

# WINDELLAMA PUBLIC SCHOOL



## 2020 INFORMATION BOOKLET



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Windellama Public School is an attractive, well equipped and supportive environment where students learn to work and play together.

It is a school where students, staff and parents work together to achieve quality educational outcomes for all.

The school aims to provide comprehensive educational experiences for all students in a safe, caring and happy environment.

A wide variety of programs support students in their academic development with flexible learning arrangements to enable students to receive individualised attention. There is an emphasis on literacy, numeracy and technology. The learning programs enhance our students' welfare, self confidence and self-esteem.

All students are encouraged to perform to the best of their ability. Academic achievement and good citizenship is encouraged and recognised.

The school has a hard working Parent's and Citizen's Association who tirelessly work with staff to ensure students have opportunities to grow and meet their potential.

The school has four well-resourced learning rooms, which all students can access. We have a well-resourced library and a dedicated librarian at the school each week.

Some of the highlights of the year are:

- Participation in Combined Small Schools Carnivals – swimming, athletics, cross country
- Participation in Goulburn District PSSA Carnivals – swimming, athletics, cross country
- Participation in the School Swimming Scheme
- TREC Excursions (Tablelands Rural Education Community)
- Comprehensive Kindergarten and High School Transition Program
- Sharing days with TREC

## **Staff:**

Miss Kim Smith	Principal, 3-6 Class Teacher
Mrs Lisa Tinson	K-2 Class Teacher
Mrs Vicki Hayes	School Learning Support Teacher
Mrs Sue Robens	Class Teacher
Mrs Nancy Ball	Librarian Teacher
Miss Julie Burton	School Administration Manager
Mrs Sharon Alessi	School Administration Officer
Ms Karen Charnley	School Learning Support Officer
Ms Bronwyn Warren	School Learning Support Officer
Miss Melody Wyatt	School Learning Support Officer
Mr Timothy Webber	General Assistant
Mrs Belinda Laidler	School Cleaner

## ***Mission Statement:***

The Windellama Public School mission is:

*"Develop a friendly and co-operative school which aims to provide the best opportunity of success for all."*

**Values:** Our values are Respect, Responsibility and Excellence.

## ***School Motto:***

*Labor Omni Vincit*  
Work Conquers All

## ***Bell Times:***

School Commences:	-	9:00am
Lunch:	-	11:00am to 11:40am
Recess:	-	1:00pm to 1:40pm
School Assembly:	-	2:30pm
1 <sup>st</sup> bus leaves	-	3:00pm
2 <sup>nd</sup> bus leaves	-	3:30pm

Teachers officially commence duty half an hour before school begins. Children are encouraged to arrive around 8:30am, which is the arrival time of the school bus service and when staff are officially on playground duty.

Staff provide supervision of students catching the bus and with other students leaving the school with parents.

## ***Ambulance:***

Our school contributes to Student Injury Insurance covering the cost of transporting students by ambulance, where necessary. An ambulance will be called if it is felt that a student's health is at risk. Parents or emergency contact persons will also be contacted as soon as is possible with regard to the child's health concerns.

**Ambulance cover is not provided for parents and it is advisable that families consider their own ambulance cover where possible.**

## ***Arrivals – Late/Early Pickup***

If your child arrives at school after 9am, or you wish to pick them up before 2.55pm, please go to the Administration Office to sign your child in or out. This is a legal requirement.

We do encourage students to remain at school for the full day.

## ***Assemblies:***

A morning assembly is held each day commencing at 9:00am. Brief information is given to students at this time from student leaders. Formal assemblies are held twice per term. At these assemblies the students receive merit awards and any special achievements are presented, announcements made and class items performed. The students host these assemblies. Parents, friends and community members are invited to attend these assemblies. In addition, special assemblies are conducted during the year. Information will be provided about these through the newsletter.

## ***Attendance:***

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school life. If your child is absent an explanatory note must be sent to school promptly, giving the reason for the absence. Parents may wish to phone this information to the school, but a written explanation is preferred.

Parents of students who are absent from school for unexplained periods may be referred to the Department of Education's Home School Liaison Officer (who regularly monitor school attendance each term), with reasons for absence sought.

## ***Bus Travel to and from School:***

Michael and Sally Lees are the Bus Proprietors. 0409 915 491  
The bus run covers a distance of approximately 50kms (one way).  
Most of the children travel to and from school on the bus.

Completion of an online Bus Travel Form - <https://apps.transport.nsw.gov.au/ssts/#/>  
requires to be completed to allow free bus travel on these runs.

Strict Bus Conduct Rules apply for appropriate behaviour while travelling on the bus and this can be obtained from the bus proprietor.

