

# Parent/Carer Handbook

2025

*To empower and inspire every member of our learning community.*

'Wayi' is a Woi-wurrung word of the Wurundjeri people meaning 'us'. We work together, in partnership, supporting our students as a team. We know that our students benefit from the efforts, expertise, and commitment from all of 'US' – inclusive of family, educators, and community.

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## WELCOME

I would like to welcome all students and families as you become part of our school community. Wayi School is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and responsibility for, creating an inclusive and safe school environment for all students. Wayi School's vision is to empower and inspire every member of our learning community. This handbook provides an overview of our school for your information and our staff are happy to answer any questions you may have.

*Leanne Sinnadurai*

Principal

## OUR PURPOSE

Wayi School is a purpose built school providing educational programs for students from 5 to 18 years old with mild to profound intellectual disabilities. Staff include special education teachers, specialist teachers, Learning Specialists, leading teachers, speech therapists, occupational therapists, and education support staff, working collaboratively to provide outstanding learning programs. We are committed to creating innovative learning environments that nurture and develop all students through an ability and strength-based approach. Through collaborative partnerships, Wayi School provides learning that is individualised and holistic to ensure students become valued and contributing member of their community.

Wayi School's values are Voice, Choice and Independence.

- **Voice** – We believe communication underpins all areas of learning and life, and everyone has the capacity and the right to communicate.
- **Choice** – We promote agency, enabling everyone to make choices and decisions that influence events and their world.
- **Independence** – We strive to prepare all students to become lifelong learners and responsible citizens ready to meet the challenges of the future.

## COMMITMENT TO CHILD SAFETY

Wayi School is a child safe organisation which welcomes all children, young people and their families. We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect. We take proactive steps to identify and

manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Child Safe documents and information is available on our school website.

All staff and visitors who enter our learning space complete our Child Safe Code of Conduct.

## GENERAL INFORMATION

### SCHOOL CONTACTS

**School Address:** 1200 Aitken Boulevard, CRAIGIEBURN VIC 3064

**Telephone:** 03 7300 6600

**Email:** [Wayi.School@education.vic.gov.au](mailto:Wayi.School@education.vic.gov.au)

**Website:** [www.wayi.school.vic.edu.au](http://www.wayi.school.vic.edu.au)

### SCHOOL TERM DATES 2025

**Term 1:** Tuesday 28<sup>th</sup> of January – Staff return to school.

Students start date is Wednesday 29<sup>th</sup> of January – Friday 4<sup>th</sup> of April

**Term 2:** Tuesday 22<sup>nd</sup> of April – Friday 4<sup>th</sup> of July

**Term 3:** Monday 21<sup>st</sup> of July – Friday 19<sup>th</sup> of September

**Term 4:** Monday 6<sup>th</sup> of October – Friday 19<sup>th</sup> of December

### CURRICULUM DAYS 2025

Tuesday 28<sup>th</sup> of January

Monday 7<sup>th</sup> of March

Monday 3<sup>rd</sup> of November

Friday 12<sup>th</sup> of December

### COMMON PROFESSIONAL PRACTICE DAY (STUDENTS DO NOT ATTEND SCHOOL)

Monday 6<sup>th</sup> of June

### SCHOOL TIMES

**Arrival at School:** 9:00am - School Grounds will be supervised by school staff from 8:30am until 9:05am

**Recess:** Wurru Wurru (Sky), Baan (Water) Neighbourhoods and Relocatables: 11:00am – 11:15am (Eating) and 11:15am – 11:30am (Play)

**Lunch Time:** Wurru Wurru (Sky), Baan (Water) Neighbourhoods and Relocatables: 12:30pm – 1:00pm (Eating) and 1:00pm – 1:30pm (Play)

**Home Time:** 3:00pm – School Grounds will be supervised by school staff from 2.30pm to 3:15pm

Outside these hours, school staff will not be available to supervise students.

#### PUBLIC HOLIDAYS 2025:

Wednesday 1<sup>st</sup> of January – New Year's Day

Monday 27<sup>th</sup> of January – Australia Day

Monday 10<sup>th</sup> of March – Labour Day

Friday 18<sup>th</sup> of April – Good Friday

Sunday 20<sup>th</sup> of April – Easter Sunday

Monday 21<sup>st</sup> of April – Easter Monday

Friday 25<sup>th</sup> of April – ANZAC Day

Monday 9<sup>th</sup> of June – King's Birthday

Last Friday of September – Friday before AFL Grand Final

Tuesday 4<sup>th</sup> of November – Melbourne Cup Day

Thursday 25<sup>th</sup> of December – Christmas Day

Friday 26<sup>th</sup> of December – Boxing Day

#### SCHOOL ORGANISATION

##### LEADERSHIP

**Principal:** Leanne Sinnadurai

**Assistant Principal:** Lisa McFadyen

**Assistant Principal:** Robyn O'Neill

**Business Manager:** Belinda Kemp

**School Operations Leader:** Lachlan Berryman

**Student Enrolments and Transition Leader:** Natasa Vignjevic-Jockovic

**Enrolment Administration Assistant:** Melissa Petrolo

**Students Engagement and Wellbeing Leader:** Kye Kelly

**Wellbeing Assistant:** Chantelle Azzoparadi

**NDIS Coordinator:** Matt Williams

**Learning Specialists:** Eva Owoo (Learning Specialist Curriculum Leader), Grace Dwyer (Learning Specialist and New Career Leader), Ellie Nolan (Learning Specialist ICT Leader) and Charisse Garcia (Learning Specialist Literacy Leader)

