



WILLOWBANK PRIMARY SCHOOL

Achieving excellence together!

2024

Family Information Booklet

Courage

Inclusion

Excellence

Collaboration

Welcome to Willowbank Primary

Vision

Willowbank Primary School is an inclusive school community where everyone is empowered to achieve excellence. This is captured in our school motto “Achieving excellence together”.

Mission

Willowbank Primary School’s mission is to provide a safe, inclusive, and supportive learning environment that inspires and challenges all members of the school community to embrace learning and achieve academic, social, emotional and physical excellence.

Objective

Willowbank Primary School is committed to:

- Building a culture of high expectations.
- Empowering all learners to achieve excellence and celebrating their success.
- Establishing a safe, inclusive, and supportive learning environment that is conducive to learning.
- Developing a professional learning community that is focussed on the continuous improvement of teaching and learning and takes a collective responsibility for improving student learning, engagement, and wellbeing.
- Delivering a high quality and rigorous curriculum that meets the learning needs of all students.
- Equipping students with the skills, knowledge, and dispositions to be lifelong learners.
- Empowering learners to take ownership and be active participants in their own learning.
- Building resilience and supporting students to be happy, healthy, and confident learners.
- Engaging with parents, carers, and the wider community as genuine partners in learning, striving to achieve the best possible outcomes for students.
- Creating a community hub that links families and children to services and support.

Values

Willowbank Primary School’s values are **courage**, **inclusion**, **excellence**, and **collaboration**.

- We are **courageous** individuals who seek opportunities and learn from challenges.
- We are an **inclusive** school community, who celebrate diversity.
- We achieve **excellence**, by focusing on personal growth.
- We work in **collaboration** to achieve our individual and common goals.

Community Expectations

Willowbank Primary School recognises that engagement between staff, parents, carers, and students has a direct impact on our school community and culture. We acknowledge a shared responsibility to create a positive learning environment for our students and our school.



Achieving excellence together!

Willowbank Primary School

Principal:	Ms Rynn Anderson
Assistant Principal:	Mr Brett Sinnett
Business Manager:	Ms Nicole Alexander
School Address:	385 McGeorge Road Gisborne 3437
Postal Address:	PO Box 442, Gisborne 3437
Telephone:	03 5460 1122
E-mail:	willowbank.ps@education.vic.gov.au
Website:	https://www.willowbankps.vic.edu.au

School Hours

8:55am	Learning Neighbourhoods open
9:00am	Learning starts
9:00 - 10:00am	Session 1
10:00 - 11:00am	Session 2
11:00 - 11:05am	Eating time
11:05 - 11:35am	Recess
11:35 - 12:35pm	Session 3
12:35 - 1:35pm	Session 4
1:35 - 1:45pm	Eating time
1:45 - 2:15pm	Lunch
2:15 - 3:15pm	Session 5

Administration Office Hours

Monday - Friday	8:30am to 4:00pm daily
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Uniform Shop Hours

Open Monday's & Thursday's	Monday's - 8:00am to 10:00am & Thursday's 2:00pm to 4:00pm
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Visitors

All visitors to the school are required to report to the Administration Office to sign in and out via Compass Kiosk.

Car Parking

For safety reasons the school car park is for staff only. When parking on the streets around the school, please park with thought for other people and our neighbours and consider our students' safety. Students are only permitted to use pedestrian gates for access to the school.

Important Dates

Term 1 – 30 January – 28 March	Term 2 – 15 April to 28 June
Term 3 – 15 July to 20 September	Term 4 – 7 October to 20 December

Important Dates

Friday 26 January 2024	Public Holiday – Australia Day
Monday 29 January 2024	Willowbank Primary School staff return
Tuesday 30 January 2024	Year 1 - 6 students first day of school
Thursday 1 February 2024	Prep students first day of school
Monday 4 March 2024	Prep students will attend school on a full-time basis
Monday 11 March 2024	Public Holiday - Labour Day
Thursday 25 April 2024	Public Holiday – Anzac Day
Monday 10 June 2024	Public Holiday - Kings Birthday
Tuesday 5 November 2024	Public Holiday - Melbourne Cup Day

Office hours during January school holiday period

Monday 22 – Thursday 25 January 2023	Open Between 10:00am to 2:00pm Daily
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Prep students school start dates

Our prep students will start school on Thursday 1 February 2024, however, for the first week their days will be shortened, and they will not be required at school on Wednesdays during February. This reduced time is intended to support their transition to full time schooling and provide time for their Prep teachers to conduct individual literacy and numeracy assessments. Parent's and carer's will be notified by email of their child's assessment date and time. It is important for the student and a parent/carer to attend this appointment.

