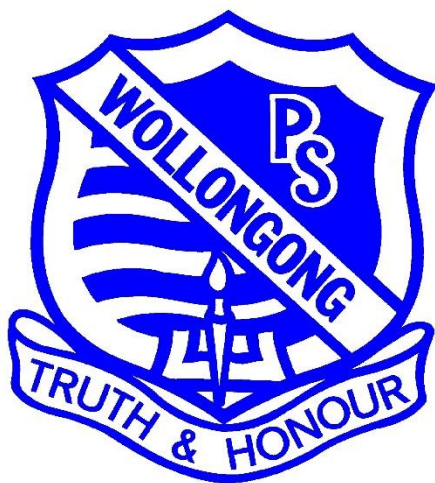


# **Wollongong Public School**

*'Quality Learning in a Caring Environment'*



## **Information Booklet**





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## School Vision

### *'Quality Learning in a Caring Environment'*

At Wollongong Public School, our priority is to build a learning community that embraces all sections of that community. We value every child and work hard to ensure that each child has a voice and is treated and treats others respectfully. Our teaching and learning strategy operates on a coordinated data informed, developmental approach (Village Model) using methods that research has shown to be successful, while always striving for excellence. Our aim is to build a team of educational experts to support the learners within our school to become confident, resilient, self-directed and successful, as they work towards their individual goals in all aspects of life.

Throughout their time at Wollongong Public School we aim to develop students who:

- enjoy learning and are self-motivated.
  - maintain positive self-esteem.
  - recognise and respect individual differences and value the opinions of others.
  - set personal goals and work towards their achievement.
  - possess the skills of communication, decision making, problem solving and critical thinking.
  - gather and use information, and adapt to change.
  - are prepared to take risks and be innovative in, and accountable for, their learning.
  - enjoy a healthy lifestyle through participation in sport and leisure activities.
  - acquire competencies in all Key Learning Areas.
  - respect their environment.
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## School Context Statement

Wollongong Public School is located in the centre of Wollongong and has an enrolment of over 500 students. The school culture is that of connectedness, inclusion and belonging, with students, staff, parents and the wider community working together to promote school excellence and recognise that all learners have different histories of learning. The school has a highly dedicated staff, composed of a well balanced mix of experienced and beginning teachers, who care deeply about the learners they are supporting.

Our school is supported by a strong and vibrant multicultural community, and our Community Hub ensures that non-English speaking families can engage with and prepare their children to transition into our school. The student population reflects that diversity, with 68% of our students having a language background other than English, with 52% of those students requiring some level of EAL/D (English as an Additional Language or Dialect) support. We also embrace a small number (2%) of Aboriginal students in our school cohort. The school has two Opportunity Classes which cater for high potential and gifted students from the Wollongong, Wollongong North and Shellharbour Education areas. The school has strong relationships with the P&C committee, who work closely with school staff to support and engage with families. Wollongong Public School has a proud history of supporting the wellbeing of all children, promoting student responsibility, respect, lifelong learning and a desire for students to achieve their best.

Our students come from a wide range of socio-economic backgrounds. Extra-curricular opportunities in Sport, Science, Technology, and Creative and Performing Arts, enable our students to excel through a range of different experiences.

The school has completed a situational analysis that has identified three areas of focus for this Strategic Improvement Plan. It is important to note that this builds upon the work undertaken through the previous school plan which focused on teacher deep engagement with the syllabus and the quality implementation of explicit teaching using assessment data to differentiate the curriculum.

Our situational analysis confirmed that data driven practices will provide all students with learning opportunities that address their specific needs. We need to continue developing our teachers so that they not only understand the data that they are collecting, but are also using research informed practices to address needs identified through that data. Our teachers plan together under the leadership of three very experienced Instructional Leaders and their stage based Team Leaders with each teacher responsible for a week of planning in each learning cycle– this means the same teaching strategies are being used across all classes in the grade ensuring equitable opportunity for all children.

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## **1. Student Growth and Attainment**

Through analysis of our student performance measures it has become evident that expected growth in both reading and numeracy would need to be an area for explicit focus in our new school plan. Our NAPLAN gap analysis allowed us to identify specific target areas for reading and numeracy and these will become a focus for future professional learning. In addition, we have implemented significant in-class support for teachers and student learning by creating Instructional Leader positions and an intervention model that is supportive of all tiers of learners. To consider our options for addressing the needs of our students we reviewed our Year 1 Phonics Screener results and through examining current research, we recognised that there was a need for a realignment of teaching and assessment practices, as supported by our review of the Science of Reading literature. A thorough analysis of this research, as well as the What Works Best - 2020 Update, has led us to reflect and modify our practice. Therefore the school plan for 2021-2024 will be based on explicit, direct instruction combined with data driven practices.

## **2. Classroom and Whole School Leadership**

An in-depth analysis of our current programs and practices in K-2 and 3-6 is required in order to ensure we are aligning our practices across the spectrum of K-6 and providing continuity of learning for all students, particularly those entering Stage Two. In order to bridge this gap, it is imperative that we are implementing quality, evidence-based interventions and current best teaching practices in all stages and classrooms across our school setting. This will be guided by the instructional leadership model and will build on the collaborative approach of the previous school planning cycle. This will help to ensure teachers are continually refining and transforming their practice, with an increased focus on understanding their impact in the classroom.