**Inclusion Outreach Coach:** Frances Sanford

#### ADMINISTRATION

**Administration Leader:** Claire Hanson

**Communication Administration Assistant:** Eloise Kemp

**Enrolment Administration Assistant:** Melissa Petrolo

**Attendance Administration:** Bianca Naumoski

**OHS and Infrastructure:** Tanya Owen

**Maintenance:** Goran Stolik

**TSPP Specialist Technician:** Christopher Treven

#### CLASSROOM TEACHERS:

Jazzy Kaur	Bec Smith	David Thompson
Tegan Morgan	Olinda Lay	Emel Uzay
Irene Manzana	Merna Younan	Thomas Chitongo
Hannah Illia	Sam Weeks	Michael Wilton
Jane Chitongo	Zainab Al Saffar	Evette Hirmiz
Hugh Cullen	Georgia Armenis	Harman Nagra
Jaswant Sapra	Rachel Mason	Bec Biris
Zoe James	Megan Laing	Brittnee Tapner
David Thompson	Riva Sauer	Amit Murphy
Miranda Ingram		

#### SPECIALIST TEACHERS:



**Art Teacher:** Wendy Sharpe

**Numeracy Leader:** Sam Weeks

**Literacy Leader:** Charisse Garcia

**Internal CRES:** Payal Sharma, Lillian Peak

#### CLASSROOM EDUCATION SUPPORT:

Basma Hussein	Bethany Spiteri	Kerrie Willmott	Dan Hough
Gerardine McHardy	Ravinder Kaur	Tea Walsh	Steph Hindson
Janet Creak	Lisa Claridge	Martine Lewis	Amara Shahbaz
Maria Tahir	Alisha Minns	Zainab Ahmed	Razia Sattar
Stef Debono	Dartie Berryman	Harmen Kaur	Holly O'Dwyer
Niamh Murphy	Leanne Tagaloa-Leniu	Nav Kaur	Pooja Pandey
Holly Paul	Vic Stolik	Ban Gourges	Tea Walsh
Ramon Ramonjot	Isabella Rowland	Nahrian Youkhana	Alyssia Wright
Deanne Tseros	Derya Metin	Tanya Jennings	Monquie Taranto
Kia Montgomery	Thiloka Walimuni		

#### ALLIED HEALTH:

**Speech Pathologist:** Teagan Gay and Kayla Palmier

**Occupational Therapists:** Cara Suen and Hamish Cabel

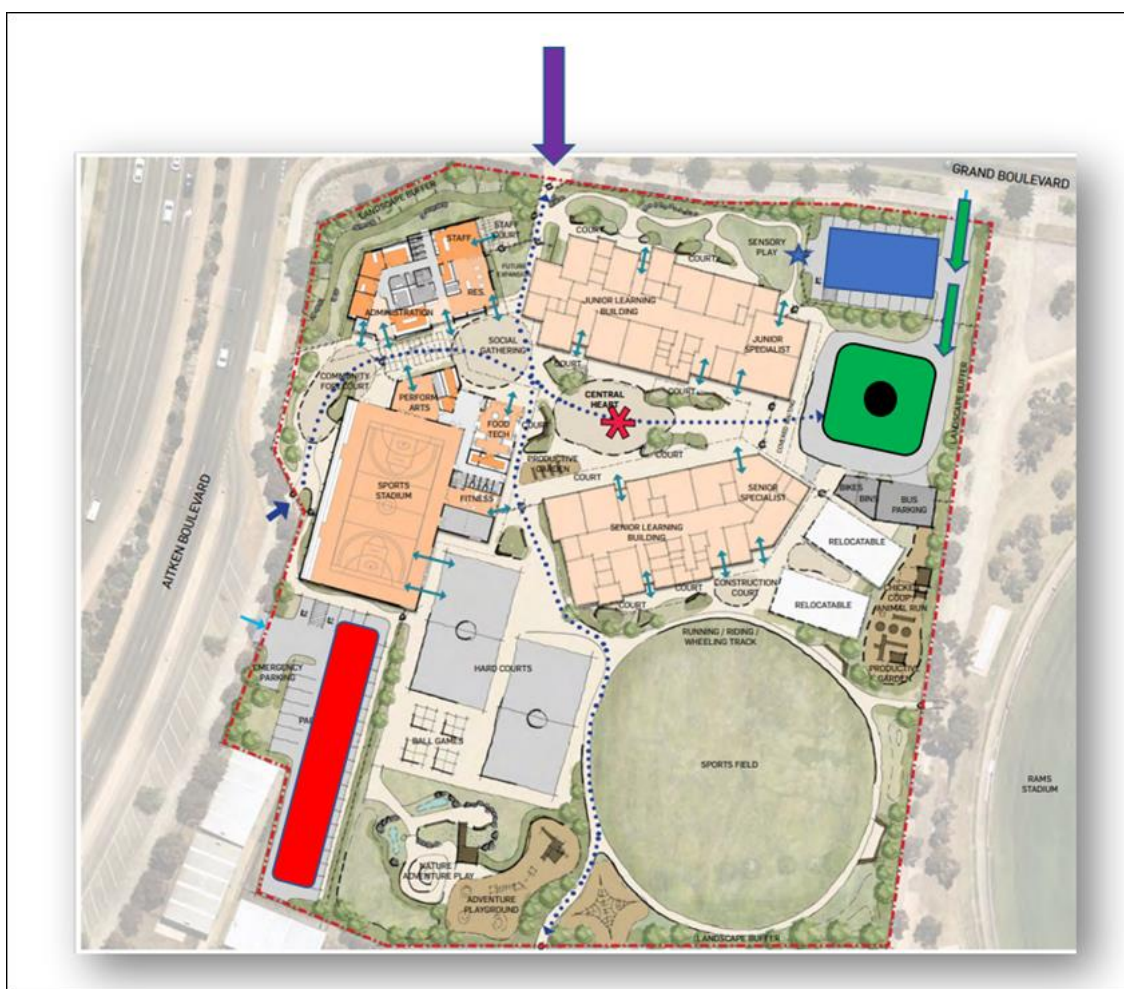
**Allied Health Assistants:** Jake Consentiono, Karissa Wright and Heena Sahi



