Drouin West Primary School

2025/2026 Family Handbook

'Be a Learner, Be Safe, Be Kind and Be Respectful.'

535 Main Neerim Road, Drouin West, 3818
PO Box 176, Drouin, VIC 3818
Ph: (03) 5625 1971
E: drouin.west.ps@education.vic.gov.au
School Principal: Kelly Halliday
www.drouinwest.vic.edu.au
ABN: 81 960 156 844

DROUIN WEST
PRIMARY SCHOOL
EST. 1874

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Child Safe Standards

Drouin West Primary School is committed to the safety and wellbeing of all children and young people.

Drouin West Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

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

In its planning, decision-making and operations, Drouin West Primary School will:

- Take a preventative, proactive and participatory approach to child safety.
- Value and empower children to participate in decisions which affect their lives.
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children.
- Respect diversity in cultures and child rearing practices while keeping child safety paramount
- Provide written guidance on appropriate conduct and behaviour towards children
- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development
- Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
- Report suspected abuse, neglect, or mistreatment promptly to the appropriate authorities
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
- Value the input of and communicate regularly with families and carers

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Principal's Welcome

Thank you for taking the time to consider Drouin West Primary School.

The students who come to Drouin West Primary School are lucky to enjoy excellent facilities and outstanding teachers, and while they are here we will work with all stakeholders to develop self-esteem, confidence and resilience.

"Our strong values underpin everything we do –

Values of: Be a Learner, Be Safe, Be Kind and Be Respectful."

We are a cheerful community where students, staff and parents work hand in hand to create a positive learning environment. With a long history stretching from 1874 to present day, Drouin West Primary School has grown to a population of over 250 students and 21 staff. We are an attractive, welcoming school with beautiful rural grounds, a multipurpose room and areas for the visual arts and science programs. The outdoor environment is well maintained with plenty of space for everyone to enjoy active play in our well-established gardens and extensive spacious playground areas.

Drouin West Primary School offers students a safe and caring learning environment filled with opportunities and challenges that will inspire and fulfil them today and into the future.

There is a special atmosphere here; one that can be sensed as soon as you enter the school grounds. Our students are happy, friendly, polite, and focused on learning.

We look forward to meeting you when you visit our School, you will be made very welcome.

Kelly Halliday *Principal*

Andrew Holden *Assistant Principal*

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Term Dates 2026

Term One	27th January – 2nd April
Term Two	20th April – 26th June
Term Three	13th July – 18th September
Term Four	5th October – 18th December

School Assembly

The whole school assembles each Friday afternoon at 3:00 pm. Parent/Carers are welcome to come along to the assemblies to support and encourage our students.

School House Colours

Our school houses recognise three of West Gippsland's natural landmarks.

Tarago - Red

Baw Baw - Yellow

Strzelecki - Blue

Supervision

Our hours of supervision are 8:45am - 3:30pm

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School Facilities

Our school features an excellent Library full of resources for our students and staff.

Our classrooms are spacious and filled with natural light. All rooms are heated and air-conditioned.

We have a dedicated science room and a multi-purpose room.

Our extensive grounds incorporate an undercover area, basketball court, soccer and football ovals, a junior and senior playground.

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Specialist Programs

Physical Education

The Primary years are crucial in laying the foundations of physical competency and positive attitudes to physical activity. Children will experience a wide variety of activities which develop skills through increasingly challenging situations. Fun, enjoyment, and achievement will pervade all activities. Students will be allowed time to develop confidence, both as individuals and members of a group.

AUSLAN

Auslan broadens students' understanding that each language is an integrated, evolving system for the framing and communication of meaning; and encourages understanding of the role of language as an expression of cultural and personal identity and a shaper of perspectives.

It contributes to the overall curriculum intent by providing distinctive real-life and intellectual opportunities for students to expand their engagement with the wider world and to reflect on the cultural and social assumptions that underpin their own world view and language use. Such awareness of different perspectives is an integral part of effective communication.