Prep 2024 – First week of school:

- **Days:** Thursday 1 February, and Friday 2 February.
Time: 8:55am to 12:35pm daily

Scheduled Individual Literacy and Numeracy Assessments:

- Wednesday 31 January, Wednesday 7 February, Wednesday 14 February, Wednesday 21 February and Wednesday 28 February.

Curriculum Days

Throughout the year the school will schedule student free days for staff planning and professional development. Students are not required to attend school on these days. Dates for Curriculum Days are approved by School Council and advertised in advance, via the Compass Newsfeed, our termly Community Calendar and Newsletter.

Communication

Compass

Compass is a web-based system that is accessible on any modern web browser or through the Compass iOS and Android apps. Our Compass parent/carer portal allows you to easily access up to date and meaningful information about your child and the school, including the ability to:

- monitor your child's attendance and enter in explanations for late arrivals or absences.
- download and view their continuous assessments and semester reports.
- make payments and give permission for your child to attend camps, excursions and incursions.
- book parent teacher conferences.
- receive news items relating to the school and individual year levels.
- view your child's timetable.
- access general communications.
- email your child's teacher.
- order and pay for Lunch Orders via Compass Canteen.

Compass log on details will be provided to families at the commencement of the 2024 school year.

Community Calendar

A community calendar will be posted on Compass at the start of each term, outlining upcoming events at the school and reminding parents of special days.

Newsletter

The Willowbank Primary School Newsletter is published three times per term on Compass and the Willowbank Primary School Website. The Newsletter contains information about our school, student work and items of community interest.

Home - School Communication Process

Parents/carers who have concerns or questions regarding their child or the school should first talk to their child's home group teacher. Please remember that our teachers are busy between 8.45am and 3:15pm preparing for and teaching our students. Appointments can be made outside these times.

Please note: staff have scheduled meetings on Tuesdays and Thursdays between 3.30pm and 4.30pm.

If you would like to request for a staff member to contact you, please email willowbank.ps@education.vic.gov.au and our Administration Team will forward your email to the relevant staff member.

Social Media

Our Facebook and Instagram pages are used to celebrate our student's learning and our school. This includes student work samples, photos and videos of student learning and extracurricular activities, such as camps, sports and excursions. We hope this page can take you into the classroom and help you make connections to our school on a regular basis. Our social media platforms can be accessed via the following links:

- Facebook - <https://www.facebook.com/WillowbankPS>
- Facebook Parents Group - <https://www.facebook.com/groups/1913448095499247>
- Instagram – https://www.instagram.com/willowbank_primary_school/

Media Consent

Willowbank Primary School celebrates the achievements of our students, staff and community through various forms of media such as the school Newsletter, Facebook, Instagram, promotional posters and local newspapers. Families will be asked to complete a consent form on enrolment, providing permission for their child/children's name, photo and/or work samples to be shared.

Student Details, Payments and Financial

Student and Family Records

It is important that our school records are up to date at all times. Families can update contact details and email addresses through the Compass portal at any time. Alternatively, if your personal details or emergency contacts change you can contact the Administration Office and our team will assist you.

Parent Payments

Willowbank Primary School aims to provide high quality learning opportunities for all students, by supplementing government funds with approved financial contributions and payments from parents/carers. This includes:

- **Curriculum Contributions** - curriculum items and activities which the school deems necessary for students to learn the curriculum.
- **Other Contributions** - non-curriculum items and activities that relate to the school's functions and objectives.
- **Extra-Curricular Items and Activities** - items and activities that are additional to the Curriculum and enhance or broaden the schooling experience for students. These are optional and dependent on payment.
- **Educational Items to Own** – stationery and workbooks purchased through a third party.

School Council approved Parent Payments and a copy of the Parent Payments Policy is available from the Administration Office or via the Schools Website.

Cashless Payments

Parent payments can be made online through the Compass portal or via EFTPOS at our Administration Office. By operating as a cashless administration, we are streamlining our school operation while still providing convenience for our families to make payments.

Camps, Sports & Excursions Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school activities, camps and sporting events. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible to receive CSEF.

