

ASPIRATION

GROWTH

COURAGE

RESPECT

# Information Booklet for Families



West Launceston Primary School



## WELCOME TO WEST LAUNCESTON PRIMARY SCHOOL

*'Aim for Excellence'*

Dear Parent/Guardian,

On behalf of all the staff, students and families, I welcome you to West Launceston Primary School for 2023. If you are a new family, we are delighted that you are joining our wonderful school community. If you are an established member of our school community, we welcome you to the New Year. Regardless of whether you are new or continuing, we hope that your family feels welcome, valued and supported at West Launceston.

Our 4 school values at West Launceston are ***Aspiration, Courage, Growth and Respect***. These values underpin the way our school community strives to live and work together every day.

Our school motto is ***Aim for Excellence***. We strive for excellence in the way we conduct ourselves daily, relate to others and in learning. In our pursuit of excellence at West Launceston, we believe parents and educators must work together for the benefit of each and every child. We look forward to working with you and your child, and hope that you will have many opportunities to partner with us to contribute to, and enrich, the education of all students whilst forging new friendships within the school community.

Enclosed in this booklet is general information about our school. If you have any questions or would like to meet with me, please feel free to contact the main office to arrange a time.

Once again, welcome to West Launceston and the 2023 school year.

Andrea Tiffin

Principal

# Essential Information

## School Terms for Students 2023

2023	Commences	Concludes
Term 1	Wednesday 8 February	Wednesday 5 April
Term 2	Wednesday 26 April	Friday 7 July
Term 3	Tuesday 25 July	Friday 29 September
Term 4	Monday 16 October	Thursday 21 December

## Dates to Remember

### School Office Re-opens:

- Friday 27<sup>th</sup> January 2023

### Uniform Sales and Pre Order Collection Day:

- To be confirmed

### Teachers Resume:

- Monday 6 February 2023

### Student Free Days:

- Monday 6 February 2023 (Teachers Resume)
- Tuesday 7 February 2023
- Thursday 14 April 2022
- Monday 25 July 2022
- Friday 4 November 2022

### Public Holidays:

- Launceston Cup Day 22 February 2023
- Eight Hours Day 13 March 2023
- Easter – Good Friday 7 April 2023
- Easter Monday 10 April 2023
- Easter Tuesday 11 April 2023
- ANZAC Day 25 April 2023
- Queen’s Birthday 12 June 2023
- Launceston Show 12 October 2023
- Recreation Day (Nth Tas only) 6 November 2023

## School Staff (2022)

<b>Principal:</b>	Mrs Andrea Tiffin		
<b>Assistant Principal:</b>	Mr Nathan Karas		
<b>AST:</b>	Mrs Janet Best		
<b>AST:</b>	Mrs Tania Milbourne		
<b>AST:</b>	Mrs Meaghan Keane		
<b>AST:</b>	Mrs Kristy Howard		
<b>Kindergarten (KA)</b>	Mrs Ally Wootton		
<b>Kindergarten (KB)</b>	Ms Kim Anstee		
<b>Prep (PA)</b>	Miss Sarah Alway		
<b>Prep (PB)</b>	Mrs Amanda Stevenson / Miss Dearne Lansdell		
<b>Prep/1 (P/1A)</b>	Ms Sarah Jupp		
<b>Gr 1/2 (1/2A)</b>	Mrs Sarah Adams		
<b>Gr 1/2 (1/2B)</b>	Miss Sophie Pinnington		
<b>Gr 1/2 (1/2C)</b>	Mrs Amanda Watson / Mrs Sian Prideaux		
<b>Gr 1/2 (1/2D)</b>	Mr Marcus Phelps		
<b>Gr 3/4 (3/4A)</b>	Miss Jo Stott / Mrs Meaghan Keane		
<b>Gr 3/4 (3/4B)</b>	Mrs Janette Smith		
<b>Gr 3/4 (3/4C)</b>	Ms Ann Smythe / Mrs Meaghan Keane		
<b>Gr 4/5 (4/5A)</b>	Mrs Naomi Calnan		
<b>Gr 4/5 (4/5B)</b>	Mr Alistair Waterhouse		
<b>Gr 5/6 (5/6A)</b>	Mrs Rebecca Beecroft / Mrs Meg Anderson		
<b>Gr 5/6 (5/6B)</b>	Mrs Shelley Twynam-Perkins		
<b>Digital Technologies:</b>	Mrs Kristy Howard		
<b>Physical Education:</b>	Mr Toby Jordan K – 4 / Mr Justin Neal 4-6		
<b>The Arts:</b>	Mrs Nicole Burton		
<b>Literacy Intervention:</b>	Mrs Jane Williams / Mrs Mel Barber		
<b>Gifted Online:</b>	Ms Lu McGinniss		
<b>Teacher Assistants:</b>	Mrs Sharlene Goodyer	Mrs Lisa Hynes	Mrs Joanna Dennis
	Mrs Jenny Sullivan	Mrs Sharon Donati	Mrs Holli Roberts
	Mrs Ave Jordan	Mrs Tania Watson	Mrs Jennifer Cook
	Mrs Alison Edmunds		
<b>School Business Manager:</b>	Mrs Jodi Clark		
<b>Administration Officers:</b>	Mrs Allison Donnelly	Mrs Megan Grainger	Mrs Debbie Spinks
<b>Education Facility Attendants:</b>	Ms Leonie Scarborough	Mr Ken Hayward	Mr Jade Counsel
	Ms Sheree Phillips		
<b>Canteen:</b>	Mrs Debbie Braune		
<b>Support Staff:</b>	Ms Amy Mizzi – Speech & Language Pathologist		
	Ms Mai Frandsen – School Psychologist		