Some children are driven to school or to the bus pickup points by private car.  
A subsidy may be available for this - <https://apps.transport.nsw.gov.au/ssts/#/>

**NB:** It is the school's policy that children leave the school by their regular method unless we are informed of any change in writing, by phone or in person.

This avoids any confusion when children tell us that there has been a change.

The bus proprietors should also be notified of any changes.

## ***Book Club:***

Students have the opportunity to purchase books from Scholastic. Catalogues are regularly sent home each term for families who may wish to purchase items for their children. Any purchases are made on-line by parents. More information can be obtained from the office.

## ***Curriculum:***

Key Learning Areas for K-Year 6 are:

English

Mathematics

Science & Technology

Human Society and its Environment

Creative & Practical Arts

Personal Development, Health & Physical Education

History

Geography

## ***Enrolment:***

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31 in that year. Students must be enrolled before they turn 6.

Documentation providing proof of age, such as a birth certificate, is required on enrolment.

Proof of immunisation and home address is also required.

Students transferring from other schools can enrol at any time.

## ***Excursions:***

Our school participates in excursions so as to enrich each student's learning experiences.

These excursions may be as part of a whole school activity or in smaller group situations and with TREC schools.

Costs for excursions are shared between parents, subsidised by the school and/or the P & C.

From time to time transport is arranged by private cars driven by parents. When this occurs we ask that parents provide the school with a copy of their current driver's licence and car registration. Permission notes inform you when these circumstances apply.

Students in Years 3 - 6 attend a Primary outdoor education program (Sport and Recreation Camp) biannually with students from other small schools within the Goulburn District.

## ***Family Information / Details:***

New families to the School receive forms to be completed and returned to the School. This supplies the School with your child and family details as well as medical information, which the School may need to know in an emergency. Each year we ask families to check this information.

If at any time your family name, address, phone or contact number or doctor changes, please inform the School.

## ***Hats - No hat, play in the shade:***

In accordance with Cancer Council guidelines, children are encouraged to wear the school uniform broad brimmed hats (navy blue) when outside.

The school provides each student with a school uniform hat. These hats stay at school.

The School has a "NO HAT – PLAY IN THE SHADE" policy.

Additional hats can be purchased via the school uniform shop.

## ***Homework/Home Reading Scheme:***

Homework may vary in nature, but an expectation that children read at home exists across all grades.

Students receive all homework on Tuesday and return on Monday

- \* Year 3-6
  - Spelling practise each night
  - It is expected that Home Reading is completed each night
  - Home reader changed each day – hand in reading record on Friday
- \* Year 1-2
  - Spelling practice each night
  - Homework Contract: hand in on Monday
  - Home reader each night – hand in Reading Record on Friday
- \* Kinder
  - Home Contract sent home Friday – hand in on Wednesday
  - Home reader each night – hand in Reading Record on Friday

## ***Hot Lunches / Recess:***

Depending on Parent Volunteers, students can purchase a 'special' lunch during the term.

The special will be advertised in the newsletter. Please write your order on a brown paper bag with money enclosed for lunch. Recess Buy Up is available on Thursdays. The menu is sent out in the newsletter. The younger students can have their recess orders written on a bag to help them to purchase recess items. This is an opportunity for children to learn how to handle money and receive change.

## ***Infectious Diseases:***

From time to time infectious diseases become evident in schools. The school follows procedures as set by the Department of Education in dealing with any outbreaks.

Information sought upon enrolment as to the immunisation status of children being enrolled is used in circumstances such as this.

## ***Kindergarten Orientation Program:***

An extensive Orientation Program is conducted for children enrolling the following year.

This involves the children attending school for part days, several times in terms 3 and 4.

This time allows the children to become used to the formal routine of the school. It also allows the parents to become used to the school routine. The teachers also use this time to assess the new students in readiness for the following Kindergarten Year.

## ***Library:***

Each child from K-6 has Library time every Monday.

They can borrow up to two books from the library. The students will be provided with a durable, waterproof bag.

Parents are asked to make sure books are treated with respect and any damage reported to the School when the book is returned.

## ***Merit Tokens:***

Merit Tokens are given to the students to reward positive behaviour, attendance, good work and effort. The students collect them and receive rewards at certain levels.

## ***Office:***

Our office is operational Monday, Tuesday, Wednesday and Thursday.

There is no office staff on Fridays.

## ***Parent Helpers:***

Parents as partners in education are appreciated.

Your skills are valued.

Help can be given in many areas: reading, craft, maths, etc.

If you would like to help, you are encouraged to talk to the class teacher. Parents who are volunteering would need to supply the school with a Working with Children check. There is no cost to obtaining this in a volunteer capacity.

## ***Parent - Teacher Interviews:***

All families within our school are encouraged to contact us at any time during the school year to arrange an appointment to discuss their child's progress.