Auslan also contributes to the development of critical thinking and the ability to adapt to change and equips students with learning strategies and study habits that are the foundation, not only for lifelong learning, but also for any subsequent language learning.

STEM

The science program incorporates the four main areas of science: biology, chemistry, physics, and earth science. We are fortunate to have a building which specifically caters for exciting experiments and exploration of all four areas.

We also use our grounds to explore our natural environment and conduct hands on experience within the world around us.

Science is the magic that is real.

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Parent Portal

Compass

Our online communication service for families is called 'Compass'. This is the primary means of communication between the school and home. Parents are able to login to Compass via the link https://drouinwest-vic.compass.education.

You can access Compass on any web enabled device: laptop, iPhone, iPad, tablet, or android phone.

Each family has a unique login for Compass and can be used straight away. Families should access Compass on a regular basis for news and information.

Compass provides the school community with a range of functions which streamlines the school's communication processes and provides enhanced access to information.

1. Email addresses and mobile phone numbers – are able to be updated through the portal. The details listed will be used to send emails and SMS alerts.

2. News Feed – The school will post news to parents to remind you about events and activities at the school. Your news feed will be customised, showing only the information relevant to you and your child.

3. Attendance – view your child's attendance online, approve absences, and indicate future absences.

4. Reports – view your child's report as an electronic PDF file.

5. Newsletters – All newsletters are published on Compass.

6. Teacher's email link – email your child's teachers directly.

7. Excursions – Receive notifications about camps, excursions, and other events. You are also able to provide permission and payment for events electronically.

8. Parent Teacher Interviews – appointments are made online through Compass.

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FlexiSchools (Lunch Orders)

Lunch Orders available every Monday and Thursday, orders placed through the Flexi schools App.

https://flexischools.com.au

Newsletters

We electronically publish our newsletter weekly on Compass to keep students and parents informed of all events taking place within the school.

Website http://www.drouinwest.vic.edu.au/

Interviews and Reports

Interviews and Reports Interviews with your child's teacher will be held towards the end of Term 2 and 4. Parents or guardians are also welcome to organise a meeting at an appropriate time with the classroom teacher or the Principal to discuss a child's progress or highlight any concerns.

Two written reports are provided throughout the school year in June and December and will be published on Compass

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Student Supports

Any concerns regarding such things as your child's progress, discipline, health, and wellbeing can be discussed with your child's classroom teacher.

Communication is vital. The School can only act on a concern if we are aware of it. The best results are achieved when we work together as a team. Please feel free to touch base with your classroom teacher via Dojo, Compass or by making an appointment.

National School Chaplaincy Program

The NSCP supports the wellbeing of students and school communities through the provision of pastoral care services and strategies delivered by chaplains.

Our Chaplain is on-site two days a week and runs programs such as Seasons for Growth, which offers children and young people a safe space to come together and share their experiences of change and loss.

The Chaplaincy Program also offers emotional support to students who may need a little extra support.

It is not a counselling service however it does help students with building self-esteem, friendship concerns or concerns over loss and grief.

First Aid

Children who are ill in the morning should be kept home. We understand that at times it is hard to tell and that a child can fall ill suddenly throughout the day. If this happens you will be contacted to collect your child from school. Where necessary basic first aid will be given if a child is injured at school. When immediate medical attention is required, an ambulance will be called, and the parents or emergency contact will be notified.

Asthma & Allergies - Every child who has been medically diagnosed with either Asthma or an allergy – particularly if there is concern of an anaphylactic reaction - is asked to complete and provide the school with an annual Asthma and/or Allergy/Anaphylaxis plan. These plans MUST be updated each year. The family must also provide appropriate medications for any condition.

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Student Medications

For children who are required to take medication while attending school the Parents/Carers must provide the medication in the original packaging with the child's name and dosage and complete a Medication Request form which indicates the dosage and time the medication is to be administered. The forms are available at the front office.