## **3. Positive School Culture**

Through analysis of our surveys and SCOUT data, we have identified a need to review attendance procedures within our school, particularly in regards to monitoring and identifying families in need of support. We will endeavour to work closely with students and their families, to strengthen the relationship between the home and the school, and to ensure we are catering for the wellbeing needs of all members of our school community. The WPS Community Hub is an integral part of this strategy. Our continued work and implementation of the Positive Behaviour for Learning (PBL) framework will also underpin our planned approach to addressing the wellbeing needs of our school.

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Targeted lessons, whole school expectations and values, as well as reward systems and behaviour monitoring strategies will continue to be developed and refined in order to align with our school context and to meet the evolving needs of our students.

The school is striving to build a complementary expertise approach involving shared responsibility for learning, progress and success leading children through the learning opportunities. Our work with individual students will be responsive and closely monitored. Structures will be put in place to identify students who need intervention and students not showing growth will be monitored and supported by the team of teachers supporting each class. Continual monitoring of student performance data will determine areas of need and success at a class and school level and the involvement of the whole school community in this process will be essential for success.

## School Expectations

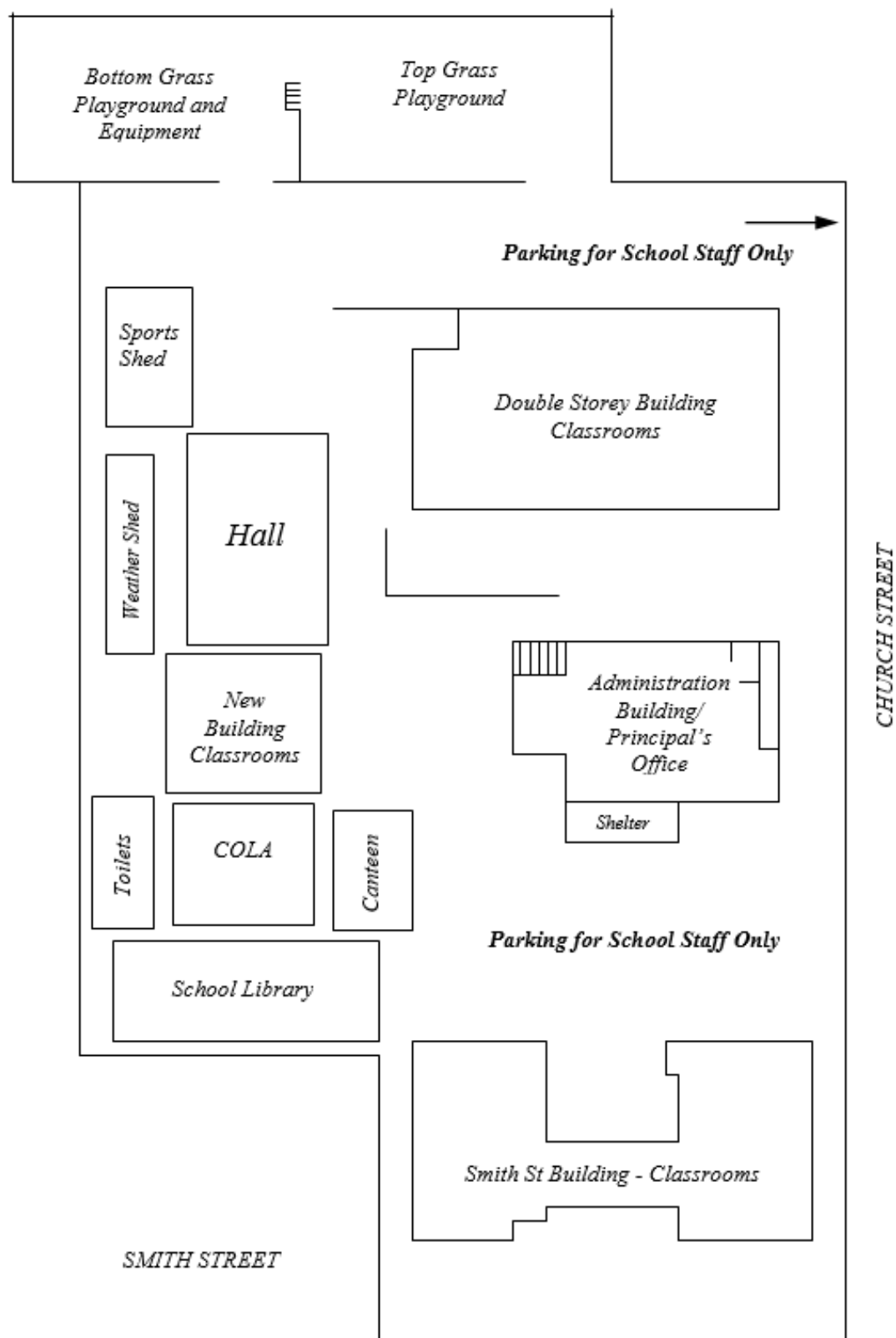
At Wollongong Public School we follow the NSW Department of Education behaviour code for students. It is expected that students will:

- respect other students, their teachers and school staff and community members,
  - follow school and class rules and follow the directions of their teachers,
  - strive for the highest standards in learning,
  - respect all members of the school community and show courtesy to all students, teachers and community members,
  - resolve conflict respectfully, calmly and fairly,
  - comply with the school's uniform policy or dress code,
  - attend school every day (unless legally excused),
  - respect all property,
  - not be violent or bring weapons, illegal drugs, alcohol or tobacco into our school,
  - not bully, harass, intimidate or discriminate against anyone in our school.
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## SCHOOL MAP





