



Waverley Primary School

Prep to Year 6 Information Booklet 2025

Welcome to Waverley Primary School

“We Shine”

Dear Families

On behalf of all staff and students, we welcome you to Waverley Primary School. We are delighted that you have enrolled your child in our wonderful school.

We are a Tasmanian, Department for Education, Children and Young People Primary School for students from Kindergarten to Year 6. We have 0-4 years learning opportunities and staff dedicated to working with families either within the school or through Outreach.

We are a school of approximately 130 students set in the beautiful suburb of Waverley.

Our vision:

At Waverley we foster a safe, inclusive community, nurturing lifelong learners through trust, respect, and positive relationships, empowering students for success and lifelong learning.

At Waverley we are guided by the Department for Education, Children & Young People (DECYP) values;



At Waverley students are assessed against our SHINE learning behaviours;

- We are **S**afe
- We are **H**elpful
- We are **I**nclusive
- We are **E**xcellent

At Waverley we believe that parents and educators need to work together for the benefit of each child. We look forward to working with you and your child and invite your family to engage in the education process.

Please find enclosed general information about our school. If you have any questions or would like to meet with me, please don't hesitate to contact the main office for an appointment.

Once again, welcome to Waverley Primary School.

Katie Wightman
Principal

Contents

Term Dates & Student Free Days – 2025.....	5
Daily School Times.....	5
<i>General Information</i>	6
Absences.....	6
Accidents.....	6
Assemblies	6
Asthma & Anaphylaxis.....	6
Behaviour & Bullying (see Appendix 1. Student Behaviour Management Policy).....	6
Bikes/Scooters	7
Book Bag.....	7
Breakfast Club.....	7
Care of Property	7
Communication between Parents and School.....	7
School Newsletter	7
Schoolzine - SZApp.....	7
Contact Information	7
Daily Health and Physical Education	7
Enquiries	8
Excursions.....	8
Home Reading	8
Hot Lunch Program	8
Ice Cream Sales.....	8
ICT Equipment	8
Levies and Books	8
Library	8
Lost Property	8
Mobile Phones.....	9
Parent Engagement and Involvement	9
Road Safety.....	9
School Association	9
School Curriculum	9
Specialist Lessons	10
Digital Technology	10
Health and Physical Education	10
The Arts	11
<i>School Support & Wellbeing Team</i>	11
Aboriginal Education Support Officer.....	11
Chaplain.....	11
School Nurse	11

School Psychologist.....	11
Social Work.....	11
Speech & Language Pathologist.....	11
<i>Student Assistance Scheme</i>	11
Student Leadership	12
Student Free Professional Learning Days	12
Sun-Safe Policy.....	12
Swimming and Water Safety Program.....	12
Toys.....	12
Uniform.....	12
Valuables.....	13
Waverley Primary School Facebook Page	13
Zones of Regulation	13

Term Dates & Student Free Days – 2025

Term 1	Thursday 6th February to Friday 11th April
Term 2	Monday 28th April to Friday 4th July Student Free Day – Friday 6th June
Term 3	Monday 21st July to Friday 26th September
Term 4	Monday 13th October to Thursday 18th December Student Free Day – Friday 31st October

Daily School Times

Children should arrive at school **after** 8:30am. There is no supervision for children prior to this time.

Time	Activity
8:30am	Children may enter rooms, put away bags and prepare for learning (put out required materials ready for the first session) Breakfast Club available from 8:30am – 8.50am
9:00 – 10:00am	Block 1
10:00 – 11:00am	Block 2
11:00 – 11:30am	Recess
11:30am – 12:10pm	Block 3
12:10pm – 12:50pm	Block 4
12:50 – 1:00pm	Eating Time
1:00 – 1:40pm	Lunch
1:40 – 1:50pm	Little Assembly
1:50pm – 2:20pm	Block 5
2:20pm – 3:00pm	Block 6

General Information

Absences

Parents should use absentee notification in the SZapp to notify the school prior to 9:00am if their child is unable to attend school. A computer kiosk late arrival/early departure entry is to be completed at the office when students are arriving/leaving during school hours (late, appointments etc). If a student is absent because of sickness/incapacity for more than five days a medical certificate will be requested.

Absence notes will be sent to you via our SMS Global if you have not notified the school of an absence. These are to remind you to explain your child's absence.

Accidents

The school attends to minor injuries. In the case of more serious injuries parents are contacted as soon as possible. Parents will be notified whenever a student has suffered a bump or hit to the head.

Assemblies

Whole school assemblies (Prep–Year 6) are held every fortnight in the Hall. Parents are welcome to attend. Parents are notified if their child is receiving a certificate to ensure they have the option to attend.

