

Woonona Public School

Parent Information Booklet



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find us on Facebook

Principal's Message

Welcome to Woonona Public School.

Here at Woonona Public School we are firmly focused on embedding the globally recognised Visible Learning ethos in all learning. This approach is based on the extensive work of Professor John Hattie that spans more than 17 years and involves millions of students. It represents the largest evidence based body of research into what really works in schools and how schools can make a difference. Our work is also heavily supported by that of another famous educational researcher Dylan Willams, whose work compliments that of Professor Hattie.

The aim is to make learning visible to the students. To enable students to see themselves as their own teachers and teachers to see learning, through the eyes of the student - students are active in their own learning. With teacher help they are able to plan the next learning step; they understand the learning intentions and use the success criteria to achieve them. They can answer the three key questions. Where am I? Where do I need to go? How will I get there?

Feedback in all its forms, teacher to student, student to teacher and teacher to teacher features heavily throughout the school. Our aim is to evaluate our impact, minute by minute, day by day and adjust our teaching accordingly. Effective instructional feedback, teacher to student, student self-assessment, peer assessment, feedback from students to teachers, teacher coaching, observation lessons and assessment for, of and as learning, support our quest for individual student growth.

We want students to see mistakes as learning opportunities that with effort, perseverance, practice and hard work, can move their skill set forward.

Here at Woonona Public School we are committed to working daily on improving the learning of each and every student and the pedagogical practice of each and every teacher. We were rewarded for our work by the Australian Institute for Teaching & School Leadership in 2017. They filmed our practise and added it on their web site as an example to others, something we are justifiably proud of.

We hope you enjoy taking this learning journey with us as much as we do.

Lorraine Bradwell

Principal



Opportunities available to students

All students study the curriculum as set out by BOSTES - Board Of Studies and Educational Standards.

All students K-6 take part in the study of:

- English
- Maths
- Science
- Geography
- History
- Physical education and health
- Creative and Performing Arts

In addition there are a wide range of additional experiences offered to students. These include:

- Creative Arts activities, which include music, dance, drama, art and craft
- Choir including Illawarra Choral Festival
- School Excursions linked to the curriculum
- School Camps for senior students
- Musical Performances, including Southern Stars
- Dance including the Dance Festival
- Public Speaking
- Sporting activities within the school
- Participation in primary school interschool sport and district sports trials
- School discos
- Film making
- Coding
- Talent Quests and Games Clubs run by our Student Representative Council
- and many more....

We encourage parent participation at many levels. Whatever way you would like to be involved, you are most welcome and your suggestions and input are highly valued. Our P&C meets on the second Wednesday of every month at 6:30pm in the staff room. We would encourage you to attend, as this is an excellent way to meet other parents and learn first-hand what is happening at our school.





Our fortnightly Newsletter (Term Planner every other week), is available online, please subscribe through our website www.woonona-p.schools.nsw.edu.au. These informative publications keep you abreast of what is happening from day to day and week to week. We also try to give you an overview of term happenings and events so that you are kept informed. We often seek your advice on various school programs or issues via the newsletter and through online surveys. The P&C also provides detailed information about P&C meetings, events and fundraising. Please take the time to read our newsletter.

In addition we publish weekly updates, photos of work being done in the classrooms and provide information on our school Facebook page.

During the school year there will be frequent opportunities for you to visit the school. At the beginning of each school year, information sessions are held so that you are informed about work to be covered and class, stage and school expectations and procedures.

Parent Teacher Interviews are held at the end of Term 1, so that any early concerns can be raised by either party. However you are encouraged to approach your child's teacher as soon as a need arises. It is important that we maintain open communication at all times. Please remember that staff have a duty to their class and cannot discuss issues at length during class time, so if possible, please phone ahead for an appointment.

Parents are invited to Assemblies, where individual classes perform items, to Easter Activities, Education Week and many other school activities and celebrations of success. At the end of the school year we hold an Annual Presentation Day. All of these allow us to celebrate and reward student progress, success and achievements in many different ways.

