



# 2021

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Ph: 5623 1385

Email: [warragul.district.ss@education.vic.gov.au](mailto:warragul.district.ss@education.vic.gov.au)

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



## SCHOOL PURPOSE

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We believe that all students can and will learn, and grow in self-esteem, through fostering a climate of care, dignity and respect, using consistent behaviour management strategies, deliberate positive reinforcement, and recognition of achievement.

We promote a curriculum that develops skills that its graduates will utilise as adults. We believe that graduates should be actively involved in work/further education, participate in managing their own homes, and are active participants in their own local community.

## GENERAL BEHAVIOUR

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At WDSS we Learn in a Safe & Respectful environment that Celebrates Difference.

## SCHOOL VALUES

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Values	Behaviours
Be a Learner	Always working towards your goals
Be Safe	Looking after yourself and others
Be Respectful	Showing you care for yourself, others and the environment

## ATTENDANCE

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Student hours are 9:00am to 3:00pm. The school office is open from 8:30am to 4:30pm. Regular attendance at school is essential for all students. Parents are asked to let the school know of any absences that occur via the communication book, or by phoning the school. If your child travels on a school bus, please remember to contact them.

All unexplained and / or long term absences will be followed up either by communication via the student diary or direct contact (telephone or face to face).

## PROGRAM LEVIES & PARENT PAYMENTS (School Fees - Essential Education Items)

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Students are expected to pay for essential education items each year – **this includes all stationery / books**. School Fees for 2021 are \$100.

In addition to this, parents/carers are asked to pay for any extra-curricular activities, including but not limited to: excursions, swimming, hydrotherapy. Invoices for program levies are generated at the beginning of each term, with payment expected to be finalised by the fifth week in the term. Payment options include direct deposit, cash or cheque. If you are receiving Centrelink payments you can utilise a service offered from Centrelink called Centrepay. Please contact the school office if you require any further information regarding payments.



## **VISITORS / STUDENTS SIGN IN AND OUT BOOK**

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### ***All visitors must report to the front office***

All visitors entering the school building must sign the book which is located at the front desk, complete reason why, time in and location. Visitors will also receive a visitor's pass and the pass must be exposed during the school visit. On departure visitors must sign the book before leaving.

### ***Student arrivals / departures***

All late arrivals / early departures must be signed in / out by parents/carers. Parents / Carers need to confirm their arrival with the school office, who will then contact the classroom.

## **PERSONAL GOODS BROUGHT TO SCHOOL**

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Personal property is often brought to school by students. This can include mobile phones, iPods, other electronic equipment such as a Nintendo DS, toys, and sporting equipment. The Department of Education and Training does not hold insurance for personal property brought to school and has no capacity to pay for any loss or damage to such property.

## **MOBILE PHONES**

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As per Victorian Government Policy, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.

## **LUNCHES**

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Students are encouraged to bring a healthy snack and lunch to school. Lunch orders are available when the School Canteen is being run at school. You will be notified of this through our newsletter.

## **SCHOOL UNIFORM**

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School uniform is not compulsory, however we do encourage students to wear it. Our school uniform consists of a red polo/t-shirt, black pants/shorts, summer dress, windcheater/bomber jacket, black shoes and wide brim Hats (red or black).

You can purchase school uniform from: Beleza Pty Ltd, 5 Williams Square, Warragul Ph: 5622 2930

Alternatively you can purchase our school colours from either Kmart or similar and have the school logo embroidered or screen printed: Phoenix Screen Printing, 14 Phoenix St, Warragul Ph: 5623 2246

## **SPARE CLOTHING**

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Please send in spare clothing in case of "accidents". We would appreciate if all clothing could be labelled with your child's name.



## **HATS/SUNSCREEN**

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For outdoor play times, students require hats and sunscreen cream during Terms 1 and 4. Please check that hats are in school bags each day.

## **MEDICATION**

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Please use our Medication Administration Form to list all medications both during school hours and after school hours. In case of an emergency and an ambulance is called, all medical details need to be accurate and up to date for your child. The school must be notified in writing of any changes in medications or dosages and our Medication Administration Form updated.

If your child has any medical condition, the school needs to be notified. Separate Individual Management Plans need to be completed for such conditions as epilepsy, asthma, apnoea, diabetes, allergic reactions or any other condition of concern. Individual Management Plans are available from the office; these documents need to be signed off by a doctor. We request this extra information to develop "action plans" which are displayed prominently in classrooms, so all staff are aware of any symptoms/reactions.

## **TRANSPORTATION OF MEDICATION**

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Our Occupational Health & Safety Policy indicates all medication that is sent to school must be handed to the bus supervisor or brought to the school office by Parents / Carers. Under no circumstances is medication sent via school/ CRU bags as it places students in potential danger.

## **TRANSPORT**

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If your child attends the school three days or more, transport to and from school may be available to them. Transport is provided and co-ordinated by Warragul Bus Lines. Once established parents/ carers are asked to contact WDSS if there are any daily changes to transport. The supervisor is to be notified in the morning, if there are unexpected absences. All queries regarding the bus service should be directed to Warragul & District Specialist School

## **STUDENT SUPPORT GROUP MEETINGS (SSG)**

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Student Support Group meetings (SSG) are an opportunity to develop and review an Individual Learning Plan with your child's teacher. The school runs Student Support Group meetings, in Terms 1 & 3. Should you want an extra meeting during the year please contact your student's teacher.

## **NEWSLETTERS**

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Parents will receive a newsletter each week via email. It is also published to the school website: [www.wgldss.vic.edu.au](http://www.wgldss.vic.edu.au)



## **STUDENT ENROLMENT FORM/PERMISSION FORMS**

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Once enrolment at WDSS is confirmed, relevant forms will be provided to complete our enrolment process. A checklist is enclosed to ensure all the relevant documentation is complete and returned. Please ensure these forms and copies of required documents are returned to school ASAP. If you require assistance with the completion of the forms, please call 5623 1385 to arrange a suitable time.

Please Note: Enrolment forms may not apply for students transferring from a Government School.

## **COMMUNICATION BOOKS**

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Students receive communication books where both teachers and parents/carers correspond regularly. If students are away, parents have questions or would like to arrange a meeting, they can be written into the communication book.

## **PARENTS AND FRIENDS ASSOCIATION (PFA)**

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The PFA meet monthly and would welcome any new members. Meeting dates are published in our newsletter.

## **OUR COMMITMENT TO CHILD SAFETY**

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Warragul & District Specialist School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Warragul & District Specialist School has zero tolerance for child abuse.

Warragul & District Specialist School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the safety of children with a disability as well the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds.

Every person involved in Warragul & District Specialist School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

