

Your School ESSENTIAL INFORMATION

A - Z of School Organisation

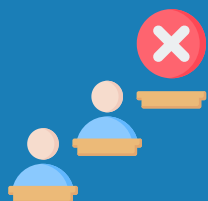
This booklet provides useful information for making your child's transition into our school as smooth as possible. We hope your child and your whole family feel very welcome at Woronora River Public School.

✓ ABSENCES

If your child is absent from school, notify us by using School Bytes.

If your child is going to be away for a week or more please let the office and classroom teacher know. In some cases parents will need to seek prior approval from the Principal and the relevant forms need to be completed.

If your child arrives late to school, after 9:15am they must sign in at the office. They will be given a late note which is given to the class teacher. If your child needs to leave school early, before 3:15pm, a parent or carer will need to sign them out at the office.



✓ ACCIDENTS/ILLNESS

First aid for minor injuries is provided by our staff. When there is concern that an injury is more serious, parents will be contacted. In an emergency, an ambulance may be called to ensure that a student receives timely medical attention.

Students who present to their teacher as unwell are sent to Sick Bay in the Office 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 and expedite their own recovery. In all instances, our staff take great care to ensure the safety and welfare of all students.



✓ ADDITIONAL NEEDS

If your child has any additional needs or has had any previous assessments by outside agencies, e.g. paediatrician, psychologist, occupational therapist, speech therapist, please provide the school with all relevant information as soon as possible. We can assist with additional needs, such as:

- Learning difficulties
- Speech Difficulties
- Sensory Processing Disorders
- Physical Disabilities
- Medical conditions/diagnosis

✓ ASSEMBLIES

School Assembly is held weekly. This forum offers a platform for teachers, other students and/or visitors to talk, sing, present awards, discuss school matters, display projects and ask questions.

✓ CALENDAR

A school calendar is available on School Bytes. Please refer to this calendar as we endeavour to keep it up to date.



✓ CANTEEN

The canteen is open at the lunch break on Monday and Friday for snacks and refreshments. Lunch orders are only available on Mondays. Orders can be placed online through Spriggy or in a paper bag (with child's name, class, order and correct change) and delivered to the office by 9:15am.

✓ CHARITIES

Through the Student Representative Council (SRC), the children run a number of events annually to volunteer or raise funds for various charities.

✓ CLASS ORGANISATION

Classes are organised to best meet the needs of all students with many factors considered, including student and staffing levels, academic, social and behavioural needs of students from an individual and collective perspective. The balance of genders, previous placements of students and number of students in each grade also impact these decisions. We aim to create balanced classes where children are grouped for education appropriate to their abilities and stages of development. In accordance with the departmental syllabus 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



✓ COMMUNICATION

We make every effort to ensure you have access to as much information as possible. We use School Bytes, Audiri, Class Dojo and Seesaw to communicate frequently. Please ensure you have these apps downloaded on your phone and accounts set up.

Seesaw and Class Dojo are messaging platforms for classroom teachers. Audiri is our school's instant messaging app. School Bytes is our parent portal for various communications, including online permission notes, attendance, and payments

We also provide information via our social media so please follow our Facebook (facebook.com/woronorariverpublicschool) and Instagram ([@woronorariverps](https://www.instagram.com/woronorariverps)) pages as well as look out for our end of term Newsletter and updates on our website.

Your School **ESSENTIAL INFORMATION** A - Z of School Organisation

✓ CONCERNS OR COMPLAINTS

We want to be as proactive as possible when it comes to problems so we encourage parents to please get in touch if they have a concern about an incident happening in the classroom, playground or at home. We recommend parents approach the class teacher first who can also refer other support staff, such as a counsellor, if needed.

In some cases, if the problem involves other students or staff members, or specific school practices, parents are encouraged to approach the Principal directly by phoning or emailing the office to arrange an appointment.

The vast majority of problems can be resolved satisfactorily at the school. However, when that is not the case we have a formal set of procedures to follow if escalation is needed.

✓ CUSTODY/LEGAL ISSUES

If there is a custody or legal issue that may affect the welfare of your child please discuss the matter with your child's class teacher and Principal. Also please ensure the office has a copy of any relevant court orders.

