



*We Care, We Inspire, We Achieve.*

## **Parent Information**

Yarra Junction Primary School  
2370 Warburton Hwy,  
Yarra Junction  
Victoria, 3797

(03) 5967 1544

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

[yarra.junction.ps@education.vic.gov.au](mailto:yarra.junction.ps@education.vic.gov.au)



# Yarra Junction Primary School

2370 Warburton Hwy, Yarra Junction, 3797  
Telephone: 03 5967 1544 Fax: 03 5967 1447  
[www.yjps.vic.edu.au](http://www.yjps.vic.edu.au)

## *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 and Culture & Science.

We also provide extra-curricular activities such as camps, a range of incursions/excursions, whole 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 2026*

Please note the following dates for 2026;

## **Term 1**

Wednesday, 28<sup>th</sup> January – First day of school.  
Monday, 9<sup>th</sup> March – Labour Day (public holiday).  
Tuesday, 10<sup>th</sup> March – Curriculum Day.  
Wednesday, 11<sup>th</sup> March – NAPLAN week (grade 3 and 5 students).  
Friday, 20<sup>th</sup> March – School Photo Day.  
Monday, 23<sup>rd</sup> March – Friday, 27<sup>th</sup> March – Grade 5/6 Canberra Camp.  
Thursday, 2<sup>nd</sup> April – Last day of Term 1, 3:25 pm finish.

## **Term 2**

Monday, 20<sup>th</sup> April – First day of Term 2.  
Wednesday, 29<sup>th</sup> April – Friday, 1<sup>st</sup> May – Grade 3/4 Camp.  
Monday, 8<sup>th</sup> June – King's Birthday (public holiday).  
Tuesday 9<sup>th</sup> June – Curriculum Day.  
Friday, 26<sup>th</sup> June – Last day of Term 2, 3:25 pm finish.

## **Term 3**

Monday, 13<sup>th</sup> July – First day of Term 3.  
Monday 10<sup>th</sup> August – Curriculum Day.  
Friday, 18<sup>th</sup> September – Last day of Term 3, 3:25 pm finish.

## **Term 4**

Monday, 5<sup>th</sup> October – First day of Term 4.  
Tuesday, 3<sup>rd</sup> November – Melbourne Cup (public holiday).  
Monday 7<sup>th</sup> December – Curriculum Day.  
Thursday, 17<sup>th</sup> December – Last day of Term 4, 3:25 pm finish.

## **Bell Times**

8:55	Line up bell (all students to line up outside with their bags)
9:00	Morning bell
9:00 – 11:35	Block 1, 2 and 3
11:35 – 11:45	Eating time (lunch)
11:45 – 12:15	Lunchtime break (outside)
12:15 – 1:45	Block 4 and 5
1:55 – 2:05	Eating time (recess)
2:05 – 3:25	Recess break (outside)
2:35 – 3:25	Block 6
3:25	Dismissal time

# 2026 Staff

**Principal**  
**Welfare Coordinator**  
**Mental Health and Wellbeing Leader**  
**Business Managers**

Lisa Rankin  
Euan Burns  
Gee Page  
Catherine Aulich  
Kate Cairns

**Prep**  
**Prep/1**  
**1/2**  
**1/2**  
**3/4**  
**3/4**  
**3/4**  
**5/6**  
**5/6**  
**5/6**

Jade Fairweather  
Tania Scott  
Leanne Hancock  
Mairi Thomas  
Courtney Irwin (Numeracy Leader)  
Jaymee Daniel  
Stevie Burge & Jacqui Woodbridge  
Shannon Ford  
Sarah-Jayne Robinson  
Emily MacDowell

**Performing Arts Teacher**  
**Visual Arts Teacher**  
**Physical Education Teacher**  
**Culture & Science Teacher**  
**Intervention & Literacy Leader**  
**Intervention/Tutor Teachers**  
**Librarian**

Kim Taikato  
Kylie Field  
Brooke Nisi  
Jacqui Woodbridge  
Sarah Gibbs  
Rebecca Thomas & Nicole Murphy  
Sue Hotton

## **EDUCATION SUPPORT STAFF**

Louise Alderman  
Jolene Anderson  
Bernie Hall  
Cheryl Perry  
Kyla Rush  
Heidi Sculthorpe  
Kiara Smith  
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 fortnightly on Monday afternoons at 3:00 pm. Our assemblies are led by our Grade 6 leaders.