Outside School Hours Care (OSHC)

The Outside School Hours Care program (OSHC) is managed and staffed under the direction of TheirCare. TheirCare pride themselves on offering high quality care in compliance with the National Quality Framework. Students attending the program are supervised and engaged at all times and participate in a wide range of activities.

Before School Care operates from 7:00 am - 8:45 am every school morning. Students are provided with breakfast up until 8:30 am and enjoy a range of games, technology, and art/craft activities.

After School Care operates from 3:15 pm (2:15 pm on early dismissal days at end of term) until 6:00 pm sharp. The children are provided with a nutritious afternoon tea and join in a variety of educational and children's choice activities.

The program is very well equipped to enable students to participate in art/craftwork, board games and indoor and outdoor sports. Outdoor activities include all types of sports and playing on the school playground equipment. There is also adequate opportunity for children to read or work on school assignments.

Breakfast Club

Start the day with a healthy breakfast at Breakfast club every Tuesday and Friday from 8:30 to 8:45 am in the Year 2/3 Galley. All students are welcome. This is a free service.

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School Injuries & Insurance

The Department of Education does not provide personal accident insurance or ambulance cover for students. Parents and guardians of students, who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs.

It is recommended that parents/guardians wanting their child to be insured should seek assistance in obtaining student accident insurance with their insurance broker or find a suitable personal accident insurer.

Personal property is often brought to school by students, staff, and visitors. This can include electronic devices (including mobile phones and laptops) calculators, toys, sporting equipment and cars parked on school premises. The Department of Education does not hold insurance for personal property brought to school and has no capacity to pay for any loss or damage to such property. Staff, students, and visitors are discouraged from bringing any unnecessary or particularly valuable items to school. Please note mobile phones for students are not permitted under DET guidelines.

Conveyance Allowance

Conveyance Allowance is payable to families who live 4.8 kilometres or more from their nearest school. The distance is measured from the families' home gate to the school via the shortest possible route. This payment is provided by the Government for families where a bus is not available. Forms are available from the office.

School Uniform

The wearing of school uniform is strongly supported by Parents and Friends Association and has been made compulsory by School Council. Our School Council believes that the uniform, in giving children a group identity, helps to develop in a child a sense of belonging within the school community. It also provides a measure of security when groups are on excursions.

The DWPS School Council has approved an attractive uniform based on the school colours of maroon, navy blue, and gold. In accordance with school policy, compulsory full uniform must be worn every day, or a note of explanation sent to the classroom teacher.

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DWPS is a SunSmart School and therefore hats are compulsory when the UV rating is above 3 - particularly in Terms 1 & 4. A policy of No Hat - No Play applies. If a child does not have a hat they are to play under the 'icy pole' tree or undercover area.

Uniforms are available to purchase from Beleza, Williams Square, Warragul.

Second Hand Uniform Second hand uniforms are available for a gold coin donation from the office.

Please refer to our website for a copy of the DWPS Uniform Policy. Our uniform includes:

Navy Shorts, Navy Track pants, Navy Skirt, Polo Shirt (Long or Short Sleeve) Windcheater, Bomber Jacket, Summer Dress, Art Smock, Hat, Runners

All tops have the school logo.

Year 6 Tops

All grade 6 students can purchase a Grade 6 'Class of' graduation polo.

Lost Property

Please ensure that everything brought to school is clearly named. This includes hats, jumpers, jackets, windcheaters, coats, and any other articles of clothing that may be removed during the day. Please also name property – e.g. lunch boxes and drink bottles. Named property can easily be returned to the owner.

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Summer Dress

Navy Winter Tunic

Navy Square Weave Culottes

Navy Shorts

Navy Track Pants

Navy Bootleg Pants

Bomber Jacket

Short/Long Sleeve Polo Shirt

Soft Shell Jacket

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Student Inclusion

Our school community recognises that a proactive behaviour management structure will support students in developing their emotional intelligence, resilience, and social competences. These aspects of a child's development are linked to long term learning and life success.

