



WOONGARRAH PUBLIC SCHOOL

PRACTICES AND PROCEDURES

PARENT INFORMATION BOOK

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Principal: Leonie Clarkson

We would like to extend a warm welcome to you and your family to Woongarra Public School and thank you for enrolling with us. We look forward to working with you so that your association with the school will be a happy and rewarding one and hope that you will quickly become part of our school learning community.

The purpose of this booklet is to provide you with information that may assist you in meeting the needs of your child as he / she begins learning at our school. Please do not hesitate to contact any member of staff if we can be of assistance to you in ensuring that your child enjoys challenging and fulfilling school years at Woongarra Public School.

School Motto

Think, Dream, Believe, Achieve

Term Dates for Students 2018

Term 1	Tuesday 30 January (Years 1-6), Thursday 2 February (Kindy)		
		to	Friday 13 April
Term 2	Tuesday 1 May	to	Friday 6 July
Term 3	Tuesday 24 July	to	Friday 28 September
Term 4	Monday 15 October	to	Friday 21 December

School Hours

8:30	Supervision commences
9:00	Morning bell
10:55	Eating time (supervised)
11.00	Beginning of play break
11.30	End of play break
1.05	Eating time (supervised)
1.15	Beginning of play break
1.45	End of play break
3.00	End of day

Arriving and Departing From School

- The front gate and side gate open at 8:30. Students are not to arrive before 8:30. The safety of students is the responsibility of parents before this time.
- The side gate is closed throughout the school day.
- Playground supervision begins at 8:30am. There is one teacher on duty.
- Classes begin at 9am.
- Students who arrive before 9am wait under the COLA until the bell rings.
- There is no entry or exit via the staff carpark. This area is out-of-bounds and dangerous for children.

Late Arrivals / Early Departures from School

- Parents need to request a pass from the office if students arrive late or need to leave early and provide an explanation for the partial absence.

The importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Collecting students from school

- Parents who wish to collect students from inside the school are asked to wait under the COLA. Please do not wait in walkways or outside classrooms as this can distract some children
- K-1 classes move to the COLA to wait to be collected
- Years 2-6 students are dismissed from the classroom

Road Safety

- There is a designated crossing on Mataram Road. Please use this if crossing Mataram Road. Please do not cross near the staff car park exit.
- Sun Orchid Drive is unsupervised and congested. Please consider road safety at all times if exiting via the side gate.

Bus Travel

- K-2 children are eligible for a bus pass. Years 3-6 are only eligible for free bus travel if they reside outside a 1.6km radius of the school. See also www.transport.nsw.gov.au.
- A teacher is allocated to bus duty to supervise students until the bus arrives

After School Care

After School Care providers are responsible for arranging supervision of students from 3pm.

Riding to School

- Students must be 10 years or older to apply to ride a bicycle to school. An application form is available from the office.

Staff

Executive Team

Principal – Leonie Clarkson

Assistant Principals: Sharon Buhr, Lorne Smith, Kirsten Blake (Rel.), Wendy White (Rel.)

Teaching Staff

In addition to the four teaching Assistant principals, there are 18 permanent class teachers.

Teacher / Librarian

Mrs Gilbert is the teacher librarian, 5 days a week. Students are allocated 1 hour per week for library on a particular day. Kindy and Year 1 students are allocated 30 minutes. K-2 learn to use the library. Years 3-6 focus is on Information Skills

School Counsellor

Mrs Brenda Stannard is the School Counsellor, 2 days per week

Learning and Support Teacher

0.9 Learning and Support Teacher available to support teachers of students who are experiencing learning difficulties, have a disability or behaviour difficulties or need adjustments to the curriculum or learning environment

Administrative Staff

The administrative staff provide support to maintain the smooth operation of the school, including preparing materials for classrooms, supporting students with First Aid needs, enrolment of students, administration of finances and other clerical duties.

There are 2.7 administrative staff. Mrs Glenda Stanford is the School Administrative Manager

School Learning Support Officers (SLSO)

SLSOs are employed to assist students with disabilities who receive Integration Funding Support.

