

Windellama Public School



2016 INFORMATION BOOKLET



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Windellama Public School has 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.

The school has four classrooms, the K-2 Infants room, the Years 3-6 Primary room, a well resourced library and a new multi-purpose room. The Administration Office is a separate building.

Some of the highlights of the year have been:

- 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
- Excursions
- Long Term Kindergarten Transition Program

Staff:

Mrs Donna Edworthy:	Principal, Years 3-6 class teacher
Mrs Diana Murray:	Years K-2 class teacher
Mrs Nancy Ball:	Librarian, Release teacher
Mrs Vicki Hayes:	School Learning Support Teacher
Mrs Julie Carey:	School Administration Manager
Mrs Sharon Alessi:	School Administration Officer/Learning Support Officer
Mr Ray Carey:	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."

School Motto:

Labor Omni Vincit
Work Conquers All

Bell Times:

School Commences:	-	9:00am
Recess:	-	11:00am to 11:25am
Lunch:	-	1:00pm to 1:45pm
School Assembly:	-	2:55pm
1 st bus leaves	-	2.55pm
2 nd bus leaves	-	3.05pm

Teachers officially commence duty half hour before school. Limited supervision is provided from this time with children encouraged to arrive at school around 8:40am, which is the arrival time of the school bus service.

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

Ambulance:

Our school contributes to the NSW P&C Ambulance Fund 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 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.

Art:

Students are asked to bring their own painting shirt with their name on it.

Assemblies:

A morning assembly is held each day commencing at 9:00am. Brief information is given to students at this time. An afternoon assembly is held at 2.55pm each afternoon to formally dismiss students to parents and buses. Formal assemblies are held regularly – approximately 2 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 and friends 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 development. 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 with reasons for absence sought.

Bus Travel to and from School:

Michael and Sally Lees are the Bus Proprietors.

The bus run covers a distance of approximately 50kms (one way).

The bus travels along Lumley Rd, through Jacqua Rd, right onto Oallen Ford Rd, down to 'The Willows', to Windellama Hall and then left onto Windellama Rd arriving at school at 8.40am. The bus then does a run along Windellama Rd west and returns to school at 8.55am. The bus run is reversed in the afternoon.

Most of the children travel to and from school on the bus.

Completion of a Bus Travel Form (available at the school) needs to be completed to allow free bus travel on these runs.

Strict Bus Conduct Rules apply for appropriate behaviour while travelling on the bus.

Some children are driven to school or to the bus pickup points by private car.

A subsidy may be available for this.

Contact the school for further information.

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 Fair:

This is usually once per year. The children may peruse books sent to the School and may order or purchase if required.

Curriculum:

Key Learning Areas for K-Year 6 are:

English

Mathematics

Science and Technology

Human Society and Its Environment

Creative & Practical Arts

Personal Development, Health and Physical Education

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 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.

Costs for excursions are subsidised by the school and/or the P & C.

From time to time transport is arranged by private cars driven by parents or staff.

Permission notes inform you when these circumstances apply.

Students in Years 3 - 6 attend a primary outdoor education program (Sport and Recreation Camp) in odd years with students from other small schools in 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.

If 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.

Homework/Home Reading Scheme:

All teachers set homework on a regular basis. It is intended that completing set tasks at home will help improve study skills and develop a positive habit towards homework.

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

- * Year 3-6
 - Spelling practise each night – hand in on Friday
 - Maths revision sheet – hand in on Friday
 - Home reader each night – hand in reading record on Friday
 - Project each term
- * Year 1-2
 - Spelling practice each night – hand in on Friday
 - Homework Contract: hand in on Friday
 - 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:

The P & C operates a healthy food service, as volunteers are available, for recess and lunch. The students may order in the morning.

Please write your order on a brown paper bag with money enclosed for lunch. Students can bring extra money to buy items at recess.

The available days and menu is sent out in the newsletter.

Parent volunteers are needed to prepare the lunches. Volunteers are sought each term.

The students need to keep their recess money separate from lunch money. 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 will follow procedures as set by the Department of Education and Training 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:

A long term 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 a half-hour Library lesson every week on 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.

The token system restarts each year. Students need to keep their tokens in a safe place and bring them into school as they reach the next goal.

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.

Parent - Teacher Interviews:

All families within our school are encouraged to contact the School 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 **and their child** at the end of Term 2.

P&C Association:

The Windellama P & C Association meets on the 1st Monday of each month.

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.

This is our major fundraising activity.

Your support of these events is encouraged and appreciated.