# Section 1

## School Information

**PRINCIPAL:** Mr Harold Cosier  
**DEPUTY PRINCIPAL:** Mrs S Neaves (Relieving)

**Address** Wollongong Public School  
67A Church Street  
WOLLONGONG NSW 2500

**Phone** (02) 4228 9120

**Email** [Wollongong-p.school@det.nsw.edu.au](mailto:Wollongong-p.school@det.nsw.edu.au)

**Website** [www.Wollongong-p.schools.nsw.gov.au](http://www.Wollongong-p.schools.nsw.gov.au)

**Office Hours** 8:30am – 3:15pm

**School Hours** 9:00am – 3:00pm

**Students are to arrive after 8.30am as there is no supervision prior to this time.**

**There is no supervision after 3:00pm.**

## VISION STATEMENT

*Quality Learning in a Caring Environment*

## SCHOOL MOTTO

*Truth and Honour*

## SCHOOL COLOURS

Navy and White

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# Section 2

## School Uniform

Our school uniform is outlined below for both boys and girls. In line with our behaviour code for students it is expected that all students comply with our uniform policy and dress code. Uniforms can be purchased through the uniform shop run by the P&C or in our generic colours from retailers such as K-Mart and Best & Less. Opening hours are Monday's from 8:30am – 9:00am, Wednesday's from 2:30pm – 3:00pm and Fridays from 8:30am – 9:00am. Uniforms can be ordered online at: <https://wollongongps.square.site>. The uniform shop is located in C Block.

The Second-Hand Uniform Shop will be open in our Community Hub on Monday and Friday mornings from 8:30am – 9:00am.

Hats – Navy bucket or surf hat with school logo. School Hats can also be purchased from the Administration Office. Cost is \$15. ***Please ensure you have the correct money as no change is available from the office.***

Caps are **NOT** accepted as part of our school uniform.

Religious headwear should be plain white or navy blue.

***HATS are compulsory - We have a 'no hat, play in the shade' policy.***

### Girls Summer Uniform

- Blue and white checked Tunic with a white tie
- Navy shorts or skorts
- White polo with navy trim & school logo
- Blue polo with school logo
- White socks

### Girls Winter Uniform

- Box pleat navy tunic
- White skivvy or white shirt
- White polo with navy trim & school logo
- Blue polo with school logo
- Long navy pants
- Navy fleece jumper with school logo
- Micro fibre jacket with white stripe on sleeve and logo
- White socks

### Boys Summer Uniform

- Navy Shorts
- White polo with navy trim & school logo
- Blue polo with school logo
- Grey socks

### Boys Winter Uniform

- Long navy pants
- White polo with navy trim & school logo
- Blue polo with school logo
- Navy fleece jumper with school logo
- Micro fibre jacket with white stripe on sleeve and logo
- Grey socks

### Girls and Boys Sports Uniform

Navy sports shorts or skirts (for girls)

Navy track pants in winter

White and navy sports panelled shirt with school emblem.

Footwear should be sturdy and completely enclose the foot. We encourage both boys and girls to wear black 'school' shoes, however, plain white is also acceptable. Sandals of any type are not to be worn as they are a safety risk.

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# Section 3

## A-Z of School Organisation

### ABSENCES

Parents are to notify the school to provide explanations for any absence. This can be done via a note, phone call, email or class communication system. Long term or repetitive sick leave may require a medical certificate.

Absences for travel (family holidays) must be approved by the principal. Application for Extended Leave-Travel forms can be found at [www.Wollongong-p.schools.nsw.gov.au](http://www.Wollongong-p.schools.nsw.gov.au). Completed forms need to be returned with a copy of relevant travel documentation (eg - ticket or itinerary) for approval by the Principal.

**If children arrive late to school, parents must sign-in children at the school office. If children leave early from school, they must be signed-out by parents at the school office.**

Regular attendance is a legal requirement. Children should be at school unless they are sick. Recurrent absences will come to the attention of the Home School Liaison Officer (HSLO) for investigation and intervention.

### ACCIDENTS/ILLNESS

First Aid for minor injuries is provided by our First Aid Officers. When there is concern that an injury may be more serious, parents will be contacted. In some instances, an ambulance may be called to ensure that students receive timely medical attention.

Students who present to their teachers as unwell are sent to Sick Bay for observation and comfort. If they continue to be unwell, parents will be notified. Children who are unwell should be kept at home to prevent the spread of illness. In all instances, the staff take great care to ensure the safety and welfare of all students.

### ANIMALS

Animals are not permitted on school grounds.

### ARRIVAL AT SCHOOL

The school is open from 8:30am with lessons commencing at 9:00am until 3:00pm. As the playground is not supervised before 8:30am, children should not arrive before this time except for organised school activities e.g. excursions, band tutorials etc. Children arriving before 8:30am on odd occasions must sit under the cola.

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If your children will need to consistently arrive early to school, you are advised to contact our OOSH to arrange for your children's supervision.

### **ASSEMBLIES**

At the assemblies, the children listen to talks given by staff and/or visitors, sing, discuss school matters, display work, present items etc. Awards for various achievements are presented at these assemblies. Parents are invited to attend.

### **BEFORE & AFTER SCHOOL CARE**

Big Fat Smile operates before and after school care on our premises from 7.00am – 9.00am each school morning and again from 3.00pm - 6.00pm each afternoon. This group operates a vacation care program as well. They can be contacted on **4227 1961** for more information.

### **BELL TIMES**

<b>Monday – Friday</b>	9:00am
<b>Break 1</b>	11:00am–11:30am
<b>Break 2</b>	1:20pm–2:00pm
<b>Home Time</b>	3:00pm

### **BOOK CLUB**

Several times throughout the year, the children are offered the chance to purchase books from Scholastic Book Club. There is no obligation to buy the books advertised. Order forms are sent home with the children and books purchased arrive within a month. Orders can be made through the LOOP online platform. The school values this service and gains points that can be redeemed for books for the classrooms and/or library.

