to access this service. Learning takes many forms and includes social, emotional and behavioural development. It is important that children are given every opportunity to grow in these areas, learn from mistakes, and continually find new and better ways to approach situations and life's challenges.</p> <p>Parents are asked to sign the consent form which is available from our office, for their child to engage with the School Chaplain.</p>
<b>Child Safe Standard</b>	Grovedale West Primary School promotes a safe, healthy, supportive and secure environment for all students. The aim is to raise awareness of what makes students resilient, develop strategies to reduce vulnerabilities and increase coping skills and to feel connected in their school and broader community. We are committed to the safety, participation, and empowerment of all children. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our organisation is committed to preventing child abuse and identifying risks early and removing and reducing these risks. The school is legally bound to Mandatory Report if they are concerned about a child's emotional or physical wellbeing.
<b>Communication Protocol</b>	<p>Parents are welcome to contact the office to organise a meeting with their child's teacher. Teachers communicate with parents via Compass diary, the child's diary or phone contact.</p> <p>Parents can email the school email and messages will be forwarded to teachers.</p>

<b>Compass</b>	Compass is the school's digital communication portal. You will be provided with log-in details and instructions on how to access Compass. The school's formal communication is Compass and the school Newsletter (The Link). Information related to GWPS provided on other social media sources will not have been provided by the school, so may lack accuracy.
<b>Concert</b>	A School Concert is held annually at the end of the year. This is always a very special evening for students and families. All student year levels present an item and the whole community is invited to attend. A charge is made for adults and non-Grovedale West Primary School students to cover costs. During Term 4 the students have a Performing Arts focus in their curriculum.
<b>Curriculum Days</b>	School Council has the authority to declare four pupil free days and one Report Writing Day each year for staff professional development and reporting. Parents are notified of these dates in advance in the newsletter.
<b>Custody Restrictions</b>	It is vital that the school be kept informed of any access or custody restrictions. Photocopies of any orders must be given to the office. The school is legally obliged to follow the custody orders.
<b>CSEF – Camps, Sports, Excursions Fund</b>	Parents who hold a current Healthcare Card may be eligible to apply for CSEF. This is an annual government rebate which can be applied to their child's camps/sporting events/excursions whilst at primary and secondary school. For more information and an application form, please contact our office.
<b>DE</b>	These letters stand for the Department of Education. The term DE is commonly used in newsletters and circulars to parents.
<b>DE Statement of Values</b>	The DE Statement of Values aims to encourage self-discipline and respect. It identifies goals for standards of behaviour expected at Grovedale West Primary School. The rights and responsibilities of students, parents and teachers are prescribed within this statement.
<b>Diary</b>	Every student is required to purchase a school diary at the beginning of the year. Teachers and parents can use the diary as a means of communication. Teachers will record information in the diary when necessary. Parents are encouraged to check the diary daily.
<b>Digital Games/ toys</b>	We ask that children do not bring toys to school. The school cannot take responsibility for the toys and do not want children disappointed if the toys become lost or damaged.
<b>Dismissal</b>	Classes are dismissed at 3.15pm On the last day of each school term, Terms 1, 2, 3 & 4, dismissal time is 2.30pm.
<b>Emergency Management Plan</b>	There is a plan in place to deal with any major disaster that may occur at the school. Evacuation or lockdown drills are carried out on a regular basis to ensure that there is an effective response to any emergency.
<b>Dogs</b>	No dogs are permitted on school property. If walking your dog to school, please meet your child at the outer gate.
<b>Earrings/ necklaces</b>	Students with pierced ears must wear standard size studs or small sleepers. Children will be requested to remove any other forms of earrings. The wearing of other earrings or necklaces is not a part of school uniform. This rule is based on safety.
<b>Emergency Contact Numbers</b>	The school must have up to date emergency contact numbers in case the student becomes ill or is injured. Any alterations to phone number, address, doctor, or emergency contact must be recorded promptly at the office.

