

# Westall Primary School International Education Program and Handbook

At Westall Primary School we believe that every individual will learn and flourish with the support of a committed team.



Kindness  
Excellence  
Fairness  
Creativity



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## About Clayton South

**Clayton South**  
 Melbourne, Victoria



<b>Coordinates</b>	37.947°S 145.123°E
<b>Population</b>	12,642 (2016 census) <sup>[1]</sup>
<b>Density</b>	1,523/km <sup>2</sup> (3,945/sq mi)
<b>Postcode(s)</b>	3169
<b>Area</b>	8.3 km <sup>2</sup> (3.2 sq mi)
<b>Location</b>	20 km (12 mi) from Melbourne
<b>LGA(s)</b>	City of Kingston
<b>State electorate(s)</b>	Clarinda
<b>Federal division(s)</b>	Hotham

**Suburbs around Clayton South:**

Oakleigh South	Clayton	Mulgrave
Clarinda	<b>Clayton South</b>	Springvale
Heatherton	Dingley Village	Springvale South

Clayton South is a suburb in Melbourne, Victoria, Australia, 20 km south-east from Melbourne's central business district. Its local government area is the City of Kingston. At the 2016 census, Clayton South had a population of 12,642.

The suburb sometimes goes by the name Westall, due to the name of the main road and the railway station that serve the area. Westall is, however, not an official name, and all post addressed to the area is addressed to Clayton South

### Climate

Clayton South has stable weather while still offering four distinct seasons.

It has a moderate precipitation, warm summers and mild to cool winters.

January is the hottest month and July is the coldest.

### Education

Clayton South is served by a number of public and private schools that cater to local and overseas students.

### Transport

Westall Road runs north to south through Westall. There is a large bridge over the railway line. Several bus routes pass through the suburb and drop passengers off at the shops near the Westall railway station.

Bus routes also run through the area including:

704 - Oakleigh Station - Westall Station via Clayton

705 - Mordialloc - Springvale via Braeside, Clayton South

821 - Southland - Clayton via Heatherton

824 - Moorabbin - Keysborough via Clayton, Westall

## Rosebank Shopping Strip

There are several shops on Rosebank Avenue, including a post office, news-agency, music studio - Ava's Music Studio, Medical Clinic, milk-bar, photographer, bottle shop, laundromat, bakery, and various fast food outlets including Burgled, Westall Charcoal Chicken, Moniticello Pizza, Westall Fish and Chips and The Little Indian Cafe.

## Contact Details

Westall Primary School

Fairbank Road, Clayton South

Ph 9546 - 8964

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

Principal: Peter Jeans

Business Manager: Pauline Kelly

Acting Assistant Principal: Dexter Siriwardene

International School Co-ordinator : Dexter Siriwardene

## School Profile

Westall Primary School is situated on a nine hectare site shared with Westall Secondary College and Westall Language Centre Annexe, and the Westall Community Hub.

The school is located in a residential and industrial area of Clayton South.

The school buildings include newly completed facilities – 8 classroom Learning Centre, Gymnasium (STEM & Arts) and canteen facilities, and refurbished Administration.

Recently the school has entered into partnership with “Our Place” and has received DET funding for the next stage of the Westall Regeneration Project.

The multicultural nature of Westall provides many positive outcomes for the school community. Of our student population, 3% identify as Indigenous. Approximately one third of the student population continues to be drawn from the Cambodian, Vietnamese, Chinese and South East Asian communities. Students from India, Saudi Arabia and Africa account for another third, and students from the Pacific Islands constitute approximately 8% students in the multicultural community of Westall Primary School.

The current school enrolment is 226 which includes 18 International Students. DET and Kingston Council predict increased enrolments over the coming years.

Westall Primary School provides a progressive and dynamic teaching and learning environment through a shared pedagogical approach and a commitment to the development of all students.

The strengths of our school lie within the strong stable leadership, community and the highly professional staff who regard the needs of students as the priority.