#### SCHOOL ROUTINE

Students arrive at school by 9:00am. Wayi School grounds will be supervised by school staff from 8:30am and gates will be open for parents/carers to drop students at the designated gate. Home time is 3:00pm; staff will supervise the school grounds from 2:30pm to 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Members of the leadership and therapy team will oversee the arrival and departure of students on the school bus and parent drop off and pick up area. Education Support Staff and Leadership will attend the bus loop to support students from the bus and complete any handovers as necessary. Parents and carers will be advised through our school website and regular reminders in our 'Wayi Word' (newsletter) regarding any changes to the school routine.



↓ Indicates the location for parents/carers who walk their child to and from school.

↓ Indicates the location for parents/carers who remain in their car to drop off/pick up their child to and from school.

Parent/visitor carpark (marked in blue on the map) is also available for parent/carer drop off and pick up.

Parents will be contacted to indicate how their child will be dropped off and collected from school so that staff can organise children accordingly.

## SCHOOL BUSES

The Department of Education Training (DET) will be providing transport for students who attend Wayi School. MEE's Bus Lines will be providing transport for students living within the designated transport area (DTA). Wayi School will contact parents/carers to arrange a designated pick up/drop off point. If your child will not be using the bus it is the parents' responsibility to contact the school and/or MEEs. If your child will not be using the bus in the afternoon, please notify the school well in advance.

Please note, transport arrangements are administered by the DET, not the school. The school has no authority to change pick up or drop off times or meeting points along the route. If you have an issue with your child's pick up/drop off point please contact the school and we will support you through the process to request a change.

#### STUDENT RESPONSIBILITY

Whilst travelling to and from school students are encouraged to behave appropriately at all times, wear seatbelts and treat staff and other children with respect and dignity.

- If student behaviour is making others unsafe the student may be suspended from the bus for a period of between one day and one week.
- If a student is suspended from bus travel three times in a calendar year, he or she may be excluded from the bus indefinitely.
- It may be necessary to immediately suspend a student from bus travel if the student's behaviour is sufficiently serious.

#### PARENT RESPONSIBILITY

- To be at the pick-up/drop off points at the designated times. The bus will only wait at each stop for 3 minutes.
- To notify Wayi school and/or MEE's Bus Lines when their child will be away from school, either for the day or for extended periods of time.
- To notify Wayi School and/or MEE's Bus Lines when their child will be picked up or driven to school by parents and if there is a change in the person picking up the student from the drop off point.
- To support MEE's Bus Lines and Wayi School to manage student behaviour to ensure that bus travel is safe for others.

If a responsible adult fails to meet the student alighting from the transport service, the driver will continue on the bus route and will contact the parent/carer to arrange for the parent/carer to pick the child up at a point later in the route.

If MEE's Bus Lines is not able to contact a parent/carer, MEE's Bus Lines will contact the school and return the child to school. The school will make alternative arrangements to ensure the child is safe, this may include contacting DHHS to organise emergency care if parents/carers cannot be contacted.

Where possible, DET encourages students to use active travel (walk, ride) to attend school. Students may be eligible for discounted travel through a child Myki card or a Victorian Student Pass where public transport may better suit your family.

## LATE ARRIVAL/PICK UP

Please attend the main reception and sign your child in and/or out. We do ask that you are on time to pick up your child, as staff are required to attend meetings and have other duties after school. Please telephone the school to advise us if you are running late to collect your child.

To minimise disruptions, we ask that parents/carers avoid collecting students during recess and lunch breaks. If you need to pick up your child early, please notify the classroom teacher with as much notice as possible so that we can organise to have the student walked to the pre-arranged pick-up area. Pick up and drop off areas may vary and this will be shared with parents/carers.

## ABSENCES

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally.

Students are expected to attend Wayi School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment at Wayi School, or
- the student is registered for home schooling and has only a partial enrolment in Wayi School for particular activities.

Parents/Carers are required to inform the school if their child is going to be absent from school. Parents should notify Wayi School of absences:

- Via Compass
- Call the school on (03) 7300 6600, select option 1 to report student absence

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Wayi School will notify parents via Compass. Wayi School will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent/carer (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

## OSHC

Our Out of School Hours Care (OSHC) service provider is TheirCare. The program will be run from Wayi School. If you require after school care, please visit <https://www.theircare.com.au/> to register your child.

Families

are



encouraged to contact TheirCare for more information regarding the before and after school care facilities available to our school community. 1300 072 410

## COMMUNICATION WITH SCHOOL

We value our partnerships with families/carers and encourage you to communicate with us. Your child's teacher will discuss your communication options, so you can communicate with your class teacher on a daily basis. Wayi School utilises the Seesaw Messages Platform as our primary method to communicate between the classroom and home. Your child's teacher will call you from time to time to keep you updated and there is a school newsletter (Wayi Word) each week that keeps families updated regarding whole school events and information.