Mrs Karen Button – Social Worker

Mrs Fiona Cramp – EAL

Mrs Lou Hawkins – School Nurse

## Daily School Times

TIME	ACTIVITY
8:30am	School opens and student may enter grounds and classrooms, put away bags and prepare for learning
8:55am	Transition to class music
9:00am	Morning bell
9:00 – 11:00am	Morning learning block
11:00 – 11:30am	Recess
11:30 – 11:45am	Daily PE
11:45 – 12:50pm	Middle learning block
12:50 – 1:40pm	Lunch eating 10 minutes and 40 minute play break
1:40 – 3:00pm	Afternoon learning block
3:00pm	Final bell

## School Levies

School levy invoices will be generated in February and sent out to parents/carers. The invoices can be paid via B/Pay or through Service Tasmania. Payment details are listed on the bottom of the levy invoice.

A levy is charged at WLPS as the financial contribution by parents/carers to the costs associated with each student's participation in their education program. Please ask the office staff for current year levy information as this is provided in a separate document.

## Uniform and Uniform Shop Information

Under the *Education Act 2016* schools are required to have a Uniform Policy. At West we believe that wearing the school uniform engenders pride, a sense of belonging and identity and serves to make students feel connected. The wearing of school uniform is therefore strongly encouraged.

The majority of the **WLPS Everyday Uniform** for Prep to Grade 6 students, are available through the School Uniform Shop. \*\* Denotes not kept as stock through the school.

	Unisex	Boys	Girls
<b>Summer</b>	Navy microfibre shorts (K-6) SS Royal blue custom polo Royal blue custom polar fleece jacket WLPS navy custom rugby top Navy, grey or white socks** Wide brim or bucket hat	Navy microfibre shorts	Summer dress Navy, white or black hijab**  Navy microfibre shorts
<b>Winter</b>	Navy double knee fleece pants (4-10) Navy microfibre track pants (10-16) LS Royal blue custom polo top Royal blue custom polar fleece jacket WLPS navy custom rugby top Navy Spray Jacket Navy, grey or white socks**	Navy double knee fleece or Microfibre Trackpants	Winter dress Navy, white or black hijab** Navy stockings**

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The **preferred footwear** to accompany the Everyday Uniform is black enclosed shoes.

The **WLPS Sport Uniform** consists of the following items available through the school office:

- Royal blue polo top
- Navy shorts
- Navy track pants
- Royal blue polar fleece jacket with logo
- Rugby top with logo

The **footwear** to accompany the Sport Uniform must be suitable (non-marking) sports shoes.