In Term 3 our Kindergarten class attend whole school assemblies.

Asthma & Anaphylaxis

Important news for parents about the Asthma & Anaphylaxis Schools Program



Students with asthma – no matter how mild

If your child has asthma – even if it is quite mild – please let us know.

The Asthma Foundation states that there is no way of predicting if a student may suddenly have a major flare up, even if it has not happened before.

Please let us know of changes to your child's asthma plan.

Students with anaphylaxis

Please make sure that we have your child's most recent Anaphylaxis Action Plan.

The plan that we are referring to is the one that has the patient's photo attached and signed off by a doctor. According to ASCIA, Australia's authority on anaphylaxis, the plans should be renewed by your doctor at least once a year.

Any questions on asthma or anaphylaxis

If you have any queries, talk to the Asthma Foundation of Tasmania, visit: www.asthmatas.org.au or call 1800 278 462. You can also speak to office staff at the Waverley Primary School office.

Behaviour & Bullying (see Appendix 1. Student Behaviour Management Policy)

Our behaviour policies and practices are strongly aligned to the Department for Education's Safeguarding Framework, Respectful School visitor and volunteer behaviour procedure, Respectful Schools, Respectful Behaviour and 'Connected, Respected and Safe' resources for schools.

We use restorative principles to elevate student behaviour, empathy and cooperation. The restorative process assists teachers and students to build, maintain and restore relationships using a 'no blame' approach. Teachers use restorative questions to solve problems with individuals or larger groups of students.

Bikes/Scooters

Bike racks are provided for bikes/scooters. Children riding their bikes/scooters **must** wear a helmet. Bikes and scooters should be walked across the road and through the school grounds, then placed in the bike racks. It is advised that all bikes are chained to the rack. Students do not play near the bike racks during school time.

Book Bag

All students require a book bag for library.

Breakfast Club

Waverley has a breakfast club five days a week. This program is coordinated by the school leadership and is run by a wonderful group of staff and parent volunteers. Senior students often also play a role in Breakfast Club. Generous sponsorships from within the local community ensures that the Breakfast Club runs at very little cost to the school. If you would like to be involved as a volunteer, please see staff at the school office.

Care of Property

- Please **name** all your child's possessions clearly (especially jumpers, jackets and hats).
- Reading and library books should be cared for responsibly. Students require a bag for library books.

Communication between Parents and School

School Newsletter

The school newsletter is uploaded fortnightly and is available via:

- Email – subscribe through the SZapp
- Web Page – <https://waverleyprimary.schoolzineplus.com/>
- Schoolzine App – search for SZapp in your app store

Schoolzine - SZApp

The SZApp 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
- When your child is absent you can fill out the form and send it from your phone
- You can contact the school.

Download the App by searching SZapp in the App store. See the office if you require assistance.

Contact Information

Student details are entered into the school's database upon enrolment and are updated at the start of each year using student validation forms. The data entered includes information regarding who to contact if your child takes ill or has an accident at school.

Please advise the school promptly of any changes to contact details.

In this age of mobile phones, it is quite common for people to change contact or phone numbers frequently. Contact the office when your, your child's or emergency contacts' details change.

Daily Health and Physical Education

All Prep-Year 6 students participate in 15 minutes of Daily Fitness.

Early Learning at Waverley

At Waverley the Early Years (birth to four years) is a priority. Building strong partnerships with families in our community ensures a positive beginning for children in life, school and education/learning. We provide a range of Early Learning opportunities at Waverley for families with children from birth to four years of age. Our Early Years programs have a significant impact on the development of positive partnerships with parents as well as supporting parents to engage with their child's learning. See the Early Years Program on our website.

Kindergarten children must turn 5 years old during the Kindergarten year. Children attend Kindergarten for three full days (15 hours).

Enquiries

All enquiries should be made to the school office, who will then direct you to the appropriate person. The office is open from 8:30am – 3:30pm each day. The preferred method of contact is using the Contact option in the SZapp. Messages for the end of the day for students must be sent by 2.30pm. Alternatively the phone number for the school office is (03) 6339 1455.

Excursions

Excursions are an important part of the school curriculum. Notice is given when excursions are to be undertaken. Information Validation Forms are sent home at the beginning of the year for parents to check and sign, including giving permission for minor excursions. As part of DECYP's requirements, risk assessments are completed for every excursion.

Home Reading

Home reading is encouraged daily for all students Prep to Year 6. The purpose of home reading is to develop a love and enjoyment of books, together with learning the skill of reading.

