



Handbook

RESPECT, RESPONSIBILITY, PERSONAL BEST



Welcome to Waitara Public School and the beginning of a journey that will provide your children with a strong foundation for life-long learning.

Waitara Public School is an inspiring multi-cultural learning community with students from over fifty different cultural backgrounds.

Our children are confident, enthusiastic and happy. They thrive on learning in a safe and nurturing environment with outstanding professional and dedicated teachers who deliver quality teaching programs. Learning is engaging and fun at Waitara!

Our school has two Opportunity Classes which draw academically gifted and talented students from across the district.

The integration of technology into curriculum is a high priority. Teachers are leading the way having undertaken extensive computer skills professional learning. Every classroom and the computer centre is fully networked and equipped with an interactive whiteboard. State of the art video conferencing equipment links us with the global community. 2012/13 will see further advancement with the introduction of wifi enabling students to become increasingly connected with the use of laptops and ipads.

We have a strong student wellbeing focus with a wide range of programs in place to enhance the self esteem of students and ensure that Waitara is a safe and happy place to learn. Our focus on student leadership is evidenced in our Peer Support Program, Student Representative Council, Environmentally Friendly Society and Student Leadership Team.

*We are proud of our school values programs that develop students' confidence, empathy and tolerance. We articulate our school values through our program of Positive Behaviour, Engaging Learners; the Waitara Way is **RESPECT, RESPONSIBILITY, PERSONAL BEST.***

Strong partnerships with the community and a supportive parent body working closely with staff contributes to our "Learning Community" culture.

We connect students learning as much as possible to our natural environment. Sustainable principles are evident with solar panels, water tanks, composting, habitat protection in our regeneration area and secret garden. Learning opportunities abound with the cultivation of our vegetable and sensory gardens.

This handbook will answer many of your questions about the daily running of our school. It will also trigger in your mind other questions that may need to be discussed with members of staff. Feel free to contact us if we can be of further assistance.

I look forward to a productive and rewarding association with your family that will ensure the best for your children as they embark on their learning experiences at Waitara Public School.



Julie Webber
PRINCIPAL

ABSENCES

The NSW Department of Education and Communities (DEC) requires teachers to keep explanation notes for when a student:

- ☞ comes to school late
- ☞ is picked up early or
- ☞ is absent from school for a day or longer.

All notes must state the date of the partial or whole day absence and the reason for the absence from school.
All notes must be signed by parents and dated. A verbal message is not sufficient.

Parents are requested to ensure that children are punctual for the beginning of the school day. Late arrivals are disruptive for all of the students in the class and should be avoided where possible. In the case of late arrival a note explaining the reasons or a yellow late slip, available at the office, must be given to the student’s teacher.

Blank absence forms are available from the school office. A DEC Home-School Liaison Officer (HSLO officer) examines class rolls each term. If a student is regularly late for school or has many unexplained absences, the Home School Liaison Officer will contact the student’s parents to discuss their legal responsibilities in relation to attendance at school.

If a family is travelling overseas during a school term for longer than fifteen school days the parents must make an application for exemption from attendance at school. These applications are available from the school office.

ANAPHYLAXIS

Anaphylaxis is a severe and sudden allergic reaction. It is the responsibility of parents to notify the school that their child is at risk of an anaphylactic reaction either at the time of enrolment, or if the student is enrolled, as soon after diagnosis as possible, and supply the school with a current emergency care plan and prescribed emergency medication. Please make an appointment with our deputy principal to discuss any special emergency care plans.

ACCIDENTS

In case of an accident students will be taken to the school office for care and observation. If the student requires medical attention the office staff will ring the parents or the nominated emergency contact person. Please notify the school if you change your contact details as it is essential that the school has current phone numbers for emergency situations.

ACCOMPANYING STUDENTS TRANSPORTED BY AMBULANCE

Representatives of the NSW Department of Education and Communities and the Ambulance Service of NSW met to discuss protocols when an ambulance is called to a school to transport an injured or ill student to hospital.

In all circumstances the health and safety of the student is the key determining factor in decision making. In accordance with the Department’s duty of care, it is essential that first aid be provided to an injured or ill student and emergency services be contacted where required, to arrange for an ambulance to attend the school and provide other appropriate support and advice.

When an ambulance is required, parents, carers or authorised emergency contacts for the student must be contacted as soon as possible so that, where possible, they may be in attendance when the ambulance arrives.