**Grade 6 students** may wear their Leaver's T-shirts as part of the **Everyday Uniform**.

The West Launceston Primary School Dress Code requires **Kindergarten** students to wear items detailed in the **WLPS Everyday or Sport Uniforms**.

*Please note: As active learning is part of daily programming; it is not required that students have a separate PE uniform. Our emphasis is on children being neat but comfortable and ready for all challenges.*

The following requirements apply in relation to the **Dress Code**:

- Jewellery: students are not encouraged to wear jewellery with the exception of sleeper or stud earrings
- Make-up: students are encouraged not to wear make-up
- Footwear: as per the *Uniform Policy* students should wear fully enclosed shoes
- Personal presentation/appearance – including non-school uniform items (i.e. hoodies, clothing should not display inappropriate or offensive logos, images or slogans).

**New and second-hand uniforms are available through the school uniform shop.** This is staffed by parent volunteers and opens on a rostered basis. Check with our office staff as to the day and times that the uniform shop will be open.

Orders for uniform items may be placed and paid for via the Qkr App. Items may be collected from the main office or sent to the student's classroom.

You can also pay with cash or visa card. All credit card transactions will incur a 1.95% fee.



## Uniform List with Prices

ITEMS	SIZES	PRICE
Polo Top with Logo – Short sleeve	4-16	\$32.50
Polo Top with Logo – Long sleeve	4-16	\$33.50
Jacket - Royal Blue Polar Fleece with Logo	4-16	\$33.00
Rugby Top with Logo	4-16	\$78.50
Navy Spray Jacket	4-XS	\$72.50
Shorts – Navy Microfibre	4-16	\$19.50
Trackpants – Double Knee Fleece	4-10	\$34.00
Trackpants - Microfibre	10-16	\$45.00
Winter Dress – Old Style	4	\$70.00
Winter Dress – Old Style	10	\$73.00
Winter Dress – Bib and Skirt	4-6	\$70.00
Winter Dress – Bib and Skirt	8-10	\$73.00
Summer Dress	4-8	\$62.00
Summer Dress	10-12	\$64.00
Summer Dress	14	\$68.00
Summer Dress	16-18	\$71.00
Hat – Wide Brim	61cm/59cm/57cm	\$10.00
Hat – Bucket (one size only)	OSFA	\$10.00
Mighty Tuff School Bag with Logo	N/A	\$47.00
Sports Bottle with Logo	750ml	\$ 7.00
Pencil Case with Logo (while stocks last)	N/A	\$ 8.50
Second Hand Items		\$ 4.00
Library Bag with Logo	N/A	\$13.50

*Please note: the above prices may be subject to change.*



# General Information

## After School Care (and Vacation Care)

In conjunction with Lady Gowrie Childcare Centre we are able to offer care for students onsite after school daily.

This extends to Vacation Care, also referred to as a School Holiday Program. **Please contact Lady Gowrie on 6230 6851 for more information.**

Door of Hope – Hope Discovery outside school hours care program offer after school care. Please contact Hope Discovery on 6343 4614 for more information.

## Bus Services

Our school has metro bus services for Summerdale/Prospect areas, Blackstone Heights and the city. Bus students are supervised after school by a member of the teaching staff.

## Canteen

A school canteen operates and provides healthy recess and lunch options to students at reasonable prices. It is available for recess and lunch purchases on Wednesday, Thursday and Friday.

The Qkr App is the method for ordering recess and lunch. You can download the App; search for West Launceston Primary School and order your lunch through this method. You can also ask our friendly staff in the office for further information.

## Communication between Parents and School

### School Newsletter

Our school newsletter is uploaded each Wednesday morning. It is most readily available via our WLPS SZapp, which is available for download on Apple and Android phones. A link to the newsletter is published on our Facebook page.

### School App - SZapp

The WLPS School App is available for Apple and Android phones. When you download the free App:

- You will receive reminders about important events
- You will be able to read the newsletter anytime
- You can change your contact details through the App
- You can notify us of your child's absence through the App.

Download the school App by searching 'SZapp'. Once you have downloaded the App you may then search for and download West Launceston Primary School (easily identified as our App by the School Logo).

### School Facebook Page

We also have a Facebook page which is utilised to remind parents of upcoming events, and to share news about key events for the school.

