



PREP INFORMATION 2026 HANDBOOK

Westall Primary School



Learning together



17 Fairbank Road, Clayton South 3169
Phone: 9546 8964
<https://www.westallps.vic.edu.au>
Email: westall.ps@education.vic.gov.au

Kindness - Excellence - Fairness - Creativity

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PRINCIPAL'S MESSAGE

Welcome to Westall Primary School!

As the new Principal of the school, I would like to highlight all of the wonderful things at our school and invite you to visit and find out for yourself!

You will find that the school is completely rebuilt with new buildings and facilities! The school is also collocated with Westall Hub - the City of Kingston facility that offers a local library, Maternal Health Nurse, Kinder and many other services.

Our school is a harmonious multicultural community where everyone is highly engaged in their learning!

The school demonstrates excellent learning growth in Literacy (English) and Numeracy (Maths), and delivers Inquiry learning to students using the Walker Learning Approach.

The school has a strong after school and inter-school sport program, which students speak very highly of.

The school also has a canteen on-site, so students can purchase their lunches each day.

There is a lot to like about our school, and I invite prospective students and their parents/guardians to contact the school for a tour or further information.

Peter Jeans
Principal

SCHOOL VALUES

At Westall Primary School we have 4 key school values. Our students learning and development is fostered in an environment that promotes Kindness, Creativity, Fairness and Excellence for students, staff and all members of the community.

KINDNESS

CREATIVITY

FAIRNESS

EXCELLENCE

Our vision is to be a curious, inspired and empowered community.

SCHOOL CONTACTS

Principal: Mr Peter Jeans

Assistant Principal: Mr Dexter Siriwardene

Office Manager: Ms Pauline Kelly

Business Manager: Mrs Chalani Arachchilage

School Address:

Westall Primary School

Fairbank Road, Clayton South, 3169

Phone: 9546 8964

Email: westall.ps@education.vic.gov.au

Website: www.westallps.vic.edu.au



CONTACTING TEACHERS

If you have any concerns, please ask to see your child's classroom teacher before or after school hours. (After 9am, your child's teacher is teaching!) Alternatively, please call the school office to make an appointment.

SCHOOL TIMES

Prep (Foundation) begin school on:

- Wednesday 28th January 2026

No school for Prep (Foundation) on the following Wednesdays:

- 4th February 2026
- 11th February 2026
- 18th February 2026
- 25th February 2026

School Entry Assessments will be undertaken by appointment during February on Wednesdays.

Start of school day: 9:00am

Recess: 11:00am – 11:30am

Lunch: 1:30pm – 2:30pm

End of school day: 3:30pm

Term 1:	28th January to 2nd April
Term 2:	20th April to 26th June
Term 3:	13th July to 18th September
Term 4:	5th October to 18th December

SCHOOL COMMUNICATION

ENROLMENTS

Please click the QR code or visit our website for further information on how you can enrol your child at our school. In addition, call the office and organise a time to take a school tour. We look forward to meeting you and having your child become a valuable member of our school.

<https://www.westallps.vic.edu.au>



SENTRAL

Sentral is our schools main communication tool for your child's attendance, wellbeing, learning and assessment reports. You will be able to let the school know if your child is absent and check their reports.