If there is no parent or carer at the school when the ambulance arrives, the Ambulance Service of NSW has advised that it is helpful for a staff member to accompany a student in the ambulance, particularly

when the student is younger and will benefit from having a familiar person travelling with them in the ambulance. However there will also be circumstances, particularly with very serious accidents, where paramedics will specifically not require a staff member to accompany them.

The decision to send a staff member in an ambulance with a student needs to be determined at the individual school level and on a case by case basis.

It is acknowledged that each case will be different and it is not possible to specify the situations when a staff member should accompany a student in the event of an accident.

ASSEMBLIES

A formal indoor assembly is held fortnightly for K–2 students and for stage 2 and 3 students. The emphasis is on acceptance of awards, reporting events of interest and on the presentation of individual and class items.

These assemblies contribute to the development of student self-esteem and a sense of belonging within the school community. Parents are welcome to attend these assemblies.

ATTENDANCE

Government legislation requires students to attend school each day unless they are sick, are likely to infect other students or have been involved in a misadventure or unforeseen event (Department of School Education, School Attendance Policy, 2005). Supervision of children is provided from 8.45am until 3.10pm Monday to Friday.

The NSW Department of Education and Communities (DEC) does not accept responsibility or provide supervision outside these hours.

We seek your co-operation in ensuring that your child arrives at school between 8.45am and 9.15am each morning. Students who arrive before 8.45am need to be enrolled in a supervised activity or be attending the Before and After School Care Centre (BASC). Information about the BASC is included in your enrolment package.

S C H O O L H O U R S	
Morning Session	9.15am - 11.20am
Recess	11.20am - 11.40am
Mid-morning Session	11.40am - 1.00pm
Lunch	1.00pm - 1.50pm
Afternoon Session	1.50pm - 3.10pm

If a student has occasion to arrive at school a few minutes before 8.45am they will need to sit on the silver seats near the administration block until the 8.45am bell rings and a teacher is on duty.

BAND

The school has a year 2 band, a junior band and a senior band. Year 2 band practice is 8.00am on Tuesday, junior band practice is 8.00am on Thursday and concert band practice is 8.00am on Friday. All students who join the school bands are required to attend weekly private tuition to learn how to play their instrument.



EXTERNAL BAND CONDUCTOR

Ms Louisa Sindel-Marshall

Participation in our school bands is an extra-curricula activity run by an external band conductor. For a student to join a band, parents need to sign an agreement stating that they understand that parents are required to pay their child's band fees by end of the fifth week of each school semester. No subsidy for band fees can be provided by the school for students who participate in the band.

BANKING

Student banking is available from 8.30am each Wednesday outside the Hall. Volunteer parents accept deposits on behalf of the Commonwealth Bank. The School Banking Program is a great fundraiser for our school. The school receives \$5 when children make their first deposit at school and a commission on every deposit made through the School Banking program.

BEFORE AND AFTER SCHOOL CARE (BASC)

Care is available five days a week during each school term and vacation care programs are offered during the school holidays. The centre is situated within the school grounds and is administered by a parent representative committee. The schedule of fees and further information is available directly from BASC on 9489 3506. BASC is open before school from 7.00am to 8.45am and after school from 3.15pm to 6.00pm.

BIKES and SCOOTERS

Students from the age of 10 years are able to ride bikes and scooters to and from school if they are wearing the correct helmet and safety gear. There are storage facilities on the bike racks located near the Library and the vehicle must stay there until the conclusion of the day. Scooters, bicycles, helmets and protective gear are brought to school and stored at the students own risk. Students also need to complete a Foot Scooter and Bicycle agreement and riders permission note before riding to school.

BOOK CLUB

Book Club provides an excellent opportunity for inspiring a love of reading. A pamphlet and order form published by Ashton Scholastic is sent home twice each term. Parents/Guardians must tick the appropriate boxes if they wish to order the books and return the order form with the correct money in a sealed envelope to the teacher librarian by the due date.

BOOK WEEK

Each year, during Term 3, Waitara Public School celebrates Book Week. The activities undertaken range from author visits, displays in the library, presentations by classes, excursions to the local library and studies of the Children's Book Council's short-listed books. The goal of the Children's Book Council is to promote quality children's literature. Waitara Public School uses Book Week to highlight the important role that books play in the lives of children.

CANTEEN

The Waitara Public School Canteen is privately leased Fresh Tastes @ School canteen. The Fresh Tastes @ School NSW Healthy School Canteen Strategy came into effect at the start of the 2005 school year.