Hot Lunch Program

Students in Prep – Year 6 are provided with one hot lunch each week. The lunches are an initiative of the School Foot Matters program.

Ice Cream Sales

Our Year 6 Leaders run ice cream sales each Monday to raise funds to support their end of year activities.

ICT Equipment

All classes have smart TVs to support learning programs. We are a 1:1 school and have iPads and Computers available for all students K – 6.

Levies and Books

Levy payment days are held at the start of February each year. Levies may be paid in person at the school or using bill pay options as indicated on the invoice. Invoices are generated and sent to families by the central office in Hobart. Books will be packed and in classrooms for students on their first day of school. Families who are on STAS do not need to pay levies.

Library

Children visit the school library at various times during the week and are encouraged to borrow books.

Lost Property

There is a lost property box kept in cane basket in the corridor accessed from the art room deck.

This should be the first port of call for students and parents who are searching for lost clothing. Any personal items found are kept at the school office.

Mobile Phones

Students are encouraged to leave mobile phones at the office, where they are safely stored in a tub with student names recorded. Mobile phones should be collected at the end of the day. The school does not accept responsibility for phones not in our care that are lost or damaged. We are an off and away school informed by the DECYP policy.

Parent Engagement and Involvement

Parents are actively encouraged to be part of the school community. We value parent's involvement in their child's learning and provide numerous opportunities for engagement. These include:

- Volunteer Morning
- Presentation Day
- Assemblies
- Classroom Support
- Newsletter
- Community Involvement/Performances/Sporting Events
- School Association

We value and appreciate Parent Help in the classroom. Parents are encouraged to support class programs in a variety of ways including reading programs, craft etc. Teachers invite parents to support class programs early in Term 1.

Parents/volunteers must sign in/sign out using KIOSK at the office when arriving and leaving the school. All helpers and volunteers must have a current RWVP and have completed the Safeguarding training (see office for more information).

Reporting to Parents

In accordance with Department for Education children & Young People guidelines, reporting to parents includes;

Term 1	A Communication with families focusing on application to learning and evidences of learning will be shared in Term 1, Term 2 and Term 3.
Term 2	Parent/teacher and a mid-year summative report, no comments
Term 3	A communication with families focusing on application to learning and/or learning plan goals,
Term 4	End-of-year summary report.

Road Safety

Parents and children should use the crossings provided outside the school and on the Highway. Both crossings are supervised, and speed limit signs are displayed to advise motorists of the appropriate speed during critical times.

School Association

The peak decision making body at Waverley Primary School is the School Association. The Association is made up of elected parents and staff and meets eight times a year. All parents are most welcome to attend meetings.

School Curriculum

Relationships are the foundation on which our culture of learning is built and thrives. At Waverley

Primary School we live and work by the motto Shine. We have five key values: Connection, Courage, Growth, Respect and Responsibility. It is woven into the fabric of the school culture. All students are encouraged to be their best: Safe, Helpful, Inclusive, and Excellent. Teachers support students to set and achieve short- and long-term goals for their learning. We reward positive behaviour.

We believe all students have the capacity to learn. Learning at Waverley includes academic, social, emotional and behavioural learning. Learning may look different for some children in one or more of these areas based on their individual needs. We provide adjustments and flexible learning opportunities to support and enrich learning for identified students.

In the pursuit of excellence, our curriculum offers a range of learning opportunities designed to develop students' skills and knowledge and enable them to become life-long learners. Students are encouraged to find their passion and pursue it. Our central focus is to enable each learner to exceed their potential through the provision of high expectations, engaging learning and explicit teaching.

Parents are active and valued partners at Waverley Primary School, making significant contributions to decision making, student support, fundraising and most importantly student learning.

Specialist Lessons

Digital Technology

All students will develop foundational skills and knowledge in Digital Technologies, as outlined in the Australian Curriculum Version 9. They will explore how digital systems function and how data is represented and used. Through hands-on activities, students will design and create simple digital solutions to meet specific needs. They will also examine the role of technology in society, focusing on ethical considerations, privacy, and security. Lessons encourage creativity, critical thinking, and responsible use of digital technologies.

Health and Physical Education

The school encourages participation in a range of sporting activities. All students participate in Health and Physical education lessons.

Lessons support students in developing physical, social, and emotional skills to lead healthy, active lives. Students engage in activities that enhance movement skills, teamwork, and understanding of health and wellbeing.

Integrated with evidence-based programs like Zones of Regulation and Second Step, students learn strategies to recognise and regulate their emotions, build positive relationships, and make responsible decisions. Lessons also incorporate Positive Behaviour for Learning (PBL) to promote respect, responsibility, and resilience.