We have Wurru Wurru (Sky), Baan (Water) Learning Neighbourhood and Relocatables assemblies; you will be notified of times so that you can come along.

If you need to speak to your child's teacher, please feel welcome to phone the school to arrange a time when the teacher is free. You can phone the school on (03) 7300 6600 or email the teacher using the Seesaw Messages. We encourage parents/carers to speak with their child's teacher at the end of the day so that classroom programs are not disrupted. Our staff are here to help and support you with any questions you may have.

## COMPASS PLATFORM FOR COMMUNICATION, ADMINISTRATION AND CONNECTION TO SCHOOL

Compass is a school management platform, which we implemented in 2023. Compass offers many features and we encourage and support families to use it.

Compass is a web-based system that is accessible from any modern web browser (Internet Explorer, Firefox, Chrome, Safari or Microsoft Edge) or by using the Compass iOS app or Android app on your phone.

Each family receives a separate login to Compass, which will be provided to you upon commencement at Wayi School. It is a secure platform to ensure your privacy.

If you have any issues with your app/password please contact administration staff.

Compass will:

- Monitor your child's attendance and enter approvals for absences or lateness
- Update family contact details
- Download and view your child's progress and semester reports
- Book parent-teacher conferences (SSG meetings)
- Pay and provide consent for events and school fees.



## SEESAW FOR DOCUMENTATION OF STUDENTS LEARNING

Seesaw is the main communication app that we will be using at Wayi School for documentation of student learning. Each student will have their own journal set up in their 'Class' and you child's teacher will be able to add things to it like photographs, videos, drawings, notes, links to Websites, or upload documents. Seesaw allows us to share a range of files (jpg, png, mov, mp4, pdf, etc.) that may be larger than our emails would allow. This will be of enormous benefit for your child's work samples, assessments, feedback, support and send-in tasks.

There are two different ways to access Seesaw both as a parent and as a child, either using a laptop/desktop computer, or through a phone or tablet by downloading an app. Seesaw can be accessed by parents or by children, and each option will look rather different. Further information regarding access to Seesaw will be provided to our students and parents/carers at the beginning of the school year.



## EMERGENCY DETAILS

Emergency details for every student is kept on file in case of an illness or accident. Parents and/or carers are asked to contact the school as soon as possible, if there are any changes to the emergency contacts.

## PUBLICITY/PHOTO PERMISSION

Photo permission forms must be completed when your child commences Wayi School. Photographs may be used for the school newsletter (Wayi Word), website and annual yearbook. You also have an option for photos to be used only for teaching purposes. If you have not provided permission, your child's photograph will not be printed. Further permission forms may be provided for excursions and visits when photos may be taken.



## FINANCES


Wayi School provide students with free instruction to fulfil the standard Victorian Curriculum, and we want to assure you that all contributions are voluntary.

Within our school this support will allow us to offer special curriculum experiences; enhanced digital learning opportunities; expand our library and physical education equipment and resources.


Wayi School is endorsed as a Deductible Gift Recipient under the *Income Tax Assessment Act 1997 (Cth)* with the result that any donations made by you will be tax deductible. To be tax deductible, your donation needs to be made voluntarily. We have suggested an amount to be contributed under "Curriculum Contributions" and "Other Contributions" below, but please feel free to contribute an alternative amount. Amounts paid under "Extra-Curricular Items and Activities" are not donations and are not tax deductible.

In 2025 parents/carers are invited to make the following financial contributions to support the school:

- Curriculum Contributions - \$120
- Other Contributions - \$20
- Extra-Curriculum Items: Yearbook - \$10

**FREE INSTRUCTION**


- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.

**PARENT PAYMENT REQUESTS**


Schools can request contributions from parents under three categories:

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.



- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).

**FINANCIAL HELP FOR FAMILIES**

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.

**SCHOOL PROCESSES**

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

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## UNIFORMS

At Wayi School wearing school uniform is compulsory. See Uniform Policy. The school uniform creates a sense of pride in our school as well as giving our students a sense of belonging.

PSW supply our uniforms with the school motif. Uniform items need to be purchased from our approved uniform supplier, PSW.

**Store location:** 71 Potter Street, CRAIGIEBURN

**Phone Contact:** (03) 9768 0344

**Trading Hours:** Monday to Friday: 9:00am-5:00pm

Saturday: 9:00am-4:00pm

For Online purchases, visit the Wayi School page on PSW website.

Lay-by, EFTPOS and easy payment services are available; special payment plans are also provided for those who may require these services.

The Wayi School uniform consists of:

- Short Sleeve Micromesh Vertical Panel Polo
- Long Sleeve Micromesh Vertical Panel Polo
- V-Neck Windcheater
- Tracksuit Jacket
- Vertical Stripe Rugby Jumper
- Bonded Jacket
- Puffa Vest (No hood, No contrast Zips)
- Stretch Microfibre Shorts
- Trackpants- Double Knee – Rib Cuff
- Trackpants – Zip Cuff
- Summer Dress
- Reversible Micromesh Bucket Hat
- Custom Beanie
- Primary Pete Bookbag
- Senior College Bag
- Crew Socks – 3 Pack – Navy/White



State School Relief is also available to families who need it. Please contact the Student Enrolment and Transition Leader, Natasa Vignjevic-Jockovic for further information.

## LOST PROPERTY

Please contact the school or your child's class teacher, if your child is missing any clothing or other items. Parents/carers are reminded to clearly label all clothing and personal belongings to minimise the incidence of lost property. Please note, our lost property tub will be cleared out at the end of each Term.