Since then, it has been mandatory for all public schools in the state. The initiative is all about giving students across NSW a taste for healthy foods and encouraging them to make healthier food choices. The canteen follows a government-endorsed approach to the type of food and drinks that can and can't be sold in NSW Government school canteens.

The canteen is open each day. Lunch orders need to be given to the canteen before school. A menu and price list is issued each semester and is available on the school website.

CHANGE OF ADDRESS

It is most important to notify the school of any changes of address or telephone numbers so that our records can be kept up to date. It is essential that the school has this information in case of emergency or illness.

If both parents are at work during school hours we need to know your place of work and telephone numbers in case of emergency or illness. If you are not working now but plan to commence work later in the year, please remember to notify the school office and classroom teacher of these details.

COLLECTING CHILDREN FROM SCHOOL

All children should be picked up at 3.10pm each day unless your child is going to the BASC or an after school extracurricular activity. You may wish to register with the BASC when you enrol your child at the school so that if you are unavoidably detained you can call the office and advise us that your child will need to go to the BASC. Regular fees will apply.

On the rare occasion that you are delayed and are unable to contact the school your child will be taken to the school office by their classroom teacher where they will be supervised by the principal or deputy principal until you arrive.

Legally all students are to be at school for the full school day. Students should not be taken out of school unless they are sick, have a medical appointment or the family circumstances require the student to leave school before 3.10pm. Parents who need to take their children out of school early should go to the school office and complete a yellow tear-off slip. The carbonated base copy of the slip stays in the book and provides a record for the school. The parent must give this slip to the teacher when they pick the student up from the classroom.

COMPUTERS

All students participate in weekly lessons in our computer laboratory or multi-purpose learning centre (MPLC). The library is also equipped with a bank of computer workstations, all of which have Internet access. All classrooms have a bank of networked computers for student use.



The computers are used to develop computer skills and to support teaching and learning in all areas of the school curriculum. Students are encouraged to become independent users of technology and to regard it as a valuable tool in their education. Every student is allocated a DEC email account. Parents can indicate when enrolling their child if they do not wish their child to have access to their email account.

COUNSELLOR SERVICES

The school counsellor is a qualified child psychologist who works at our school for 2 days each week. The counsellor assists students who have any learning, educational and personal concerns. Referrals to the counsellor are initiated by the classroom teacher and taken to the school's Learning Support Team (LST) lead by the deputy principal. Written parental consent will be obtained before any child is referred to the school counsellor.

If parents wish to speak to the counsellor they must ring the school office and leave their details for the school counsellor to contact them.

CURRICULUM

The learning programs are divided into the six Key Learning Areas (KLA's)

- ▶ English (reading, writing, talking and listening)
- ▶ Mathematics
- ▶ Science and Technology
- ▶ Human Society and Its Environment (HSIE)
- ▶ Creative Arts (music, visual arts, dance and drama)
- ▶ Personal Development, Health and Physical Education (PDHPE)

For each of the curriculum areas, there are syllabuses, NSW Department of Education and Communities policies and guidelines.

The syllabuses are available on Board of Studies web site <http://www.boardofstudies.nsw.edu.au>
NSW DEC web site <https://www.det.nsw.edu.au>

DISCIPLINE

We are very proud of our students' behaviour and are committed to maintaining excellent standards of discipline. The discipline policy is available on the school website <http://www.waitara-p.schools.nsw.edu.au/>. Hard copies of the discipline policy are available from the school office on request. We encourage every parent to read the policy and to support the schools' implementation processes. The most effective method of discipline is when there is close co-operation between parents and the school.

POSITIVE BEHAVIOUR ENGAGING LEARNING

At Waitara we believe that together we can learn and grow in harmony when we all commit to the expectations of Respect, Responsibility and Personal Best. This program is more widely referred to as Positive Behaviour Engaging Learning or PBEL. We call it '*The Waitara Way*'. We explicitly teach students at Waitara how to make positive choices and appropriate decisions. We have a positive reward system to provide recognition and incentive for students who are upholding these expectations. We will also ensure that consistent inappropriate behaviour is monitored and communicated to parents. For example, respecting others is the Waitara Way.

EDUCATION WEEK

This is celebrated by all public schools in NSW during the month of August. Parents are invited to visit the school on a specific day during Education Week to observe their child's class, see his/her schoolwork, view displays and watch a range of performances. Parents are advised of the exact date of any events during Education Week at the commencement of each school year.

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL teachers assess each non-English speaking student when they are enrolled at our school to determine their level of proficiency in English. Students who have very little English are withdrawn from their class each week for intensive English lessons. ESL teachers also work with small groups in the mainstream classrooms to assist ESL students to improve their usage of English.

