

YARRAGON PRIMARY SCHOOL



FOUNDATION  
2026

Confident  
Caring  
Respectful  
Learners

I extend a warm welcome to you and your family from Yarragon Primary School.

I am very proud to be the Principal of this wonderful school. It is a privilege for me to work with our students, staff and families to make our school the very best it can be.

At Yarragon Primary School we aim to create a safe, nurturing yet challenging environment that is built on relationships; developing the whole student – emotionally, socially and academically. We care and respect each of our students for who they are valuing uniqueness.

Our passionate teachers ensure our students grow in confidence and capabilities and that they develop skills for the rapidly changing world. We develop in each of our students a mindset of curiosity, enquiry, inclusiveness, resilience, and problem-solving dispositions.

Teaching and Education Support Staff have a clear focus on professional learning, collaboration and building practice excellence through teams that embed an inquiry cycle of learning. We implement a 'gradual release of responsibility' workshop model that supports all students to be active participants in their learning.

At YPS we create safe and stimulating learning environments so that every child is engaged in high quality learning. Our vision for is every child to leave school confident, respectful and with a deep sense of care for self, others and communities. We are open and invite our wider community in this learning journey to ensure every student can achieve this vision.

*Principal*

MRS MELISSA ROCK





# *Getting ready for* **SCHOOL**



## *Welcome to Yarragon Primary School*

**It's an exciting time for you and your child! To get you 'school ready', we have included information regarding uniforms, school times, lunch box ideas and more.**

### **When do I arrive and where do we go?**

When you know where your child's classroom is, enter in the mornings using external doors only. Ensure you arrive before 8.50am on the first day just to settle your child into class. Normal opening time for classrooms is 8.45am.

### **Wednesday Student Assessments – also known as Prep/Foundation Rest Days**

The Department of Education allocates days at the beginning of each school year for staff to conduct Assessments. The Assessment is administered to one student at a time and takes about 30 minutes to administer and score.

The platform used enables schools to access a range of reports. For example, the platform will automatically generate scores and scoring bands, track student progress over time, and identify areas where additional support or extension may be needed.

During week 1 to 6, your child will be allocated a date and time to attend a one-hour interview with the teacher by themselves. Parents can drop off at the allocated time and pick up once the interview is done.

This is an opportunity for your child to showcase their entry skills and understandings in language, reading, counting and numbers, and enables the teacher to get to know your child on a one-to-one basis.

If the date/time that your child has been scheduled falls on a day in which parents /carers work – please organise with a family member or friend to bring your child to school to complete their testing. Unfortunately, due to the allocated dates and the number of Foundation students, we do not have extra time slots to reschedule.

Assessments are completed in Term 1, weeks 1 to 6.

**Your child will not be required to attend school on Wednesdays for the first 6 weeks whilst the Assessments take place.**

# Important DATES & TIMES



## Session Times

Session 1	9.00am – 11.00am
Recess	11.00 – 11.30am
Session 2	11.30am – 1.30pm
Lunch	1.30pm – 2.15pm
Mindfulness	2.15pm – 2.30pm
Session 3	2.30pm – 3.30pm

## 2026 Victorian School Term Dates

### Start date

**Term 1** 27 January )staff only  
(students start 28 January in government schools)  
*First Day for FOUNDATION is Thursday 29th January*

**Term 2** 20 April

**Term 3** 13 July

**Term 4** 5 October

### Finish date

2 April

26 June

18 September

18 December

## 2026 Foundation Assessment / Rest Days

Wednesday 28<sup>th</sup> January

Wednesday 4<sup>th</sup> February

Wednesday 11<sup>th</sup> February

Wednesday 18<sup>th</sup> February

Wednesday 25<sup>th</sup> February

Wednesday 5<sup>th</sup> March

# School Photos

2026 School Photos have been booked for Thursday 28<sup>th</sup> May.

Information with payment details will be sent home with your child closer to the date.



Orders, payment and enquiries are made directly with the photography company.

Students are expected to be in full school uniform on the day.