## CLAIMS FOR PROPERTY DAMAGE POLICY

Unfortunately, there are times where student's personal item/property are lost, stolen or damaged at school. Wayi School collaborates with families to minimise the risk of this occurring



to the best of our ability; however, accidents do occur.

Regrettably, claims for the reimbursement of the cost of a personal item/property brought to school will not be paid by the school as they aren't covered by insurance.

<https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy>

## STUDENT ENGAGEMENT & WELLBEING

Wayi School has developed a range of strategies to promote engagement, an inclusive and safe environment, positive behaviour, and respectful relationships for all students in our school. We recognise the importance of student friendships and peer support in helping children and students feel safe and less isolated. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn. Wayi School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. Wayi School applies the Multi-Tiered Support System (MTSS) framework to identify students in need of support.

Violence, bullying, and other offensive and harmful behaviours such as racism, harassment and discrimination will not be tolerated and will be managed in accordance with Student Engagement and Wellbeing policy which can be found on our website. Bullying will be managed in accordance with our Bullying Prevention Policy.

Our school considers, explores and implements positive and non-punitive interventions to support student behaviour. Staff at Wayi School are trained in the School-Wide Positive Behaviour Supports framework and regularly discuss, devise and implement positive and non-punitive interventions to influence positive student behaviour. Disciplinary measures such as detention, withdrawal of privileges or withdrawal from class, are considered the 'last resort' for an in-school response.

Wayi School values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community. If your child is struggling, please contact the school to organise a meeting. We will utilise the Student Support Group (SSG) process to highlight any areas of concern. We would like to identify these issues early. Please refer School Wide Positive Behaviour Support for further information.

## SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT

School-Wide Positive Behaviour Support (SWPBS) is a whole-school approach to positive behaviour support that ensures that the school creates and maintains a positive and safe learning environment. SWPBS enhances school culture and maximises engagement, supports well-being and academic growth. SWPBS strategies can be used at home as well.

Our school values are promoted through the SWPBS program:



**Voice** – We believe communication underpins all areas of learning and life, and everyone has the capacity and the right to communicate.



**Choice** – We promote agency, enabling everyone to make choices and decisions that influence events and their world.



**Independence** – We strive to prepare all students to become lifelong learners and responsible citizens ready to meet the challenges of the future.

## BREAKFAST CLUB

At this time, our school is eligible for the Breakfast Club program. This will be rolled out in stages. The first stage sees us providing fruit to all classrooms on a daily basis. Additional breakfast items, including toast and cereal will also be available. Please ensure that you have provided the school with updated food allergies and/or dietary requirements. Please note, there is no cost for this service.

## LUNCH ORDERS

As there is no school canteen, students are required to bring their own lunch, snack and drink to school. Soft drinks are not permitted, and healthy food choices are encouraged. Wayi School will have special lunch order days throughout the year and we will communicate this to the families in due time.

## FIRST AID AND MEDICAL CONDITIONS

### SCHOOL FIRST AID

Most staff at Wayi School annually attend First Aid, Anaphylaxis and Asthma training. If your child becomes ill or suffers an injury during school times you or your emergency contact will be contacted via telephone to seek instructions or second opinion. In serious situations, an ambulance may be called. Ambulance membership is at individual family's discretion, however this will not affect the school's decision to call an ambulance if deemed necessary.

### MEDICAL CONDITIONS

Students must have an up-to-date plan, completed by a doctor for each year of the following conditions:

- Asthma
- Anaphylaxis
- Allergies
- Epilepsy

Please note, plans need to be reviewed and updated annually (every 12 months). Please consult with your doctor, if your child's management plan is due for a review and update. Any medications required for the plan (such as EpiPen, Ventolin, antihistamine) must be provided to the school by the parents/carers.

## HEAD LICE

Head lice are transmitted by having head-to-head contact with someone who has head lice. Head lice cannot hop, fly or swim. Within the enrolment pack forms, you may have signed permission form for our staff to check your child for head lice. If head lice are detected the parent/carer will be contacted to come and collect their child from school. Parents/carers are responsible for treatment of head lice. School will provide a letter and information to all students in a class, regarding treatment and control of head lice. Children will be excluded from school until the lice has been treated. It is important that the treatment be followed up each week, until there are no signs of lice or eggs.

## MEDICAL EXCLUSION OF CHILDREN FROM SCHOOL

To reduce the risk of infection to students and staff at school, the following infectious diseases have various exclusion periods from school in accordance with the Department of Education and Training guidelines:

Chickenpox	Impetigo	Poliomyelitis	Paratyphoid
Conjunctivitis	Leprosy	Rubella	Meningococcal
Diphtheria	Measles	Scabies	Streptococcal
Diarrhoea	Mumps	Trachoma	Whooping Cough
Hepatitis	Head Lice	Tuberculosis	
Hepatitis B	Ringworm	Typhoid	

For more information, please visit:

[www.health.vic.gov.au/ideas.bluebook](http://www.health.vic.gov.au/ideas.bluebook)

## CORONAVIRUS (COVID – 19)

Students experiencing compatible symptoms with Coronavirus (COVID-19) should be encouraged to seek the advice of their healthcare professional, who can advise on next steps. Where students have been tested, they must isolate until they receive their test result. Students are generally not required to present a medical certificate stating that they are fit to return to an educational setting after a period of illness, however students should not return until symptoms resolve.