3 easy steps

1. Download the free app (iOS, Android, Kindle Fire)
2. Sign up as a parent
3. Enter your code!

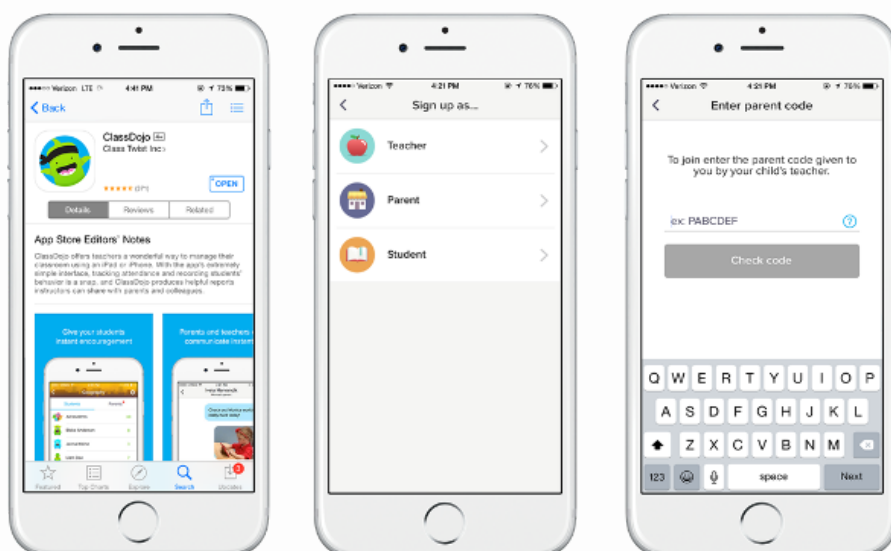
CLASS DOJO

Class Dojo is an educational tool we use to connect teachers with their students and families. This private classroom communication tool allows us to establish amazing classroom communities and keep you up to date with your child's learning and development at school.

We regularly communicate with you through messages, photos and videos, to showcase your child's learning throughout the week.

We build a **positive culture** by encouraging skills such as "Helping others" and "Perseverance".

We want all **parents engaged** in our classroom, to see what we're learning every day!



3 easy steps

1. Download the free app (iOS, Android, Kindle Fire)
2. Sign up as a parent
3. Enter your code!

GENERAL INFORMATION

ABSENCE NOTES

If your child is absent, please notify the school by phone on 9546 8964 or log onto Sentral and mark the reason for absence. Your child's learning is affected each day they are away.

LATE ARRIVALS AND EARLY DEPARTURES

- Your child's learning begins at 9:00am
- If you are late, please sign him/her in at the school office
- School finishing time is 3:30pm
- If you need to collect your child before 3:30pm from school, please sign him/her out at the school office then collect your child from their classroom
- **Students may only be collected by a parent or carer who is over 18 years**
- If your child is late to school or absent, you will receive a text message to alert you.

ASSEMBLY

Assemblies are held regularly on Friday afternoons in the school gymnasium from approximately 2:45-3:30pm. Parents are invited to attend assemblies. Please pick up your child up from their classroom after assembly.

STUDENT INFORMATION FORMS

Your child's safety at school is of utmost importance to us at Westall Primary School. It is important you provide the office with an emergency telephone number where you, a relative or a specified contact can be reached immediately.

Please notify the Office, in writing, of any change in:

- Address
- Home telephone
- Mobile
- Place of employment and related contact details
- Emergency telephone numbers
- Change in any medications held at school

Please inform the Teachers on the first day of school if your child has any allergies, asthma or any other medical conditions, so that we can care for him/her correctly.

SCHOOL SUPPLIES AND FEES

Each year your child uses pencils, books, stationery, paper and other school resources such as art and physical education supplies, and computer programs. The school provides classroom supplies. Individual items for students to own are purchased from our supplier by parents via our 'Booklist' at discontinued rates.

Voluntary Payment Policy is also encouraged - see our VPP Policy on our website. Please click on the link below.

<https://www.westallps.vic.edu.au/important-information>

Please note: Fees **do not** include extracurricular activities such as excursions, sport, camps and swimming.

ATTENDANCE AND PUNCTUALITY

EVERY DAY COUNTS

It is essential that all students attend school every day to ensure they have access to quality learning and education which contributes to their overall success in achieving learning outcomes.

Our **target** as a school:

- Every student must only have a maximum of 10 days away per year.
- Only 10 or less students away everyday.

Daily attendance to school is imperative to your child's learning and development throughout their school life. Regular absences can impact your child's learning, cause them to fall behind and affect their ability to accomplish their learning goals.



If your child is unwell please keep them at home and visit your local doctor.

If your child is absent from school, please call our school office or add an attendance note on SENTRAL to explain the reason/s for their absence.

LEARNING

STUDENT LEARNING

Your child will receive daily instruction in Literacy (English) and Numeracy (Mathematics) following the Victorian Curriculum. Additional subjects are taught during Inquiry lessons using the Kathy Walker Learning Investigation model.