## ATTENDANCE

Regular attendance at school is a very important habit to develop but in the case of unavoidable absence, a written note is required. The law in the State of Victoria is very clear about the requirement of children to attend school. Schools can be asked to furnish evidence in court on a child's attendance. The school's roll is therefore an important legal document.

It is not OK to be away.

International Students are expected to maintain a high attendance rate in order to fulfil visa conditions. Attendance is marked twice daily and uploaded into e-cases. Attendance reports are printed and monitored each week.

Attendance thresholds and actions are as follows:

<b>% attendance threshold</b>	<b>Days absent in 1 term</b>	<b>Actions</b>
90%	4.5 days	Implement an intervention strategy involving parents.
85%	6.75 days	Implement the intervention strategy; include counselling and negotiating a student contract.
80%	9 days	Notify International Education Division to meet ESOS National Code requirements and visa conditions

## COMPLAINTS

Should families be dis-satisfied with any aspect of their schooling arrangements they are urged to contact the school to discuss these matters with the principal and Well-being Team.

If a satisfactory resolution cannot be found, families should contact International Education directly.

Contact details are: phone +61 3 7022 1000 or email [international@education.vic.gov.au](mailto:international@education.vic.gov.au)

## COUNSELLING SERVICES

Westall Primary School offers a range of wellbeing services. These include access to social workers, psychologists, speech therapists, counselling. Referrals can be made through the school Wellbeing Co-ordinator or the school Principal.

## CURRICULUM

We plan using the Victorian Curriculum, beginning at Level F (Foundation/Prep). Teaching and learning programs are devised by staff to ensure that the core areas of English and Mathematics are taught each day (prescribed 10 hours of literacy and 5 hours of numeracy per week). Specialist areas of STEM, Auslan and Physical Education are conducted on a weekly basis by specialist teachers. Integrated Inquiry Units are developed by teaching teams each term, as per our school wide 2 year integrated studies planner. This enables students to broaden their understandings in the remaining curriculum areas as well as linking with English and Mathematics where possible.

All teachers are required to maintain a record of procedure and to instruct students accordingly. Content is developed within the following Victorian Curriculum Learning Areas -

The Arts, English, Health and P.E, Humanities, Languages, Mathematics, Science and Technology. These learning areas are designed to reinforce the importance of a discipline-based approach to learning, where learning areas are regarded as both enduring and dynamic.

## GENERAL CARE AND SAFETY

### ACCIDENTS

If a student has an accident at school the teacher on duty will bring the student to the first aid room(if possible) and the student will be assessed by qualified staff. The parents will be notified if required, and the incident will be recorded.

\*\*\*All head injuries are considered serious and parents must be notified to collect their child from school.

### BIKES

We encourage students to walk and ride to school.

Any bike brought to school must be locked in an appropriate place and is the responsibility of the owner. Bikes should be regularly checked for road worthiness, and protective headgear is compulsory. Helmets are compulsory.

## HEALTHY HABITS

Help your child to learn to attend to their own toilet needs before they come to school. Flushing the toilet and washing hands after using the toilet should become a habit.

We would ask all parents to make every effort to ensure their child/children attend school every day. However, please keep your child home if they have a temperature, cold or cough or signs of contagious diseases.

Inform your teacher of any unusual health condition.

All absences must be explained by completing an absence form on return to school.

## MEDICATION

Teachers are not to administer medication to students. Clear written instructions as to the dosage and frequency of medicine on a School Medication Proforma must be left at the school office. Students need to come to the office for all medication.

We are fortunate in having the services of staff who are qualified First Aid Assistants.

(Level 2) The school has a Sick Bay.

In the event of accidents, emergencies or illnesses, parents are contacted immediately for children to be taken home. For this reason, it is most important that files be kept up to date with any changes of addresses, phone numbers etc., and that two (if possible) contact numbers be given.

Please notify the Office immediately any changes occur.