## MEDICATION AT SCHOOL

If a student requires medication, Wayi School encourages parents to arrange for the medication to be taken outside of school hours. However, Wayi School understands that students may need to take medication at school or school activities. If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- In all cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact the school Administration Office for a Medication Authority Form.

## COMPLEX CARE PLANS

Any students with Complex Medical Needs will have a Complex Care Plan completed through consultation with parents/carers and the team working with the student, including teacher, therapists and a leadership representative. These will be reviewed regularly.

## SUN SMART

Each student is required wear a sun hat in terms one and four of each school year when they are outside. Please ensure that your child's hat is named. We are aware that some students refuse to wear a hat, but we will encourage them to do so.

Students are also encouraged to wear a broad-spectrum, water resistant sunscreen (SPF30+ or above). We provide sunscreen in all classrooms. Sunscreen will be applied by teachers for students needing assistance. If your child requires a specific sunscreen, parents/carers are required to send named suitable sunblock to school with their child. School will stock an emergency supply and permission forms are required to be completed if you would like staff to

apply the school's sunscreen or if your child will be applying school sunblock.



## CLASS

Wayi School is divided into three Learning Neighbourhoods: Wurru Wurru (Sky), Baan (Water) and Relocatables.

Our class sizes range from 5 to 12 student per class. Each class has a Classroom Teacher and an Education Support staff member. Classes are also support by Occupational Therapists, Speech Therapist, learning specialists and leading teachers. A range of factors are considered when determining classroom placement of students, including students' age, needs, abilities, Individual Education Plans (IEPs) and personality.

## STRUCTURE

## CURRICULUM

### VICTORIAN CURRICULUM F-10

Wayi School's learning and teaching program provides all students with a planned and structured curriculum program. The school follows the Victorian Curriculum, as set out by the Department of Education and Training (DET).

Each student at Wayi School has an Individual Education Program (IEP). The goals are developed by the teacher in consultation with the parents/carers, therapists, specialists and others as appropriate. The individualised goals enable the teacher, therapists and specialists to work collaboratively within their specialist fields to give each student an integrated and holistic service with common expected outcomes.

The curriculum program is complemented by therapeutic interventions to ensure students achieve their potential for functional independence and gain maximum benefit from their educational program.

Wayi School assesses the individual needs of students through Student Support Groups in consultation with parents/carers, health and wellbeing staff and teachers. Student individual goals and required reasonable adjustments are documented within the student's Individual Education Plan.

The Department of Education have recently updated the Victorian Curriculum to provide students with the best opportunities to thrive in a world of increasing change and rapid technological advancement. In 2025, Wayi School will continue to use the Victorian Curriculum 1.0 and begin the familiarisation process of the Victorian Curriculum 2.0 once Foundation Levels A to D are released.

## VPC

Victorian Pathways Certificate (VPC) is a 'hands-on' option for senior secondary students, delivered in years 10, 11 and 12. It is a recognised senior secondary qualification that focuses on 'hands-on learning' curriculum, applying the Pillars of Applied Learning to support every student to feel empowered to make informed choices about the next stage of their lives through experiential learning and authentic learning experiences. VPC's flexibility enables students to design a study program that suits their interests and learning needs. Wayi School identifies senior secondary students who will engage in the VPC. The VPC provides a program that allows for flexibility and individualised focus, which will support the education needs of our students.

## HOMEWORK

Whilst there are no formal homework requirements, teachers might set tasks to support student learning. This might include reading at home, playing number/word games or engaging in daily life skills, such as participating in household chores and/or shopping. Families can speak to their child's classroom teacher regarding online learning.

## LIBRARY

Students have access to our School Library Resources Centre, as part of their teaching and learning program. Being a new school will continue to develop our library resources. As our library is growing and developing, we are accepting book donations. We will be holding a Book Fair later in the year and welcome donations of books.

## THERAPY SERVICES

Speech pathology and occupational therapy, will be provided according to the individual needs of the students within a classroom setting. The school does not provide individual therapy sessions. Our therapists work collaboratively with the teachers to plan and support programs. They are an important part of the classroom team. They also provide ongoing PD to staff.

## INCURSIONS & EXCURSIONS

Incursions and excursions are regarded as a valuable educational experience for students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. They enable students to explore, extend and enrich their learning and their social skill development. Incursions and camps have a clear connection to the curriculum, and are an important aspect of the educational programs offered at Wayi School. Please note that in Term 1 there will be no excursions offered to our students, as we are allowing that period of time to successfully transition our students.

## WORK EXPERIENCE

Our Victorian Pathways Certificate (VPC) students are supported in work experience programs with local businesses. This enables students to get experience within the work force before they leave school. VPC staff will be coordinating work experience programs for our students.

## CONTINUOUS REPORTING

Wayi School ensures that there is continuous sharing of assessment information formally and informally with parents/carers throughout the term/semester. Continuous Reporting is the process of teachers providing timely and targeted feedback to students and parents/carers about specific learning progress. This is done through our online systems of Compass and Seesaw. Each student will have an Individual Education Plan (IEP) developed in Term 1 that will be updated to reflect student progress during Term 2 and 4.

The main benefit of this model is that students and parents receive feedback in a 'timely' manner about how the child is progressing. End of semester reports are often seen as too little, too late, with not enough targeted feedback and time for the student to improve their learning.

The school will continue to report directly against the Victorian Curriculum F-10 Achievement Standards. Both student achievement and progress will be included in the report.

Parents/carers and students (as appropriate) meet to provide information on what students know, what they can do and how they can improve once per term during Student Support Group (SSG) meetings. Interpreting services are made available where required. Parents/carers may request additional meetings with teaching staff and therapists at mutually agreed times.