ENROLMENTS

Due to an increase in student enrolments Waitara Public School is only accepting enrolments of students who live in the designated area (see the map on our website).

Exceptions may be made on application to the principal if there are extenuating circumstances such as medical reasons.

Parents are eligible to enrol their child in kindergarten if their child's birthday falls before July 31 in the year they turn five. It is advisable to enrol children for kindergarten as early as possible in the year before they are due to begin school.

When enrolling a new student for kindergarten or from overseas there is a legal requirement to provide documents to verify the child's name, residence status and date of birth. The school will need to sight original documentation.

EXCURSIONS AND INCURSIONS

The school organises activities and excursions throughout the year to coincide with topics of study undertaken by students in each grade. These activities are additional to the normal day to day activities of the grade and for that reason involve a cost to parents. Information about these excursions will generally be included in the term invoices.

EXTRA CURRICULAR ACTIVITIES

Various extracurricular activities are available for students with special interests. These are available during and outside school hours and private tutors are engaged for these activities. Examples of the extra curricular activities available at Waitara Public School are Band, Dance, French, German, Japanese, Chinese language and art, Ballet, Tae Kwon Do, Chess and Keyboard Classes. Information about these activities is contained in Waitara Ways, which is our school newsletter. The newsletter is uploaded on our website or emailed to parents each fortnight during the school terms.

ENVIRONMENTALLY FRIENDLY COMMITTEE (EFC)

Children from year 2 to 6, who are interested in environmental matters, meet at lunchtime on a weekly basis. The EFC is a highly motivated and extremely effective group of students interested in conservation, preservation and promotion of all things that are green and growing.

They work hard to maintain and improve the quality of their school environment by recycling, composting, weeding and planting shrubs and trees. Other initiatives have included litter reduction programs and bush regeneration.



FRUIT BREAK CRUNCH & SIP

A fruit break is a short set break which allows children to eat fruit, or vegetables and drink water in the classroom. Students refuel with fruit (or vegetables such as carrots) during the morning at approximately 10am this helps with performance and concentration as well as health.

Please make sure that you provide your child with fruit to have at this time, as well as food for recess and lunch.

HATS

School hats are part of our school uniform and must be worn when students are in the playground and walking to and from school. We ask parents to support us in enforcing this school rule. School hats are available from the school Uniform Shop.

For sun safety reasons, Waitara encourages a no hat, play in the shade rule. The school will contact you if your child continually ignores this school rule.



HIGH SCHOOL

All information regarding local, single sex or co-educational high schools is received by the school in term 1 each year. This information is then distributed to year 6 students. Information regarding selective high schools is received by the school in term 4 each year. This information is distributed to year 5 students. All high school applications need to be completed and returned to the school by the specified date.

HOMEWORK

To develop desirable habits and to reinforce work done during the school day, students are expected to complete regular homework assignments and tasks. Due consideration is given by teaching staff to the ages and stages of development of the students as well as the NSW Department of Education and Communities homework policy. It is important that parents actively encourage students to complete their homework. Parents can contact their child’s classroom teacher if they have concerns regarding homework.

IMMUNISATION

Students should be immunised at five years of age or before starting school. Contact the Community Health Centre or your General Practitioner for details of vaccinations. Children enrolling in kindergarten require a Certificate of Immunisation. A certificate can be obtained from Medicare. If you choose not to vaccinate your child or you do not lodge a certificate with the school, and there is an outbreak of one of the diseases, you will be required to keep your child at home until advised by the school.

INFECTIOUS DISEASES

Certain common illnesses and conditions spread rapidly among children. It may be necessary to exclude a student from school if he/she has an infection to avoid the condition spreading to other students and staff. The table below is a guide to exclusion periods for common childhood diseases and infections. The Department of Health advises the following minimum periods of absence and your own family doctor should be consulted for further information.

Contagious Condition	Minimum Exclusion from School
Chicken Pox	5 days after the first spots appear, or when the blisters are crusted
Conjunctivitis	Until no more discharge from eye
German Measles (Rubella)	Until the child is fully recovered, or for at least 4 days after the rash appears
Measles	At least 4 days after the appearance of the rash
Mumps	At least 9 days after the appearance of the swelling
Whooping Cough	At least 14 days from the start of illness, or until they have had 5 days of a 10 day course of antibiotics
Scabies & Ringworm	Until the day after treatment has begun
Gastroenteritis	At least 24hrs after diarrhoea stops
Impetigo	If the sores are being treated and are properly covered by a clean dressing (not a Band-Aid) the child may attend school.
Head Lice (Pediculosis)	Until treatment is begun

If a student attends school before the minimum recovery from infection or before they feel well enough, parents will be phoned and asked to collect their child from school.