General Assistant

Mr Dave Barraclough is employed 5 days per week as the General Assistant

Site Handyman

Mr Scott Goddard is employed by the maintenance contractor, Spotless.

Canteen

- The school employs a canteen supervisor, Helen Dinham, and relies on parent volunteers to operate efficiently
- Canteen is open Tuesday to Friday each week for recess and lunch
- Lunch orders should be written on a lunch bag and placed in the canteen slot before school
- Students may purchase from the canteen between 11-11:20 and 1:15-1:30

Class Organisation

Class names match the name of the classroom (known as a Homebase), as shown on the map. Students in Homebase 1, for example, are known as HB1.

						HB21 (demountable)	HB22 (demountable)
Bottom row, closest to grass	HB1	HB2	HB3	HB4		HB18 (demountable)	HB19 (demountable)
Library row	Library			HB5	HB6	HB7	HB8
Top row, near admin block		HB9	HB10	HB11	HB12	HB13	HB14
Next to hall	HB15	HB16					

Curriculum / Key Learning Areas

Key Learning Areas include:

- English
- Mathematics
- HSIE, including History and Geography
- Science and Technology
- Health, Personal Development and Physical Education
- Creative Arts

The NSW Education Standards Authority (NESA) website

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home> contains useful information and overviews of each key learning area for parents.

Routines

Sport

- Sport Day is different for each class. The class newsletter will provide details
- All students in Years 3-6 participate in the school's athletics and cross country carnivals
- Students in K-2 participate in a mini athletics carnival at school
- Competitive swimmers in Years 3-6 participate in the school's swimming carnival
- Students have the opportunity to compete at zone, region and state level in many sports
- The school's intensive swimming program is held in Term 4 each year for students in Years 2-6 to learn to swim

Special Religious Education, Special Ethics Education

- Classes occur every Thursday at 11:30 for K-2 and 12:05 for Years 3-6
- Combined (Protestant) and Catholic scripture lessons are offered.
- Other students attend non-scripture or ethics class if available and requested

Assembly

Assemblies are held each Friday from 9:15 am (K-2) and 11:30am (Years 3-6). A different class conducts the assembly and presents an item on a roster basis. Merit Awards are presented for each class. Bronze, Silver, Gold and Super Gold awards are also presented. Parents most welcome.

School Rules

To help protect rights, and to encourage responsibility, we have basic rules for our classrooms and for times when we are out of class. Our rules are simple to remember:

BE SAFE BE KIND BE FAIR BE GREAT

At our school BE SAFE means

- Walk on footpaths to move around the school
- Students are not permitted in the car park
- Teachers must be present if students are inside buildings
- Wear school uniform, including a wide-brimmed hat
- Keep your classroom and belongings tidy
- Cross the road safely at the crossing
- Be punctual
- Treat the buildings, grounds, furniture and equipment with respect
- Wait for buses inside the school grounds with the teacher on duty
- Wear a helmet when riding to school and walk your bike in the school grounds
- Play the right games in the right area. Charts are displayed in all classrooms
- Play non contact games only
- Tackling and rough play is not safe and therefore not allowed
- Play in an area where you can see a teacher
- Stay in the playground unless you have permission to be elsewhere
- Blue lines indicate out-of-bounds areas
- Hats should be worn when outside – No Hat, Play Under the COLA

At our school BE KIND means

- Be polite to teachers, visitors and other students
- Be a good sport and show good sportsmanship
- See a teacher if someone is injured or needs help
- Listen to others without interruption
- Try to work through problems without arguing
- Follow the directions of teachers
- Be helpful and respectful to others
- Treat others as you would like to be treated
- Help new students feel welcome
- No swearing or put downs

At our school BE FAIR means

- Tell the truth
- Label all of your belongings
- Keep your belongings in the right place
- Hand in any lost property to a teacher
- Take care when using your own property, the school's property and other people's property
- Share equipment fairly
- Take turns - give everyone a chance to have a go and share the teacher's time fairly
- Let others join your games
- Apologise if you do something wrong
- Tell the teacher if you need help or can't solve a problem
- These things are not safe and not permitted at school: glass bottles, knives or weapons, drugs, (unless prescribed medication with written authority), computer games, chewing gum,

toys that might get broken or easily lost, jewellery, except for studs and sleepers, thongs or open toe shoes, electrical equipment, rollerblades, scooters and skateboards.