### **BOOKWORK**

It is our endeavour to have neat bookwork throughout the school. Parents are asked to assist when children are completing written work at home by encouraging neatness and correct posture, pencil grip and style.

### **BUS TRAVEL**

It is expected that children behave safely and considerately when travelling by public transport. Parents need to ensure that their children have the appropriate skills and maturity to travel safely without adult supervision.

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## CANTEEN

Please support the canteen that supports your school! The canteen will operate Monday to Friday for lunch orders only. Online Orders are encouraged but orders can be handed in at the drop box at the canteen. There will be NO counter service at recess or lunch. **Flexischools** is the online canteen provider, simply visit [Flexischools.com.au](https://flexischools.com.au) and register an account.

## CLASS ORGANISATION

Classes are organised to best meet the needs of all students according to the staffing levels of the school. Many factors are considered when forming classes. These include the academic, social and behavioural needs of students, both individually and collectively, the balance of genders, the previous placement of students and the numbers of students in each grade.

We aim to create balanced, workable classes in which children can be grouped for work appropriate to their ability and stages of development. In accordance with departmental syllabus documents organised into staged outcomes, each grade equates to the following stages:

- Early Stage 1 - Kindergarten
- Stage 1 – Years 1 and 2
- Stage 2 – Years 3 and 4
- Stage 3 – Years 5 and 6

## CLASS SUPPORT

Interested parents and grandparents who have time available, are welcome to assist the classroom teachers with reading, craft, music, literature, sport and other curriculum areas. Children appreciate the extra support within the school. A departmental Volunteer Declaration form must be completed to work in the classrooms or volunteer in the school.

## COMMUNICATION BETWEEN HOME AND SCHOOL

Communicating to parents is a key feature of the school.

This includes:

- Permission notes, payment reminders, activity expressions of interest and Statement of Accounts are all sent via School Bytes.
  - Weekly Sway school newsletter published online on Fridays on the school's website, Facebook and our Skool Bag app.
  - Parent information evenings at the beginning of the school year.
  - Term 1 Parent/Teacher interviews.
  - Interviews at any time upon request; and
  - Written reports on student progress issued twice a year: towards the end of Semester 1 (mid year) and Semester 2 (full year).
  - Facebook
-



**School Newsletter:** Our Sway newsletter is uploaded each Friday. All parents are encouraged to subscribe to receive school information via our school app. It is important that you read this newsletter each week so that you will know what is happening at your child's school. Naturally, our students are mentioned regularly in the newsletter with their numerous awards and sporting and academic achievements. We also include a lot of community information and updates on school policies, student learning and initiatives.

**School Bytes:** For all school payments you will receive an email from School Bytes, [noreply@mail.schoolbytes.education](mailto:noreply@mail.schoolbytes.education) directing you to the payment link. **This is our preferred system.** Permission notes, payment reminders, activity expressions of interest and Statement of Accounts are all sent via School Bytes.

Our school offers an online payment system (POP). This portal can be accessed via our school website. Our school also accepts EFTPOS payments at the office.

**Please note: The school office does not accept cash payments.**

## **CUSTODY**

Where parenting agreements are in place relating to the care and custody of students, copies of court orders should be supplied to the Principal. In the absence of court orders, the Department of Education (DoE) recognises the right of both parents to participate in their children's education. Restriction on parental access can only be enforced if it is supported by current court orders. Parents should keep the Principal well informed of any issues relating to the custody and welfare of their children.

## **DISMISSAL OF CHILDREN**

All children will be dismissed in an orderly fashion at the end of each day from their classrooms. Children are to leave the school grounds immediately. **Play of any kind after school is not permitted.**

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Parents are reminded not to double/illegally park their motor vehicles outside the school. For safety reasons, parents and visitors are not permitted to drive into or park on school grounds. Parents and students are to enter and leave school grounds through the pedestrian gates only and not through the car parks.

### **DROP OFF AND PICK UP**

Please park in the designated area for dropping off and picking up students before and after school. The school has a 'Kiss and Drop' zone which allows you to stop just outside the school.

### **EARLY LEAVING FROM SCHOOL**

In exceptional circumstances, it may be necessary for students to be collected from school before 3:00pm. **Parents or carers must come to the Administration Building. Your child will be called to the office to meet you.** This is for your children's safety. No parent can collect a child other than their own without written permission from the child's parent.

Children should not be taken out of school for appointments that can be scheduled for other times. Regular attendance is a legal requirement.

### **EMERGENCY CONTACTS**

Parents are asked to provide telephone numbers for themselves and an authorised emergency contact. We must be able to contact you in the event of an illness or accident. Please ensure office records are updated if you have a change of home, business or mobile phone numbers.

### **ENROLMENTS**

All children living in the school's zoned intake area who turn five years of age by 31 July are eligible for enrolment in the first week of school. Parents will need to make an application for enrolment.

<https://ehub.enrol.education.nsw.gov.au/schoolenrolment/?schoolCode=3954>

When enrolling a student we need to see proof of residential address, proof of child's age e.g. birth certificate, passport. We also need to have a copy of your child's immunisation certificate/details. If your child has not been immunised they may still begin school but would be sent home for the duration of any disease outbreaks at school should they occur. Overseas students need to bring passports and visa information to the school office.

Applications from families not living in the zoned intake area will be considered where vacancies exist in accordance with the DoE Enrolment Procedures.