Your child will also attend PE (Physical Education), Science, AUSLAN (Australian Sign Language), PMP (Perceptual Motor Program) and Visual Art lessons every week.

INDIVIDUAL EDUCATION PLANS

Students with additional learning needs will have an Individual Education Plan. This plan outlines the adjustments, goals and strategies necessary to support each student and enable them to achieve their learning and developmental goals.

SPECIALIST CLASSES

At Westall all students attend specialist classes which are PE, Science, AUSLAN, PMP and Visual Art every week.

PE – Physical Education

Physical Education is designed to increase active play and teach students fundamental skills through engaging in a range of fitness activities, sports and games. PE also involves Health Education that promotes positive health and wellbeing among students.



Science

Science focus on the development of students' knowledge and understanding of Earth and Space, Chemical, Physical and Biological sciences. Students are taught the essential science inquiry skills to plan and conduct hands-on investigations to test their predictions, collect and analyse data, and represent their observations.



AUSLAN – Australian Sign Language

AUSLAN is the language of the Australian Deaf Community. In AUSLAN students learn how to use hand gestures, facial expressions and movement of arms and body to express themselves instead of using sound to communicate and speak to one another.



PMP - Perceptual Motor Program

PMP is designed to engage students in a range of movement-based activities that focus on improving their hand/eye coordination and hand/foot coordination, balance, fitness, locomotion and eye tracking skills.



Visual Art

Visual Art focuses on teaching different artistic and creative skills. Students learn to paint, draw, design and build using a range of different materials.



SCHOOL – INFORMATION

DROP OFF AND PICK UP

Our school has a designated drop off and pickup zone called “Kiss & Go”, located on Brady Avenue. If you park in the surrounding side streets near Westall Primary School, please use the pedestrian crossing to safely bring your child into school and/or pick them up.

Please see our school website for an updated copy of our Traffic Management Plan
<https://www.westallps.vic.edu.au>

STAFF CARPARK AND SCHOOL CROSSING

Students walking to and from school are reminded they MUST use the supervised crossings on Fairbank Rd and Rosebank Ave (outside Westall Secondary College). Parents are reminded that the Staff carpark is for staff only. Please do not use this to drop off or pick up as it can be dangerous for smaller children. There is also a ‘Kiss and Go’ drop off point on Rosebank Ave, outside Westall Secondary College.

AFTER SCHOOL CARE - Free to Register (use when required)

At Westall Primary School we have a Before and After-School Care program from 7:00-8:45am and 3.30-6.00pm. If you are unable to drop your child/children at school by 8:45am and collect them at 3.30pm, this is an excellent way of getting great help where your children are really enjoying themselves too. If you have a healthcare card you are eligible for the childcare rebate. For further details please ring 1300 072 410 or visit www.theircare.com.au and click on ‘Book Now’ to register your child’s details.



CANTEEN

Our canteen offers a fantastic variety of delicious and nutritious snacks/lunches prepared daily by the catering company. The canteen is opened daily at recess and lunch from Monday to Friday. If your child would like a lunch order, please visit the following website www.boccafoods.com.au to make a order online. To see all the available food options, please visit the following www.westallps.vic.edu.au/about-3-2 for the latest menu list.

SWIMMING

Westall Primary School runs an 8 day intensive swimming program each year. The swimming program is an important part of each child’s education and focuses on stroke development, water safety skills and personal development. All swimming classes will be taken by qualified AUSTSWIM instructors. The swimming centre, pool water and bus are all heated.

Parent swim sessions will be offered in 2026 - please consider signing up for these discounted lessons.

WELFARE AND SAFETY

STUDENT WELFARE AND BEHAVIOUR POLICIES

At Westall we value the importance of your child's wellbeing. We strongly believe that all students should feel safe, respected and valued at school and in their community.

We have an effective school wide Behaviour Education Programme.

CHILD SAFETY

Our school is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

At Westall we have strict guidelines in place to ensure the safety and wellbeing of all children. We have an updated Child Safety Code of Conduct which outlines these policies and procedures.