## Fruit Break and Eating at School

Some classes have a scheduled 'Fruit Break' in the morning block where children are encouraged to eat a piece of fruit from their lunch box as a way of promoting health and wellbeing.

For lunch, children need to bring something which can be eaten cold, as we do not have the facilities to heat food.

## Parent Help and Volunteering

Parents are actively encouraged to be part of the school community. We value parents' involvement and engagement in their child's education. There are numerous opportunities for engagement and involvement.

All visitors, parent help and volunteers need to sign in at the main office on our Kiosk System.

Please note that all parent helpers and volunteers must hold a **Registration to Work with Vulnerable People** to work with children in any Department of Education school within Tasmania. **This is a legal requirement.** Unfortunately, we are unable to allow any adult to volunteer in the school unless they have a card. Please go to <https://cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people> to submit an application. The approximate cost is \$20 and is valid for a 3 year period.

\*With Covid-19, safe practices are a priority and any parent helpers and volunteers are required to check in using the Check in Tas App while they are at school.

## Student Assistance Scheme

The Education Department provides assistance for families on low income or benefit payments. Parents who have a current concession card as listed below can apply for dependent students for assistance under the STAS:

- Services Australia – Centrelink Health Care Card
- Services Australia – Centrelink Low Income Health Care Card
- Services Australia – Pensioner Concession Card or
- Department of Veteran Affairs – Pensioner Concession Card

Please note if you are already receiving student assistance you do not need to complete a form. For 2022 a new on-line form has been developed to assist with processing applications for new applicants.

The online form can be completed here: <https://stasonlinesubmission.education.tas.gov.au/>

Once a validated form is completed the Department of Education will confirm the outcome of your application in writing, this process takes approximately 14 days.

We understand this option may not be possible for all families, so if you require a hard copy form please contact the school office or the Financial Assistance Unit on [stas@education.tas.gov.au](mailto:stas@education.tas.gov.au) or 1800 827 077.

## Swimming & Water Safety Program

All students in Grades 3, 4 and 5 participate in the Swimming and Water Safety Program during the year for a fortnight. Payment for this program is covered by school levies. Students who receive Student Assistance do not pay this cost. At risk Grade 6 students are also included in the program.

## Early Years (Birth to 5 years)

At West Launceston the Early Years (birth to five years) are a priority. Building strong partnerships with families in our community ensure a positive beginning for children in life, school and education. Held in our state of the art Early Learning Centre, the Early Years programs have a significant impact on the development of positive partnerships with parent/guardians as well as supporting parents to engage in their child's learning.

We offer a range of Early Learning Programs. Our emphasis is on supporting families as their child's first teachers. **Parent-Child** (0 - 4 years) and **Flying Fours** (pre-Kindergarten children) sessions are facilitated by members of our Early Childhood teaching team. This provides continuity for children as they are supported in their learning from birth to Kindergarten and beyond.

## Kindergarten

Children who are aged four by 31 December in any given year are eligible to attend Kindergarten in Tasmanian schools the following year. Children turn five years old during the Kindergarten year. Children attend Kindergarten for 3 full days (15 hours) each week. At West Launceston Primary School our students are onsite for 18 hours each week.

Our Kindergarten staff members are highly experienced. They provide a focused program which caters for children's individual needs. The emphasis is on enabling children to develop independence and skills to prepare them for being at school full time in Prep.

## Flying Fours Sessions (Pre-Kindergarten Term 4)

Flying Fours runs for 60 minutes per week and caters for children who will be enrolling at West Launceston Primary School the following year for Kindergarten.

Flying Fours aims to prepare children with the skills that will allow for a successful transition to Kindergarten. Through regular attendance children become familiar with the school environment and staff members. They develop self-confidence and become used to spending time in a group with school staff.

Children are provided with opportunities to practise the following skills: following instructions, sitting for short periods in a group for a story/songs, sharing with classmates, using words to solve problems or disagreements and, building connections and developing relationships with other children.

An important part of the Flying Fours program is the development of early literacy, numeracy, fine motor and visual art skills through play.