NOTE - School is NOT the place for children who are ill.

## SCHOOL CROSSING

We have a supervised school crossing in Fairbank Road and the Rosebank Avenue. Many of our children need to cross the road at both crossings. We urge you to talk to your child about the purpose and rules of the school crossing. Please observe the Road Laws and exercise care about dropping and picking up your child adjacent to the school crossing.

## SUNSMART

Students are encouraged to be sun-smart at all times. We have plenty of shade areas and programs are introduced to encourage sun-smart activities. Wide brimmed school hats are compulsory during Term 1 & 4 – No Hat No Play.

## GENERAL ORGANISATION

### SCHOOL BELL TIMES:

Students will be supervised continually from 8.50am to 3.45pm. They should not be in the school grounds outside these times unless attending Outside School Care or another approved activity.

8.50 – 9.00 Students arrive at school

9.00 – 11.00 Teaching and Learning time

11.00 – 11.30 Supervised recess time

11.30 – 1.30 Teaching and Learning time

1.30 – 1.40 Supervised lunch eating in the classroom or the school yard

1.40 – 2.30 Supervised lunch recess time

2.30 – 3.30 Teaching and Learning time

3.30 – 3.45 Students leaving the school grounds

### TERM DATES - 2022

TERM 1 31st January (teachers start) 3rd February (students start) – 8th April

TERM 2 26th April – 24th June

TERM 3 11th July – 16th September

TERM 4 3rd October – 20th December

### HOMEWORK

Homework should be viewed as a means of stimulating parental involvement and as a benefit to the student socially and academically through the meaningful extensions of tasks and assignments instigated initially in the classroom.

### INTERVENTION STRATEGIES

Intervention strategies are available and actioned at time of need. These include:

Individual Learning Plans to support students achieving more than a year above or a 1 year below the expected level at any time.

Counselling Services provided through our Wellbeing team.



## LEGAL RIGHTS

Consumer Rights - <https://www.accc.gov.au/consumers/consumer-rights-guarantees>

The Australian Consumer Law sets out consumer rights that are called consumer guarantees. These include your rights to a repair, replacement or refund as well as compensation for damages and loss and being able to cancel a faulty service.

Legal Aid - <http://www.legalaid.vic.gov.au>

Legal Aid help people with their legal problems.

They focus on protecting the rights of Victorians and representing those who need it the most.

## LUNCH ORGANISATION

School does not provide lunch for students.

Lunches are prepared at home and sent to the school with the student.

The bell that rings at 1.30pm signals the start of supervised lunches in rooms. The students are then dismissed to play at 1.40pm. Children who have not finished lunch must remain seated in the eating areas until they do.

As the lunch break is later, children are encouraged to have a substantial snack (or ½ of their lunch) at morning recess at 11am.

Many classes have a 'fruit snack' at 10am.

Lunches - Pack a simple, realistic lunch for your child, with food that they like.

Generally speaking, finger foods are most easily managed. One round of sandwiches is usually sufficient, followed by a small piece of fruit. Uneaten food is encouraged to be taken home. Food that requires heating at school is not encouraged.

Milk Drinks - These are not advisable during hot weather, as we have no refrigeration.

Soft Drinks - They do not comply with our Healthy Eating Schools program and so we ask parents not to provide these. Small "Fruit Boxes" may be a useful alternative. Drinks in glass containers are not permitted at school.

Water bottles are permitted in classrooms.

Type of Lunch-Box - The design of the lunch box is extremely important. There are so many gimmicky types available. Many have lids which are too hard for children to close. We advise you to consider your choice carefully.

## REPORTING TO PARENTS

A “Getting to know you/information” evening is conducted early in the year.

Written reports are written by teachers using the school’s report forms each June and December. They must reflect the student’s skills and achievements as recorded through accountability documentation such as Victorian Curriculum. Teachers will ensure they reflect an accurate picture of the student’s development both academically and socially. Reports will follow the department guidelines.