



# LINK LETTER

4 Nov 2021

Lawrence Street, Wodonga Victoria, 3690  
Email: [wodonga.west.ps@education.vic.gov.au](mailto:wodonga.west.ps@education.vic.gov.au)

Phone: (02) 6024 1188  
[www.wodongawest.vic.gov.au](http://www.wodongawest.vic.gov.au)

**Enrolments are welcome for all year levels, including Kinder for 2021 & 2022**

**Be Safe**

**Be Respectful**

**Be A Learner**

## Principals Message

Dear Parents / Carers,

### COVID Management & Contact

The school is working hard to ensure that every measure is being put into place to ensure your family and children are safe whilst on school grounds. Given that there is high community transmission in our local area, we ask that in the event of your child or a direct member of your family being confirmed as a positive case that you contact the school immediately. During school hours please ring the school office immediately so the appropriate steps can be put into place by the school. You can also send a direct message to myself or Melissa Watson via Class dojo or Compass or reach out via messages on the school Facebook page after hours or on weekends. These messages will be received and contact will be made directly with you as soon as possible to gather further information.

### Class friendship Requests

Over the next month teachers will begin to explore the class placements for all students for 2022. If you have a particular friend request that you wish to place on behalf of your child please put this in writing and email/ hand this into the office by Thursday 25th November. Only student placement requests will be considered, not teacher requests. Please briefly outline the reasons for this request and any other additional information that is needed regarding the concern to assist the school to make the best decisions for all.

### Transition Events

Given the ongoing COVID-19 situation in our local high schools the upcoming additional transition visits for all Yr 6 Students for both Huon & Feltrimber Campus have been cancelled for now. It is felt that mixing students between schools' will only increase the risk for students being exposed. Our school will be working with the Wodonga Middle Years College to provide a supportive transition experience when it is safe to do so. This also means that Head start week, due to be held from the 6th December is on hold for now.

We will update all families with more information as soon as it becomes available.

Foundation transition events are described below:

Date	Session time	Activity Description	What your child will need to bring.
Tuesday, November 16 <sup>th</sup>	9.15am – 11am	We will meet on the red playground located next to the basketball court for a play followed by a story and activity in the library.	<ul style="list-style-type: none"> <li>▪ Hat,</li> <li>▪ Drink bottle</li> <li>▪ Piece of fruit to have as a snack during the morning,</li> </ul>
Tuesday, November 23 <sup>rd</sup>	9.15 am – 12pm	We will meet on the red playground for a short play. Your child will have the chance to work in our foundation classrooms for the morning as well as join in for a play.	<ul style="list-style-type: none"> <li>▪ Hat,</li> <li>▪ Drink bottle</li> <li>▪ Piece of fruit to have as a snack during the morning,</li> <li>▪ Packed lunch for playtime.</li> </ul>
Tuesday, November 30 <sup>th</sup>	9.15 am – 12pm	We will meet on the red playground for a short play. Your child will have the chance to work in our foundation classrooms for the morning as well as join in for a play.	<ul style="list-style-type: none"> <li>▪ Hat,</li> <li>▪ Drink bottle</li> <li>▪ Piece of fruit to have as a snack during the morning</li> <li>▪ Packed lunch for playtime.</li> </ul>
Tuesday, December 7 <sup>th</sup>	9.15 am – 2pm	Your child will spend the day in the foundation classrooms and may even get the chance to attend a specialist session (Art/PE/science).	<ul style="list-style-type: none"> <li>▪ Hat,</li> <li>▪ Drink bottle</li> <li>▪ Piece of fruit to have as a snack during the morning</li> <li>▪ Packed lunch &amp; snack for playtime.</li> </ul>

We will be minimising the risk of exposure to current students in the school by limiting the mixing of students visiting the school for these sessions inside classrooms. Parents and caregivers will also be dropping off and collecting students from an outdoor pick up point to minimise contact. A parent information session for foundation families (new & existing) may be held on December 6<sup>th</sup> given restrictions permit this to occur.