We are very keen to work with families and any support persons (OT, Speech, Paediatricians, therapists) who can help us to have a joint plan in navigating the best supports for the young people in our community.

We aim to provide a positive learning environment where all students can learn and feel safe. We encourage students to take responsibility for the choices they make. We understand that the impact one student may have upon the social dynamics of a classroom environment and believe with support and clear and consistent feedback children can learn to make appropriate choices. If children need an extended time to talk through things, then they will spend time, at lunchtime, in a safe space called the reflection room which promotes thought about their actions and choices. We encourage children to build empathy, develop thoughtfulness and accountability for the way a person chooses to behave. We address the causes of the harm, the impact of the harm on those affected and investigate ways to make amends and to put things right.

4 B's - Be a Learner, Be Safe,
Be Respectful and Be Kind

These expectations of behaviour will be taught explicitly at the beginning of the year using the detailed matrix explaining what each means. These are displayed in the appropriate areas of the school. Each matrix was revisited in 2020 by students, staff and the school community. Positive Behavioural Support Team is reviewed annually.

School Wide Positive Behaviour Support Program

Students and staff listed all the behaviours they would like to see in the various areas of our school making it the best school for all involved. These behaviours were sorted into groups of behaviours with input from students, teachers, and the School Wide Positive Behavioural Support Team.

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As a school we have devised the following matrix as guidelines for all members of our community.

DROUIN WEST PRIMARY SCHOOL – STUDENT BEHAVIOUR MATRIX

	Always	Inside	Outside	On Excursions	Using Technology
Be a Learner	• We ask for help • We accept challenges and have a go • We listen actively • We try our best	• We use a growth mindset • We listen actively • We ask questions	• We follow the rules • We attempt to solve problems • We ask for help	• We listen • We ask questions • We look at what is around us • We try new things	• We use computers for education use only
Be Safe	• We follow instructions • We keep our bodies to ourselves	• We move around carefully • We use equipment in the right way	• We walk away from trouble and get help • We stay in the school's boundaries • We use equipment correctly • We wear hats in term 1 and 4	• We use safety equipment • We follow instructions	• We keep our details to ourselves • We tell someone if we are not sure of what to do
Be Respectful	• We use an appropriate tone of voice and body language • We are honest • We look after property and equipment	• We use an inside voice • We understand and accept that differences	• We understand and accept differences • We speak kindly • We include others	• We understand and accept others • We are our best self • We listen	• We treat others online how we would like to be treated
Be Kind	• We are considerate and help others • We share with others • We use our manners • We are friendly	• We support others • We include everyone	• We look after everyone • We include everyone	• We look out for our peers • We speak nicely	• We use appropriate language • Share technology when needed

DROUIN WEST PRIMARY SCHOOL – STAFF BEHAVIOUR MATRIX

Vision - To create an inclusive, safe community for all, where students are engaged as learners.

Be a Learner	I keep up to date with current curriculum and practices.	I seek constructive feedback on my practice.	I model lifelong learning in our community.	I understand that all children can learn.	I am committed to improving practice and relationships.
Be Safe	I keep my classroom space clean and in good repair.	I maintain my own self / work / life balance.	I maintain an appropriate online presence.	I use appropriate reporting processes as per the department guidelines.	I will be welcoming and inclusive of everyone.
Be Respectful	I create positive and respectful relationships with our school community.	I work to resolve conflict in a positive way.	I use School Wide Positive Behaviour Support (SWPBS) strategies at all times.	I ensure I represent the school in a positive light in all forums and opportunities.	I will provide effective and timely feedback to students using the 4 B's.
Be Kind	I am inclusive of the whole community.	I seek to understand others.	I am accountable for my words and actions.	I engage fairly and consistently with our community.	I use appropriate language in every interaction.

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DROUIN WEST PRIMARY SCHOOL – PARENT BEHAVIOUR MATRIX

Vision - To create an inclusive, safe community for all, where students are engaged as learners.