At our school BE GREAT means

- Be proud of our school and take care of it
- Give your best effort at all times
- Act sensibly on the way to and from school
- Place litter in the bins provided
- Help to make our school a great place
- Aim for quality work and behaviour
- Do your work on time
- Be enthusiastic and enjoy learning
- Participate in learning
- Represent your school with pride

Health

Asthma

Our school is an Asthma Friendly School. Please complete a Student Asthma Record to provide details of asthma management and emergency care if your child has asthma.

Head Lice

If head lice are observed, parents will be notified and requested to treat the child on the same day. A general head lice notification is sent home.

Health Care Plans

If your child has a medical or health condition, it may be necessary to complete a Health Care Plan. This will assist the school to ensure that we are adequately prepared to meet your child's needs on a day-to-day basis and in case of emergency. Contact the office to discuss specific issues or requirements.

Sick Bay

Located in the admin block. There are two beds where children may rest if they are unwell or receive an injury. Students are monitored from the main office. Parents will be contacted using the emergency numbers you have provided if a child presents to sick bay and does not recover in a short period of time. Parents receive a slip advising if a child has visited sick bay throughout the day and returned to class.

Medication

If medication must be administered during school hours, parents should contact the office to complete an application form. Under no circumstances should students bring medication to school without permission.

Attendance

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school. Once enrolled, children are required to attend school each day it is open for students.

What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide the school with a verbal or written explanation for the absence. You can do this by writing a note, via Skoolbag app, or by calling the office. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

The school may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. We may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child.

Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, an Application for Extended Leave will need to be completed. You can request an application form the office. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

My child won't go to school. What should I do?

You should contact the teacher as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

Communication

It is important that parents are able to access teachers at times that are convenient to both parties. To ensure that parents can have their questions answered or concerns dealt with we need protocols for open and honest channels of communication.

- If you have a concern or question about your child or the school's programs, please consult the guide below to determine who you should speak to first.
- Before school, teachers are busy making final preparations for starting the day. Teachers will be in meetings or in their classrooms setting up for the day after 8.30am. This is not a convenient time to approach the teacher for a chat about your child. If you have a quick message you would like to give the teacher that should be fine. For any more substantial matter please make an appointment for a more suitable time.
- Likewise, after the bell has rung for the start of school, please do not enter your child's classroom or attempt to speak with the teacher. The teacher must give his or her full attention to the students at this important settling in time. We appreciate parents leaving the school when the bell rings at 9am to allow your child to begin to focus on school.
- You can make an appointment with a teacher by contacting the Administration Office and asking for the teacher to contact you. If you ask to make an appointment, please briefly note what you would like to discuss so the teacher can prepare.
- If you need to get a message to your child during the school day, please make sure it is an urgent matter, for example, going home arrangements have changed. Contact the Administration Office before 2:30pm to allow time for messages to be given.
- Staff response to emails - the speed of sending an email may lead one to expect an equally speedy response. However, teachers may not check email during the school day. They may then need time to find the answer to your enquiry before replying. Sometimes a face-to-face meeting will be the best way to deal with an issue.

Who should you speak to?

Should you have any concerns about your child's school experience we ask that you contact your child's teacher in the first instance. Make an appointment and organise a time to talk with the teacher in an unhurried and confidential atmosphere.

If the teacher cannot resolve the issue, or provide you with a satisfactory response, the teacher or you may ask for the issue to be addressed by a member of our school leadership team.