Through engaging lessons, students develop the skills to thrive physically, socially, and emotionally, ensuring a strong foundation for lifelong health and wellbeing.

Our school has athletics and cross country carnivals in Terms 1 and 2 respectively. The athletic and cross-country carnivals are currently held as P-6 carnivals.

Students in Years 3-6 have the opportunity to represent Waverley at inter-school carnivals. Years 5 and 6 students participate in Friday afternoon sports year-round with all other local primary schools.

The Arts

Visual Arts

All students will have the opportunity to participate in Visual Art lessons to improve their drawing skills and learn to follow the art inquiry process to develop their ideas in response to a concept. Students will also have the opportunity to experiment with a range of materials and to develop their preference to draw, paint and use mixed media.

Music

All students will have the opportunity to participate in Music lessons. A variety of instruments are available. Students will develop skills on their chosen instrument and have opportunities to learn songs, perform for an audience, and develop an understanding of a range of musical elements.

School Support & Wellbeing Team

Aboriginal Education Support Officer

Our Aboriginal Education Support Officer is here to assist students who identify as Aboriginal or Torres Strait Islander background with individual education needs.

Chaplain

We are extremely fortunate to have a School Chaplain at Waverley. The role of the Chaplain is pastoral care, showing care and concern for each individual. The Chaplain sometimes works in classrooms, with small groups or individuals.

School Nurse

The school Nurse will complete vision and hearing screens with Kindergarten students. The school Nurse is also able to provide education and support to students and families on a range of issues (e.g., oral hygiene, healthy diet, sleep hygiene) and provides personal development information.

School Psychologist

A School Psychologist visits the school weekly. The School Psychologist is available to counsel and assess individual children as identified by staff.

Social Work

A Social Worker supports the school each week. Our Social Worker monitors student attendance provides individual counselling and family support.

Speech & Language Pathologist

Assistance with speech or language problems is available through the school. The Speech & Language Pathologist supports teachers to provide targeted assistance, assessment, individual programs, and professional learning for students with language difficulties.

Student Assistance Scheme

The Students Assistance Scheme (STAS) provides assistance to low-income families towards the cost of levies for students enrolled in a government school. 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, Centrelink Low Income Health Care Card, Pensioner Concession Card or

- Department of Veteran Affairs - Pensioner Concession Card.
Parents should contact the school office with any enquiries.

Student Leadership

Student Leadership is a valued and important feature at Waverley. We provide leadership and enrichment opportunities as School & Vice School Captains through our Student Representative Council (SRC), together with participation in student leadership conferences. Students can also be involved in leadership assisting with the Breakfast Club, in the library, through the Kitchen Garden or Food Matters program, as reading ambassadors and monitors.

Student Free Professional Learning Days

Focus for these days is on staff professional learning and implementation of the Australian Curriculum. Student free days for all government schools in Tasmania are mandated by the Minister. Dates are published on page 2 of this guide.

Sun-Safe Policy

Our school is a registered 'Sun Safe School'. All Children attending Waverley Primary School are required to wear a school sun-safe hat between September 1st to April 30th. Hats may be purchased from the school office or via the Qkr! app

Bucket Hat ~ \$12.00

Please remember to name belongings, including the school hat, clearly.

Swimming and Water Safety Program

All children from Years 3, 4 and 5 participate in the Swimming and Water Safety Program classes in Launceston during the year. 'At risk' Year 6 children are also included in the program.

Toys

We kindly ask that students refrain from bringing toys and teddy bears to school as they can distract from learning and may lead to conflicts if borrowed or damaged or lost. Our school provides a wide range of play-based activities, toys and games for all students to enjoy.

Uniform

Wearing school uniform is for safety. It also encourages pride, a sense of belonging and connection among students.

Winter	Summer
Girls Tunic (burgundy and gold combination) Tights (black)	Girls Dress (burgundy check)
Unisex Trackpants (black) Polo top (burgundy/gold) Rugby top (burgundy and gold) Polar fleece jumper (burgundy polar fleece) Spray jacket (burgundy and gold) Socks (black)	Unisex Shorts (black) Polo Top (burgundy/gold) Hat (black) bucket Socks (black)
Unisex: Physical Education Short sleeved polo top (burgundy/gold), trackpants (black) or shorts (black) and sneakers.	
Unisex: Footwear - Black shoes	

Year 6 leavers top (optional)

For Kindergarten children it is suggested that the sports uniform be worn. This is more flexible and comfortable for children when involved in outdoor play and gross motor activities.

Purchasing Uniforms

New uniforms are available for purchase through the Qkr! app or from the school office

Second-hand uniform items are also available – items are priced individually.