<b>Extra-Curricular Activities</b>	In addition to our commitment to literacy and numeracy we have a host of extra-curricular activities during the year that round off our work and give more value to the student's educational experience. These include excursions and camps, concerts and performances, visiting performances, environmental activities, Book Week, Health & Human relations, special days, performances and sporting events/activities.
<b>External therapy providers</b>	External providers must register a request on the school External Provider engagement form for each request to attend any school for meetings and SSGs. They do this by emailing the school for each request. Providers are required to contact the school if they wish to engage with the educational team and they will be provided with the required paperwork.
<b>Environmental Education/ Sustainability</b>	The school is keen to raise awareness of local environmental issues and their global effect. We run a variety of environmental programs including Junior Landcare, recycling, plant propagation, vegetable gardens, worm farms, water conservation etc to give the students both pride in their local environment and an environmental awareness.
<b>Excursions and Camps</b>	Excursions and camps are a valuable way of extending their learning beyond the classroom. The school provides a range camps and excursions that are communicated to parents through the Compass approval process.
<b>First Aid</b>	Students requiring first aid will be treated promptly by a First Aid trained officer. When a child attends Sick Bay, families will receive a Compass notification with a brief overview. Parents will be notified by phone for serious injuries.
<b>Fundraising</b>	The school at times has fundraising activities during the year. All money raised goes to a nominated cause. Our student leaders work with the support of the school community to organise fundraising activities as part of their learning program. Each year School Council selects one community organisation for fundraising.
<b>Hair/nails</b>	Hair should be clean, neat and tidy. It is important for collar length or longer hair to be kept tied back. No hair sprays, rinses etc. or bright colors are to be sprayed onto hair. Students should not wear coloured or extension fingernails. The Uniform Policy is available on the school website.
<b>Hats/Sunscreen</b>	In support of the school's Sun Smart Policy all children are required to wear a navy bucket or broad brimmed hat when participating in outdoor activities including recess and lunchtimes during Terms 1 & 4 (no baseball caps please). Children without hats will be directed to a shade area. Parents are to supply their child with sunscreen.
<b>Head Lice</b>	It is recommended that parents/carers check their child's hair regularly (preferably weekly) for any signs of lice, ie. eggs or live. If eggs or live lice are present, parents/carers should immediately treat their child's hair, including any siblings, bedding, hair brushes etc. Please contact the office to let the school know of a confirmed case/s, and the school will send out a generic Compass notification to other families in the same year level. Once treated, students are able to return to school.
<b>Homework Policy</b>	Students are provided with reading text to take home, read and share with their parents/carers. Homework is more useful when done with the support and feedback from an adult in the home. School library books are also taken home for



	<p>reading.</p> <p>In addition, classroom teachers can assign additional work that follows a project, unfinished class work, a set activity or incidental activity. Learning of words and writing can also be included in home activities. The school encourages parents to share any learning activity. Cooking, shopping, playing a game, interpreting the news/current affairs, sharing a puzzle or board game are all important in developing the inquisitive mind of a child. Homework is assigned to give students and parents adequate time for completion and is designed to be of minimal inconvenience to families.</p> <p>The school follows DE guidelines for homework.</p>
<b>Hot weather</b>	If the temperature is expected to go over 35 degrees with hot northerly winds students are kept inside during play times. Water bottles are permitted in class at any time.
<b>Insurance</b>	<p>Parents are advised that DE <b>does not</b> provide personal accident insurance for students. Parents and guardians are responsible for paying the cost of medical treatment for their child's injuries/illness, including transport (ambulance) costs. Student accident insurance policies are available from private insurance companies. Private property brought to school is not insured and the school is not responsible for any damage or loss.</p> <p>DE suggests that parents seek assistance from insurance brokers or identify suitable personal accident insurers if required. Families need to be aware that the school will call an ambulance if deemed necessary and therefore parents may be required to cover such costs if they do not have cover.</p>
<b>Interschool Sport</b>	At various times of the year, students in Years 3, 4, 5, 6 take part in extracurricular sporting activities that will enhance social skills as well as sporting skills. In addition, events like athletics and cross-country allow children to experience competition in a friendly environment. It is great to have parents come along to such events.
<b>Late Arrivals</b>	If your child arrives at school any time after 9.00am they must be signed in by parents through the office and not taken directly to classrooms.
<b>Leaving early</b>	<p>If it is necessary to take your child out of school during the course of the day, the class teacher or office must be informed, and the child signed out.</p> <p>The school request that such practice is limited as the child misses significant aspects of their learning.</p>
<b>Library</b>	The school has a modern well-equipped library that is a quiet pleasant learning space where students can spend time enjoying books and borrowing books to take home. To borrow from our Library, students must have a Library bag, into which books can be placed.
<b>Learning Technology (ICT)</b>	<p>Technology is an important part of the educational process.</p> <p>All classrooms have computers for student use.</p> <p>Students are trained to use the internet with respect. At the beginning of each year students and parents must sign a student Code of Conduct for Internet and Network use. We also have classroom sets of laptops and iPads, to support program delivery.</p>
<b>Rubbish/Litter</b>	<p>Students are expected to assist in keeping the school grounds clean and tidy. Bins are placed outside. Food with wrappers must not be taken outside. Children will be required to assist with keeping the school grounds free of rubbish.</p> <p>We promote a 'Nude Food' approach for all food that is brought to school.</p>