Concern	Action
The academic progress or welfare of your own child	Contact your child's teacher by note, phone or in person to arrange a suitable time to discuss any issues. If possible, state the nature of the concern to allow the teacher time to collect any information that may assist.
Actions of other students	Contact the class teacher for further information, as above. The class teacher may ask for the stage supervisor to address the issue in some cases.
School policy or practice	Contact the office and state nature of concern. The office staff will advise you of the appropriate person to meet with (e.g. stage supervisor, sports coordinator, LST coordinator, Assistant Principal or Principal) and assist you to make an appointment to meet with the appropriate member of staff.
Actions of a staff member	Contact the office and state nature of concern. The office staff will advise you of the appropriate person to meet with (e.g. teacher, supervisor or Principal) and assist you to make an appointment to meet with the appropriate member of staff.
Change of information	Contact the office to convey information about change of address, telephone number, emergency contact, custody details, health issues, medication etc. This can be done in person, on the phone, or via email.

Respectful communication with staff

- Please speak politely to staff. Respect between people is the basis of a harmonious community.
- Please do not complain to a staff member about another staff member. If you have a complaint, follow the guidelines in the Complaints Resolution Policy.
- Gossip is only ever harmful. Please refrain from passing on gossip about staff, students or fellow parents.
- Please also be respectful when using Facebook or other forms of social media. Negativity can spread rapidly so it is far better to raise any issues with the staff member who can help you.

Newsletter

A school Newsletter is produced each fortnight and sent home via email and Skoolbag.. It is the primary source of information on school events, activities and student achievements

Skoolbag App

We have a Mobile App to help us communicate more effectively with our community. To install, simply search our school name 'Woongarra Public School' in either the App Store, or Google Play Store.

Class Newsletters

Each term, a class newsletter is issued by the teacher with information for the coming term, including units of work, special events, excursions, assembly roster and other information specific to your child's class.

Reports to Parents

Written student reports are sent home twice a year in Term 2 and Term 4

- Parent-teacher interviews are held at the end Term 1, then upon request.
- Other formal and informal meetings with parents and teachers occur during the year

P & C – Parents and Citizens Association Meetings

The P&C meets twice each term. Meetings are held on the first Wednesday of each month. Dates and times are published in the newsletter.

Weekly Behaviour Communication Card

Woongarra Public School recognises and rewards the positive behaviour of its students. We are committed to developing programs that support students and reward them for doing the right thing and remaining positive. One mechanism we use for this purpose is the weekly communication card. Cards will be issued this week.

Each Friday, teachers provide a ranking of On Track or Needs Improvement based on your child's behaviour and commitment to learning throughout the week. The teacher may also provide a comment where necessary to provide more information to parents. Cards need to be returned by Thursday each week. No ranking will be received if the card is not returned, or if your child is absent for the week.

The ON TRACK ranking is the expected standard. Most students will receive this ranking each week.

Students who are ON TRACK follow the class, school and playground rules consistently. These students usually or always:

- ✓ Are in the right place at the right time
- ✓ Cooperate with staff
- ✓ Interact well with others
- ✓ Follow teacher instructions
- ✓ Treat others politely, with respect and good manners and not tease, bully, laugh at, or hurt the feelings of others
- ✓ Work to the best of their ability and to ask for help appropriately when needed
- ✓ Work well in groups
- ✓ Work well independently
- ✓ Play sensibly and fairly, with good sportsmanship
- ✓ Allow others to learn without causing distractions
- ✓ Show enthusiasm for learning
- ✓ Respect the property of others and not take, damage or destroy other people's belongings
- ✓ Care for the school environment
- ✓ Help others to feel safe and happy in the classroom and playground
- ✓ Listen to others, try to work out problems in a fair and peaceful way and tell the truth
- ✓ Act sensibly in and out of school and bring credit to the school

If a student's behaviour NEEDS IMPROVEMENT to meet the expected standard, a comment may be provided. This would also be discussed with student and / or parents at an appropriate time.

Rankings are determined by the class teacher, based on information provided by all staff (e.g. playground duty teachers, library, RFF). Students are encouraged to remain ON TRACK. This will ensure that they progress through the positive behaviour incentive plan.

