Dear new families,

Welcome to Windsor Primary School!

We are a small-inner city public primary school tucked away between the back streets of Windsor, near Presentation College and Christian Brothers College. The Parents and Friends Group has created this guide to help new families feel welcome and comfortable. Hopefully it provides you with everything you need to know.

**School times**

The [school day](https://www.windsorps.vic.edu.au/term-dates) starts when the playground opens at 8.45am and classes start at 9am. Recess is at 10.40am until 11.10am and the younger children have fruit snack in their classroom around 12.30pm. Lunch hour is from 1pm to 1.50pm with children having the first 15 minutes in their classroom to eat lunch. School finishes at 3.30pm with a second bell at 3.45pm marking the end of teacher supervision. If students arrive late and miss roll call their parents will have to sign them in using the touch-pad at the front office. If no one collects a student at the end of the day they will be taken to the front office and parents will be contacted to make sure someone is on their way.

**School terms**

Windsor Primary follows the Victorian Government’s school term timetable. **Teachers will often have a training day the first Monday of term, which makes it a pupil-free-day**. Prep students attend a full school day five days a week from the start of the school year.

**Lunches and food**

Students must bring a snack, fruit, and lunch to school each day. For lunch order service, see documents section of website. Windsor Primary does not have any food bans (such as dairy or peanuts), but has a healthy eating policy and aims for wrapper-free lunches every Friday to reduce litter. If COVID restrictions allow it, the Parents & Friends hold a BBQ lunch in the last week of term and a cake stall on the last day of term. A Lunch Box ideas booklet produced by the Parents & Friends is available from the front office for $10.

**Classes**

Students are split into Learning Spaces that are labelled LS1, LS2, LS3 etc. Each Learning Space has one teacher and a dedicated classroom. Learning Spaces within the same grade often mingle. In 2020, Prep had two Learning Spaces and Grades One and Two had three. The LS number will change depending on how many students enrol each year.

**Uniforms**

All students must wear school uniform every day, except for dress-up days, such as Book Week or the Walk-a-thon. Uniforms can be ordered through a form. Please [read the school’s uniform rules on the website](https://www.windsorps.vic.edu.au/uniform) for details about accessories like socks, shoes, and jackets. Ask the Parents and Friends if you want tips on where to buy other items like socks or girls netball knickers (mini-shorts worn under dresses). **Please clearly label all clothing items.**

**Sun Smart**

Students must wear hats during summer and spring in Term 1 and Term 4. Students are encouraged to wear sunscreen, but must apply it themselves. If a student forgets their hat they have to sit in the shade during breaks or borrow a hat from teachers.

**Library**

The school’s library is currently on the top floor of the main building, just below the bell tower. All prep-students receive a red government-supplied book-bag when they start school containing four books. Students visit the library once a week for literacy activities and to choose a new book to borrow. Please remember library day, because ‘No bag, no borrowing’.

**School grounds and maintenance**

Windsor Primary is about to have a major renovation to completely renovate the front building and improve school facilities. The smaller building is for Prep to Grade 2 students. Maintenance is carried out by a handyman and the school council is responsible for prioritising repairs. Our Parents and Friends groups hold regular working bees to keep the school grounds looking as neat and tidy as possible (please come along!). The school entrance at The Avenue is locked from about 9.15am to 3pm so visitors must enter via Hornby Street during the day.

**Transport**

Students who cycle or scoot can lock up their bikes, scooters, and helmets in the bike shed behind the Ardoch Kitchen building. Bikes must be walked through the school, not ridden. On-street parking is available on The Avenue and Hornby Street, but is limited and parking inspectors are often seen around the area. The Westbury St/Dandenong Road Tram stop is just 50m from the school. Routes 5 and 64 run along Dandenong Road. Windsor is the nearest train station.

**Events**

In a normal year, the school has some [all-school events](https://www.windsorps.vic.edu.au/news-events) and parents are often encouraged to help by contributing food or supervising. For example, for Harmony Day in March students are encouraged to bring in a plate of food from a specific culture. The food is served in a giant buffet at lunch time with help from parents and teachers. A Walk-a-thon is held in Term 2 and is a major annual fundraiser, but requires lots of parents to help supervise. The school does an intensive swimming program in Term 4. [Details of extra-curricular events](https://www.windsorps.vic.edu.au/new-index) are on the website.

**Communication**

The school produces a fortnightly newsletter called [Windsor Words](https://www.windsorps.vic.edu.au/news-events) that is available online and sent out through Compass. A paper copy is available on request. Windsor Primary also uses a smartphone and online app called Compass for instant all-school communication and to notify parents of absences and vice versa. Teachers use an app called ClassDojo to talk directly to parents and share class news. Personal log-ins to these apps are provided in the first week. School assembly is held at 3pm on Friday afternoons and is open to all parents, unless health restrictions are in place. The Parents and Friends run a Facebook Group for quick communication and to share information about their events.

**School funding**

As a state-funded school Windsor Primary receives government funding, but like all state schools relies on parent contributions and fund-raising to provide materials like books, art supplies, app subscriptions, music programs, and sports equipment. There is also an option for families to contribute extra money to help the students in genuine financial distress so they don’t miss out.