# MEDICAL INFORMATION

## Medical Information

In dealing with emergencies or sickness it is important that we have on record the most accurate information concerning any medical conditions your child may have.

If at any time details change, please let the school office know as soon as possible.

**ALL medication needs to be handed in at the school office as it is not permitted in classrooms or school bags.**

- If your child needs to take daily medication at school, parents need to fill out a Medication Authority Form which can be obtained from the school office
- All medication must be prescribed by a doctor and be handed to the office in the original packaging with pharmacy label which shows the child's name, medication name, time to be given and dosage. An accompanying letter from your doctor or paediatrician may also be required.

If your child has an Anaphylaxis, Epilepsy or Asthma Plan we will require a plan from your GP, the school requires a current and annual copy to be given to the school office along with any required medication.

- Anaphylactic: an EpiPen / Anapen must be provided and kept at school.
- Asthmatic: Medication and spacer must be provided.

Other significant medical conditions may also need a personalised Medical Plan.

***Medication that is required three times a day eg: antibiotics, can be taken before school, after school and before bed and will not need to be taken during school hours.***

## Illness

Regular attendance at school is important, however, if your child is unwell and requiring medication eg: Panadol to keep down a temperature, the best place for them to be is at home.

The Public Health and Wellbeing Regulations 2019 contain several statutory obligations relating to primary schools and children's services exclusions for infectious diseases. Eg: Chickenpox, Conjunctivitis

Please refer to the Department of Health exclusion table.

All absences must be entered into Compass as an attendance note or call the school and leave a message on the attendance line.

## Hygiene

We use many, many tissues in Foundation, particularly in the colder months.

We always appreciate donations of tissue boxes to share with the students in your child's class at the start of each term.

## First Aid and Allergies

We have a first aid room next to the school office. For minor cuts we are happy to provide a band aid or basic first aid care.

When your child comes into the first room for treatment, you will be notified via email through Compass. If your child has a serious injury or illness, we will contact you via phone as soon as practical.

**Please ensure that you have someone on your emergency contact list that is available to collect your child in the event of illness.**

If your child has a serious allergy, please advise us and provide an Action Plan and any medicine required. We will keep this in a safe place. Action Plans are provided by your GP.

*Bringing things from home*

# LABEL EVERYTHING

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## Labelling items - clothes and lunch boxes

We recommend labelling everything, including hats, and jackets, drink bottle, lunch and snack boxes, as well as any spare/extra clothing you bring to school.

You may also find your child mistakes someone else's belongings for their own - this commonly happens, especially with so many identical items in the school.

Please check what your child brings home and return anything that does not belong to your family to the school office.



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## Toys and Treasures

As toys and treasures from home are easily lost or broken, please use your discretion before allowing them to come to school.

Whilst every effort is taken to care for these items, our school cannot accept responsibility for any damages/losses that occur.

If toys from home become a distraction, we may ask for you to leave them all at home.



## Lost Property

If your child loses an item of clothing, check with your child's teacher in the first instance. Often items are hidden in the back of their bag lockers.

We have a lost property box located in the sickbay for unnamed items. If items are named, the office staff call students over to collect.

Unclaimed non school items (eg: unnamed lunch containers) will be discarded or donated to the local opportunity shop at the end of each term.

# Yarragon Primary School UNIFORM



## What is our School Uniform?

In all seasons, children are expected to wear closed in sneakers or black shoes, with plain white or black socks. Children are also expected to wear a school approved hat from September to May. School hats are available to purchase at the school office for \$15.00.

## New Uniform

Beleza School Uniform  
William Square Warragul  
56222930

We suggest ordering uniform items early in case there is a delay in supply.

## Secondhand Uniform

We have secondhand uniform in the office foyer. Items and sizes vary depending on what has been donated back to the school by families. It is worth checking regularly if you are after particular uniform items.

Prices range from \$1.00 - \$15.00.

Please consider donating unwanted uniform items back to school.

All money from second hand uniform sales goes straight back into student welfare.