## PLAYGROUNDS

Wayi School has fantastic playgrounds, hardcourts, bike education area, sports field and gymnasium. The playgrounds are specifically designed for children of all abilities and offer a host of movement options.

## TRAMPOLINE

At Wayi School students have access to above ground trampolines with close supervision and clear safety rules.

## ASSEMBLY

The Wurru Wurru (Sky), Baan (Water) and Relocatables assemblies are held for special events and celebrations. Families are welcome to attend school assemblies. Assembly dates and times will be communicated to parents/carers through Compass and Wayi Word (newsletter).

## ENROLMENTS AND SCHOOL TOURS

Wayi School welcomes all enrolment enquiries.

## ELIGIBILITY CRITERIA

Wayi School caters for students from 5 to 18 years old with a diagnosis of mild to profound intellectual disabilities. We are a dual mode school or a specialist school, meaning a Special Developmental School (SDS) and a special school combined.

To be able to enroll at Wayi School evidence must be provided of the child's intellectual disability in line with the enrolment criteria, which is:

- a diagnosis of intellectual disability from a registered psychologist and a full-scale score of 70 or below on a standardised intelligence quotient (IQ) test;
- and evidence of limitations in adaptive behaviour established by a score of 70 or lower on an approved standardised test of adaptive behaviour (such as the Vineland); It is important to mention that the Vineland assessment is usually completed by a teacher or an educator in a childcare/ early learning center who has known the child for at least 10 weeks (one term).
- and history and evidence of an ongoing condition with an expectation of continuation during the school years – This can be supported by providing additional documents and reports, such as reports from Speech Therapist, Occupational Therapist and/or Pediatrician.

It is important to note that before we can proceed with the enrolment your child will need to have completed a full assessment. The results of this assessment must be provided to the school. Assessment documentation should be current. For cognitive assessments no more than 24 months old and for the Vineland no more than 12 months old at the time of submission. Your child's current school will be able to support you with this process.

We also advise that the cognitive assessment is completed through Assessments Australia, as they have the relevant knowledge of the requirements and how reports should be written for funding purpose applications through the Program for Students with Disabilities.

## ENROLMENT PACK

Wayi School enrolment packs are available at the school. We will collect information applicable to the child/ren including any medical and/or psychological assessments.

The Wayi School Enrolment pack includes:

- Welcome Letter from our Principal Leanne
- Travel Support to Specialist Schools Info for families FAQ
- Wayi School current uniform and accessories brochure, as well as the pricelist.
- Parent Payment Letter
- Wayi School Privacy Collection Notice
- Enrolment form (please ensure that you complete all sections of the form)
- Head Lice Check Permission form
- Local Excursion Form
- Disability Inclusion Profile – Consent Form and privacy Information
- Health Support Plan
- Student Transport form (if required)
- CSEF Application (if your child is eligible. For example, a holder of a health care card)



### Additional documents are also required, including the:

- Student Birth Certificate
- Student Immunisation Register
- Court / Custody Orders, if applicable
- Asthma/ Allergic Reaction/ Allergic Rhinitis/ Anaphylaxis/ Eczema and/or Epilepsy Management Plans, if you child suffers from any of these conditions.
- Medications Authority Form will also be provided to all confirmed enrolments, where a student requires medication to be administered at school.

All enrolments will be consistent with the Department of Education & Training (DET) enrolment policy into specialist school setting.

### SCHOOL TOURS 2025

If you would like to attend a school tour in 2025, please book on our school website. Please note, you **must book/register** to attend a school tour. Wayi School tours will be occurring twice a Term, beginning in Term 1, 2025. Families will be advised of school tour dates and times and will be able to see these on our school website.

### TRANSITIONS

The Wayi School transition program is designed to provide optimal opportunity for our students to achieve long term successful placement in our new school environment. To ensure we build on our students' strengths and achieve their goals, our new students and their families are supported before, during and after their transition to their new learning environment of Wayi School.

The transition program will assist our students to familiarise themselves with the school; teacher and learning programs. During the transition phase much time will also be devoted to assisting and supporting parents and the extended family members as they too, transition into the new school.

Information gathering from parent/carer questionnaires; current teacher or educator questionnaires and student learner profiles; school tours and visits; social stories and transition timetables are designed to support and meet the individual needs of our students.

Wayi School transition program, includes:

Tier 1 - All students.

- Parent/Carer Questionnaire – Help us to get to know your child
- Teacher Questionnaire - Student Learner Profile to support transitioning to Wayi
- Social Stories – This is your New School
- School tours and student visits for confirmed enrolments
- Classroom placement/allocation
- Transition Timetables – Prep, Wurru Wurru (Sky), Baan (Water) Neighbourhoods and Relocatables
- Meet the Teacher

Tier 2 - Targeted students, who need extra support with transition.

- Student Observations at current school
- Video – Meet your teacher

- School Calendar

Tier 3 - Identified students who require additional transition support.

- Individualised Transition Timetables

Please note, our Prep students will be attending school every day, with reduced hours to assist transition for the first 2 weeks in Term 1.

Our orientation days at school will be in December. This includes whole school transition for students going up into their new classroom for the following year.

## DUAL ENROLMENTS

Wayi School collaborates with local schools to provide dual enrolment for a small number of students. Families work with schools to decide if dual enrolment would enhance the learning outcomes of students. If students have a dual enrolment – Days are set days and there is no flexibility to adjust those days.