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## **EXCURSIONS**

Excursions are a valuable, educational experience for your child. At this school, all excursions are planned to support the teaching program. It is important that each child has the benefit of such experiences. However, participation is contingent upon students' behaviour and safety. Written consent is required for participation in activities beyond the school. Notes will be issued via School Bytes prior to the excursion. Financial support may be available for families experiencing difficulty in affording these essential experiences.

NB: Full school uniform is to be worn on excursions unless stated otherwise.

## **EXPENSIVE ITEMS**

Children are discouraged from bringing expensive toys, watches, mobile phones and other valuable items to school. No responsibility can be taken for theft or damage to these items. Please label any item, e.g. small cars, models that your child may bring for news sessions. These items must be left in bags during class time – mobile phones/devices must be taken to the office on arrival to school.

## **FUNDRAISING**

It is a great way to be involved in exciting events held within the school and a chance to meet other parents in your school community. Most importantly, the P&C raises precious and much needed funds to resource classrooms supporting and enhancing student learning and to upgrade school facilities. If you are interested in joining the fundraising team, please contact the fundraising coordinator through the school office. All parents are welcome and encouraged to become involved and support the efforts of the fundraising team and the P&C Association.

## **HAIR CARE**

Parents are advised to check their children's hair regularly as pediculosis (head lice) can cause problems within a school. Parents are advised to contact the school if their child has pediculosis. Treatments for head lice are available from chemists. It is strongly recommended that children with hair of shoulder length, or longer, wear it tied back to reduce the risk of contacting the hair of an infected child.

## **HEALTH CARE PLANS**

If your child has any health concerns, including asthma or food allergies, please inform the school so that an individualised 'Health Care Plan' can be developed.

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## HOMEWORK

In keeping with Departmental policy, homework is provided for all students. This will vary in amount and style, depending on the age and class of the child. We try to avoid providing work over weekends and holidays. Any concerns about homework need to be discussed with individual teachers.

Regardless of the age of your child, we would encourage all parents to provide children with the opportunity to read at home as regularly as possible. It's also great modelling if your children see you as a keen reader.

## IDENTIFICATION OF CLOTHING

Parents are urged to ensure all clothing is clearly marked with the child's name. Lost property can be found in a designated area.

## INFECTIOUS DISEASES

Common Infectious Diseases of Childhood – Periods of Exclusion

**More information can be found on the [NSW Health Site](#).**

Chicken Pox	Exclude for at least 5 days after onset of the rash and blisters have dried.
Conjunctivitis (Trachoma)	Exclude until discharge from eyes has ceased and treatment is in place.
German Measles	Exclude for at least 4 days from onset of rash.
Head Lice (Pediculosis)	Not excluded. Recommended treatment at home includes mechanical or chemical removal.
Hepatitis & Scabies	Re-admit on doctor's certificate only.
Impetigo	Exclude if their wounds cannot be covered, until 24 hours after antibiotic treatment has started or if no antibiotic treatment, until the blisters have dried out.
Measles	Exclude for 4 days from onset of rash or until no longer infectious. All non-immunised children may need to remain at home for the duration of the outbreak.
Mumps	Exclude for 9 days from onset of swelling.
Ringworm	Exclude until the day after anti-fungal treatment has started.
Whooping Cough (Pertussis)	Exclude while infectious. Generally after 5 days of antibiotics.



NSW Health recommends that children entering school should be immunised. This is particularly important because your child will be coming into contact with many other children and infection can spread easily. Please see your doctor about the recommended schedule of immunisations for your child. Children who do not have proof of immunisation may need to stay at home during the outbreak of a vaccine preventable disease at school.

### **ASSISTANT PRINCIPAL CURRICULUM & INSTRUCTION (APC&I)**

At Wollongong Public School, we have an Assistant Principal Curriculum and Instruction leader who works across the school K-6, specialising in the area of literacy and numeracy. Working alongside the Assistant Principal Curriculum and Instruction we have a team of Curriculum and Instruction teachers working directly with teachers and students to support high expectations, evidence-based instruction, data driven practices and to maximise learning outcomes for every child. Our APC&I team have a deep understanding and wealth of expertise in teaching literacy and numeracy across Kindergarten to Year 6. The APC&I team at Wollongong Public School are responsible for the school wide collection of data as per the NSW Department of Education school targets and the School Excellence Framework. They develop and implement effective practices to collect, analyse and monitor student progress in order to support quality, differentiated teaching and targeted interventions. A critical aspect of their role is to maintain a strong understanding of current research and best practice in education, in order to enhance student learning across our school. They lead high quality professional learning and support teachers in developing the skills to effectively use assessment to inform learning programs. Our APC&I team plan lessons alongside all teachers from K-6, including specialist support staff, and work with students in each classroom to support early, strong and sustained literacy and numeracy development.

### **INTERVIEWS**

Meet the Teacher information sessions are held early in Term 1 each year. At the end of Term 1 parents are also invited to an interview to discuss their child's progress at the end of Term 1. Interviews can be organised at other times throughout the year by phoning the school office to arrange a mutually convenient time.

### **JEWELLERY**

Jewellery, apart from watches and stud or small sleeper earrings, is not permitted at school.

### **LATE ARRIVAL AT SCHOOL**

**Any students arriving at school after 9:00am must report first to the school office for the issuing of a Late Arrival Note.** Late Arrivals Notes are kept on file and registered in the electronic school filing system. It is an expectation of the school that students will arrive by 9:00am each morning.

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## **LIBRARY**

Wollongong Public School has excellent library facilities. Books can be borrowed during class library lesson. All children are encouraged to borrow and use the books from the library. A library bag is required for each child. Books that are lost or damaged must be replaced or paid for.