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

## **Breakfast Club**

Yarra Junction Primary School has a Breakfast Club each Wednesday morning from 8:40am to 8:55am. Cost is a gold coin donation.

## **Before and After School Care**

Yarra Junction Primary School has a before and after-school care program ran by TheirCare. For more information, please ask the school office or head to their website - <https://theircare.com.au/>

## **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 childcare 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 such as; school camps or trips, swimming and school-organised sports 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 terms 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. We welcome parents to attend this sub-committee.

### **Head lice**

To prevent outbreaks of Head lice we ask that parents support us by checking their child/s hair on a regular basis. Children with noticeable live head lice will be requested to be collected and hair treated.

### **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.

Disease	Child to be excluded from school
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 1-6 at an additional cost. Lessons are held during school hours. Please contact the office for more information.

## Late arrivals/early pick up

If your child arrives late to school, please sign them in at the front office. If you need to collect them early, they also must be signed out from the office. Please note, if another adult, other than a parent/guardian (e.g. grandparent) will be collecting your child early, you need to contact the office or provide a note.

## Library

Our YJPS library houses an extensive range of resources and reading materials for all the students within the school. Students visit the library fortnightly with our librarian, Sue.

## Lost Property

Please label all school clothing, school bags, library bags, lunch boxes, etc. Any lost property with no name on it will be put in the storage cubes 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 / Smart Watches**

Students are not permitted to have mobile phones or Smart Watches at school, as per the Department of Education Policy.

If a student is required to bring a mobile phone /Smart Watch to school, they must be signed in at the office. Phones / Watches will be securely stored in a lockable drawer in the administration office. The parent/guardian **must** complete a mobile phone form to register permission for a child to bring their phone or Smart Watch. The approval of this form is at the principal's discretion. Please see the office for a form.

### **Money**

Please do not send large amounts of money to school with your child. When it is necessary to send money, please place it 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 the envelope. The envelope should be given straight to the office.

### **Parent/Teacher Interviews**

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

Parents are always welcome to arrange more parent -teacher meetings if required, and are encouraged to do so.

### **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 at 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 grade 6 are welcome to audition for lead roles, and each grade performs a musical item. Grade 5 students are able to apply to be part of the backstage crew. This is usually performed in Term 3.

## **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 a minimum of 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 three sub-committees; Finance, Community/Fundraising 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 Culture & Science (which encompasses the learning of the traditional language of the Woiwurrung people and Science). In 2025 our specialist subjects are on Wednesdays and Thursdays.

## **Uniform**

Uniforms are compulsory for all students at our school. Uniforms can be purchased at Lowes in Lilydale Marketplace.

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. Parents/grandparents can volunteer in many ways at our school; school gardens, reading with students, resource making, library support, Art room support, school council and/or school council sub-committees, working bees.

## **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, anti-bullying, cyber safety and 'Body Bright'.

## **Working Bee**

A working bee roster is communicated to families at the end of each school year for the following year. All families are asked as part of their child (ren's) enrolment at YJPS to participate in one working bee per year. Our school yard is divided into House Colour areas and each week houses are allocated points for keeping their area looking fantastic. In the week of scheduled working bee's students will be given a list of jobs to complete in an allocated time by their class teacher. Our school learning environment is the responsibility of all of us and by all working to achieve high expectations of our inside and outside learning spaces we build a sense of pride and respect.