The annual CSEF amount is \$125 for primary school students. CSEF application forms can be downloaded from www.education.vic.gov.au/csef or alternatively a copy is available from the Administration Office.

State Schools' Relief

State Schools' Relief works closely with all government schools across Victoria. Each year State Schools' Relief provide assistance to families who are experiencing financial disadvantage with school clothing, shoes and other essential items. Please contact our Administration Team for more information.

Curriculum, Teaching and Learning

Teaching and Learning

At Willowbank Primary School we utilise the Gradual Release of Responsibility framework to support our students learning. This model is based on explicit teaching and supports learning through an 'I do' (modelled), 'we do' (together), and 'you do' (independent) structure. Our lessons and learning opportunities are differentiated to ensure our students are appropriately challenged and demonstrate growth.

Our curriculum and extracurricular activities cater for our students' interests, along with opportunities to develop new passions and talents. Below is an overview of our Prep- 6 curriculum:

Literacy

- Our students will engage in daily reading and writing workshops based on the Department of Education and Training's (DET) Literacy Toolkit and the Victorian Curriculum.
- Students will engage in author studies and genre-based units aligned in reading and writing.
- Our Prep-2 students will engage in a phonics program to support their early reading development.
- Word study and vocabulary learning will be integrated into daily literacy sessions, this will include a focus on phonics, phonological awareness, morphology, and etymology.
- Comprehension strategies will be explicitly taught and modelled to our students.
- We will have a strong focus on integrating oral language skills across all subject areas. Providing opportunities for students to engage in purposeful talk and develop more articulate and sophisticated language as they progress through their schooling.

Numeracy

- Our students will participate in daily mathematics workshops aligned with the DET Numeracy Toolkit and the Victorian Curriculum.
- They will engage in Number and Algebra, Measurement and Geometry and Statistics and Probability learning.
- In Number, we will focus on supporting our students understanding of the “Big Ideas”, this includes ‘trusting the count’, ‘place-value’, ‘multiplicative thinking’ and ‘partitioning’.
- Students will use manipulatives and concrete materials to ensure concepts are not abstract and they can make important connections to support their learning.
- Problem solving strategies will be explicitly taught and students will engage in ‘rich’ and ‘open-ended’ learning tasks to appropriately challenge and extend their thinking.

Whole School Curriculum

- Our students will engage in term-based investigation units exploring the Humanities, STEM and Health curriculums.
- Specialist subjects will include Auslan, P.E., Visual Arts/Performing Arts and Science.
- All year levels will engage in weekly wellbeing learning, aligned with our school values, rights, resilience and the Respectful Relationships initiative.

Information and Communication Technology

At Willowbank Primary School, our students utilise iPads and other relevant technology to support their learning. This is supported through school owned iPads in P-2 and a Bring Your Own Device (BYOD) program in 3-6.

We recognise that students spend an increasing amount of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to be responsible cyber citizens. Safe and responsible online behaviour is explicitly taught at our school.

Reporting

Our continuous reporting strategy provides parents and students with regular information regarding student learning. Parent/Teacher interviews will be held at the end of Term 1 and 3, providing an opportunity to build home school partnerships, celebrate achievements and discuss learning goals. At the end of Term 2 and 4, academic progression points will be assigned against the standards for the Victorian Curriculum.

Sport

Our students have access to a full sport and inter-school sport program. In years 3 - 6, students participate in annual swimming, cross-country and athletics carnivals and have the opportunity to try out for representative teams. Our year 5/6 students also compete in the Macedon Ranges District summer and winter sport gala days. In Prep - Year 2, our students engage in a variety of school-based sporting opportunities. This includes an annual fun run and a tabloid sports carnival.

Excursions and Incursions

Excursions and incursions are arranged each term and relate to the curriculum being studied in the classrooms. Students are encouraged to attend these important activities to help build their understanding and skills. Details of excursions or incursions are posted on Compass, this includes information such as the date, venue, and travel arrangements.

Health and Wellbeing

Attendance

It is **'Not OK to Be Away'**. It is important our students are at school every day engaging in learning, building social relationships, and enjoying their educational experience. Attendance at school is compulsory and each absence should be accounted for by updating Compass to reflect the reason and by leaving a brief note. We request families communicate their child's absence on the day they are away where possible. If you have trouble updating Compass please call the school and our Administration Team will assist you.

We encourage families to schedule holidays during term breaks and medical appointments outside school hours if possible. If your child is unwell, please ensure they stay home and rest, however the aim is to reduce unnecessary days away from school. Frequent absences can adversely impact a child's learning and can easily add up over their education.