## YPS Uniform

- Black polar fleece jacket (school logo optional- no other logos)
- Black and teal bomber jacket (Available at Beleza)
- Plain black cardigan / windcheater
- Teal & black polo shirt (Available at Beleza)
- Summer dress black/white (Available at Beleza Warragul)
- Winter tunic. Black/teal. (Available at Beleza, Warragul)
- Black track pants, trousers, shorts, skorts – No logos
- White or Black Sock (no logos)
- YPS School Hat (\$15.00 available at school office)
- Yarragon Beanie (\$10.00 available at school office only)
- Grade 6 jackets. Approved each year. Families invoiced.
- Suitable shoes with tread, runners or similar for P.E

## Replacement Clothing

In the event of a toileting mishap or a fall in the mud, we have very limited spare clothing kept at school.

It is encouraged to have spare uniform, undies and socks in your child's school bag. Please let your child know where to find them in their bag.

We ask that you bring back any borrowed clothing as soon as you can, all freshly washed.





# PACKING LUNCHES

## What should I pack for lunch?

We encourage nude food, so we encourage children to bring food that does not have packaging. There is a large variety of lunch boxes with compartments on the market.

Please pack a water bottle with your child's name on it.

There are water taps throughout the school to refill the bottle during the day.

We recommend packing a cold pack and/or an insulated lunch bag to keep your child's food cool during summer. The school does not provide cutlery.

Drink bottles and food containers need to be easy for your child to independently open and close.

11.00am - Recess

12.30pm – Munch Crunch (Fresh Fruit / Veg Only)

1.30pm - Lunch



Children will get time to eat before they go outside to play.

Drink bottles can be accessed at any time during class time.

We encourage all plastic food packaging to be left at home.

Small containers are great for small snacks.

*Please let your child practice opening container lids independently.*

## Please Avoid

- It is strongly suggested to avoid packing any food that contains peanut or nuts as we have a number of children at our school with severe food allergies including anaphylaxis.
- Please avoid messy yoghurt and fruit cups with juice as these have been known to leak throughout school bags and lunch boxes.
- Please speak with your child's teacher before bringing in birthday treats to share with classmates. Some children have severe food allergies or restricted diets.
- Please remind your child not to share food with other students.



## Talk about going to school in a positive light

Before the start of the school year, start having open conversations with your child about school. Focus on the fun, exciting aspects of school, like making new friends, learning new things and exploring the playground.

Positive reinforcement will help ease any anxieties your child may have about the unknown.

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## Separation Anxiety

It's completely natural for children (and parents!) to experience separation anxiety when starting school.

For first-time school parents, it can be tough to let go, but helping your child understand that school is a safe, fun place will make it easier for both of you.

Tip: Practice short separations before school starts. Leave your child with a trusted relative or friend for brief periods to help them get used to being away from you.

Consistent goodbyes that are quick and positive can also ease anxiety.

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## Being Organised

Busy school mornings can be very overwhelming, so it's important to get organised ahead of time.

Make sure your child has everything they need, including school hat, uniforms, school bag, lunch boxes etc.

Pack the school bag with your child so they know what is in their school bag and lunch box.

Tip: Lay out everything the night before school, from clothes to packed lunches, so mornings are stress free and organised.

Having a visual checklist on the fridge can also help to remind them of what needs to be done before heading off to school.

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## Encourage Independence

Even if your child has been in childcare or kinder, starting school is a whole new world of independence.

Encourage your child to take on small tasks, like laying out their uniform, putting on their own shoes, helping to pack their own lunch, or managing what's their backpack.

Practice runs will help build their confidence.



## Before Class

### The first day for Foundation is Thursday 29th January

The first day is an important one for your child.

We encourage you to arrive by 8.50am to ensure children have time to put their backpacks away and meet their teacher and school friends.

Please note: School commences and the roll is marked each day at 9.00am. When the music starts playing at 8.55am, children make their way to the classroom. Students are not to be on site before 8:45am, as outside supervision by staff does not commence until 8.45am.

You are welcome to stay for a short period of time to ensure your child feels secure. We then encourage you to leave and let your child settle with their teacher and support staff. We will call if your child does not settle.