✓ DISMISSAL OF STUDENTS

All students are dismissed in an orderly fashion with supervising teachers at 3:15pm from the school's front gate. Students are to leave the school grounds immediately. Parents are reminded to park legally outside of the school grounds to ensure the safety of everyone.



✓ EARLY LEAVING

In exceptional circumstances, it may be necessary for students to be collected from school before 3:15pm. Parents or carers must come to the office to collect their child. This is for your child'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

Please ensure our office has up to date contact details for parents and authorised emergency contacts. Please advise the office in writing or email of any changes to home, business or mobile phone numbers immediately.

✓ ENROLMENTS

All children living within the school's zone intake area who turn five years of age by 31 July are eligible for enrolment. Parent's can complete an enrolment application on our website.

Applications from families outside of the intake zone will be considered where vacancies exist in accordance with the department's Enrolment Policy.

We also offer a Transition to School program to help introduce children to school life.



✓ ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT (EALD)

We can facilitate specialist teacher assistance for students who come from a non-English speaking background. Please indicate your child's language background in their enrolment paperwork.

✓ EXCURSIONS

Excursions are a valuable and educational component of your child's education. All excursions are planned to support and enhance the teaching curriculum. Notes detailing every event will be delivered electronically and only printed if required for written parental/carers consent. Any payment and consent is required by the due date before the day of the excursion.



✓ FINANCES & VOLUNTARY CONTRIBUTIONS

Schools receive funding from the government based on the number of teacher and students, plus funding to cover minor maintenance of buildings and grounds as well as utilities. All other school costs such as books, pencils, art and craft supplies, teaching resources, library materials, sport equipment, computer software, etc. have to be paid from a Resource Levy and can be supplemented by fund raising.

One way the Department allows schools to supplement is by requesting an annual contribution from families. Our school requests a General School Contribution.

✓ FOOD

Children need to bring Crunch & Sip, Lunch and Fruit Break to school. Student's have an allocated 10 minutes at Lunch and Fruit Break to eat their food before play commences. Crunch & Sip is eaten during class time.

Please separate Crunch & Sip (Fruit or vegetables and a drink of water), Lunch and Fruit Break into separate containers and explain to your child which food is for which meal. Try to make sure your child's lunch box is healthy, quick and easy to eat, and something they like to eat. Make sure children are able to open their lunch box and drink bottle. It is a good idea to practice this prior to starting school.

As some students have allergies to particular foods, please discuss with your child the importance of not sharing food.



✓ HOMEWORK

It is the policy of this school to give homework at all levels and is designed to reinforce learning and develop a sense of responsibility and dedication to learning.

Each classroom teacher will outline the homework expectations and cohesive learning plans for your child.

Your School **ESSENTIAL INFORMATION** A - Z of School Organisation

✓ LABELLING

Please clearly mark your child's name on all items including bag, lunch box, drink bottle and clothing, including shoes and socks. Unlabelled items are placed in Lost Property near the office.

✓ LIBRARY

The library is an integral part of our school's education program. Every week all students will have access to the library's resources and develop skills with the Librarian and their teacher. Students are encouraged to borrow books and taught to handle books with care and respect. Library bags are required to help protect these precious resources. Parents will be asked to pay for the replacement of any borrowed books that are damaged or lost.



✓ MEDICATION

It is essential that the school is notified if your child needs to take medication at school or has any special medical requirements. You must follow this procedure:

- Medication must be taken to the office.
- A form needs to be signed by a parent or carer detailing dosage and times medication needs to be taken. Only medicines prescribed by a doctor can be given at school.
- Children must go to the office to take their medication.
- Children are not permitted to keep medication with them in the classroom or playground under any circumstances. -Asthma inhalers are the exception to this rule for older students.



✓ MONEY COLLECTION

Our school has implemented a system called School Bytes to manage payments. Parents/carers can visit the School Bytes portal at any time to make a payment online, view payment history and apply credit.

✓ PARENTS & CITIZENS' ASSOCIATION

Our Parents and Citizens' Association (P&C) is a school-based organisation with membership open to parents, teachers, students and interested citizens.