Be a Learner	I will support my child to be ready to learn each school day.	I will support my child's learning at home.	I demonstrate lifelong learning to my child.	I will support my child by helping them to understand the value of education.	I will attend school events that help my child to learn.
Be Safe	I will sign in at the office while on grounds during school hours.	I will make sure my child does not bring offensive or harmful things to school.	I will support my child to use appropriate online communications.	I will walk my child to the front gate and back to the car at drop off and pick up times.	I am welcoming and inclusive of everyone.
Be Respectful	I work hard to create positive and respectful relationships with our community.	I will get my children to school on time.	I will make a negotiated time to meet with my child's teacher when needed.	I will communicate respectfully, both in person and online, to school staff and the school community.	I will return school notices as requested in a timely manner.
Be Kind	I am inclusive of the whole community.	I seek to understand others and their needs.	I am accountable for my words and actions.	I will maintain an appropriate online manner.	I will use appropriate language.

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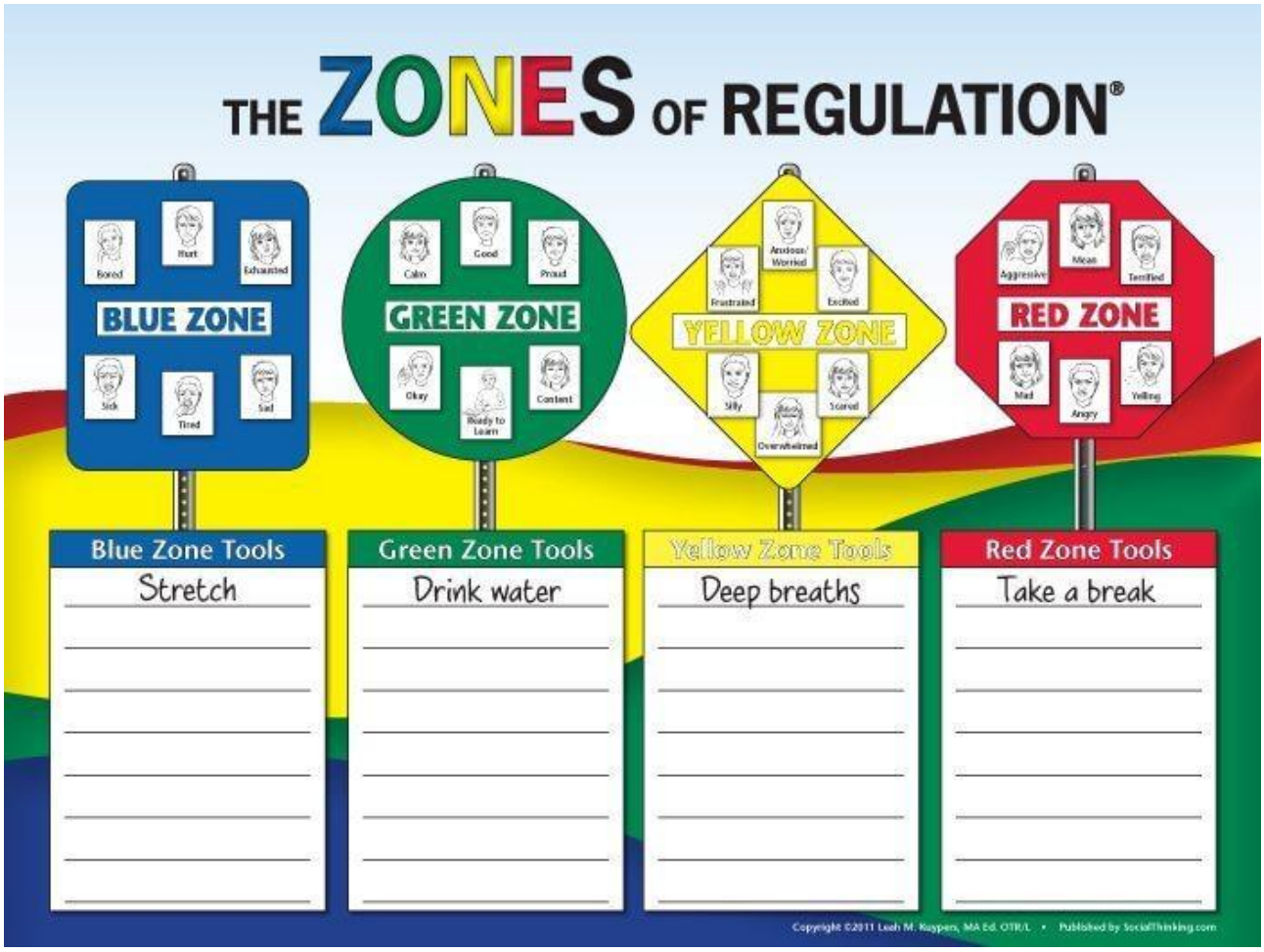
The Zones of Regulation