**Open communication is important.**

Teachers welcome discussion with parents in the interest of each student. The best time for an interview is generally after school, however where this is not convenient attempts will be made to arrange a mutually acceptable time.

As an important part of our annual reporting system, all parents are invited to attend an interview with the class teacher at the end of Term 2.

## ***P&C Association:***

The Windellama P & C Association meets on the 1<sup>st</sup> Monday of each month, during the school Term. Meetings commence at 6:00pm.

All members of our school community are encouraged to attend these meetings.

Annual membership is \$2.00 per family, which gives you voting rights at the meetings.

P & C Fundraising Activities include catering for specific events, raffles and Fireworks Night.

These are our major community fundraising activities.

**Your support of these events is encouraged and appreciated.**

The Executive for 2020 are:

♦ President: Ian O'Donnell

♦ Secretary: Sabine O'Donnell

♦ Treasurer: Vicki Scarfi

## ***Parking:***

Parents may park at the front of the school.

- \* Please be aware that the bus bay needs to be clear at all times.
- \* At no time are students to use the bus gate.
- \* Parents need to collect their child/ren from the middle gate.
- \* This is for the safety of the students, parents and young children.

## ***Presentation Night:***

Presentation night is generally held on the last Monday of the school year in December.

Community sponsored awards and presentations are bestowed to students on this night.

All students are involved in a performance on the night.

## ***Requirements:***

### **PRIMARY**

- ✓ pencil case
- ✓ HB lead pencils
- ✓ pencil sharpener
- ✓ rubber
- ✓ glue stick
- ✓ ruler
- ✓ coloured pencils
- ✓ red pen
- ✓ blue pen (when pen licence awarded)
- ✓ black pen for Year 6
- ✓ textas (optional)

### **INFANTS**

- ✓ pencil case
- ✓ HB lead pencils
- ✓ pencil sharpener
- ✓ rubber
- ✓ coloured pencils

**\* K-2 students do not require pens**

\* Please label you child's things clearly.

\* Please check your child's pencil case regularly to see if any items need replacing.

**The school will provide scissors, all work books and text books for the children at no cost to parents.**

**Each child will be given a bag for their Home Reader.**

## ***School Counsellor:***

Help is available for concerns that you may have about the development of your child. Our School Counsellor is available to assess children referred by teachers for assessment of learning difficulties, behaviour and/or social adjustment difficulties.

After discussions with parents a form will be sent home before the School Counsellor is going to work with their child.

The Counsellor contacts parents as well.



## ***School Newsletter:***

**The Newsletter is published and a copy sent home to each family fortnightly.**

A PDF copy also appears on the school website each fortnight.

This newsletter aims to promote school activities, student achievements along with providing information about coming events or activities.

As this is the main form of keeping parents informed of coming events and reporting on past events everyone is strongly advised to read these.

A **Term Calendar** is also sent home at the beginning of each term with known events on it. It is a good idea to keep it handy (perhaps on the 'fridge') and add to it as further dates are notified in Newsletters.

## ***School Photographs:***

School photographs are arranged each year and families will be given the opportunity to purchase these if they so wish. The school tries to vary the timing of our school photos so that children are captured during different seasons during their time in our school. This also helps to change the 'environment' that makes up the backdrop of our school photos.

## ***School Uniform:***

Windellama Public School colours are Navy Blue and Gold.

### **Summer Uniform**

Navy Cargo Shorts and Navy Box Pleat Skort

Navy & Gold School Logo Polo Shirt

Polar Fleece Jumper

School Logo Broad Brim Hat

### **Winter Uniform**

Navy Blue Pants

Navy & Gold School Logo Polo Shirt, Long Sleeve Polo also available.

Polar Fleece Jumper

Navy Beanie

Predominantly plain black shoes that are suitable for daily fitness.

Students are expected to wear full school uniform.

School uniform is sold at the school office and Mrs Alessi is the uniform co-ordinator.

## ***Scripture:***

Visiting clergy come to school each Thursday and provide non-denominational scripture lessons.

## ***Staff Development Days:***

There are five Staff Development Days (Student Free Days) each year where staff are on duty but students do not come to school.

- \* Day 1 Term 1
- \* Day 1 Term 2
- \* Day 1 Term 3
- \* Last 2 days of Term 4

**These days may vary, any changes made will be advised by the Department of Education.**

## ***Student Banking:***

Students can bring bankbooks and money to school each Thursday.

Money will be banked with the Commonwealth Bank.

For further information contact the school.

## ***Student Clothing and Property:***

- **Make sure all articles, especially lunch boxes, drink bottles, jumpers and windcheaters are clearly and permanently labelled with your child's name.**
- Leave treasured and valuable toys, jewellery and books at home. They can be easily damaged or lost.
- No responsibility can be taken for loss of or damage to toys, books, trinkets, etc. brought to school.
- Make sure your child's schoolbag is easily recognisable, labelled and big enough to hold all their gear.
- Every effort is made to return any 'lost' property to its owner.
- Any dangerous items **MUST NOT** be brought to School.
- Students are not allowed to use electronic games or mobile phones at school.