### **Yr 6 Graduation.**

This year we are able to hold our annual Yr 6 graduation ceremony at Wodonga Senior Secondary College as in previous years. This is a lovely event and we are lucky to be able to have access to this venue again this year. Current COVID restrictions for all Government schools require any adult who wishes to attend graduation to be double vaccinated. Proof of your vaccination status will need to be shown before entry to the graduation ceremony is permitted. Please also note that density limits will apply for the venue so only a set number will be able to attend the ceremony. These limits will be communicated directly to families involved. Our ceremony kicks off at 6pm.

### **Sporting Schools**

This week some of our students have been involved in some additional sporting events. Given the year that we have had and the limited extra experiences we have been able to host at school, it was exciting to see our students engaging in these events as part of their PE program. All Year 3/4 students will be engaging 4 weeks of Hot Shot tennis each Tuesday and the grade 1/2 classes will be enjoying 4 weeks of gymnastics sessions in the gymnasium each Wednesday. We look forward to seeing their skills progress over the term.

Regards,  
 Britt Hartley  
 Acting Principal

**NO LUNCH  
ORDERS  
this week**

## Important Dates

16 November	Foundation Transition Day 1
23 November	Foundation Transition Day 2
26 November	Wodonga Gold Cup public holiday - No School
30 November	Foundation Transition Day 3
3 December	Slime Fun Spectacular (TBC)
6 December	Foundation Transition Day 4

**Masks are required  
to be worn for  
Years 3 to 6**



Please provide a mask for your child/ren with their name clearly labelled. If your child has a medical exemption please contact the office.

**If you require a FREE breakfast pack,**



**please see  
Mrs Potter**





## Child Safety and Wellbeing



Taking care of ourselves is critical at any time but particularly in times of stress.

Important measures for keeping ourselves physically safe include washing hands, using approved hand sanitiser, correctly wearing face masks and social distancing where required.

Small measures for supporting mental health can include physical exercise, healthy eating, and adequate sleep. Please reach out to our Wellbeing officer Melissa Potter (6024 1188) here at school if you require and advice and support or additionally, there are many local services available to support individuals and I urge anyone who needs help to reach out to any of the following services.

**Lifeline** – PH: 13 11 14

Available 24 hours/7 days a week

Free and confidential counselling and referral service

**Kids Helpline** – PH: 1800 55 1800

Available 24 hours/7 days a week

Free and confidential counselling for 5-25 year olds

**Headspace** – PH: 6055 9555

155 High Street Wodonga

Mental health support

**Kindness**

is just

**Love**

with its  
work boots  
on.



Pop on your boots, it's time to be kind and care for yourself and others.

**Melissa Watson.**

**Acting Assistant Principal**



## Kinder Week 5, Term 4

The kinder children are so happy to welcome back all the amazing extra programs that we offer in our kinder. It has been so much fun to be participating in these activities once again.

Cooking with Mrs Hillas was a hit as the children made critters using fruit. Being creative in the kitchen allows the children to be exposed to different foods and become more interested in eating healthy foods.



The children used the bongo drums and shakers with Jeremy in the music session. In Bluearth the main focus was getting our bodies moving again. The children threw bean bags over their heads and were required to try and catch them with both hands. This was a bit tricky for some children but so much fun.

This week the children going to primary school next year have started attending extra school readiness sessions in the kinder on Wednesday to complement the transition to school program. These sessions will concentrate on exposing the children to literacy and maths based activities. When completing these activities the children will sit in small table groups to mimic a school classroom setting.





**HAVE THE  
SLIME OF  
YOUR LIFE!™**

# IMPORTANT DATES

Fundraising & Entry Ticket  
Return -  
Fri 19th November

Proposed Event Date - TBC  
Fri 3rd December

Please Remember -  
**ALL CASH FUNDRAISING!**





26/10/2021

Dear School Community,

### **Wodonga VIP Sale Postponed**

We had sent a letter yesterday advising that we would be holding our Wodonga store's Annual VIP Sale in early November. Unfortunately, given the increase in Covid cases across schools in the Albury-Wodonga area, we've decided that it would be safest for us and the community to postpone the sale for now. While we would love to be able to hold the sale, we want to ensure we're keeping the school communities that we work with as safe as we can.