is another proactive resourced based resource we will be introducing in 2022 at DWPS. The **ZONES** of Regulation creates a systematic approach to teach regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete coloured zones. Students build skills in emotional and sensory regulation, executive functioning, and social cognition. The framework is designed to help move students toward more independent regulation while also honouring and respecting each student and their unique self.



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Extra-Curricular Programs

Additional programs which identify and develop the individual abilities of interested and talented students include a range of competitions with students from other schools.

These include:

· School camp ~ begins with a Year 2 sleepover to prepare children for the Years 3 - 6 camping experiences

· Swimming program ~ offered from Foundation – Year 6 with the aim of developing water safety.

The Arts Lunchtime Art Activities Piano Lessons (at parents' expense)	**End of year Concert** All students from across the school are involved	**Leadership** School Captains, House Captains, Communication Captains, Environmental Captains, Library Captains, Technology Captains
Physical Education Interschool Competitions District, Regional & State Competitions e.g. Cross Country Winter Sports – Softball, Netball, Football & Hockey	**External Competitions** Debating Spelling Bee	**Other** Gardening Club Technology Club Art/Craft Club

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Other Activities & Events

- Start of the year "Welcome BBQ" - February
- Easter Bonnet Parade
- Book Week Character Parade
- Footy Day
- Intensive Swimming Program
- Interschool Sport – Years 4 to 6
- School Camp – Years 3 & 4
- School Camp – Years 5 & 6
- Grade 6 Graduation
- Picnic Sports Day
- Christmas Concert / Family BBQ

Events & Excursions

Excursions and Incursions are an important part of our educational program. They provide new experiences which assist with language development, enrich vocabulary, and expand knowledge.

Excursions/incursions are planned to complement the classroom curriculum and can be used as a springboard for inquiry or to complete a unit of study.

Parent Participation

School Council

The School Council plays a key role in all Victorian state schools. The Council contributes to the broad direction and vision of the school, develops and reviews school policies, maintains the school's grounds and buildings and helps to promote interest in the school in the wider community.

Being a member of School Council is a rewarding and challenging experience. As part of a team, Council supports the Principal and represents the school community in providing the best possible educational outcomes for students. The School Council consists of 11 elected members - parents & staff, including the Principal. Elections for Council positions are held in March of each year and the names of those elected are published in the newsletter.

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Please contact a Council member if you have an issue, you would like discussed. There is an open invitation to all parents to attend School Council meetings as a visitor at any time, with the Principal being advised of this 24 hours prior to the meeting.

School Council meets on the third Tuesday of the month at 7:00 pm at the school.

Parent & Friends Association

The Parents & Friends Association (P&F) is a group of committed and enthusiastic parents from within the school who work together to provide materials and amenities additional to those provided by the Department of Education (DET). This group is a sub-committee of the DWPS School Council which helps develop a sense of school community through the organisation of fundraising and social events throughout the year.