## COMMUNITY INVOLVEMENT

### VOLUNTEERS

Wayi School welcomes volunteers and recognises the valuable contribution that volunteers provide to our school community and the work that we do. Members of our school community who would like to volunteer are encouraged to contact the school Administration Office via email.

## WORKING WITH CHILDREN'S CHECK

To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Wayi School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Wayi School is a child safe environment, we will require volunteers to obtain a WWC.

## SCHOOL COUNCIL

The Wayi School Council plays a vital role in our school; it is well-informed and strengthens our community's confidence in the school.

Our school council ensures a high level of governance through the sharing of information, knowledge and ideas from members who have vastly different but equally useful experiences and skills. Our members are able to exchange information, share experiences, express perspectives, pose questions, clarify viewpoints, explore relevant research and develop a shared vision and way forward.

The objectives of the Wayi School council are set out in our constituting Order and the Education and Training Reform Act, specifically to:

- assist in the efficient governance of the school
- ensure that its decisions affecting students of the school are made having regard, as a primary consideration, to the best interest of the students
- enhance the educational opportunities of students at the school
- ensure the school and the council complies with any requirements of the Education and Training Reform Act, the Education and Training Reform Regulations, a Ministerial Order or a direction, guideline or policy issued under the Education and Training Reform Act.

School Councils have a wide range of roles and responsibilities including:

- determining the general educational policy of the school
- developing the school strategic plan
- reporting annually to the school community
- approving and monitoring the school budget
- developing the student code of conduct and
- generally stimulating interest in the school

The membership of the Wayi School's school council according to its constituting Order is 9 members – five Parent, three Department employees and one Community member.

The school council meets twice a term on the second Wednesday of each month. The meetings commence at 6:30pm and finishes no later than 8:30pm unless agreed by the school council. At present, meetings are held in a hybrid format to support our members' additional responsibilities; the meeting are held in the school conference room and via Microsoft Teams. The school council also calls a public meeting at least once each year.

School council meetings are generally open to the school community but the principal and school council may decide that only members may be present at a meeting or part of a meeting. The council are required to meet a minimum of eight times per year.

#### 2025 SCHOOL COUNCIL MEETING DATES

08<sup>th</sup> of February

08<sup>th</sup> of March

10<sup>th</sup> of May

14<sup>th</sup> of June

26<sup>th</sup> of July

23<sup>rd</sup> of August

08<sup>th</sup> of October

15<sup>th</sup> of November

13<sup>th</sup> of December

## FUNDRAISING COMMITTEE

Wayi School will have a Fundraising Committee comprised of staff members and parents. The Fundraising Committee will organise events throughout the school year. Families will be invited to get involved in fundraising events.

## COMMUNITY CONNECTIONS

In Weeks 3 and 6 of each term all Wayi School community members are invited to have 'Latte with Leanne' at Wayi School as part of the Community Connections program. This is a casual morning tea, aimed to build and strengthen our connections with our school community. The Community Connections program usually involves:

- General conversation with other parents/carers/guardians (for those of you who like to socialise and get to know other Wayi School families.
- Resourcing support (for those of you who like to socialise but keep busy at the same time)

## NDIS

Wayi School supports families to access NDIS funding and support. Due to no spaces being available at school to support students and families to access external therapy services, we advise the parents/carers coordinate these therapies to take place outside of school hours. Please communicate with your classroom teacher, if your child needs to attend therapy sessions during school hours. We also have a NDIS Coordinator who will be able assist families with NDIS applications and reviews.

## SPECIAL EVENTS

Throughout the year, we will be holding special events where parents, carers, grandparents and friends are welcome to join in, such as Art Show, Bunnings BBQ or end of year Christmas Party and Graduation. We also encourage parents to attend our fundraising events.

## CAR PARKING

Bus loop located in Grand Boulevard will be accessible between 8:30am – 9.05am and 2.30pm – 3.15pm. Bus Loop will be used as a parent/carer drop off and/or pick up and go area during these times. Please note time restrictions during these hours. Parent/visitor car park will be available at all times for student drop off and pick up. Our first priority is the safety of the children, so all students must be carefully supervised in this area. Staff will be able to assist with drop off and pick up and will be visible (wearing visible vests).

Street parking is available on Aitken Boulevard, but is limited. Highlands Shopping Centre has ample parking available, that you may wish to use.

## PARENT FEEDBACK PROTOCOL

Wayi School 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.

The Complaints Policy is available on our school website. Through our Complaints Policy, we provide an outline of the complaint process at Wayi School so that students, parents/carers and member of the community are informed of how they can raise complaint or concerns about issues arising at our school. We encourage our families to follow the procedure outlined in the Complaints Policy to address and deal with the issues arising within the school environment.

## SCHOOL WEBSITE AND SOCIAL MEDIA

Wayi School website provides comprehensive information about the school, policies and procedures. It also provides links to useful information, calendar dates, Wayi Word (newsletter), news items, photos and videos.

The school website (still under construction): [www.wayi.school.vic.edu.au](http://www.wayi.school.vic.edu.au)

Wayi School also has a Facebook and Instagram page, where you can find latest news and information relating to our school.



<https://www.facebook.com/WayiSchool>



## SECURITY

It is essential to keep the external school gates closed. This is to ensure the safety of all children. The school gates will be unlocked by staff at the beginning and end of the day. Please wait at

the designated areas when picking up/dropping off. During school hours the gates are locked and the access is via front office/reception (administration) area.

## POLICIES

Please refer to Wayi School website for all relevant policies. Please note policies are updated on a routine basis.