Your child will be learning the routines and expectations in their classroom and school, getting to know their classmates, and learning to find their way around the school with the help of their teachers and support staff.

## After Class

Please pick up your child outside their classroom at 3:30pm.

To minimise congestion in the Foundation classrooms and in order to assist the children to settle into routines in a calm and happy manner, we ask that parents remain outside the classrooms when collecting children.

Once they are settled in their school routine, if you're not meeting your child outside their classroom, please talk to your child about where you're going to meet them in the afternoon.

### After School Care - TheirCare

Out of School Hours Care will be held in the Multi Purpose Room. TheirCare staff will meet students at the classroom if they're going to TheirCare after school.

Setting up routines at home can also help with a smooth transition into their schooling.

## Late Arrival

If your child arrives to school late, they must be signed in by an adult at the school office using the COMPASS Kiosk.

A late pass will be given to your child to hand to their class teacher. This notifies teachers that your child has been signed in at the office by an adult.

Initially, office staff can walk your child to their class if they are not yet confident to go by themselves.

If your child arrives after 9.00am and has not been signed in at the office, they may be marked as an Unexplained Absence on our Compass system.



## Early Departure

If your child needs to leave school early, for example for an appointment, please go to the office and sign your child out using the Kiosk. Staff will call the class to notify your child and we will collect your child for you.

We encourage appointments to be made out of school hours where possible.

## Absences

If your child is going to be absent, please enter this into the online Compass portal, or call the school and leave a brief message before 9.00am on 56342375.

Absences can be entered prior to or on the day of absence.

It is a Department of Education requirement that there are to be no unexplained absences for students. Follow up phone calls may be made to follow up absences.

## Principal Approval For Extended Student Absences

If there is some known reason which requires your child to miss school for an extended period of time during a school term (eg. operation, family holiday, overseas trip, etc.), parents are asked to:

- Discuss the matter with their child's Teacher
- Send an email though to Mrs Rock (School Principal) with details of absence  
yarragon.ps@education.vic.gov.au
- Enter Absence Note on Compass

A Student Absence Learning Plan may be set for your child depending on circumstances and duration of extended absence.



# Communication WITH SCHOOL

We love to keep parents in the loop! There are a number of ways that you can find out what's on, and how you can get involved:

## Website

<https://www.yarragonps.com/>

## Newsletter

Our school newsletter is sent out via Compass weekly. This includes a list of events across the school. Please ensure we have your most up to date email address on our system.

## Compass

Is a cloud-based Student Management System.

Some families will be familiar with this if your child attended Yarragon Early Learning Centre.

Log in details will be provided to new families to YPS once your child has officially commenced.

There is one log in per household. We must have an up to date email address.

We use Compass for:

- Attendance
- Student Reporting
- Sickbay entries
- Parent Teacher Conference Bookings
- Newsfeed Updates - Ensure your notifications are turned on!
- Excursion / Incursion Permission
- Payments
- Communication

## Seesaw

We use Seesaw as a secure interactive platform for sharing student learning and photos.

## Facebook

We use our Facebook to share and celebrate our learning and achievements at YPS with the community. We also share upcoming events and reminders.

## School Assembly

Weather permitting, assemblies are held every Friday at 3.15pm in our undercover area.

It is led by our student leaders and includes information about what is happening at school, upcoming events, principal updates, and award certificates.

End of term assemblies are advertised in our school newsletter.

Everyone is welcome to attend our assemblies.

# Communication WITH STAFF

Our teachers are available to discuss your child's progress with you.  
There are a few ways that you can discuss this with your child's teacher:

## Informal catch-ups before and after class

Teachers are available to informally catch up with parents before or after class.  
If you have any bigger concerns regarding your child, please contact your child's teacher via Compass and make a time, as teachers may have before and after school duties, staff briefings, and meetings to attend.

## Parent / Teacher / Student Conferences

Conferences are held with your child's teacher in Term 1 and Term 3.

Dates and times will be made available weeks prior. All bookings are made by families directly through Compass.

