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***Woodside Primary School***

**Parent INFO**

**2021**

 **Principal:** Daniel Phelps

 **Business Manager:** Kathryn Hands

**Address:** 39-41 Prince St, Woodside, 3874

**Phone:** 5187 1272

**Mob:** 0458736487

**Email:** **woodside.ps@education.vic.gov.au**

**Website: woodsideps.vic.edu.au**

**WPS TV** [**www.youtube.com/channel/UCd6reJyozXZqTXtmSDolsmA**](http://www.youtube.com/channel/UCd6reJyozXZqTXtmSDolsmA)

# STAFF

 PRINCIPAL Mr Daniel Phelps

Business Manager Miss Kathryn Hands

SENIOR ROOM (5-6) Mr Daniel Phelps

MIDDLE ROOM (3-4) Mrs Andrea Elliot

JUNIOR ROOM (P-2) Miss Nicole Ryan

Education Support Mrs. Bronwyn Lynch & Michelle Dillow

Music Specialist Mr Saul Stainer

Librarian Ms Karen Mathewson

# SCHOOL CALENDAR & TIMETABLE

**2022**

Term 1 31st January to 8th April

Term 2 26th April to 24th June

Term 3 10th July to 15th September

Term 4 2nd October to 20th December

**2021**

Term 1 28TH January to 1st April

Term 2 19th April to 25th June

Term 3 12th July to 17th September

Term 4 4th October to 17th December

All Prep children will find the school experience challenging and demanding as they learn new routines and become more independent very quickly. Often this can coincide with very hot weather in February. Tired Prep children simply can’t enjoy school and cope well. To assist the transition to full-time attendance, Prep children will not attend school on Wednesdays for the first 6 weeks.

**Daily Timetable**

8.15 am Playground supervised for bus travellers

8.30 am Playground supervised for all students

9.00 am Assembly or morning session commences

**10.30 am Morning recess**

11.00 am Session 2 commences

**1.00 pm Lunch**

1.45 pm Afternoon session commences

**3.20 pm Children dismissed**

4.00 pm Playground supervision finishes for bus travellers

Students that don’t travel by bus should be dropped off to the school after 8.30am and picked up by 3.30pm

**Communication**

Most communication between the school and families is done through Class Dojo. This is a great app that can be downloaded on your phone or ipad or home computer. Once your child begins school we will provide further info on utilising this platform. If you would like any further information please don’t hesitate to contact us for assistance.

**Assemblies**

**Mondays:** 9.00am. A formal assembly for the whole school including the Declaration, Woodside Promise and National Anthem is held outdoors at the assembly area (unless weather precludes).

**Absences**

The Department of Education requires parents to supply to the school an ***explanation*** for the absence of any child. Please call the school on 51871272 or text the school mobile 0458736487 prior to 9.30am to advise student name and reason for absence and please always advise of any possible contagious or infectious disease we should be made aware of. A minimum period of exclusion does apply for infectious diseases, this can be advised when you call. Once a term a letter is sent to parents regarding unexplained absences. This is per Departmental policy.

**Emergency Contacts**

The school must always have your current phone numbers and emergency contact details. When ***any*** details regarding your child/ren’s address, telephone, medical, emergency contact and /or family information change please notify the school in writing ***immediately***.

**SunSmart**

During Terms 1 and 4, it is compulsory for all children to wear their school hat (which is provided by the school) whilst outside. Children who do not wear, or have their school hat, must sit in a designated shaded area. They are not able to join in normal play activities.