## Parent-Child Playgroup

Parent-Child Playgroup provides an opportunity for children (0 to 4 years) to:

- ✓ Develop and increase their social skills through new experiences
- ✓ Learn sharing, co-operation and simple routines
- ✓ Interact with other adults and children in a safe environment
- ✓ Enjoy learning more about their worlds.

Of equal importance is the opportunity for parents and carers to:

- ✓ Meet other local families and develop new friendships
- ✓ Relax and talk in a friendly environment
- ✓ Share experiences and ideas
- ✓ Play with children and nurture a spirit of cooperation.

To assist parents in their important role of supporting children's early learning, children attending Parent-Child Playgroup are able to borrow from a range of picture books and exciting nursery rhyme packs.

During the year we also provide opportunities for parents at Parent-Child sessions to interact with other community professionals from a range of support services.

### Childcare

In conjunction with Lady Gowrie Childcare Centre we offer Long Term Day Care for 4 year olds.

**Please contact Lady Gowrie on 03 6230 6851 for more information.**

## School Association

Our School Association consists of all parents, students and staff at West Launceston Primary School. A School Association Committee is elected at the AGM in March. The purpose of the School Association is to provide an avenue for addressing concerns and to promote the school in a positive light to the school community. The committee make decisions on behalf of the broader School Association. The School Association meet twice a term to discuss issues that are aimed at making your child's school experience a happy and safe one and for parents to feel comfortable with having input into their child's education.

Our current office bearers are:

Chairperson	Frederick Rainbird
Vice Chairperson	To be confirmed
Secretary	Jodi Clark
Treasurer	Sarah Reay

Fundraising co-ordinator      To be confirmed

Our School Association encourages all parents to be actively involved with the school. To support the ready availability of information a Facebook page is facilitated; parents and friends are welcome

to join us as Facebook friends. If you would like more information, just give me a call or drop in to one of a meetings; dates for these are advertised in the school newsletter. Hope to see you there!

Frederick Rainbird  
Chair

## Student Leadership

Our school has an active Student Leadership Group whose members have been elected by their peers. The members of this group have a range of school based responsibilities and represent our school at community events. Additional leadership opportunities include sports and Daily PE leaders and buddy mentors.

## Transition

We strive to make transition as seamless and smooth as possible, both within our school and beyond. Early Childhood and Primary teachers take seriously their responsibility to understand the needs of everyone in their classes. They create time to share information as children move through their schooling years. Transition programs with Prospect High School and Riverside High School support and prepare our Grade 6 students for Grade 7. Upper primary students are involved in programs and activities throughout the year. Teachers from both schools meet and share understandings to support the transition process.

## Respectful Schools/Respectful Behaviour

This aspect of our work is core to the school's successful function as we support children to develop appropriate personal and social skills to successfully navigate school and for successful future citizenship.

Students are encouraged to be positive players in the yard and demonstrate our school value of respect to others through being inclusive, caring, patient and friendly towards others. Students are also encouraged and supported by staff to respect the school environment.

## The School Curriculum

Staff at West Launceston Primary provide comprehensive delivery of the Australian Curriculum for students from Prep to Grade 6. The Kindergarten and Early Years teachers use the Early Years Framework. In the pursuit of excellence, our curriculum offers a range of learning opportunities designed to develop students' skills, knowledge and personal attributes to enable them to become successful life-long learners. In particular, we seek to develop skills and attributes that will be critical for success in the future.

Our students have the opportunity to learn and achieve the highest outcomes in a personalised learning program. Learning includes academic, social, emotional and behavioural aspects. Learning may look different for some children in one or more of these areas based on their individualised needs and personal learning program. We provide adjustments and flexible learning opportunities to both support **and** enrich/extend learning for individuals.

### Literacy - English

Our school offers a high quality Literacy Program from Kinder to Grade 6. The development of students' skills in Reading and Viewing, Writing and Speaking and Listening are developed in dedicated daily literacy teaching and learning blocks in each class. Literacy Intervention is provided to support student learning and is based on an identified need.



## **Numeracy - Mathematics**

The core strands of the mathematics curriculum are *Number & Algebra, Measurement & Geometry and Statistics & Probability*. The proficiency strands are *understanding, fluency, problem solving and reasoning*.