Number of days missed per semester:

- **0-6 days.** This is within normal range. A student with this attendance rate can take full advantage of the teaching and learning opportunities available to them.
- **7-10 days.** This attendance rate is below average. A student with this attendance rate could miss over one year of schooling between Prep and Year 10.
- **11-20 days.** This is a poor attendance rate. A student with this attendance rate could miss out on up to two years of schooling between Prep and Year 10.
- **20+ days.** This is a very poor attendance rate. A student with this attendance rate could miss over two and a half years of schooling between Prep and Year 10.

Student attendance is monitored by the school and classroom teacher to ensure our students are fully engaged in their schooling.

Late Arrival and Punctuality

It is very important that your child arrives at school by 8.50am each morning. If your child arrives late at school, we request a parent/carer accompany them to the Administration Office to sign them in via the Compass Kiosk. Compass notifications will be sent at 9:30am via a text each day to parents/carers of students that are absent without reason or notification. Please ensure you notify the Administration Office of any absence or late arrival as soon as possible.

Leaving Early

Parents/carers wishing to collect their children early from school are required to attend the Administration Office and sign their child/children out via the Compass Kiosk. Please call ahead and advise the school what time you plan to collect your child, so that we notify the classroom and minimise the loss of valuable learning time. Our staff will arrange for your child to meet you in the reception area. Students will only be signed out to parents or carers listed on enrolment forms. If your child is being picked up by a family member, neighbour or family friend, the school requires written notification from a parent/carer prior to the date. The person collecting the student must be over 18 years of age.

Behaviour Management

At Willowbank Primary School we encourage all students to adopt a code of conduct consistent with the development of personal responsibility and positive self-esteem. We encourage an atmosphere where inclusion, fairness, honesty, and respect for the rights of others are valued through a whole school approach to behaviour management. We maintain high expectations for behaviour and work in collaboration with parents to ensure appropriate behaviour is demonstrated at all times. Please refer to the School Wellbeing and Engagement Policy for further information.

Bullying

Victorian Government schools take bullying very seriously and have guidelines for its prevention and management.

'Bullying is when someone, or a group of people, repeatedly and intentionally upsets or hurts another person and damages their physical, emotional or social wellbeing. Bullying can occur on multiple platforms such as home, school and/or online'.

There are also many behaviours that are not considered bullying, even though they are unpleasant or require teacher intervention. They can include mutual conflict (conflict where both parties are responsible), social rejection or dislike and single acts of being unkind. In these instances, we will work with our students to find a resolution and explicitly teach behaviours aligned with our school values.

Student Wellbeing

Willowbank Primary School is committed to supporting our students' academic, emotional, and social wellbeing. Our leadership team and staff will work collaboratively with families and allied health professionals to identify students who require additional support. If you have any concerns regarding your child, please speak to their Home Group Teacher or a member of the Principal Team.

Child Safe Standards

Willowbank Primary School is committed to providing a child safe environment where children are safe and feel safe, and their voices are heard. Our child safe policies, procedures, strategies and practices are the foundations of our supportive school culture. All members of our community have a responsibility to understand the important and specific role they play to ensure the wellbeing and safety of our children.

For further information on our Child Safe Policies, including our Code of Conduct, please speak to a member of our Administration Team or visit our school website.

Disability Inclusion and Learning Support

Willowbank Primary School will ensure all students have the opportunity to learn and achieve their personal excellence. Students who require additional support, are diagnosed with a learning disability or experience learning difficulties will be supported through inclusive practices. We will work alongside our staff and families to implement support structures personalised to the needs and strengths of our students. This may include Individual Learning Plans, regular support group meetings, internal or external referrals to allied health professionals or small group interventions.

If you would like to discuss your child's learning needs and available supports, please make an appointment with our Assistant Principal, Mr. Brett Sinnett via the school email.

Healthy Diet

At Willowbank Primary School, we recognise that instilling healthy eating habits from a young age will support our children to develop positive behaviours that will follow them into adolescence and adulthood. A nutritious diet is essential for growing children, maintaining energy levels and concentrating during learning. We encourage our families to support this focus by providing a healthy lunch, snack and brain food options, along with a water bottle for hydration throughout the day.