When your child first enrolls in a new school, whether as a Kindergarten student or in later years, the first few days and weeks can be quite daunting. Please feel free to approach the school if you need clarification of any policies or procedures, or have any concerns or worries. We are very approachable and want your family to become an integral part of our school community as quickly as possible.

You may see your child's teacher, Stage Coordinator or Principal. Our only request is that you make an appointment through the office so that we can ensure sufficient time is set aside for productive discussion.

Our well-resourced Library supports teaching/learning programs throughout the school. Internet facilities enable students to develop research skills to a high level.

The development of computer skills remains a high priority.

We have two computer laboratories that cater for class, group and individual needs, as well as classroom notebooks and iPads. A Kindergarten to Year 6 computer program is implemented as part of our Release from Face to Face Program. All classrooms make use of smart board technology.

Wi-Fi exists throughout all the classrooms.

Student Welfare programs ensure students learn and play in a safe, supportive environment. They are:

- The school core values are - Respect, Co-operation, Responsibility and Effort.
- A Student Representative Council develops leadership skills and student participation in decision-making.
- A Playground Policy rewards co-operative behaviour and discourages bullying.
- A Year 6/Kindergarten Buddy System provides support and encouragement for our youngest students by our oldest.
- A Child Protection Program is conducted every year from Kindergarten to Year 6.
- Each class designs their own WOW menu - a menu of rewards that individuals and classes work towards achieving. The offerings are many and varied and highly valued by the students as they have designed them.
- A range of consequences for negative behaviour exist, but include time out, home/school communication books and reflection time.
- A revised student welfare policy aligned to Visible Learning and our recently identified learner qualities will be available in 2018.



Attendance

Attendances are recorded daily and an 'electronic roll call' is conducted before the first lesson of the day begins. If your child is late to school please collect a late arrival slip at the school office. If you need to collect your child early from school you will also need to collect an early departure slip at the school office.

As per the Department of Education's attendance policy, exemptions for holidays no longer apply. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

If your child is away from school it is important that you send a note as soon as possible to the office or phone the school. This is essential for school records.

For your convenience an absence booklet is available from the school office and it would be appreciated if parents use this type of note format.

The best thing you can do to ensure your child's success at school is to send them to school every possible day.

School Development Days

School Development Days are pupil free days. These take place at the start of Term 1, 2, 3 and the last 2 days of Term 4 each year.

Assemblies

Whole School Assemblies are held in the school hall every term about Week 9. In addition Kindergarten to Year 2 students hold an assembly in Week 3 of each term and Years 3 to 6 students in Week 6 of each term. The purpose of these assemblies is to bring students together for recognition of achievement – merit certificates, sport, music, language activities, social contact, personal development and awareness of our heritage. Children are given an opportunity to develop self-confidence by addressing fellow students and presenting small items.

Library

Students will have a library lesson each week. They are taught research skills, correct use of the library and that reading can be a constant source of enjoyment, information and recreation. A library bag is required to protect the borrowed books.



Newsletter

The School Newsletter is published every second week and a 'Term Planner' is available on every other week. They provide an opportunity for the school to inform parents of educational happenings. The School Newsletter and Term Planner are an important means of communication between the school and parents. It will be posted on our website www.woonona-p.schools on Thursday, please take the time to read it each week. You are able to subscribe to receive the Newsletter/Term Planner on your email or download the app by clicking on 'Newsletters' on our website and following the prompts.

Excursions

Excursions are part of the School Curriculum in certain subjects and it is important that as many students as possible participate. Excursions widen the horizons and expose the students to a variety of experiences outside of school, study the history and geography of other areas and provide opportunities for social contact. Permission notes are sent out in advance and are also available on the website, giving parents information on dates, location and costing. At the bottom of the permission note is an area that needs to be completed by the parents and returned to school.