## **MEDICATION**

Our school has a medication policy based upon the guidelines set out by the Department of Education (DoE). If your child needs to take prescribed medication on an ongoing basis; you need to complete the Request for Administering Prescribed Medication form so that the needs of your child can be met. The appropriate information and forms are available from the school office. Students requiring regular ongoing prescribed medication will need to bring the medication to the office each Monday morning in original medicine box with name and dosage. Students will be required to come to the office at the time set out in the health care plan.

Medication eg. antibiotics, can be taken before school, after school and in the evening and is not regarded as regular ongoing medication. Please speak to the school office for further clarification. Apart from asthma medication, children are not permitted to keep medication with them or in their bag. It must be stored in the classroom and/or office. Only staff members who have completed training are permitted to administer medication.

## **MOBILE PHONES & DEVICES**

As a matter of safety and supervision at school, students are not permitted to have or to use a mobile phone during school hours. In the rare instances where parents may feel that their child needs a mobile phone for before and after school, parents must advise the school of this by completing a request form from the office. All mobile phones, smart watches or devices need to be handed in at the office by students, where they are safely kept until the end of the day.

## **OFFICE HOURS**

Our school office is open from 8:30am to 3:15pm each day. Office staff are able to help with enquiries in most areas of school organisation. They are your first point of call in making appointments with the Principal, teachers and the School Counsellor, and in matters relating to finance and medication.

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## OPPORTUNITY CLASSES

We have two Opportunity Classes at the school for Year 5 and Year 6 students. These are classes for academically gifted children. Children in these classes come from all over the Illawarra. Students sit a state wide test in Year 4 and their placement in the Year 5 class is offered by the Department of Education's High Performing Student's Unit. Students are enrolled in Year 5 and remain at the school for Years 5 and 6 inclusive.

## PARENTS' AND CITIZENS' ASSOCIATION (P&C)

Meetings are held on Tuesday evenings on the first Tuesday of each month. All parents are most welcome to attend. These meetings are the forum for parent involvement in school governance and fundraising events. All children enrolled at Wollongong Public School benefit from the hard work and enthusiasm of this dedicated group of parents.

## PARKING

There is ***no parent parking on school grounds***. Parents or other adults bringing or collecting students must use street parking in accordance with regulations. Please ensure any adults involved in bringing your child to and from school are aware of this. Parking for visitors with mobility issues may be arranged by contacting the office.

## PERSONAL BELONGINGS

Children's clothing and personal classroom equipment (e.g. rulers, pencils, etc.) should all be labelled. Items of value and large sums of money should not be brought to school.

## PHOTOS

Each year professional photographers visit the school to take class, individual and sibling photographs. Parents are notified before the class photos are taken and are under no obligation to purchase.

## REPORTS

Student progress reports are issued in Terms 2 and 4 each year. Additionally, an Annual Report (AR) is produced each year, and is available on the school's website. The AR is an evaluation of the school's priority areas and targets for each year. ARs are produced by all public schools as part of the Department of Education (DoE) accountability procedures.

Student progress is reported to parents through parent/teacher interviews, and written student reports sent home at the end of each semester. Interviews are also available on request. Parents wishing to discuss student progress should telephone the school on 4228 9120 to make an appointment with the class teacher.

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## **SCHOOL COUNSELLOR**

A school counsellor is attached to our school 2 days per week and is available to provide support and information to teachers, parents and students. School counsellors are qualified psychologists with teacher training. They can assist with a wide range of academic, social, behavioural and emotional issues which may impact on a student's performance at school. Referrals can be made by teachers or parents.

Parents wishing to speak with our school counsellor should contact him via the school office.

**Parental permission is required before a child can be assessed by the counsellor.**

## **SCHOOL FUNCTIONS**

The attendance of parents is always appreciated at school functions, such as Education Week, music festivals, sporting carnivals, concerts, etc.

## **SCRIPTURE**

Special Religious Education (SRE) is provided by visiting clergy and voluntary scripture teachers for half an hour each Thursday. The lessons they give have the approval of the Department of Education (DoE) and the Council of Churches. All children are encouraged to attend these lessons as an important part of their moral development and social training. Scripture classes available are Catholic, Protestant, Buddhist, Ethics, Orthodox and Muslim. If you don't wish your child to attend scripture please inform us in writing. Non-scripture children are supervised by teaching staff and are engaged in meaningful activities during this time.

## **SPORT**

Sport for all children takes place each week and children are expected to wear the specified sports uniform. In K-6, students participate in the fundamental movement program aimed at developing coordination, fitness and the skills for games and sport. In Years 3-6, a range of sporting programs is provided. These include team and representative sports conducted as part of the Primary Schools Sports Association (PSSA). Positions for these teams are always highly sought, with many more students trying out than there are available places. Selection is at the discretion of coaching staff. The school participates in inter-school PSSA competitions in soccer, rugby league, softball, netball, basketball and cricket. Students are also involved in various gala days and knockouts.

Annual school carnivals are held throughout the year in swimming, cross country and athletics.

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## **SPORT HOUSES**

Students are placed in Sport Houses on entry to school and family members are always placed in the same 'House'. Sport Houses and colours are:

- Acacia: Yellow
- Banksia: Green
- Boronia: Blue
- Waratah: Red

## **STUDENT ASSISTANCE/WELFARE**

The school can assist families in need with meeting the cost of compulsory educational items at school. Subsidies can be offered to assist parents with the cost of uniforms, excursions and workbooks. A written request needs to be made to the Principal, indicating the area for which the subsidy is sought. All requests and allocations are handled confidentially and with discretion.