Parent Helpers

Parent helpers are always welcome to support activities and events happening both inside and outside of the classroom. This might involve working with a small group of students or working on a 1:1 basis listening to reading. It might be attending an excursion or helping with a school event such as the Cross Country. It might be that you're happy to do work for the teacher at home, such as covering books or cutting out, making games, etc. However you can contribute, we would LOVE your help.

Whether it's in the classroom or helping in the library or on an excursion, parent helpers really enrich student learning. If you are a parent helper, you are required to have a Working with Children's Check (WWCC) and carry this card with you when you are working with children at Drouin West Primary School, (or at any school). Getting a WWCC is free to parents/volunteers helping in a school. The WWCC process is outlined on the DET website:

https://www.workingwithchildren.vic.gov.au/

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PRIMARY SCHOOL
EST. 1874

535 Main Neerim Road, Drouin West, 3818
PO Box 176, Drouin, VIC 3818
Ph: (03) 5625 1971
E: drouin.west.ps@education.vic.gov.au
School Principal: Kelly Halliday
www.drouinwest.vic.edu.au
ABN: 81 960 156 844

Attendance

Under the Education and Training Reform Act 2006, parents have a legal responsibility to ensure the regular school attendance of their children aged between 5 and 17 years.

Is regular attendance important? – Yes

From the first day. If students miss the basics in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the infants and primary years often lead to the development of poor attendance and attitude to learning in later years.

Must children be sent to school every day? – Yes, unless:

· The child is too sick to leave the house

· The child has an infectious disease like chicken pox, mumps or measles

· The child is incapacitated by injury preventing movement around the school

· The child has to honour a religious commitment

· The child is accompanying his or her parents on a family holiday which cannot be arranged in school holidays. (This should be communicated to the school prior to absence).

· Wherever possible, dental, medical and other appointments should be made out of school hours.

Must the school be notified if a child has been away? – Yes

· Parents/guardians are always required to contact the school to explain the reason for any absence.

Should the school be notified if a child refuses to go to school? – Yes

· Parents/guardians should contact the school and seek assistance as a matter of urgency.

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Students Arriving Late

Late arrival is disruptive for the student and others and should be avoided. Parents/guardians must report late arrivals to the office and collect a 'Late Pass'. This must be handed to the child's teacher.

Students Leaving Early

Student Leaving Early if parents wish to collect children during school hours, they must collect them from the school office. Any person other than a child's parent, who wishes to collect a child, must have written permission from the parent, identification must also be sighted. No child is permitted to leave the school grounds on his/her own before 3:15 pm.

https://www2.education.vic.gov.au/pal/attendance/policy

Curriculum Days

Four days a year are set aside for all public schools to use for staff professional development, curriculum planning, assessment and report writing.

On these days students are not required at school.

Parents will be advised through the school's communication platforms when a pupil free day is coming up.

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School Ground Supervision

All recesses and lunch times are supervised by teachers on duty, as well as before and after school. Although teachers are often at school early, they are engaged in tasks which, by personal choice, are being done in their own time.

Supervision is not provided until 8:45 am and children are not expected to be dropped off before this time.

Consequently, parents are notified that no responsibility is accepted for children of a morning prior to 8:45 am and in the afternoon after 3:30 pm.

Please be courteous and phone the office if you are going to be late, this enables staff to reassure children that everything is alright, and mum/dad or carers are just running a bit late.