Please click the following link or QR code to find out more information about our schools Child Safety Policies <https://www.westallps.vic.edu.au/important-information>



SAFETY

At Westall we value the importance of your child's safety. Student safety is priority and we have taken the necessary precautions to ensure their safety. Every teacher at our school is registered with Victorian Institute of Teaching (VIT). All our education support staff have a Working with Children's Check and Police Check.

Any non-family member who has been asked to pick up a student from school, must receive permission from that child's parents/guardians and notify the school about the arrangement. Upon arrival, they must show their ID to the office staff and sign in, before picking up that student.

SAFETY FIRST



WESTALL HUB

WESTALL HUB

The City of Kingston local council facility offers a range of services including a Local Library, Maternal Child Care, Kinder and many other services. The Westall Library provides the community with access to a wide range of educational, social, cultural and recreational opportunities and resources. Our teachers and staff use the Westall Hub Library regularly throughout the year to allow students to borrow books and access available resources.

WEBSITE LINKS

Hub - <https://www.kingston.vic.gov.au/Services/Family-and-Children/FCC/Westall-Community-Hub/Library>

Maternal & Child Health - <https://www.kingston.vic.gov.au/Services/Family-and-Children/Centres/Westall-Community-Hub/Maternal-and-Child-Health>

Kindergarten (3 and 4 year old) - <https://trycs.org.au/kindergartenlist/westall-kindergarten/>

WESTALL HUB - STORY TIME

Each week our Prep students visit the Westall Hub Library for story time with weekly special guests. The children also have the opportunity to choose a wide variety of story books to read with their peers during these shared reading sessions.



SUPPORTING YOUR CHILD

HOW TO SUPPORT YOUR CHILDREN AT HOME LITERACY

What you can do at home:

- Read with your child
- Draw pictures
- Practise writing their name
- Find counting songs and rhymes to sing with your child.



NUMERACY

What you can do at home:

- Count objects (toys, blocks, fingers, jumps, steps, pictures, food items)
- Group objects by colour
- Number hunts when you are outside walking, at the park, at the supermarket
- Cook with your child using a range of measurements.



BE A POSITIVE INFLUENCE

- Spend time with your child. Read, play, share activities, express feelings, talk about successes, difficulties, uncertainties and plans.
- Provide a safe environment where life is predictable and where routines and relationships help children to be calm and relaxed.
- Provide challenges. Open opportunities to learn new skills, to collect, to play, to relate, to help, and to make.
- Praise specifically. Recognise and name strengths and achievements.
- Have high expectations – of behaviour as well as of achievement.
- Help set achievable goals and have clear guidelines for behaviour.
- Don't put your worries on your child's shoulders.
- Make sure your children have a balanced diet and enjoy plenty of exercise.
- Give moral guidance. Know your values and demonstrate them clearly both in what you say and in what you do.

SLEEP

Please ensure your child is getting enough sleep every night. The right amount of sleep will enable your child to effectively focus and engage in their learning.

Children who consistently get a good night's sleep:

- are more creative
- can concentrate on tasks for longer
- have better problem-solving abilities
- are better able to make positive decisions
- are more able to learn and remember new things
- have more energy during the day
- can create and maintain good relationships with others.



LUNCHES

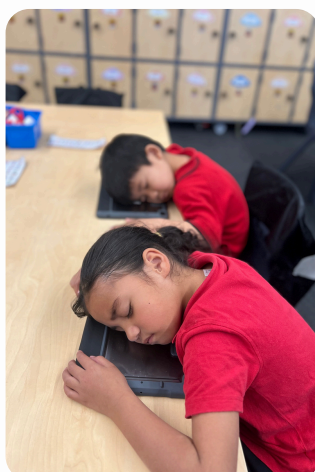
All students have a snack, brain break and lunch break every day. Please ensure you pack enough food for your child for each break. A balanced diet with the right foods contributes to your child's growth and development, and enables them to focus better in their learning.

Examples of healthy foods you can include in your child's lunchbox are: fruit, vegetables, sandwiches, wraps, yoghurt and fruit bars.

ELECTRONIC DEVICES

Children should have a maximum of **30 minutes** screen time each day at home (e.g. on the iPad, watching tv, computer time). We encourage children to spend time playing with friends, being active, exercising, reading, and drawing rather than playing on electronic devices.