We have a very harmonious school with students from many different cultures generally working and playing together peacefully.

Current policies are available to all parents via the school website.

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

Our Student Representative Council (SRC) comprises of class representatives from Years K-6. The SRC assists with the organisation of many activities and student fundraising. It is an important leadership group that contributes to decision-making and improving facilities for students.

## **SUPPORT TEACHERS**

At the time of publication we have 4 English as an Additional Language or Dialect (EAL/D) teacher for 5 days a week. These teachers work with classroom teachers to support the needs of students from Non-English speaking backgrounds (NESB). We also have additional English language teaching support allocated under the New Arrivals Program.

## **TOYS / TRADING CARDS**

Individually owned toys are not recommended for the school playground. Only small, inexpensive, non-electronic toys may be brought to school to play with during the lunch break. No responsibility will be taken by the school for lost, damaged or missing toys.

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## **UNIFORM**

All students are expected to wear full school uniform, including a school hat (refer to section 3). **The school policy is 'No hat, play in the shade'.**

## **UNIFORM SHOP**

The uniform shop, coordinated and managed by parent volunteers is open every Monday 8:30am – 9:00am, Wednesday 2:30pm – 3:00pm and Friday 8:30am – 9:00am. All profits go to the P&C. If you would like to help, please leave your name and contact number at the office and someone will be in contact with you.

## **2<sup>nd</sup> HAND UNIFORM**

If you are kind enough to bring 2<sup>nd</sup> hand uniform items, it would be helpful to us if the clothing is washed and clean. We are unable to sell clothing that is not in reasonable condition, and items like this are put in the clothing disposal. 2<sup>nd</sup> hand uniform items are available at our Community Hub on Monday and Friday mornings from 8:30am – 9:00am. They are sold for a small fee.

## **VISITING PERFORMERS**

At times during the year the children are entertained and educated by a variety of recommended visiting performers. Such performances may include drama, music, mime, puppetry and other displays related to curriculum programs.

## **VISITORS TO THE SCHOOL**

All visitors to the school must first QR Code Check-in at the office before entering any other area of the school. This is a security measure. Parents are asked to ensure that other people involved in their child's care (e.g. grandparents) are aware of this requirement.

## **VOLUNTARY ANNUAL FAMILY CONTRIBUTION**

Families are asked to contribute once a year to provide funds for additional classroom resources to enhance our students' learning. A note outlining the cost of the Voluntary contributions is sent home early in Term 1 each year.

## **WEBSITE**

Our school website can be found at [www.wollongong-p.schools.nsw.gov.au](http://www.wollongong-p.schools.nsw.gov.au) It contains information about the school and its programs, policies and procedures. The school newsletter can be downloaded from the website.

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# Section 4

## Curriculum

At Wollongong Public School, teachers implement the Department of Education curriculum policies and syllabus documents and endeavour to adapt them to our school's specific needs. We assess these state-wide policies and aim to relate them to the needs of the individual student through suitable school-based programs.

**The curriculum is divided into six Key Learning Areas (KLAs).**

**All KLA areas will be covered by students every year from K-6.**

### **ENGLISH:**

Speaking and Listening, Writing and Representing, Handwriting, Reading and Viewing, Spelling, Grammar, Punctuation and Vocabulary, Thinking Imaginatively and Creatively, Expressing Themselves and Reflecting on Learning.

### **MATHEMATICS:**

Number and Algebra, Measurement and Geometry, Statistics and Probability. Working Mathematically is across all strands.

### **SCIENCE AND DIGITAL TECHNOLOGIES:**

Working Scientifically, Design and Production, Physical World, Earth and Space, Living World, Material World, Digital Technologies.

### **HUMAN SOCIETY AND ITS ENVIRONMENT:**

History and Geography.

### **CREATIVE ARTS:**

Music, Drama, Dance and Visual Arts.

### **PHYSICAL EDUCATION, PERSONAL DEVELOPMENT, HEALTH:**

Healthy, Safe and Active lifestyles, Movement skill and performance, Health, Wellbeing and Relationships.

### **NSW SYLLABUSES BASED ON THE NEW AUSTRALIAN CURRICULUM**

Further information about the new NSW syllabuses based on the Australian curriculum can be found on the Education Standards Authority website at [www.educationstandards.nsw.edu.au](http://www.educationstandards.nsw.edu.au)

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## **EXTRA-CURRICULAR ACTIVITIES**

- School choirs
- Public speaking
- Debating
- Chess Club
- Dance Groups
- Student Representative Council (SRC)
- Inter-school sports competitions – Primary Schools Sports Association (PSSA)
- Sports representation at district and state levels
- Swimming, cross country and athletics carnivals
- Various sport knockouts and gala days
- Class, grade and stage incursions and excursions
- Overnight excursions for years 5 and 6

## **SUPPORT PROGRAMS**

If class teachers have concerns about individual students in their classes, these students are referred to the Learning Support Team (LST). The LST, consisting of a coordinator (Deputy Principal), School Counsellor, Learning and Support Leacher (LaST), Principal, grade coordinators and referring class teachers meets on a weekly basis to provide support for students with specific learning needs. At the LST, decisions are made about the appropriate intervention and support for referred students. Students may be referred to the School Counsellor for assessment and/or behaviour management strategies and/or counselling or to the LaSTs for specific literacy assessments. Referrals are recommended to specialist agencies including speech therapy, occupational therapy, paediatricians and child psychologists. Support programs are also developed in classes with the support of the LaSTs to cater for students with specific learning needs.