School Banking

School banking through the Commonwealth Bank is processed on Wednesdays by a parent helper. Children get a hands-on learning experience giving them the knowledge, independence and confidence to better handle their money as they get older. If you would like your child to open up a bank account, forms are available at the school office. Every Wednesday the deposit book and amount to be deposited are put into our school office mail box. After processing, the deposit book is returned to the student through the classroom teacher.

Court Orders

Please note that it is the parent's responsibility to provide the school with up to date court orders in relation to custody, access, etc. As per the Department's policy the school is able to respond only to the orders it currently holds. If no court orders are available then the school is obliged to allow access to both parents.



Money Collection

All money and permission notes that your child brings to school must be placed in the 'School Mail Box' located in the foyer of the School Office. Please ensure that your child places the money and relevant forms into the mail box first thing in the morning. No change is available over the counter but can be sent with the receipt to the classroom later in the day. Payments can be made through POP – Parents Online Payments (access through the school website) or by cash and cheque.

At the start of each term you will receive a term invoice incorporating activities happening during the term that requires payment, eg. excursions, performances and sport. Student Assistance is available to those families dealing with financial hardship. Also if you are having difficulty paying the term fees, we can organise small regular payments over a number of weeks. Please ring the School Office to discuss.

Sick or Injured Students

Students who become sick or injured during the day are sent to the sick bay in the Administration Building where our staff monitors their condition. If necessary, parents or the nominated contact person are telephoned.

In urgent cases medical attention is sought. All students are covered for ambulance assistance by the Department of Education and Communities.

Prescription medication can only be administered by staff, who must volunteer to do so. Parents need to complete the appropriate forms if this is required. Children with asthma or special needs such as diabetes, anaphylaxis or allergies will need to have their health care plan updated annually by a doctor. All students with serious health conditions need a Health Action Plan, please ensure that you advise the school office staff if this is required.

N.B. Please ensure your contact details are up-to-date. A 'Change of Parent/Emergency Contact Details' form is available from the School Office.



Daily Routines

Playground Supervision

Before School

- Students in Years 3 to 6 proceed to the primary asphalt playground and play until it is time to go into class
- Kinder to Year 2 students move to their area on the northern side of our two storey building after 8:30am
- A teacher is on duty in this area for the 25 minutes until students line up.

Early Arrival

Students are requested to arrive at school no earlier than 8:30am, as there is no teacher on duty before then. All students arriving early are to sit on the Stage 2/3 lunch seats until the first bell.

Recess

Students eat recess under the watchful eye of teachers. Time is given to eat, go to the toilet and play.

Lunch

For the first ten minutes of lunch classes eat under the supervision of the class teachers. On the play bell, students precede to the appropriate play areas. There are numerous teachers on duty throughout lunch.

Morning and afternoon

Roads & Maritime Services Crossing Supervisors ensure the children cross Gray Street safely. A drop off zone exists on Gray Street.

Wet Weather

During wet weather, students arriving between 8:30am and 8:55am are to proceed to classrooms.

Bell Times

<i>Before School:</i>	8:30am	First Bell
	8:55am	Assembly
<i>Recess:</i>	11:00am	Recess Bell
	11:25am	Line Up
<i>Lunch:</i>	1:10pm	Lunch Bell
	1:20pm	End Eating Time
	1:40pm	End First Half
	2:00pm	Line Up, end of second half
<i>Home time:</i>	3:00pm	

At 8:55am students in Years 1 to 6 assemble before school under the COLA between the Library and Stage 2 building. Students in Kinder assemble on the synthetic grass area on the northern side of Stage 1 building. At the end of recess and lunch, students line up at designated areas.

No running is allowed on the asphalt for obvious safety reasons.

School Uniform

The uniform is available from our Uniform Shop located on the western side of the Canteen building. The shop is run by the P & C and is open on Friday mornings from 8:30am to 9:30am and every second Tuesday 2:30pm to 3:15pm. Order forms are available at the office for those parents who are unable to be here when the shop is open. Orders will be made up and can be collected from the office.