We're hoping that we'll be able to hold the sale before the end of the school year, but at this stage we won't be confirming any new sale dates. In order to keep our customers and staff safe, we believe it's best for us to wait and see how these cases progress before committing to a new sale period.

We'll be keeping an eye on the cases, and will keep you updated as soon as we've decided on the new sale dates. We'd like to apologise for any inconvenience or confusion caused by the change, and hope that you're all keeping safe!

Kind regards,

Beleza School Uniforms

## JUNIOR CRICKET COACHING

*by former Victorian cricketer and  
Level 3 Coach Rohan Larkin.*

This 1 to 1 coaching program caters for all standards of junior cricketers and is focused on assisting a player to maximise their potential.

For more information, Parents can call Rohan on 0458216622 or email [rpbl@live.com.au](mailto:rpbl@live.com.au)

# COMPLAINTS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal.

### Purpose

The purpose of this policy is to:

- provide an outline of the complaints process at Wodonga West Children's Centre so that parents and members of the community are informed of how they can raise complaints or concerns about issues arising at our school
- ensure that all complaints regarding Wodonga West Children's Centre are managed in a timely, effective, fair and respectful manner.

### Scope

This policy relates to complaints brought by parents, carers, students or members of our school community and applies to all matters relating to our school. In some limited instances, we may need to refer the complainant to another Department of Education and Training process where there are different mechanisms in place to review certain decisions, for example, expulsion appeals.

### Policy

Wodonga West Children's Centre welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

- be considerate of each other's views and respect each other's role
- be focused on resolution of the complaint, with the interests of the student involved at the centre
- act in good faith and cooperation
- behave with respect and courtesy
- respect the privacy and confidentiality of those involved, as appropriate
- operate within and seek reasonable resolutions that comply with any applicable legislation and Department policy.
- recognise that schools and the Department may be subject to legal constraints on their ability to act or disclose information in some circumstances.

## **Preparation for raising a concern or complaint**

Wodonga West Children's Centre encourages parents, carers or members of the community who may wish to submit a complaint to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department and Wodonga West Children's Centre

## **Support person**

You are welcome to have a support person to assist you in raising a complaint with our school. Please advise us if you wish to have a support person to assist you, and provide their name, contact details, and their relationship to you.

## **Complaints process**

Wodonga West Children's Centre is always happy to discuss with parents/carers and community members any concerns that they may have. Concerns in the first instance should be directed to your child's teacher. Where possible, school staff will work with you to ensure that your concerns are appropriately addressed.

Where concerns cannot be resolved in this way, parents or community members may wish to make a formal complaint to the Principal.

If you would like to make a formal complaint, in most cases, depending on the nature of the complaint raised, our school will first seek to understand the issues and will then convene a resolution meeting with the aim of resolving the complaint together. The following process will apply:

1. Complaint received: Please either email, telephone or arrange a meeting through the front office with the Principal, to outline your complaint so that we can fully understand what the issues are. We can discuss your complaint in a way that is convenient for you, whether in writing, in person or over the phone.
2. Information gathering: Depending on the issues raised in the complaint, the Principal, Assistant Principal or nominee may need to gather further information to properly understand the situation. This process may also involve speaking to others to obtain details about the situation or the concerns raised.
3. Response: Where possible, a resolution meeting will be arranged with the Principal to discuss the complaint with the objective of reaching a resolution satisfactory to all parties. If after the resolution meeting we are unable to resolve the complaint together, we will work with you to produce a written summary of the complaint in the event you would like to take further action about it.

In some circumstances, the Principal may determine that a resolution meeting would not be appropriate. In this situation, a response to the complaint will be provided in writing.

