



*We Care, We Inspire, We Achieve.*

## **Parent Information**

Yarra Junction Primary School  
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Victoria, 3797

(03) 5967 1544

[www.yjps.vic.edu.au](http://www.yjps.vic.edu.au)

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# Yarra Junction Primary School

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## *Welcome to Yarra Junction Primary School*

*We Care, We Inspire, We Achieve.*

It is with great pleasure that we welcome your family to the Yarra Junction Primary School community.

At Yarra Junction Primary School we believe that all children can and will achieve. We understand that every child is unique and follows an individual progression of learning. We support learning growth through positive staff-student connections, a passion for education and through skilled planning, analysis and teaching.

Yarra Junction Primary School values knowledge across a range of curricular areas by providing rich Literacy and Numeracy Learning, Technology, Visual Arts, Performing Arts, Physical Education, Community Studies (including the LOTE subject of Woivurrung – the language of the Wurundjeri people).

We also provide extra-curricular activities such as camps, a range of incursions/excursions, school production, festival of the arts and various sporting events.

We are proud of our school, staff and most importantly our children.

Our students are achieving excellent results and developing strong character skills through embracing our school values;

Respect, Resilience, High Expectations and Collaboration.

The Yarra Junction Primary School Staff and Council warmly welcome you and look forward to joining you in partnership in the education of your children.

# *Important Dates for 2023*

Please note the following dates for 2023;

## **Term 1**

Monday, 30th January 2023 - First day of term 1 for ALL students

Friday, 3rd March 2023 - Curriculum Day

Monday, 13th March 2023 - Labour Day Public Holiday

Thursday, 6th April 2023 - Last day of term 1, 3:25pm finish

## **Term 2**

Monday, 24th April 2023 - Curriculum Day

Tuesday, 25th April 2023 - ANZAC Day Public Holiday

Wednesday, 26th April 2023 - First Day of Term 2

Friday, 9th June 2023 - Curriculum Day

Monday, 12th June 2023 - King's Birthday Public Holiday

Friday, 23rd June 2023 - Last day of term 2, 3:25pm finish

## **Term 3**

Monday, 10th July 2023 - Curriculum Day

Tuesday, 11th July 2023 - First Day of Term 3

Friday, 15th September 2023 - Last day of term 3, 3:25pm finish

## **Term 4**

Monday, 2nd October 2023 - First day of term 4

Tuesday, 7th November 2023 - Melbourne Cup Public Holiday

Friday, 8th December 2023 - Curriculum Day

Tuesday, 19th December 2023 - Last day of term 4, 3:25pm finish

## **School Times - 2023**

8:55	Line up bell (all students to line up outside with their bags)
9:00	Morning bell
9:10 – 10:40	Block 1 and 2
10:40 – 10:55	Eating time (lunch)
10:55 – 11:25	Lunchtime break (outside)
11:25 – 1:05	Block 4 and 5
1:05 – 1:15	Eating time (recess)
1:15 – 1:45	Recess break (outside)
1:45 – 3:25	Block 5 and 6
3:25	Dismissal time

# *2023 Staff*

<b>Principal</b>	Lisa Rankin
<b>Welfare Coordinator</b>	Glenda Jewell
<b>Business Managers</b>	Rochelle Mansfield Kate Cairns
<b>Chaplain</b>	Sarah Backo
<b>Prep</b>	Leanne Hancock & Kelly Dwyer
<b>Prep/1</b>	Tania Scott
<b>1/2</b>	Sian Crowe
<b>1/2</b>	Kylie Field & Jacqui Woodbridge
<b>3/4</b>	Ellen Stones
<b>3/4</b>	Georgia Page
<b>3/4</b>	Brianna Spendlove
<b>5/6</b>	Shannon Ford
<b>5/6</b>	Courtney Irwin
<b>5/6</b>	Emily MacDowell
<b>Performing Arts Teacher</b>	Kim Taikato
<b>Visual Arts Teacher</b>	Jennifer Broussard
<b>Physical Education Teacher</b>	Gavin Shortis
<b>Literacy &amp; Numeracy Tutors</b>	Sarah Gibbs, Gavin Shortis and Rebecca Thomas
<b>Librarian</b>	Sue Hotton
<b>EDUCATION SUPPORT STAFF</b>	Bernie Hall Alexander Mayne Cheryl Perry Kyla Rush Priscilla Slinger Nicky Van Prooyen



# *A-Z of Yarra Junction Primary School*

## **Absences**

When your child has been away or will be away, please log the absences on your Compass portal. Alternatively, the office can be contacted.

## **Ambulance cover and personal accident insurance**

It is Departmental policy that the cost of any medical attention or ambulance for a student will be borne by the parent/ guardian. Parents are liable for all medical expenses incurred as a result of a student injury, including transport costs such as ambulance or air ambulance. We encourage all families to ensure that they have personal ambulance coverage.