Boys and Girls Wear

- Light blue, collared polo shirt with school logo on front left hand side.
- Grey shorts/grey pants.
- Girls may also wear grey culottes or the dress with red tie (summer) or tunic and red skivvy (winter).
- Plain white socks for girls and plain grey socks for boys. Black shoes or plain black joggers for both.
- Royal blue jumper or jacket with school logo on front left hand side.

Sport Uniform

Girls

- Red shorts or red culottes available if ordered.
- Royal blue polo shirt with school logo on front left hand side and Woonona screen printed across the back.
- Plain white socks and sport shoes.



Boys

- Red shorts.
- Royal blue polo shirt with school logo on front left hand side and Woonona screen printed across the back.
- Plain white socks and sport shoes.

Hat

All students have the choice of:

- Royal blue cap with school logo on the front.
- Royal blue 'bucket' hat or wide brimmed hat with school logo.



Please note: For obvious safety reasons, studs, sleepers and watches are the only items of jewellery to be worn to school. Shoelaces are to be tied up in the usual way.

The School Canteen

Our School Canteen operates most days of the week. Mums, dads, grandparents and carers are most welcome to help. Please contact the office, or the canteen supervisor, if you are interested.

Assisting in the canteen is a great way to get to know other parents and students in our school. Our Canteen Committee meets regularly to ensure the effective operation of the canteen, which is only successful because of the support of parents who are willing to volunteer once or twice a term.

You will receive a copy of the latest canteen price list when you enrol your child. Information is also on our website.

The canteen is open from 9:00am until 1:45pm. Lunch orders can be ordered online through QuickCliq or by cash/cheque in a paper bag given directly to the Canteen before 9:00am.

Students must bring a paper bag from home with their name, class and order written on it. The correct money, if possible, is appreciated. Please make a note on the bag if the order is required for recess or lunch. For a drink order please complete a separate bag. Do not include ice treats in a lunch order. These can be bought over the counter by your child during lunch.

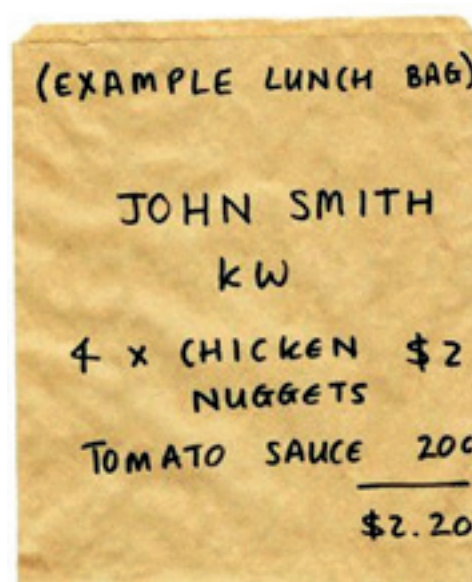
Lunches are placed in class baskets at the canteen and collected by class monitors just before the first lunch bell. There is no need for students to go to the canteen to collect their lunch. Students must collect their own recess orders from the canteen.

Our Space OOSH

An onsite, privately run Out of School Hours Care service operates daily, before, after school and in school holidays. Places are always in demand, so if you require this service it is important to contact the operators:

Christine or Alison @ Our Space OOSH

- mobile 0413 941 416
- email ourspaceoosh@gmail.com



Term Calendar

2018

Term 1	Tuesday 30 January	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	Wednesday 19 December

2019

Term 1	Wednesday 30 January	to	Friday 12 April
Term 2	Tuesday 30 April	to	Friday 5 July
Term 3	Tuesday 23 July	to	Friday 27 September
Term 4	Monday 14 October	to	Wednesday 18 December

2020

Term 1	Wednesday 29 January	to	Thursday 9 April
Term 2	Tuesday 28 April	to	Friday 3 July
Term 3	Tuesday 21 July	to	Friday 25 September
Term 4	Monday 12 October	to	Wednesday 16 December