## Student Support Group Meetings

Schools must establish a Student Support Group (SSG) for students supported by the Program for Students with Disabilities (PSD) or Disability Inclusion.

An SSG is a partnership between schools, parents/carers, the student and relevant agencies.  
The group works together to plan and support the educational, health, social, cultural and emotional wellbeing of students with diverse learning needs.

This may include students:

- with a disability or additional learning needs, including, but not limited to, students supported by the PSD or Disability Inclusion
- in OoHC
- who are Aboriginal and/or Torres Strait Islander
- with a [behaviour support plan](#)

Meetings are scheduled each term.

## School Reports

Your child will receive two formal reports, one at the end of Semester 1 and the other at the completion of the school year.  
Reports are available to download through Compass.

We recommend saving / printing reports on your own computer/usb as you will not be able to access these once your child leaves YPS.

# Homework

## TAKE HOME READING BOOKS

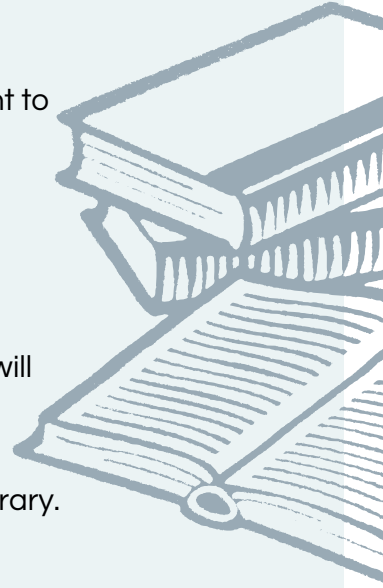
Once we have settled in, your child will start bringing home short reading books every day in their satchel. At this stage the children are being encouraged to develop their interest in reading and becoming a 'reader'.

Reading should be an enjoyable experience for all family members. It is important to spend 5-10 minutes per day reading with your child and to establish a regular reading routine.

Make this a special time where you and your child are not distracted.

The children will be designated a suitable tub of books to read at their level and will be encouraged to choose and swap their books independently each day.

Children are also encouraged to borrow books from the school and their local library.



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### Black Reading Satchels

Black satchels are available to purchase from the school office for \$15.00.

All junior students must have a satchel.

These satchels ensure an easy transition of take-home books, reading logbook, and school notices between home and school.



"The more that you read, the  
more things you will know.  
The more that you learn, the  
more places you'll go."  
-Dr. Seuss

# Parent CURRICULUM CONTRIBUTIONS

## **Curriculum Contributions (Formally known as School Fees)**

*Parent financial contributions have been approved by School Council.*

Contributions cover individual book packs, associated learning materials, Art, Computer support/network and software, online classroom subscriptions, first aid supplies, printing and photocopying or work sheets and learning materials that your child will need throughout the year.

This pack includes items such as pencils, scissors, glue sticks, paper, workbooks etc.

There is no need to purchase any classroom items. Items in book packs do not need to be named or covered and can be delivered straight to your child's classroom on book pack collection day/s.



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## Other Contributions

### **School Building and Grounds Maintenance and Enhancement**

Yarragon Primary School continues to maintain excellent buildings and grounds, however, the funding for this maintenance is not fully provided by DET.

Contributions will assist in the upkeep of our playground equipment through regular yard maintenance, repairs, lawn maintenance and playground audits.

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## Voluntary Contributions

Yarragon Primary School also offers and welcomes the opportunity for families to make a financial contribution to the school of your own choice and discretion.

All monies received will assist with the cost of materials used by students in the educational programs over a range of areas to ensure that all students benefit from the contributions.



# PROGRAMS AND SPECIAL EVENTS

## Curriculum Days

Curriculum Days will be announced as soon as they have been approved by School Council.

These are days that staff are onsite however children do not attend school for that day. You will be notified through the school Newsletter / Compass of these dates.

## Excursions

During the year we may visit locations off-site. The school will advise families of any upcoming excursion via Compass.

Please ensure that you approve the excursion and make any necessary payment before the due date.