Increased use of screen time can have a serious impact on your child's wellbeing, sleep/wake cycles and their overall ability to learn and develop at school.



SCHOOL READINESS SKILLS

CHECK 1

If hearing and vision defects go unnoticed in the early years, a child will face learning difficulties at school. So, have your child's hearing and vision checked before they start school to avoid problems later.

CHECK 2

Learning to read and write is a developmental process and before these skills can be acquired, a child must have an understanding of how to co-ordinate their body. There is a strong connection between basic physical and academic ability.

CHECK 3

If your child can perform most of the tasks below, they should have no problems settling into the school environments.

CAN YOUR CHILD:

Physically:

Can your child independently.....

- ☐ Dress and undress themselves?
- ☐ Know how to take off their jumper when they're hot?
- ☐ Open their lunchbox and unwrap their food?
- ☐ Unscrew and screw up their water bottle?
- ☐ Manage to turn a tap on and off?
- ☐ Go to the toilet, including use of a urinal or toilet cubicle with a lockable door?
- ☐ Wash and dry hands?
- ☐ Use a handkerchief or tissue correctly?
- ☐ Cover their mouth/nose when they sneeze and/ or cough?
- ☐ Manage packing a school bag?
- ☐ Put things away after using them?
- ☐ Jump with two feet together?
- ☐ Climb a climbing frame?

Maybe you could practise these with your child over the holiday period.

We look forward to supporting your child to develop the important skills they require for their learning and wellbeing.

Emotionally:

Does your child...

- ☐ Cope with separation from family members?
- ☐ Control their anger?
- ☐ Do things for themselves?
- ☐ Look after their own things?
- ☐ Persist when completing a set task?

Socially:

Can your child...

- ☐ Follow directions?
- ☐ Take guidance from adults other than family members?
- ☐ Experience being a part of a large group?
- ☐ Listen to teachers and other children?
- ☐ Use proper speech and not baby talk?
- ☐ Adapt to changes in their routine?
- ☐ Do what is asked?
- ☐ Express their needs?
- ☐ Share with peers?
- ☐ Know how to take turns?
- ☐ Talk to adults?
- ☐ Sit still and listen to a story or music for 15 minutes?

PREPARING FOR SCHOOL

Beginning school is an exciting time for families. At Westall Primary School, we are looking forward to ensuring your child makes a happy and smooth start to school.

SUPPORTING YOUR CHILD

When children attend school, they have to begin to cope with bigger buildings, more children, new adults, new rules and routines.

You can support your child by:

- Visiting the school and familiarising them with the buildings and playground
- Explaining what the school bell means
- Talking to them about how long the day will be
- Ensuring that they get enough sleep by setting an early bedtime and keeping to routines
- Making sure they have a balanced breakfast at home
- Packing a healthy snack, fruit snack, water bottle and lunch in named containers
- Having them dress themselves so they are able to take their own jackets and jumpers on and off at school
- Teach them how to use the school crossing
- Each day ask your child to tell you about one good thing that happened at school.

GETTING READY FOR YOUR FIRST DAY

- Develop a morning routine so that your child arrives at school organised and on time.
- Speak to your child's teacher if you think your child may have difficulty settling into school.
- Students usually settle more easily when parents say their goodbyes and leave promptly.
- Be punctual when collecting your child from school. Please let the school know if you will be late.
- Make time for your child at the end of the day by encouraging them to tell you about their day.



THE FIRST DAY...

This will be your child's first day at school, and may be their whole day without you. We know that parting may be difficult, but it is better for your child if you say your 'goodbyes' as quickly as you can – we promise to look after your child!