<b>Lost Property</b>	Unnamed uniform items that are unclaimed are held in the Lost Property tub at the office for one term before being recycled. Donated school uniform items are also available from our office. Please clearly name each article of clothing and all personal belongings with permanent markers.
<b>Lunches from home</b>	<p>Please pack a lunch according to your child's appetite that includes healthy food choices.</p> <p>Students enjoy a "play lunch" snack at morning recess (11.00am – 11.30am). Lunch is eaten at 1.30pm, and lunch break is 1.40pm – 2.15pm.</p> <p>We are a 'Healthy Kids' school and encourage families to ensure that the food in lunch boxes is healthy. (eg: sandwiches, fruit, vegetables).</p> <p>Confectionary should not be sent to school. Children will be asked to take them home.</p> <p>Children are required to eat any food, sent with wrappers, inside before going out to play. If the food is not eaten in the given time, it will be sent home.</p> <p>Students are not to bring food to school that requires heating or hot water added.</p> <p>Students can have water with them in the classroom at all times. Fruit juices and cordials are not permitted.</p>
<b>Mandatory Reporting</b>	Teachers are required by law to report all cases of suspected abuse or neglect to the Department of Health and Human Services.
<b>Medication</b>	It is sometimes necessary for medicines to be administered to students at school. Parents must supply medication in the original packaging, with a pharmacy label clearly stating the name of the student, the dosage and the time/s to be given. A form is available from our office, which must be filled in for all medications (prescribed and/or "over the counter") to be given at school. Medicines are to be handed in to the office as students are not permitted to carry any medicines for self-administering.
<b>Newsletters</b>	The school newsletter is sent out via Compass. Our school newsletter called "The Link" is distributed weekly and is the school's main communication with parents/carers. The weekly publication celebrates student learning and contains a calendar of school events, with information about the latest school news and activities. The school's main communication tools are Compass and the newsletter.
<b>No nuts or sharing of food</b>	Due to the risk of students having allergic reactions to nuts / nut products, we ask that these are <u>not brought</u> to school. Parents should inform the school immediately if their child has an allergy.
<b>"Nude Food"</b>	Our school encourages students to reduce the amount of rubbish/litter that comes into school by bringing their food in reusable or recyclable containers. Students will also be asked to remove any wrappers before leaving their learning space or to go outside.
<b>Out of School Hours Care Program - OSHC</b>	<p>Before School Care operates on school days between 7.00am and 8.50am.</p> <p>The After School Care program runs from 3.15pm to 6.00pm daily.</p> <p>On Curriculum Days, the program will be offered subject to need.</p> <p>Registration forms are available from the office. Students can be enrolled on a permanent or casual basis.</p> <p>For enquiries contact Sheridan Ellis on the OSHC mobile 0418 350 734.</p>

<b>Mobile and Smart phones/Apple and Smart watches</b>	Students should not bring phones, smart devices, or smart watches to school. If a device is required, students must give it to their teacher at the commencement of the school day. Devices will be locked away by staff and given back to students at the conclusion of school. This is DE Policy.
<b>Parents and visitors in the school</b>	All parents or visitors to the school must enter through the main office and sign-in at our office.  Only children can enter through the Student Entry Gate to enter the school and classrooms.
<b>Personal Hygiene</b>	Hygiene is very important when children work and play together. We ask that you talk to your child on the correct use of toilets, and washing hands. Soap is placed in toilet areas for student-use and is replaced regularly by the school cleaner. Hand sanitiser is also provided in each learning space, for students who require it.
<b>Student Photographs &amp; Video</b>	At GWPS we celebrate student learning in different ways and teachers will often take photographs and videos of students that are shared in school publications, eg. the weekly newsletter, Seesaw, Google Drive, etc. In line with the DE guidelines, parents/carers are required to complete a Student Photography consent form, for the duration of their child's enrolment at GWPS.
<b>Prep Buddies</b>	Prep children enjoy the Buddy Program, which enables them to have a special friend in Year 5 who keeps an eye on them and ensure that they are comfortable at school. The Prep children receive a letter from their buddy and do activities with them through the year.
<b>Public Holidays</b>	School and OSHC does not operate on the following days; <ul style="list-style-type: none"> <li>• Australia Day</li> <li>• Labour Day</li> <li>• Easter – Good Friday and Easter Monday</li> <li>• Anzac Day</li> <li>• King's Birthday</li> <li>• Geelong Cup Day</li> <li>• Allocated Football Special Day in September (Grand Final Parade)</li> </ul>
<b>School Photographs</b>	School photographs will be taken annually at the school. A professional photographer takes all photographs and parents are under no obligation to purchase.
<b>School Nurse</b>	A community health nurse will conduct general health evaluations on all Prep students but is also available for other students on request.
<b>School Crossings</b>	Students must use the School Crossings. The COGG Crossing Supervisors are on duty from 8.20am to 9.05am and 3.15pm to 4.00pm daily. There is a 40kph speed limit on all roads near the school. The area is regularly policed and speeding fines imposed.  The Noila Street crossing is not a supervised crossing and parents are required to supervise their children. Teachers are on duty in the area at 8.45am – 9.00am and 3.15pm – 3.30pm to monitor students entering and exiting the school.  We encourage families not to drive into Noila Street to limit the congestion near the school crossing.