These trips are well planned and supervised. Examples of past excursions include Old Gipps town, West Gippsland Art Centre, Melbourne Zoo, Sports Days and Swimming. School uniforms are to be worn on all excursions unless otherwise advised eg: House Athletics Day.

## Incursions

We have also had incursions for our Foundation students. Example of an Incursion we had was a visit from Labcoat Learning- Mini Beasts. Students got to interact with, touch and learn all about insects.

## Specialist Programs

Our Specialist programs include Visual Arts, Physical Education, Auslan and STEM (Science, Technology, Engineering and Mathematics).

## Birthday Celebrations

Please speak with your child's teacher before bringing in treats to share with classmates. Some children have severe food allergies or restricted diets.

## School Nursing Program

The Primary School Nursing Program is a free service offered by the Department of Education and Training. It is part of a range of health and support services for school students and their families.

Early 2026 you will receive information on the Primary School Nursing Program and the School Entrant Health Questionnaire (SEHQ).

The SEHQ will provide important information about your child's health so that the school nurse can make an effective health assessment. If your child needs a brief further assessment, such as a vision or hearing test, the nurse will see him or her at school.

Please note, your child cannot receive a health assessment under the Primary School Nursing Program without your consent.



## Student Lunches

Our Parent Club organise lunch orders 1 – 2 times a term.

Lunch Order forms are sent home with students to place an order. Payment can be made by cash or Eftpos. Lunch orders in the past have been Pizza, Subway, Pies and Sausage Sizzles.

Where possible, Parent Club will try and accommodate any dietary requirements eg: Gluten Free, Dairy Free, Vegetarian.



## Student Representative Council (SRC)

During the year our SRC run fundraising activities for our school. These events are student led and could include a themed dress up day, Zooper Dooper days or casual dress day for a gold coin donation.

## Volunteers

We love our school volunteers. By volunteering you help to build the culture of our school and assist us in delivering wonderful programs to benefit our school community. Plus, children love to see their parents help out!

There are a number of ways you can assist– Parent Club, in the classroom, at events, excursions, working bees or in general school programs.

If you would like to be a part of Parent Club, please send them an email: [yarragonpc@gmail.com](mailto:yarragonpc@gmail.com)

**VOLUNTEERS must complete an online Volunteer Induction and have a current Working with Children Check.**

The induction link is located on our school website.

[www.yarragonps.com](http://www.yarragonps.com)

~ School Information

~ Volunteer Induction



Apply for your Working with Children Check online is easy.

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

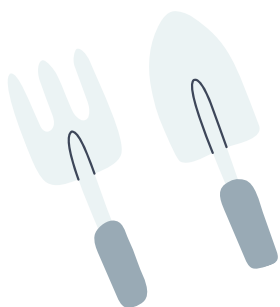
There is no cost to apply for a WWCC as a volunteer.

## Garden Tidy Ups

If you love gardening, we welcome you for general weeding and tidying up of garden beds any time.

Families are encouraged to provide a few hours of their time on the advertised day to do weeding, tidying up, spreading mulch and to keep the school looking trim and tidy.

We may ask you to bring your gardening tools/equipment along too.



# *Out of School Hours Care* **THEIRCARE**

Our school has partnered with an independent provider called TheirCare to provide exceptional Outside School Hours Care services for our school community.

Bookings are essential and are made directly through TheirCare.

The program is available for all school children at Yarragon Primary School from 7:00am until 8:45am in the morning and from 3:30pm until 6:00pm each school day depending on availability.

During School Holidays & Pupil Free Days the service will operate from 7:00am until 6:00pm.

Families wishing to use this service can visit the TheirCare website: [www.theircare.com.au](http://www.theircare.com.au)

Families are eligible for a Government Rebate called the Child Care Subsidy which can reduce the cost per session by up to 90%.

More information can be obtained by contacting the **TheirCare Support Team on 1300 072 410.**

TheirCare provides a stimulating and safe environment for all children. During sessions, children develop life-skills, friendships, confidence and creativity through play-based programs.

Additional information is also available on our school website under the 'Families' tab. <https://www.yarragonps.com/>

