

# WINDELLAMA PUBLIC SCHOOL



## 2023 INFORMATION BOOKLET



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WINDELLAMA NSW 2580

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## **About Our School**

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 are encouraged and recognised.

The school has a hard-working Parent's and Citizen's Association who work tirelessly 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 Jordan Huntley  
Mrs Jordan Robertson  
Mrs Keira Casey  
Miss Julie Burton  
Ms Karen Plumridge  
Miss Ashley Hind  
Mr Andrew Webster

Relieving Principal / K-2 Class Teacher  
K-2 Class Teacher  
3-6 Class Teacher  
School Administration Manager  
School Learning Support Officer/School Admin Officer  
School Learning Support Officer  
General Assistant





## ***Vision Statement***

Windellama Public School provides quality education within an inclusive, engaging and challenging learning environment. Our community, families, staff and students work together to ensure students connect, succeed and thrive. Our students strive for excellence and are respectful and responsible citizens.

## ***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
Bus leaves	-	3:00pm

Teachers commence duty at 8:40am, with the bus arriving at 8:45am. No student should arrive before 8:40am.



## ***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, you must accompany your child 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.

## ***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 monitors school attendance each term, with reasons for absence sought.

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

Michael Lees is the Bus Proprietor. 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  
Creative Arts  
Personal Development, Health & Physical Education  
History  
Geography



## ***Enrolment***

Parents may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31 July in that year. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age. 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) every two years 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.



## ***Feedback***

We welcome feedback to help make Windellama Public School a great place for students to learn. Feedback may be a compliment to tell us what we are doing well, a suggestion on how we can make the school experience better, or a complaint if something is not working. "[Making a Complaint](#)" contains clear and easy to read information on how the NSW Department of Education deals with complaints. Please refer to the full [School Community and Consumer Complaint Procedure](#) if you require further information.



## ***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 has a "NO HAT – PLAY IN THE SHADE" policy in terms 1 and 4. Hats can be purchased via the school uniform shop.

## ***Homework/Home Reading***

Homework may vary in nature, but an expectation that children read at home exists across all grades. Class Teachers will provide specific information on homework at the beginning of each year.

## ***Llama's Lunchbox***

Llama's Lunchbox is available on Thursdays. Please have your child/ren write their recess order on a brown paper bag with money enclosed prior to attending school. The menu is sent out in the newsletter.

## ***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 children attending school for orientation sessions in Term 4. This time allows children to experience the formal school routine. It also allows parents to meet our Windellama families. Teachers use this time to build relationships with new students in readiness for the following Kindergarten Year.

## ***Library***

Each child from K-6 has dedicated Library time each week.

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.

## ***Office***

Our office is operational Monday through to Friday from 830am until 3pm.

## ***Parent - Teacher Conference***

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 twice each term. Meeting dates will be advised each school term.

All members of our school community are encouraged to attend these 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 2023 are:

- ◆President: Greg Lewis
- ◆Secretary: Lee Lewis

## ***Parking***

Parents may park at the front of the school.

\* Please be aware that the bus bay needs to be clear at all times.

\* If you require access to the staff parking in front of the office building, please contact the school on 48445130 and this can be arranged.



## ***Requirements***

### **Seniors**

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

### **Juniors**

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

\* 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 access 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 will make contact with referred families.



## ***School Newsletter***

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

A PDF copy also appears on the school website and Audiri (app) 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.

## ***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 Miss Burton is the uniform co-ordinator.

## ***Special Religious Education (SRE)***

Our school provides time for Special Religious Education (SRE), however in 2022 no volunteer SRE teachers have been available and therefore no classes scheduled.

## ***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.

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

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



## ***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.
- Please ensure your child's schoolbag is easily recognisable, labelled and big enough to hold everything they need for the school day.
- Every effort is made to return any 'lost' property to its owner.
- Any dangerous items **MUST NOT** be brought to school.
- Students are not to use personal electronic devices 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 Discipline and Welfare***

Windellama Public School believes that all students should be able to learn and develop in a safe and secure environment. There is a key understanding that all students have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination.

Our school's mission is to provide excellence in education, empowering students to achieve their potential, within an engaging, caring and inclusive environment. We aim to support students in becoming self-directed, responsible, lifelong learners who can create a positive future for themselves and for the wider community.

To achieve our mission, we aim to provide a safe, supportive and respectful, teaching and learning community that promotes student well-being. A strong emphasis is placed on positive, proactive whole school practices that promote a partnership between the school and the community based on shared responsibility and mutual respect.



Windellama Public School is committed to maintaining high standards of positive student welfare practices and effective discipline, working with our community to maximise the success of every student.

## ***Recognising and Reinforcing Student Achievement***

In our endeavour to guide students towards self-discipline, the staff will employ consistent and caring behaviour, and use many and varied forms of positive reinforcement. Students should always be commended for doing the right thing, complying with the Behaviour Code for students and displaying the Schools' Values.

The school uses the following formal practices to recognise and reinforce acceptable student behaviour.

**Class Behaviour Continuum**– Class teachers employ a school behaviour system to reinforce positive behaviour and redirect negative behaviour.

**Llama Tokens**- Positive behaviour acknowledgments. The Llama tokens are placed in a weekly draw for a Llama's Lunchbox voucher.

**Merit Tokens** – Values awards are presented in all classes each week for effort, performance, citizenship and displaying the school's values. They may be awarded for reaching the highest behaviour on the class continuum or for receiving 10 Llama Tokens

**Term Assembly** – Students in all classes receive awards based on the school's award system.

**Annual Presentation** - Recognition of student achievements in all areas of school life. Trophies, book prizes, certificates and medallions are issued to students K-6.



## ***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.

All students 8 years and above 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 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.

## ***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.



## ***School Terms 2023***

Term 1 .....Friday 27 January to Thursday 6 April

**School Holidays.....Monday 10 April to Friday 21 April**

Term 2 .....Monday 24 April to Friday 30 June

**School Holidays.....Monday 3 July to Friday 14 July**

Term 3 .....Monday 17 July to Friday 22 September

**School Holidays.....Monday 25 September to Friday 6 October**

Term 4 .....Monday 9 October to Tuesday 19 December

**School Holidays Wednesday 20 December to Monday 29 January 2024**

## ***School Terms 2024***

Term 1 .....Tuesday 30 January to Friday 12 April

**School Holidays.....Monday 15 April to Friday 26 April**

Term 2 .....Monday 29 April to Friday 5 July

**School Holidays.....Monday 8 July to Friday 19 July**

Term 3 .....Monday 22 July to Friday 27 September

**School Holidays.....Monday 30 September to Friday 11 October**

Term 4 .....Monday 14 October to Friday 20 December

**School Holidays Monday 23 December to Thursday 30 January 2025**