Students need five **On Track** rankings to achieve a bronze award, 15 for silver, 25 for gold and 35 for super gold. Rankings do not have to occur on consecutive weeks – it's a cumulative system. Awards are presented at the weekly assembly.

On Track	Award	Reward
5	Bronze	Certificate
15	Silver	Certificate
25	Gold	Certificate
35	Super Gold	Determined annually

The system is concluded at the end of each school year and students start afresh each new school year.

Homework

Homework is a valuable part of schooling. It allows for practising, extending and consolidating work done in class. Homework must be purposeful and relevant to student needs and should not jeopardise the right of children to enjoy a balanced lifestyle.

Teachers will:

- set homework that is appropriate for each student's age and ability
- set homework that is clearly stated so that all students understand the tasks
- ensure homework builds on work undertaken in class
- mark homework and provide timely feedback to students

Homework is not compulsory and disciplinary measures cannot be taken for failure to complete homework. Homework tasks or assignments will not be set, or used, to formally assess student learning.

The main types of homework activities are:

- Practice exercises – to revise and reinforce newly acquired skills. Examples include learning words for spelling, reading or learning mathematical facts.
- Preparatory homework – to gain background information for a unit of work or to prepare for future lessons, for example, surveying parents, or collecting materials.
- Optional extension tasks or assignments may be set occasionally in Years 1-6 to encourage students to pursue knowledge individually and imaginatively. Examples include model making, projects, or internet searches.

Kindergarten

Students are not expected to complete homework in kindergarten. Students participate in the Home Reading program. Sight words are sent home for students to practise.

Stage 1

Students participate in the Home Reading program and complete practice exercises in English and / or Mathematics. Some preparatory tasks may be included at times to support learning in class (e.g. collecting objects or information to use in class activities). Stage 1 students should spend no more than 1 hour per week (15 minutes per day)

Stage 2

Daily reading should continue. Homework will consist of practice exercises in English and / or Mathematics, or occasional theme based tasks to support learning in class (e.g. gathering information to use in class activities). Stage 2 students should spend no more than 1.5 hours per week (20 minutes per day)

Stage 3

Daily reading should continue. Homework will consist of practise exercises in English and / or Mathematics, or occasional theme based tasks to support learning in class (e.g. gathering information to use in class activities), or completion of class work. Stage 3 students should spend no more than 2 hours per week (30 minutes per day)

Home Reading

- Daily home reading is included in this time for all students K-6.
- A take home reading scheme operates for students in K-2.
- Students in Years 3-6 should read materials from school or home

Uniform

The wearing of uniform:

- develops students' sense of belonging to the school
- defines an identity for our school within the community
- provides opportunities to develop school spirit and promote whole school tone and morale
- increases the personal safety of students, and
- removes the possibility of dress competition.

The school's uniform has been selected in consultation with parents. Please actively encourage your child to wear school uniform every day.

Uniforms are available from Lowes at Lake Haven. The school keeps hats in stock.

Boys	Girls
<u>Summer Normal Wear</u> Light blue school shirt Navy shorts Light blue or navy socks Black shoes	<u>Summer Normal Wear</u> Navy / light blue check uniform, or Navy / light blue check culottes, with Light blue shirt, Peter Pan collar Light blue or navy socks Black shoes
<u>Winter normal wear</u> Navy pants with light blue school shirt or skivvy Navy V-neck jumper (with emblem), or Navy zippered jacket (with emblem) Light blue or navy socks Black shoes	<u>Winter normal wear</u> Navy / light blue check dress, with navy tights, or Navy pants and light blue shirt or skivvy Navy V-neck jumper (with emblem), or Navy zippered jacket (with emblem) Light blue or navy socks, or navy tights Black shoes
<u>Primary Sports Wear</u> Light blue polo shirt (with emblem) Unisex navy sports shorts White socks and joggers Navy pants or track suit pants in winter	<u>Primary Sports Wear</u> Light blue polo shirt (with emblem) Unisex navy sports shorts or navy skort White socks and joggers Navy pants or track suit pants in winter

Jewellery

Except for a wrist watch, stud or sleeper earrings, all other jewellery including dangling earrings, bracelets, anklets and necklaces should not be worn. This is a safety issue.