P&C brings our community together to keep up to date with all school activities and to have a say in any issues that concern them or their child at our School.

It is an opportunity to contribute to the School's resources through various fundraising projects and be involved in deciding how the money raised is spent. We also encourage parent and community participation in curriculum and other educational activities in our School.



✓ PERSONAL ITEMS

Please ensure any items or toys that are brought to school are clearly labelled and these items must be kept in school bags during class time.

We discourage students from bringing any expensive toys, watches, jewellery, mobile phone or other valuable items to school. We take no responsibility for theft or damage to these items.

✓ RELIGION

Special Religious Education (SRE) classes are offered at Woronora River Public School, including:

- Catholic SRE is provided by Catholic Archdiocese of Sydney.
- Christian SRE is provided by Anglican Diocese of Sydney.

Students not attending will participate in meaningful activities such as reading and independent learning tasks.



✓ OUT-OF-SCHOOL HOURS CARE (OSHC)

On the grounds of Woronora River Public school, the Woronora River out-of-school hours care (OSHC) is housed in the building to the right of the school's entrance. Our environment provides children with ample opportunities for outdoor natural play, where they can enjoy the fresh air, play sports such as tennis on the school's tennis court, and experience riverside adventures, just one minute from school; unique activities that only a few services have the opportunity to enjoy.

Woronora River OSHC educates and cares for children K-6 from Woronora River Public School. It operates 5 days per week, 7am to 9am and 3:15pm to 6pm, 40 weeks per year (excluding public holidays). Please visit shirechildcarecentres.com.au/woronorariver for more information.

✓ REPORTS & INTERVIEWS

If you would like to speak with your child's teacher at any time through out the year, please phone or email to make an appointment. Teacher will set up a time to have a private and meaningful talk with you away from classes. We also utilise apps including Seesaw and ClassDojo. These powerful multimedia learning and communication tools connect teachers and families and show student's progress over time.

At the end of Term 1 provide a social report and at the end of Term 2 and 4 we provide mandatory academic reports. There will also be formal interviews twice a year where you will be asked to make an appointment with your child's teacher to discuss their progress. These interviews provide a valuable opportunity for both teacher and parents to share insights about your child.



Your School **ESSENTIAL INFORMATION** A - Z of School Organisation



✓ SCHOOL SUPPLIES

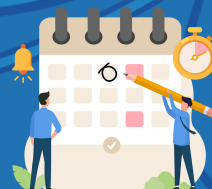
You should bring the following items to school everyday:

- School Bag: We have Woronora River Public School bags available for purchase at the Uniform shop.
- Food: Crunch and Sip, Lunch, Fruit Break and a drink in a plastic bottle (no cans or glass bottles).
- Weather Appropriate Clothing: A school hat / a school jumper / a raincoat/umbrella.
- Library Bag
- Labelling: Please label all property, including bags, hats, jumpers, and uniforms.



✓ SPORT

We offer physical education as part of our curriculum as well as organised events such as Primary School Sports Association (PSSA) Competition teams in many sports. We also have sports carnivals including swimming, athletics and cross country. Our top athletes have the opportunity to represent our school at zone, Sydney East Regional and State carnivals.



✓ TIMETABLE

Our playground is supervised from 8:45am and children can play in the top playground.

School starts at 9:15am. It is important that children arrive at school on time. School concludes at 3:15pm.

BELL TIMETABLE:

School Starts: 9:15am

Lunch: 11:15am - 12:00pm

Fruit Break: 1:30pm - 2:00pm

School Ends: 3:15pm

If you require care outside of school hours please contact Woronora River out-of-school hours care (OSHC).

✓ UNIFORMS

We proudly wear our uniform. We have summer, winter and sports uniforms as well as WRPS branded accessories like hats and school bags. Footwear include white/grey socks with black shoes for regular uniform and joggers for sports.

We have a Uniform Shop onsite, open Mondays 9-9:30am, offering new and pre-loved items. When you buy your child's school uniform from WRPS uniform shop ALL profits are returned back to our school P&C to fund resources and programs for all children.



WORONORA RIVER PUBLIC SCHOOL



Our school uniforms