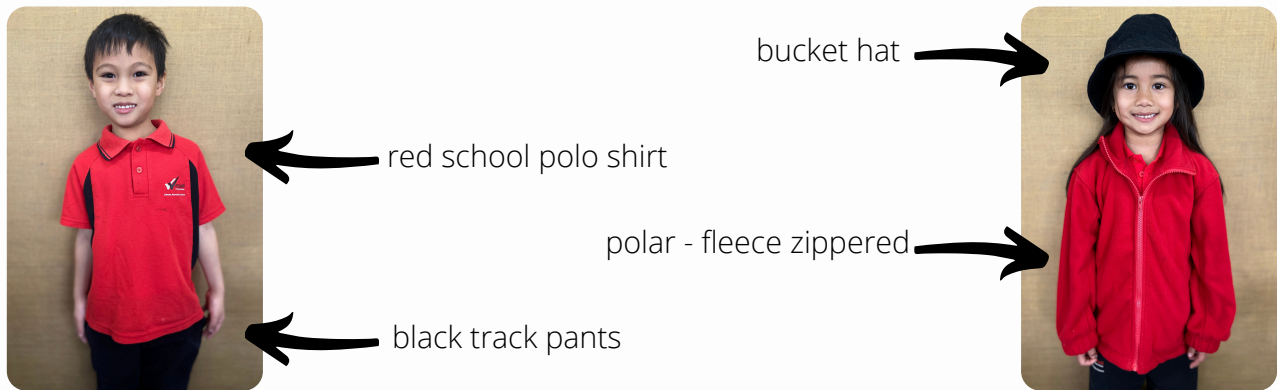
- Talk to your child about starting school – where he/she will make new friends, play games, sing and make things. Be positive and encourage your child to be positive about school. By showing your them that you value the school and their education, your child will be more successful.
- Please arrive at the classroom at 9:00am to meet the teachers and settle your child in. At 9:15am, all parents are invited to join other new parents in the staffroom for morning tea.
- Organise a 'meeting spot' with your child or with older siblings after school. That way your child always knows where to find you.
- Prep students are encouraged to stay with their teachers until collected. Paid out of hours care facilities are available for students unable to be collected at this time.

On the first day your child will need to bring to school a:

- School bag clearly named
- Sun smart hat clearly named
- Fruit snack, snack and lunch
- Drink bottled clearly named – water only (no juice, cordial, fizzy or sports drinks)



UNIFORM



Not pictured

- Red micro-fibre jacket
- Red wind cheater V-neck
- Black shorts
- 'Skort' (shorts and skirt combined)
- Girls Polo Dress

Bucket hats and/or wide brimmed hats are compulsory in all Victorian Primary Schools from 1st September until 1st May.

UNIFORM

Please click on the link below and download the QR App to purchase your child's uniform.

https://www.westallps.vic.edu.au/_files/ugd/e796df_07aba3505d114622b82aba0813db8116.pdf

VOUCHER - LETTER

A uniform letter is provided to all Prep students which offers a free school hat and a take-home book bag. Children will receive these items on the first day of school from their home group teacher.

LOST PROPERTY

Please ensure **ALL** items of clothing and property are labelled with your child's name. Any lost property can be collected from the corridor outside the Prep Room either before, or after school hours.

HEALTHY LUNCH BOX CHECKLIST

Is there a food from each of these groups in your child's lunchbox?

Bread – bread roll, a slice of bread, pita bread, flat bread, fruit loaf, scones, rice cakes, pikelets, crisp bread, crackers, noodles, rice or pasta.

Lean Meats – ham, chicken, tuna, salmon, eggs, baked beans or lentils.

Fresh Fruit – banana, grapes, small apples, plums, mandarins, apricots, chopped fruit salad or tinned fruit in natural juice (please make sure your child can open the container).

Vegetables – shredded lettuce or grated carrot in a sandwich, veggie sticks (e.g. carrot or celery) or in a salad (e.g. cherry tomatoes, cucumber, capsicum, green beans or corn).

Dairy Products – fruit yoghurt, cheese sticks, cheese slices, custard, milk.

Drinks – plenty of water!

We suggest that you send your child to school with

- One sandwich
- One snack – preferably not chips or biscuits. Instead try carrot sticks, celery sticks, green beans
- A few pieces of fruit
- Water bottle

Keep lunches cold by storing in an insulated lunch box bag.

The school canteen will be available each day at recess and lunch for students. A menu list will be sent home in the first week of school.

Parents are asked to provide all food as 'nude food', with no wrappers, this will also speed up food consumption. Ideally this would be in a Bento box style container.