## ***Student Reports and Interviews:***

- Written student reports are sent home at the end of Terms 2 & 4. These reports provide an indication of student achievement as assessed and noted by the classroom teacher.
- Parents/teacher meetings are held at the end of Term 2 to discuss the Semester 1 report and view samples of work produced by students. Teachers use this interview to celebrate successes and plan for improvements in the following semester.

## ***Student Welfare:***

The staff of Windellama Public School genuinely care about your children.

We create a culture of mutual trust and honesty, and provide a safe and happy learning environment for all.

Our discipline policy reflects a 'firm but fair' approach with parents being kept informed. We consider self-discipline as the most effective form of discipline and encourage by giving students strategies to help with this. We have many opportunities for students to be rewarded for positive behaviour.

Students are encouraged to actively help in the running of the school by being given a variety of responsibilities through the student run parliament.

## ***Sport and PE:***

All children will take part in fitness/skills session each day, with an extended sport lesson one day per week. These activities form part of the PE/Health/PD program of which all students are required to participate.

Students also participate in the student run parliament. All students from 2-6 participate in School Cross Country, Swimming and Athletics. We join with Breadalbane Public School, Collector Public School, Tarago Public School and Tirranna Public School and known as TREC (Tablelands Rural Education Community).

Students in Years 3-6 participate in a number of extra sporting activities.

Our intensive swimming lessons are held in Term 4 each year. These lessons can cover up to a two-week period for students.

Throughout the year we have specialist coaches come into our school. We also participate in Gala days with our friends from TREC.

## ***School Learning Support Teacher:***

Windellama Public School has access to a School Learning Support Teacher one day a week. Children experiencing a learning difficulty may be taken through a developmental program to assist their required need(s) and enhance any aspect of their schoolwork.

## ***School Website:***

The school website address is <http://www.windellama-p.schools.nsw.edu.au/>

The website has electronic copies of all recent newsletters. It also has general departmental information about public schools as well as some photo albums and specific information about our school.

## ***Technology:***

We have an excellent student/device ratio and classrooms are fitted with interactive whiteboards.

The school also has videoconferencing facilities that allows for face to face contact with students and staff in all public schools across NSW.

## ***Vacations 2020***

Term 1 .....Tuesday 28 January to Thursday 9 April

**School Holidays .....Friday 10 April to Sunday 26 April**

Term 2 .....Monday 27 April to Friday 3 July

**School Holidays .....Saturday 4 July to Sunday 19 July**

Term 3 .....Monday 20 July to Friday 25 September

**School Holidays .....Saturday 26 September to Sunday 11 October**

Term 4 .....Monday 12 October to Friday 18 December

**School Holidays .....Saturday 19 December to Tuesday 26 January 2021**

## ***Vacations 2021***

Term 1 .....Wednesday 27 January to Thursday 1 April

**School Holidays .....Friday 2 April to Sunday 18 April**

Term 2 .....Monday 19 April to Friday 25 June

**School Holidays .....Saturday 26 June to Sunday 11 July**

Term 3 .....Monday 12 July to Friday 17 September

**School Holidays .....Saturday 18 September to Monday 4 October**

Term 4 .....Tuesday 5 October to Friday 17 December

**School Holidays .....Saturday 18 December to Thursday 27 January 2022**

## ***Vacations 2022***

Term 1 .....Friday 28 January to Friday 8 April

**School Holidays .....Saturday 9 April to Monday 25 April**

Term 2 .....Tuesday 26 April to Friday 1 July

**School Holidays .....Saturday 2 July to Sunday 17 July**

Term 3 .....Monday 18 July to Friday 23 September

**School Holidays .....Saturday 24 September to Sunday 9 October**

Term 4 .....Monday 10 October to Tuesday 20 December

**School Holidays .....Wednesday 21 December to Thursday 26 January 2023**

## **Big Red Bus**

The Goulburn Mulwaree Library is mobile. The 'Big Red Bus' holds up to 3000 library books and other items for loan.

Wednesday 1:30 – 2:30pm, dates will be advised from Term to Term

**Newsletter sent home fortnightly**

**Assembly occurs twice a term, dates advised in the newsletter**

## ***Year 6 to Year 7:***

There is an intensive program run by Goulburn High School in Terms 3 and 4 each year. The Year 6 students attend a series of workshops at the High School. There is also an Orientation Day for students and an evening with parents.

## ***N.B. – Amendments:***

Any amendments to this Information Booklet will be sent home to you for replacement of, or addition to, the appropriate page/s.