## **Assemblies**

Assemblies are held each Monday afternoon. At the end of each term, we have a special awards assembly; parents will be notified of this date via the newsletter.

## **Booklists**

Your child's book pack will be available to collect from the office at the commencement of each year. A list of the annual contributions is sent home in October for the following year. The books are to be purchased online through Ross Office Supplies.

## **Buddy Program**

The Prep children each have a buddy at school. Most children will have met their buddy during the Prep Transition Program. The program is designed to give our senior students a responsibility to help the younger students, whilst also providing a smooth transition for the Preps.

## **Bullying**

We have a 'no excuses' policy against bullying. Please refer to our relevant policies – Student Wellbeing and Engagement and Bullying Policy on our website.

## **Bushfire at Risk Register (BARR)**

Yarra Junction Primary School has been identified as being one of those at high bushfire risk and listed on the Department of Education Bushfire-At Risk Register (BARR).

Inclusion on this register is a trigger for the school, kindergarten or child care facility to pre-emptively close on days determined Code Red in their Bureau of Meteorology district, as well as other pre-emptive and preparedness actions in line with their fire risk category.

We will provide parents with as much notice as possible of a potential Code Red and Extreme day closure by letter, verbally or SMS.

## **Camps, Excursions and Incursions**

All camps, excursions and incursions will be listed on your child's Compass portal. Permission and payment can be completed online.

### **Camps, Sports and Excursions Fund (CSEF)**

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend activities like: school camps or trips, swimming and school-organised sport programs, outdoor education programs, excursions and incursions.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. A Special Consideration category also exists. Schools can receive applications from families over term one and two.

Please contact the office for an application form.

### **Canteen**

Lunch orders are available each Friday. Please contact the office for an up to date menu.

### **Compass**

At Yarra Junction Primary School we use Compass as a portal to communicate with our families.

Your Compass portal can be used to submit absences for your child, pay and consent to school excursions and view school notices.

You will receive a notice with your Compass login details at the commencement of the school year. Please contact the office for more information.

### **Contributions**

Annual contributions (fees) are set in October each year.

They include charges for book packs and voluntary contributions.

Please contact the office if you would like a copy of our current year contributions.

### **Enrolment Forms**

All children must have a Student Enrolment Form filled out by their parent/guardian. These forms are confidential, and are kept in the office. Please remember to notify the office if any of your details change (eg. Address, phone numbers, emergency contacts, etc.)

Please ensure you attach a copy of your child's birth certificate and up to date immunisation history.

### **Fundraising**

Each year our school runs many different fundraising activities to raise additional funds for our school.

Parents and Friends are more than welcome to assist and organise any of our fundraisers, your support would be greatly appreciated. Fundraising activities are organised through our fundraiser sub-committee group, which is a sub-committee of school council.

### **Head lice**

Head lice is an ongoing problem in all schools, and we try our very best to prevent outbreaks. We ask that parents support us in our efforts to prevent outbreaks, by checking their child/s hair on a regular basis.

### **Homework**

Each week students are set homework tasks with a focus on Literacy, Numeracy and Wellbeing. We also ask that students read each night.

Students requiring support with homework or class work can attend our Friday 'Lean into Learning' sessions where a teacher will provide learning support.

### **Illness**

The best place for a sick child is at home. A child is not capable of effective learning whilst ill and infections spread quickly within the school environment.

A Compass entry, email or phone call with date/s and the reason/s for the absence must be provided to

the school.

### **Immunisation**

Due to legislation, an Immunisation Certificate is mandatory for children enrolling at school. Certificates are available on your MyGov portal, and must be presented to the school before your child is enrolled.

### **Infectious Diseases**

Regular attendance at school is most important, but some diseases like COVID-19, whooping cough, measles, German measles, impetigo and hepatitis, require the child to be kept at home for some time. If your child has been diagnosed with any of these diseases, please contact the office so that we are able to notify our school community of the case.

Please see table below for exclusions of diseases, from the Department of Health.

<b>Disease</b>	<b>Child to be excluded from school</b>
Chickenpox	Exclude until blisters have dried.
COVID-19	Isolation and exclusion from school for 5 days from positive result.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with waterproof dressing.
Measles	Exclude for at least 4 days after onset of rash.
Rubella (German Measles)	Exclude until fully recovered or at least 4 days after onset of rash.
Pertussis (Whooping Cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.

### **Instrumental Program**

Instrumental lessons for drums and guitar are offered to students in grades 2-6 at an additional cost. Lessons are held during school hours. Please contact the office for more information.

### **Library**

The Library houses an extensive range of resources and reading materials for all the students within the school. Prep students visit our library weekly, students in Grade 1-6 visit fortnightly.