If you require financial assistance to purchase uniforms, please contact the office.

Valuables

Children should not bring valuable items to school. Such items might include jewellery and toys etc. There is a risk of valuables being damaged or stolen if they are brought to school. Mobile phones, if brought to school, should be handed into the office at the start of the day and collected at the end of the school day.

Waverley Primary School Facebook Page

We have a Facebook page, which is utilised to remind parents of upcoming events for our school. Find us at Waverley Primary School.

Wet Weather

On wet weather days students remain in classrooms. The Library and Hall are open on a roster for children to play indoor games under supervision.

Zones of Regulation

Waverley Primary School is committed to using the Zones of Regulation curriculum as a whole-school approach for teaching emotional self-regulation skills and strategies. Teachers explicitly teach regulation skills from the Zones curriculum. We refer to Zones concepts when helping students to manage their emotions. We display Zones poster supports in classrooms and utilise Zones regulation strategies as both preventative and responsive aspects of behaviour management in our classrooms.

The main concepts for understanding the Zones of Regulation are described below:

- There are four coloured Zones to represent our emotions, organised by varying levels of alertness and central nervous system function:
 - Blue Zone: low level of alertness, underactive central nervous system
 - Green Zone: optimal level of alertness for learning
 - Yellow Zone: raised level of alertness, overactive central nervous system, losing control
 - Red Zone: very high level of alertness, out of control
- Regulation tools can be used to up-regulate from a low level of alertness, or to calm from a raised level of alertness
- Students need to be able to recognise the Zone they are in and then apply a regulation strategy or tool for moving to the optimal zone for their circumstances
- Regulation tools may include:
 - Sensory tools: fidget toys, earmuffs, sensory swing, gross motor movement, weighted blankets etc.
 - Calming tools: breathing, counting, the calming sequence
 - Thinking tools: size of the problem, disaster scale, inner coach vs inner critic
 - Tracking tools: tracking Zones emotions or tools used across a day or week

Appendix 1: Student Behaviour Management Policy: Bullying

Tasmania agreed to the following national definition of bullying through the Education Council in 2018:

'Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm.

Bullying can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

If you are not sure whether your child is being bullied, consider the following:

- When someone says or does something **unintentionally** hurtful, that's **RUDE**.
- When someone says or does something **intentionally** hurtful, that's **MEAN**.
- When someone says something **intentionally hurtful and they keep doing it (even when you have asked them to stop or show them that you're upset) and it involves a misuse of power**, that's **BULLYING**.

When two or more people are involved in conflict or disagreement, it is **not** bullying.

Preventing Bullying

The Department for Education, Children and Young People does not tolerate any form of bullying in Tasmanian Government Schools. When bullying occurs it can have a serious impact on the safety and wellbeing of children and young people. Ensuring that students are safe and free from discrimination, harassment and bullying is a shared responsibility between school staff, parents and carers, students, and the community. Schools use a range of approaches to support and promote safe and respectful student behaviour:

- Preventing and responding to bullying, including cyberbullying, is a shared responsibility of all staff, students, parents, and carers. All members of our school can contribute to the prevention of bullying by modelling and promoting appropriate behaviour and respectful relationships.
- Schools have a responsibility to support students involved in bullying, including cyberbullying, which is affecting a student's learning and/or wellbeing at school, even when the unacceptable behaviour has occurred off school campus and/or outside of school hours.
- When addressing bullying, non-punitive and restorative approaches should be utilised. Both the student being bullied and the student who was bullying must be provided with support (eg informal support from staff, formal counselling).

Schools are to encourage students who may be impacted by bullying behaviours (including those who are witnesses) to report concerns to school staff as soon as possible. Professional

learning builds the capacity of educators to maintain positive classroom environments, identify early signs of bullying and respond with appropriate intervention strategies. It is important that all school staff are supported with professional learning on teaching respectful behaviours and preventing, identifying, and responding to bullying behaviour.

Responding to Bullying

When responding to bullying, schools **MUST** ensure that:

- any responses to behaviour recognise and take into account that for some students, unacceptable behaviour may be associated with factors such as disability, trauma, abuse or a learning impairment
- approaches are non-punitive and restorative - all reported incidents of bullying are taken seriously, responded to sensitively, appropriately investigated and addressed
- all students involved in or impacted by the bullying behaviour are provided with support (eg informal support from staff, formal counselling)
- details of the incident and the actions taken are recorded appropriately

Need to speak to someone?

*If you have any concerns or queries, please contact Mrs Katie Wightman (Principal)
on 6339 1455 or 0438 625 118.*