Birthday Celebrations

We appreciate that birthdays are an exciting time for students. If your child would like to celebrate their birthday with their classmates, please only bring lollipops or fruit. This will assist the school to monitor food items containing allergens.

Medical and First Aid

Allergies

Any students with food allergies need to complete an Allergy Action Plan which can be obtained from the Administration Office or from their family doctor. Allergy action plans must be updated yearly or whenever the student's condition or management changes. Medication required for allergies must be provided to the school in its original packaging and must be prescribed on the allergy action plan.

Anaphylaxis

All students identified as being at risk of Anaphylaxis must have an Anaphylaxis Action Plan completed by their General Practitioner and an Adrenaline Auto Injector (EpiPen or Anapen) supplied to the school. The school will conduct risk management in consultation with parents, first-aid staff and teachers.

Asthma Management

If a child has been diagnosed with asthma, parents/carers must provide an Asthma Action Plan completed by their child's General Practitioner. Students with asthma attending school should have their own (blue) reliever medication and spacer available for immediate use. A spacer is required for staff to administer asthma first aid. An 'Asthma Action Plan' can be obtained from the Administration Office.

Head Lice

Please inspect your child's hair regularly at home and seek appropriate treatment. If head lice or eggs are found, please inform the school. Once the school is informed, notices are sent home to the relevant class. When a child has head lice, they should not return to school until the hair has been treated. The school is aware that head lice can be a sensitive issue and is committed to maintaining your confidentiality. Please check regularly, treat quickly, and tell the school.

Illness and Injury

The school encourages attendance each day, however, if your child is unwell, it is important they stay home and rest. If your child becomes ill or is injured during the day, the school will contact you and request your child is collected. **In the event of an emergency, the school will call an ambulance. The cost for an ambulance will be the responsibility of the parent/carer. Please ensure you have ambulance cover if you do not have a healthcare card.**

Medication

Occasionally students need medication for ongoing illness. All medication is dispensed by staff trained in first aid. Medication must be handed to the Administration Office in original packaging and be clearly labelled with dosage, time to be dispensed and expiry date. Students are not permitted to keep medication in their school bags. A medication permission form signed by parents/carer must be supplied before any medication can be administered. Ongoing medication must have a note written by a doctor.

A form for short term, infrequent and ongoing medication is available at the Administration Office.

Infectious Diseases

The Department of Education and Training's regulation to major childhood Infectious Diseases and the timeframe for exclusion from school is provided below. If your child is diagnosed with one of the following infectious diseases, please notify the school as soon as possible so that the school community may be informed, and adequate precautions made for the safety of the students and the staff. Please note your child's identity will remain confidential.

Exclusion time frame – please note this advice is general and we strongly advise families to engage a General Practitioner to provide expert advice and care.

- Chicken Pox: until fully recovered.
- Conjunctivitis: until discharge from eyes has ceased.
- COVID-19: as per Department of Health and Human Services.

- Diarrhoea: until there has not been a loose bowel movement for at least 24 hours.
- Impetigo (school sores): until appropriate treatment has commenced. Sores should be covered with a watertight treatment.
- Influenza: until fully recovered.
- Measles: for at least five days from the appearance of the rash or a medical certificate of recovery is produced.
- Mumps: until fully recovered and advised by a General Practitioner.
- Pediculosis (Head Lice): until the day after appropriate treatment has commenced.
- Ringworm: until appropriate treatment has commenced supported by a medical certificate.
- Rubella: until fully recovered and at least five days from the start of the rash.
- Slap Cheek: not contagious after rash (extreme redness of cheeks) has appeared.
- Whooping Cough: for two weeks or until a medical certificate of recovery is produced.

Student Supervision

Before and After School

Willowbank Primary School grounds are supervised from 8:45am until 9:00am before school and 3:15pm to 3:25pm after school. Outside of these hours, school staff will not be available to supervise students. Yard duty staff will be easily identified and will be located at McGeorge Street Entrance and in the Courtyard.

Students are asked to wait outside their classroom until their teacher opens the door in the morning. Students who have not been picked up by their parents/carers are asked to wait in the Administration Office.

Recess and During Lunch

Our school grounds provide ample space for students to play cooperatively during morning recess and lunch time. Students are asked to remain outside the school buildings during these learning breaks. Teachers actively supervise our students in the yard during break periods.

Please note, Willowbank Primary School operates an extreme weather timetable when necessary. On these days students are supervised by teachers in their classrooms.