Hats - No hat, play in the shade

In accordance with Cancer Council guidelines, students must wear broad brimmed hats (navy blue) when outside. A "No Hat – Play in the Shade" policy restricts exposure to sunlight.

Hair Accessories should be navy or light blue. Scrunchies made from the checked uniform material are available.

Lost Property

If your child has lost something, come to school and look through the lost property box outside the office

Fruit break is a set break for students to eat fruit or vegetables and drink water in the classroom. Fruit breaks supports students to establish healthy eating habits while at school. All classes participate in fruit break, generally at around 10am each morning. It is not compulsory, but highly encouraged.

What foods are allowed during Fruit Break?

- All fresh fruit (e.g. whole fruits, chopped melon etc.)
- Fruit canned in water, juice or 'no added sugar' (e.g. peach slices)
- Dried fruit – please limit as it contains concentrated sugar
- All fresh vegetables (e.g. carrot, celery sticks, broccoli bits etc.)
- Plain water
- For younger students – send small pieces of fruit, or cut up a piece of fruit into smaller pieces.

What foods are not allowed during Fruit Break time?

- All other drinks including waters with added vitamins, minerals or carbonates
- Fruit jams or jellies
- Fruit pies or cakes
- Fruit canned in syrup or artificial sweeteners
- Canned or processed vegetables
- Vegetable or potato crisps, hot potato chips, olives
- Vegetable pastries, cakes, fritters, quiches or similar
- Popcorn
- Yoghurt – including the squishy packets with fruit added
- Fruit straps, fruit bars (packaged confectionary)
- Nuts

Complaints

Complaints, as well as compliments and other constructive feedback, create opportunities for the school to improve the quality of its services and prevent future problems.

If at any time you find that you have a concern about the school, you are encouraged to come to the school and tell someone so that your concern can be resolved. It is our aim to do the very best we can to ensure a productive, safe and enjoyable experience for our students. Should you feel that you must raise a concern formally, the Department of Education has procedures for ensuring that complaints are handled fairly. The Department's Complaint Handling Policy and School Complaint Procedure sets out the framework for handling complaints.

How you can make a suggestion or complaint

- Information about how to lodge a complaint is available from the school office.
- It is best to discuss your concerns with your child's teacher first. Make an appropriate time to meet or phone the school and ask for an appointment with the teacher.
- If you are not happy with the result, or if you do not feel it is appropriate to talk to them, phone and make an appointment to discuss your concerns with the supervisor or principal.
- You may bring a friend or relative to be your support. If you need an interpreter, we can arrange that - just ask beforehand.
- If your complaint is about the principal you will need to contact the school education Director in your area. Ask the school office staff at your school for their name and number.
- If your complaint cannot be resolved in an informal way, we may ask you to put it in writing. It is important that you include specific details of the situation and tell us what you would like to happen as a result of your complaint. You can use the form that is available:
- https://education.nsw.gov.au/media/c-and-e/complaints_and-compliments_form.pdf

What you can expect

- How your complaint is managed depends on what it is about.
- Most complaints can be resolved quickly and informally to everybody's satisfaction simply by talking to the teacher concerned, an executive or the principal.
- Some complaints are covered by a particular policy or by special legislation (e.g. safety or anti-discrimination policies). You will be advised if this is the case with your complaint. You will be told the name of the person who is dealing with your complaint and their contact number.
- Occasionally more serious or complex complaints require investigation. These can take a longer time to resolve. If this happens, you will be informed of the progress and the result of your complaint by phone or in writing at regular intervals until the matter is resolved.
- If you have not heard from the person handling the complaint within a reasonable time, call to ask them what is happening.

For more information you can visit the Department website at

<https://education.nsw.gov.au/policy-library/policies/complaints-handling-policy>