<b>School Council</b>	<p>Membership to the School Council is open to school parents.</p> <p>The School Council is a representative group of 8 parents, The School Principal and 3 Staff.</p> <p>Elections take place in February/March with nomination forms available from the school. Members are elected for a two-year term, with four positions elected each year. Meetings of the School Council take place twice a term on a date set at the beginning of the school year.</p>
<b>School Uniforms</b>	<p>The wearing of school uniform is compulsory.</p> <p>Exemption from wearing school uniform on a temporary basis will require a written note of explanation from a parent.</p> <p>Limited donated/recycled uniform items are available from the office.</p>
<b>School Shoes</b>	<p>School shoes must be <b>black</b> lace up, T-bar, velcro or black sport shoes only. When purchasing shoes please select a style that does not have colour on them. They are readily available from stores such as K-Mart, Target etc.</p> <p>Sandals/"open-toe" style shoes are not permitted. This is for safety and essential for children involved in cooking or gardening programs.</p>
<b>Skateboards and bikes</b>	<p>Skateboards are not permitted at school as a safety precaution (other than when requested as part of a PE activity).</p> <p>Bikes must not be ridden within the school grounds. Students are requested to walk their bikes through the school to minimise injury to others.</p>
<b>Specialist Subjects</b>	<p>As well as class lessons, students are involved in specialist programs with other teachers. The specialist subjects are:</p> <ul style="list-style-type: none"> <li>• Visual Arts, Performing Arts</li> <li>• Physical Education,</li> <li>• Languages (Auslan)</li> <li>• Science</li> <li>• Music</li> </ul> <p>You will be advised of your child's timetable early in the year.</p>
<b>Sport &amp; Physical Education</b>	<p>Children should be appropriately dressed for PE and sports activities. Suitable sports shoes are most important for these days. Children may participate in sporting events outside of our school. Information about these events will be sent out via Compass. Teachers will communicate allocated PE where sports uniform is required. Sports uniform items can be purchased from Beleza Uniforms, consisting of:</p> <ul style="list-style-type: none"> <li>• Polo shirt</li> <li>• Navy blue shorts</li> <li>• White socks</li> <li>• Runners</li> </ul>
<b>Parent/Teacher meetings and Student Reports</b>	<p>An opportunity for teachers and parents to meet is held early in the school year.</p> <p>An individual written report is provided mid-year and at the end of the year. The report is supported by the child's SeeSaw digital learning portfolio which provides regular feedback and updates about your child's learning.</p> <p>If at any time you have a concern, additional meetings can be arranged. Feel free to contact the office to make an appointment.</p>

<b>Sun Smart</b>	The school is an accredited Sun Smart school. The wearing of broad brimmed hats is a compulsory part of the uniform for Term 1 and Term 4.
<b>Swimming</b>	An intensive swimming program is offered during the school year. Students work through levels of achievement, with water awareness and safety paramount, along with swimming technique.
<b>Teachers Meetings</b>	<p>Teachers are often involved in professional development sessions and/or meetings after school hours and may not be readily available to meet with parents.</p> <p>Staff meetings are held regularly each week from 3.30pm-4.45pm on scheduled days.</p> <p>Teachers are unavailable to meet with parents during staff meeting times which start promptly after completion of the school day. If you wish to speak with a teacher, please call the office to arrange an appointment. Teachers will happily meet with you at an arranged time.</p>
<b>Water Bottles</b>	Students have access to their water bottles in class time throughout the day. We encourage students to drink water regularly to keep their brain hydrated. No fizzy drinks or cordial are permitted in the water bottles.
<b>Wet Day timetable</b>	When raining during recess or lunch breaks, the students will remain indoors and be supervised in classrooms.
<b>Yard Supervision</b>	<p>Yard duty staff are scheduled for yard supervision 15 minutes prior to school (from 8.45am) and again after school for 15 minutes (until 3.30pm).</p> <p>In addition, recess and lunch times are supervised by a number of staff on duty around the school grounds. Children are aware of the teacher yard duty roster and can locate the staff member wearing a hi-viz vest if a problem arises.</p> <p>Children who need to arrive prior to 8.45am or remain after 3.15pm, at school, must be supervised by a parent/carer, or booked into OSHC.</p> <p>The gates open at 8.45am for the students to enter the inner school grounds.</p>