



# Yarra Junction Primary School

2370 Warburton Hwy, Yarra Junction, 3797

Telephone: 03 5967 1544

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

# YARRA JUNCTION PRIMARY SCHOOL

## Information Booklet 2021

**Term Dates for 2021**

- Term 1:** 28<sup>th</sup> January- 1<sup>st</sup> April  
**Term 2:** 19<sup>th</sup> April- 25<sup>th</sup> June  
**Term 3:** 12<sup>th</sup> July- 17<sup>th</sup> September  
**Term 4:** 4<sup>th</sup> October- 17<sup>th</sup> December

**Important Enrolment Information**

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.)

**School Times**

9:00	Morning bell, students go to their classrooms.
9:10 – 10:00	Block 1
10:00 – 10:50	Block 2
10:50 – 11:20	Recess
11:20 – 12:10	Block 3
12:10 – 1:00	Block 4
1:00 – 1:15	Lunch eating time
1:15 – 1:45	Lunchtime (outside)
1:45 – 2:35	Block 5
2:35 – 3:25	Block 6
3:25	Dismissal time

# 2021 Staff

**Principal**  
**Welfare Coordinator**  
**Business Managers**

Lisa Rankin  
Glenda Jewell  
Rochelle Mansfield  
Kate Cairns  
Rebecca Thomas

**Office Assistant**  
**Chaplain**

## Staff 2021

**Prep**

Leanne Hancock

**Prep**

Ellen Stones

**1/2**

Hayley Blackler

**1/2**

Catherine Mason

**1/2**

Brianna Spendlove

**3/4**

Shannon Ford

**3/4**

Georgia Page

**3/4**

Tania Scott

**5/6**

Grace Harries

**5/6**

Courtney Irwin

**5/6**

Jacqui Woodbridge

**Performing Arts**

Kim Taikato

**Art**

Jennifer Broussard

**Community Studies**

Stevie Burge

**Soaring Eagles**

Sarah Gibbs, Haylee Malan

**Physical Education**

Sarah Jefcott

**Chaplain**

Ed Eadon

**Librarian**

Sue Hotton

## **EDUCATION SUPPORT STAFF**

Stacie Long

Jenny Del Biondo

Nicky Van Prooyen

Cheryl Perry

Michele Cottam-Starkey

Cassie Sutton

Aleesha Whitelock

Gavin Shortus

Rhiannon Pendleton

Daniel Brusamarello

# 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.

## **Art**

All grades participate in Art classes each week. The Art room has a class set of art smocks that can be used, or students can bring their own.

## **Assemblies**

Assemblies are held each Monday afternoon at 3:00pm in stadium or the middle school building. 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 late November for the following year.

## **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.

## **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.

## **Drama**

Students from foundation to grade 6 participate in Drama lessons for one semester. Each year we have a school production. This is usually performed in Term 3 or 4. Lead roles are for grade 6 students.

## **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 major focus on Literacy and Numeracy. We also ask that students read each night.

## **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 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.
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.

## **Library**

The Library houses an extensive range of resources and reading materials for all the students within the school. Each grade has a fortnightly library visit.

## **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 middle building).

## **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)

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

**Money**

All money that your child brings to school must be in a sealed envelope with their name on it.

**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 parent/teacher interviews 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.

**Prep Transition**

Our Prep Transition Program begins in Term 3 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.

**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.

**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)

**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.