Out of School Hours Care

Before and After School Care is offered at the school. Please refer to the Big Childcare website to enrol at: <https://bigchildcare.com/>

Uniform

Willowbank Primary School has a compulsory uniform for all students. Information regarding pricelists can be found on the Noone website: <https://www.noone.com.au/school/willowbank-primary-school/shop> or if you have any question you can contact them via email at: willowbankps@noone.com.au

A school uniform reinforces school pride and connection to the school community. Some key information regarding our school uniform:

- Our uniform includes a range of garments suitable for different seasons, student comfort and preference.
- Appropriate footwear includes black leather shoes or runners. Please note runners should be predominately white or black and not include bright coloured or fluorescent elements/shoelaces.
- Clothing items such as stockings, socks and long sleeve under garments should be white or navy only.
- Headwear worn for cultural or religious reasons should be in neutral colours.
- All hair accessories (hair ties, scrunchies, bows or headbands) should be navy, white or teal.
- A broad brim sun smart hat must be worn outside in terms 1 and 4.
- Beanies, scarves, and gloves can be worn during winter months but should be aligned with the school uniform.
- Watches and stud or sleeper earrings are the only appropriate jewellery to wear at school. Cultural or religious jewellery can be worn under clothing.
- Other than clear nail polish, cosmetics should not be worn to school.

SunSmart Policy

Willowbank Primary School is a SunSmart School and hats must be worn outside during terms 1 and 4. Students without hats will be directed to play under the shaded areas.

Parents are encouraged to provide long lasting sunscreen for their children in the summer months. Please apply sunscreen to smaller children each morning before they come to school. Teachers are **not** able to re-apply sunscreen during the day, but we encourage you to teach your child how to do this and supply them with a small roll-on type of sunscreen. Please note children are **not** to share their sunscreen with others due to allergies.

Personal Belongings

Willowbank Primary School requests that valuable items are not brought to school. **The school takes no responsibility for loss or damage of such items.**

Bicycles and Scooters

Students riding their bicycles and scooters to school **must wear a helmet**. Students are required to wheel bicycles and scooters through the school yard and store these in the bike shelter. While our bike shelter will be secured during the day, we still recommend students use a bike lock. We encourage families to practice riding to school with their children, discussing road safety and traffic rules.

Lost Property

Students occasionally misplace their belongings. The school requests that **all** items of clothing, bags, lunchboxes, and water bottles are **clearly labelled** with the child's name. If lost, a named item can be returned promptly to its owner. Please check your child's belongings regularly and if anything is missing, check the lost property box which is located near the Administration Office.

Mobile Phones and Smart Watches

In accordance with the Department's Mobile Phone Policy issued by the Minister for Education, personal mobile phones and smart watches must not be used at Willowbank Primary School during school hours, including before school, lunchtime and recess. If emergencies occur, parents or carers can reach their child by calling the school Administration Office.

We understand that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. Parents who wish for their child to bring a mobile phone to school are required to complete a Mobile Phone Agreement. Students are asked to hand their mobile phone to our Administration Team before school and collect the item at the end of the school day.

If students are found with mobile phones and they have not completed a Mobile Phone Agreement, they will be collected by a staff member and only returned to a parent or carer.

Volunteers and Working with Children's (WWC) Check

Willowbank Primary School welcomes parents, carers, extended family, and relevant members of the community as volunteers within our school. In doing so, the school has an obligation under the "Working with Children Act 2005" to ensure our children are safe.

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from harm. The Working with Children (WWC) check creates a mandatory minimum checking standard across Victoria and helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

It is a requirement of Willowbank Primary School that each visitor and volunteer who participates in any of the following has a current WWC check:

- classrooms or school-based activities
- swimming lessons or sporting events
- excursions, incursions, camps and whole school events.

If you need to apply for a WWC card, application forms are available from www.workingwithchildren.vic.gov.au. There is no cost to volunteers applying for a WWC. Completed forms along with a passport photo and 100 points of ID can be lodged at any Post Office. Once you have received your WWC, please provide a copy to our Administration Team to be included on our WWC register.



WILLOWBANK
PRIMARY SCHOOL

Telephone: 03 5460 1122

Address: 385 McGeorge Road, Gisborne 3437

Postal Address: PO Box 442, Gisborne 3437

Email: willowbank.ps@education.vic.gov.au

Website: <https://www.willowbankps.vic.edu.au/>

Office hours: 8.30am – 4.00pm Monday to Friday

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