### **Lost Property**

Please label all school clothing, school bags, library bags, lunch boxes, etc. Any lost property with no name on it will be left in the basket (located in the Bunjil building).

### **Lunches**

Lunches are eaten in the classroom under teacher supervision. Please consider nutritionally appropriate food for your child. We encourage 'nude food' to reduce waste and whole foods to promote students' nutrition.

Students are not able to bring food that requires the use of a microwave/boiling water.

### **Lunchtime Clubs/Activities**

We have a wide range of lunchtime clubs/activities for students to participate in.

Activities/Clubs include: Lego club, choir, sustainability, dance, mindfulness, organised games, board games club and many more.

An activities timetable is provided to each classroom and students are encouraged to attend.

**Medication**

If your child requires medication, it needs to be given to the office with a letter attached explaining dosages and times required. Medication is to be stored in the sick bay (next to the front office) and must be signed in and out.

If your child has anaphylaxis or asthma, an action plan and medication is required. These will be kept at school and taken on all camps/excursions that your child attends.

**Mobile Phones**

Students are not permitted to have mobile phones at school, as per the Department of Education Policy. If a student is required to bring a mobile phone to school, they must be signed in at the office. Phones will be securely stored in a lockable drawer in the administration office.

**Money**

Please do not send large amounts of money to school with your child. When it is necessary to send money, please place in a sealed envelope that has your child's name and grade, as well as the amount and purpose of the money clearly written on an envelope. The envelope should be given straight to the office.

**Music**

Music classes are offered to all student from Prep to Grade 6 each semester. Students are also able to join the school choir, and senior school bands.

**Parent/Teacher Interviews**

We have two planned three-way-conferences (student – teacher – parent) that take place at the end of Term 1, and the end of Term 3.

Parents should always feel they are welcome to come to our school, and that the teachers are available for an interview or 'chat' if needed.

**Parking**

If you drive your child to school, please note the parking restrictions that apply outside the school. Cars must not be driven into the school grounds. We have our own designated car park opposite the school for picking up and dropping children off to school. Please remember to follow road rules, and act safely whilst in the car park.

There is also additional parking available at the rear of our school.

**Policies**

School policies are available on our school website and Compass

**Prep Transition**

Our Prep Transition Program begins in Term 4 of each year. We run several sessions for the children to come in and meet with their teacher. Each session has a different focus e.g. Literacy, Numeracy, Art, etc. A Transition calendar can be made available by contacting the office.

**Production**

Each year our students participate in our whole school production. Students in grades 5 and 6 are welcome to audition for lead roles and each grade performs a musical item.

This is usually performed in Term 3 or 4.



## **Reading**

At Yarra Junction Primary School, we believe that Reading is the cornerstone of all learning. Your child will bring home a book each night for you to share with them. We encourage parents and friends to read every night with their child. Children are not expected to know every word from the book, talking to them about the story and the illustrations will help with their understanding and comprehension.

## **School Council**

The School Council currently consists of 15 members; 10 parent category members and 5 Department category members. School Council meets 8 times per year.

School Council vacancies are posted in February each year. Please contact the office if you require additional information. School Council consists of four sub-committees; Finance, Fundraising, Community and Buildings/Grounds. All sub-committees, except Finance are open to all parents to join, we strongly encourage your participation in our school.

## **Specialist Classes**

Yarra Junction Primary School students participate in the following specialist class subjects; Visual Arts, Performing Arts, Physical Education and Community Studies (which encompasses the learning of the traditional language of the Woiwurrung people, Geography, History, Civics and Citizenship and Environmental Science).

In 2023 our specialist subjects are on Wednesdays and Thursdays.

## **Uniform**

Uniform is compulsory for all students at our school. Uniform can be purchased online at the following web address; [www.aplusschoolwear.com.au](http://www.aplusschoolwear.com.au)

Students must have a wide brimmed school hat. Please leave your child's hat at school in their 'bag box'. Students who do not have a hat will be directed to play in the stadium, sandpit or under the shade sail (outside of our art room).

## **Volunteers/Visitors**

All Volunteers and Visitors must sign in at the office.

We ask that all parent volunteers please hold a valid Working with Children Check.

## **Wellbeing Program**

At Yarra Junction Primary School we value student wellbeing and each class has a dedicated 50 minute wellbeing lesson each week.

As part of our program, students in Grade Prep-6 participate in the 'Resilience Project' curriculum, respectful relationships, bullying, cybersafety and 'Body Bright'.

## **Working Bee**

During the year, up to four working bees are held (one per term.) We would appreciate it if each family could attend one working bee each year. Each cohort of students/parents is responsible for different zones.

We encourage parents to volunteer time outside of our scheduled working bees to keep our school beautiful. This includes weeding, sweeping footpaths, etc.