## **RELEASE FROM FACE TO FACE TEACHING (RFF) PROGRAM**

All class teachers have allocated hours per week free from teaching. This is called RFF and during this time class teachers prepare assessments and/or teaching and learning programs as well as marking class work. They may also meet with other staff or parents to discuss student progress. During this time, your child will be taught by one or more of the RFF teachers.

## **FORMATION OF CLASSES AND STUDENT PROGRESS**

Classes are formed so that each child has an equal opportunity to develop skills and talents to the best of his/her ability. Student progress is assessed continuously throughout the year and regular weekly tests, activities and assignments and daily classroom performance are taken into account when reports are compiled.

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## Section 5

### Student Wellbeing

#### POSITIVE BEHAVIOUR FOR LEARNING

PBL stands for Positive Behaviour for Learning. It is a whole school approach for promoting positive behaviour within our school. PBL is about teaching the desired behaviours to students and showing them how they can be successful, allowing for a safe and supportive learning environment.

Our school values are the expectations the school and community of WPS believe are required to create a positive learning environment. The three school values are: **Respect**, **Responsibility** and **Safety**. All areas around the school have the school values and expectations displayed on signs to support students in making positive choices on the playground and in classrooms.

Each week, teachers engage students in PBL lessons which reinforce the three school values and expectations. We appreciate your support with discussing these expectations with your child at home.

WPS launched the 'fast and frequent' whole school reward system. This system aims to recognise and encourage positive and appropriate behaviours in all areas at school. A fast and frequent puggle is a small token which all K-6 students can receive when they display the three school values on the playground and in the classroom. All K-6 students work towards a set target and when this is achieved a whole school reward occurs and is chosen by the SRC.





## Wollongong Public School

### UNIVERSAL MATRIX for PBL Expected Behaviours

	RESPECT	RESPONSIBILITY	SAFETY
All Settings	Use manners Look after our school environment Follow teacher directions	Take ownership of actions Help others	Be in the right place at the right time. Keep your hands and feet to yourself Report incidents to the teacher
Bottom Grass	Put rubbish in the bin. Follow directions of peacekeepers.	Ensure your belongings leave with you. Return sports equipment. Sit down while eating.	Wear your school hat. Use equipment appropriately.
Playground Equipment	Use the equipment on your timetabled day. Share equipment.	Use the equipment as it was designed to be used. Play fairly and take turns. Finish eating before playing.	Wait your turn. Use with teacher supervision. Wear your school hat.
Top Grass	Follow directions of Peacekeepers. Follow sport timetable. Participants only Display good sportsmanship	Return sports equipment to the storeroom	Be aware of those around you when running or kicking a ball. Play by the agreed rules of the game Wear your school hat.
Asphalt	Play approved games. Follow directions of Peacekeepers.	Place your belongings in your class tub. Play by the agreed rules of the game. Sit down when eating.	Walk. Stay in bounds. Wear your school hat.
Asphalt- Afternoon pick up	Listen carefully to teacher announcing names	Sit in grade lines or with an older sibling  Walk to car immediately when name is called	Stay in view of teachers Keep gates and walkways clear Wear your hat. Wait until the car has stopped at the kerb
Hall	Electronic equipment used by trained students with supervision.	Play in bounds.	Enter only with teacher supervision.
Assembly	Enter and leave quietly Shake hands when receiving an award Clap politely Listen and look at the speaker	Quickly and quietly line up when the bell rings. Sit in area as directed by teachers Sit without speaking	Enter and exit in your class lines. Walk to and from the stage. Sit with legs crossed - hands in laps



	RESPECT	RESPONSIBILITY	SAFETY
Hall Cola	Follow timetabled days for play.	Play by the agreed rules of the game. Handle disputes using kind words	Use all equipment properly. Walk around ongoing games.
Canteen Cola	Only play appropriate games. Sit down when eating.	Walk safely. Put your lunchboxes away in your class tubs.	Play under cover if you're not wearing a hat. Small games only. Keep hands and feet to yourself.
Toilets	Wait your turn. Use one pump of soap to wash your hands Place rubbish in the bin	Use, flush, wash and leave. Leave food outside Respect privacy of others	Report any issues to the teacher. Walk Wait for friends outside the toilet.
Canteen	Wait your turn in line. Stay behind the black line until called. Say please and thank you.	Leave the canteen area when you're finished. Put your rubbish in the bin. Return your class canteen tub. Use your own money.	Walk up the stairs. Handrails are for hands Walk to and from the canteen Wait for friends away from the canteen area Make healthy choices
Office	Wait quietly to be served Say please and thank you	Gain permission before going. Place notes in office letterbox. Hand in phones before school Pick up phones after school	Return to class promptly
Hallways, Stairs and Transitions	Walk quietly Knock and wait at the door when delivering messages Wait for teacher instructions before entering classrooms	Knock and wait before entering rooms Place closed bags on hooks or shelves Have your equipment ready to learn Have lunch/money ready at eating time.	Walk on the concrete. Keep to the left on stairs and in hallways Walk in lines Place bags on hooks or shelves
School Technology/BYOD Charters (Check Charter)	Use your device for learning tasks. Seek teacher permission before adjusting settings Log into your own account	Ensure your device is ready to use at the beginning of the day. Keep your device in the classroom Log off and turn off devices after use	Use your device at your desk if practical. Take care when moving through the school with your device.
Online	Post photographs with permission Send positive messages Report disrespectful messages	Sign out of websites after use Use approved websites Report inappropriate content	Keep your password private Communicate with trusted people Keep personal information private







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