We focus on big ideas and concepts in Mathematics. Mathematics learning incorporates key outcomes from the Australian Curriculum and engages students in the processes of thinking and working mathematically.

## **Science**

Developing scientific literacy skills of all students is central to the Science Curriculum so that they are able to make informed decisions about the role of science and technology in shaping their lives, the direction of society and the future of the world. The three strands are *Science Understanding, Science as a Human Endeavour and Inquiry Skills*.

## **Humanities and Social Sciences (HASS)**

This learning area draws together the distinct but related Australian Curriculum subjects of History, Geography, Civics and Citizenship (3-6), and Economics and Business (5-6). Key ideas explored in HASS are: who we are and who came before us; the ways in which people, places, ideas and events are perceived and connected; how societies and economies operate; and, how people exercise responsibilities and participate in society as informed decision makers.

## **Health and Physical Education**

Students have weekly lessons in Physical Education. This program supports skills development in areas such as loco motor, gymnastics, ball use, dance, striking and kicking. A daily fitness program is also a key daily activity as we encourage the development of healthy lifestyle choices.

## **The Arts**

At WLPS students are encouraged and afforded opportunities to develop their creative capabilities through The Arts. Core strands in the Arts are Dance, Drama, Media, Music and Visual Art.

Visual arts experiences in a variety of different mediums and materials are offered as part of all class programs. Flexible programs provide supplementary visual arts experiences.

Students have weekly Arts lessons with a specialist teacher with a different focus each term. The school also has a Choir.

The Esk Band Program is available to students in Grades 3 to 6 (for which there is a cost to parents) who desire to learn an instrument.

## **Digital Technologies**

DT is one of our specialist lessons at WLPS. In DT, students use computational thinking and information systems to define, design and implement digital solutions.

Students use ICT to access information, generate and test ideas and to reflect, inquire and communicate their understanding with others.

To remain Cyber Safe, students from Grades 3 to 6 and their parents, must have signed an *Acceptable Use Agreement* before they are allowed to access the Internet at school. Students who break this agreement may have their Internet privileges withdrawn.

It is permissible for students in Grades 5 and 6 to bring along Personal Devices (such as iPads, iPods and tablets), provided that the device does not have its own Internet access, such as 3G, and that

students and parents have signed the *Acceptable Use Agreement* which will be given out to students at the start of the year. The school, however, will not take responsibility for damage to or theft of personal devices.

## Physical Education and Sport

The school encourages participation in a range of sporting activities. All students participate in weekly PE lessons.

The school holds athletic, cross country and swimming carnivals through the year. Selected athletes from Grades 3-6 represent the school at the Launceston State Schools Sporting Association Carnivals where they compete with students from other schools in the Launceston area. Further opportunities for talented athletes are the All Schools Cross Country and State Athletics Carnivals.

Grades 5 and 6 students compete in summer and winter sports rosters with other schools in the Launceston area.

## Reporting to Parents

In 2022 a new model of reporting to parents is being phased in. Details of this are still being finalised.

## Enrolment Enquiries

In accordance with the *Education Act 2016* West Launceston Primary School is only able to take enrolments for families in area.

Our administrative staff members, Jodi Clark, Allison Donnelly, Debbie Spinks and Megan Grainger are always available to answer your queries and will send out information about the school and enrolment forms on request.

The Principal, Mrs Andrea Tiffin, Assistant Principals, Mr Nathan Karas and Mrs Tania Milbourne and ASTs Mrs Janet Best, Mrs Meaghan Keane and Mrs Kristy Howard are available to talk and meet with current and prospective parents and children. Please don't hesitate to give the school a call and make an appointment.

Contact details for West Launceston Primary School are:

Phone: 03 6331 4160

Address: 24-38 Basin Road  
West Launceston TAS 7250

Email: [west.launceston.primary@education.tas.gov.au](mailto:west.launceston.primary@education.tas.gov.au)

## CONTACT DETAILS

Address: 24-38 Basin Road, West Launceston TAS 7250

Phone: 03 6331 4160 |

Email: [west.launceston.primary@education.tas.gov.au](mailto:west.launceston.primary@education.tas.gov.au)



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