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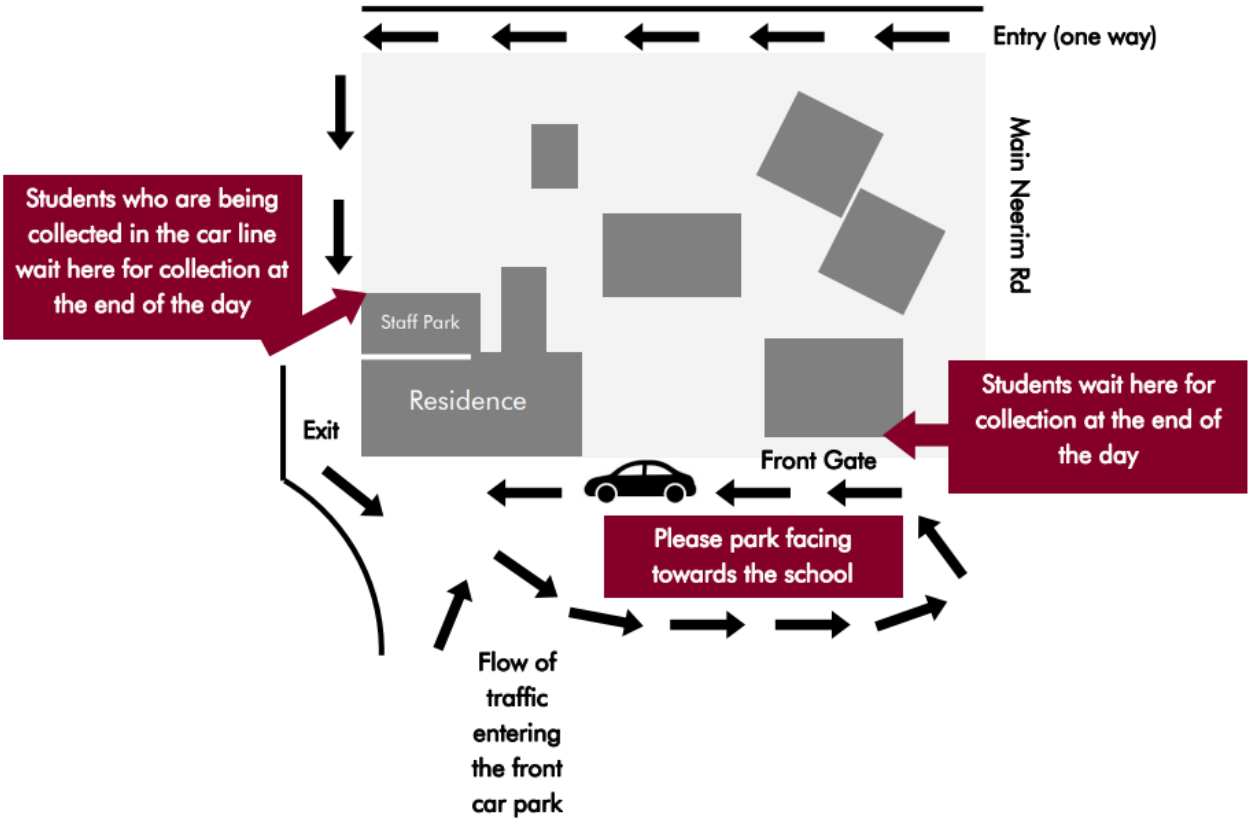
Car Park Routine

As with all schools, the end of the day dismissal time is busy and student safety is a priority. At Drouin West it is particularly busy at 3.15 pm with all families using private transport. It is very important for safety and efficiency in delivering and picking up the children that all parents follow the established routine. Please make sure cars are parked in the appropriate areas and do not block the exit of other cars. Please park facing towards the school. Please note that the road around the school is one way with the entrance from Main Neerim Road on the northeast boundary.

Staff are on duty at the car line collection point or supervising students at the front of the school. Parents not using the car line are required to collect students from the front of the school and take them to their vehicle. Students will not be permitted to walk out to the front car park unless they are supervised.



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Thank you

Thank you for spending a few minutes of your time to consider Drouin West Primary School.

We invite you to take a personal tour of the school so that you can experience our wonderful facilities and meet our friendly staff and students.

Please contact our Office on (03) 5625 1971 or email drouin.west.ps@education.vic.gov.au to arrange a School Tour led by our Assistant Principal or Principal.

We look forward to seeing you soon.

Drouin West Primary School Community.