4. Timelines: Wodonga West Children's Centre will acknowledge receipt of your complaint as soon as possible (usually within two school days) and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint, Wodonga West Children's Centre may need some time to gather enough information to fully understand the circumstances of your complaint. We will endeavour to complete any necessary information gathering and hold a resolution meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, Wodonga West Children's Centre will consult with you and discuss any interim solutions to the dispute that can be put in place.

Please note that unreasonable conduct (e.g. vexatious complaints) may need to be managed differently to the procedures in this policy.

### **Resolution**

Where appropriate, Wodonga West Children's Centre may seek to resolve a complaint by:

- an apology or expression of regret
- a change of decision
- a change of policy, procedure or practice
- offering the opportunity for student counselling or other support
- other actions consistent with school values that are intended to support the student, parent and school relationship, engagement, and participation in the school community.

In some circumstances, Wodonga West Children's Centre may also ask you to attend a meeting with an independent third party, or participate in a mediation with an accredited mediator to assist in the resolution of the dispute.

### **Escalation**

If you are not satisfied that your complaint has been resolved by the school, or if your complaint is about the Principal and you do not want to raise it directly with them, then the complaint should be referred to the North East Victorian Regional office by contacting [nevr@education.vic.gov.au](mailto:nevr@education.vic.gov.au) or 1300 333 231.

Wodonga West Children's Centre may also refer a complaint to North East Victorian Regional Office if we believe that we have done all we can to address the complaint.

For more information about the Department's parent complaints process, including the role of the Regional Office, please see: [Raise a complaint or concern about your school](#) .

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Annual reference in school newsletter
- Discussed at student forums/through communication tools
- Hard copy available from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

The Department's Policy and Advisory Library (PAL):

- Complaints - Parents

The Department's parents website:

- Raise a complaint or concern about your school

One of the most important things we can do to slow the spread of coronavirus (COVID-19) in our community is to stay at home when we are unwell, even when we have the mildest of symptoms.

## What you need to know

### 1. If a child is unwell, even with the mildest of symptoms, they must stay at home

If a child becomes unwell during the day, they must be collected from school/early childhood education and care (ECEC) as soon as possible.

### 2. If a child has any of the symptoms of coronavirus (COVID-19) outlined below, however mild, they should get tested and they must remain at home until they receive their results:

- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- loss of sense of smell or taste.

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered symptoms.

For further advice:

- call the 24-hour coronavirus (COVID-19) hotline 1800 675 398
- call a general practitioner
- use the Department of Health and Human Services (DHHS) [online self-assessment tool](#).

Visit: [Where to get tested](#).

### 3. A child must stay at home until they are symptom free, even if their coronavirus (COVID-19) test is negative

If a person has tested positive for coronavirus (COVID-19) or been identified as a close contact they must isolate/quarantine until they receive clearance from DHHS.

**Children with persistent symptoms due to underlying conditions such as hay fever or asthma** whose symptoms are clearly typical of their condition can continue to attend ECEC/school. They should be tested for COVID-19 if they develop symptoms that are different to or worse than their usual symptoms. They should consider getting a medical certificate from their GP to attend ECEC/school if they have persistent symptoms that may overlap with symptoms of COVID-19 such as cough or runny nose.

**Younger children (pre-school up to Grade 2) may have prolonged post viral symptoms** such as a runny nose or cough and may return to school/ECEC following a negative COVID-19 test even if they are not completely free of symptoms. They will need a medical certificate from their GP to confirm they are otherwise well or have recovered from their acute illness.

For information on the minimum periods students and children need to stay at home for other conditions, refer to the [DHHS school exclusion table](#).

### 4. Children do NOT need a medical certificate before returning to school/ECEC

Once symptoms have cleared, there is no requirement from the Department of Education and Training or DHHS for children/students to have a medical certificate before they return to school/ECEC.

**Thank you for your support in following these steps, together we can all stay safe.**