The Executive for 2016 is:

- ♦ President: Shelley Andrews
- ♦ Secretary: Sabine O'Donnell
- ♦ Treasurer: Tanya Roberts

Parking:

Parents may park:

- Below the Staff Park (which is located down from the front of the Administration building)
- At the front of the school.

* Please be aware that the bus needs room to pull in and turn within the school grounds, so some areas need to be clear at bus times.

* Students will attend an assembly under the COLA each afternoon at 2.55pm
Those children who are not going on the bus will be dismissed to their parents after the assembly at 3.00pm.

This is for the safety of the students, parents and young children.

Presentation Night:

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

Prizes and presentations are awarded 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
- ✓ Painting Shirt
- ✓ 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.

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

School Counsellor:

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

Parents are informed by note when the School Counsellor is going to work with their child.

The Counsellor usually contacts parents after assessment.

School Newsletter:

The Newsletter is published and a copy sent to each family every alternate Monday.

A PDF copy also appears on the school website.

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 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.

Boys Uniform

Cargo Shorts and Track pants
Polo Shirt
Polar Fleece Jumper

Girls Uniform

Box Pleat Skorts and Track Pants
Polo Shirt or Yellow Blouse
Polar Fleece Jumper

All of the above is sold through school.

Scripture:

Visiting clergy come to school each second 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

Term 4 Day 1 students and staff all come to school.

Student Banking:

Students can bring bankbooks and money to school each Monday. 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 and 4. These reports provide an indication of student achievement as assessed and noted by the classroom teacher.
- Three-way interviews are held with all students and their parents at the end of Term 2 to discuss the Semester 1 report and view samples of work produced by students. Parents, students and teachers use this interview to celebrate successes and plan for improvements in the following semester.
- Semester 2 reports are sent home in the second last week of Term 4 to allow for interviews if requested by parents.

Student Welfare:

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

We engender 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 this.

It is not our intention to list a multitude of rules. Although we bring some rules to the children's attention on a regular basis at assemblies and in class, we believe the children are familiar with the common rules.

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

Sport and PE:

All children take part in fitness/skills sessions every morning. The children usually have sport on Fridays. These activities form part of the PE/Health/PD program of which all students are required to participate.

All students from K-6 participate in School Cross Country, Swimming and Athletics, where we join with Breadalbane Public School, Collector Public School, Tarago Public School and Tirranna Public School and are called the Goulburn Community of Small Schools (GCSS). Students in Years 3-6 participate in a number of extra sporting activities. Our intensive swimming lessons are held in Term 1 each year. These lessons cover a two-week period for students in Years 2 - 6.

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:

Our school is at the forefront of technology in schools.

We have an excellent student/computer ratio and both 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.

All computers can access the Internet using Broadband.

A scanner, video camera and digital cameras allow the children scope to add pictures to their publications.

The students use a variety of software, keyboard skills, word processing, PowerPoint and Notebook for IWBs.

The primary students are able to use email and access the Internet.

Vacations 2016

Term 1Wednesday 27 January to Friday 8 April

Autumn VacationMonday 11 April to Friday 22 April

Term 2Tuesday 26 April to Friday 1 July

Winter Vacation.....Monday 4 July to Friday 15 July

Term 3Tuesday 19 July to Friday 23 September

Spring VacationMonday 26 September to Friday 7 October

Term 4Monday 10 October to Friday 16 December (Students)

Summer VacationWednesday 21 December (Staff)

Weekly Timetable:

MONDAY –

- *Library borrowing and returning for all students. **Please bring Library bag.**
- *Year 3-6 children have Mrs Ball for the day.
- *K-2 students bring home Homework and Spelling List for the week and Home Reader.
- *Homework due for students in year 3-6.
- *Student Banking
- ***Newsletters sent home (every alternate Monday).**

TUESDAY –

- *Every second week K-2 children have Mrs Ball for the day
- *Regional Conservatorium Music lessons – K-2 at 9.30; Years 3-6 10.00.
- *Individual Music lessons from the Regional Conservatorium teachers
- *K-2 Home Reader to school so they can be changed
- *Students in Year 3-6 students receive Spelling, Literacy and Numeracy Homework

WEDNESDAY –

- *Recess 'buy up' and Hot Lunch Day (as volunteers are available)
- *K-2 Home Reader to school so they can be changed
- *K-6 assembly twice a term at 2.20pm

THURSDAY –

- *K-2 Home Reader to school so they can be changed
- *Every second Thursday each class has Scripture: K-2 at 10.30am; 3-6 at 11.30am

FRIDAY –

- *Spelling Homework and Home Reader to school (K-2)
- *Spelling Tests for Years 1 – 6 (Kindergarten from Term 3)
- *K-2 Homework due

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.