INTERVIEWS AND REPORTING STUDENT PROGRESS TO PARENTS

Formal parent interviews are held towards the end of first term to discuss student progress. These interviews are followed up by a detailed written report at the end of second term. If you wish to discuss your child’s progress later in the year you are welcome to make an appointment by contacting the school office. End of year school reports are sent home in week 9 of term 4.

JEWELLERY

Jewellery and expensive toys are not permitted at school.

KINDERGARTEN

During Term 3 before your child starts kindergarten, parents are invited to attend an information evening in the school hall. In addition to the information evening our school has organised three orientation visits on specified dates over three consecutive weeks. The purpose of the visits is to familiarise our new students with the school environment. Attendance on these days is extremely important, as students who attend the school visits, settle quickly into school.



Best Start- The first two days of the school year will be time for conducting the Best Start Assessment. You will receive a letter informing you of what day and time you need to bring your child to school for a thirty minute interview. Kindergarten will start school on the third day of the new school year, Monday the 3rd of February, 2014.

For the first week of kindergarten, students wear coloured name tags. It is important that parents ensure that they are worn each day while the teachers and other students get to know each other.

After the first few weeks we like parents to leave their child at the school between 9.00am and 9.10am. This allows the children to become independent and to mix with their school friends. At the end of the day children should be collected from the steps outside their classroom. Home time for all students is 3.10pm. Experience has shown that most kindergarten students tire easily and quickly, particularly during their first term of school. For this reason we recommend that after school activities are kept to a minimum during this first year at school.

LIBRARY

We have a very well-stocked library and a bank of computers for research purposes. The school has a full time teacher librarian. Each class has a weekly lesson in the library and provision is made for them to borrow books. A library bag is required for borrowing books from the library and can be purchased at the school Uniform Shop. A special parent resource section exists in the library and parents are welcome to borrow these resources.

LOST PROPERTY

All lost items of clothing are placed in the lost property classroom nominated each year. Parents are requested to check the baskets as soon as possible after an item of clothing is lost. Please ensure that your child’s hat, jumper or jacket is fully labelled. Please write his/her full name and class on each item.

At the end of each term the clothing is sorted. Named and labelled items are returned to classes. Any un-named clothing is either given to the second hand shop for re-sale or donated to charity.

LUNCH

The school health program teaches children that they need to eat a balanced diet. Please provide your child with a nutritious lunch and a mid-morning snack. Students are taught that chocolate bars and lollies – including chewing gum – are not appropriate foods to bring to school. For safety reasons students are not permitted to bring glass bottles or containers.

We encourage rubbish free, no packet, food and support the use of recyclable containers. Please ensure that all lunch boxes and containers are labelled so that they can be easily identified by your child.

MEDICATION

If students are sick we request that they stay at home until they are fully recovered. We ask that medication is not sent to school for a student to administer him/herself. If medication is required during school hours a letter from a doctor prescribing the medication must be provided to the office staff. Parents are encouraged to request medication that can be taken before and after school.

Students with asthma are the exception. These students should, where practicable, keep their medication with them at all times to enable prompt treatment of symptoms. Please supply the school office with an up to date asthma management plan for your child.

Students are only permitted to take other medication at school under the direct supervision of an appointed staff member and that must be organised within the strict guidelines listed below:

► *A letter from the doctor and/or the parent must be given to the school office stating that it is essential for the student to be given specified medication during school hours. The parent must complete The Authority to Administer Medication form as part of the school's record requirements.*

► *Medication is to be delivered to the office by the parent or carer of the student. In the case of tablets, five days supply can be left in a marked dispenser bearing the child's name. In the case of liquid medication only a single dosage will be accepted at the office each day.*

► *Parents and carers must be aware that responsibility for receiving the medication is entirely up to the student. Your child needs to ensure that he/she comes to the office at the correct time that the medication needs to be administered. Parents are encouraged to request medication that can be taken before and after school.*

MOBILE PHONES

As a communication device, mobile phones when used appropriately, offer students and their parents many advantages in terms of ease of communication and a sense of personal safety.

A mobile phone may be used during the journey to and from school, however, once at school the mobile phone must be turned off and be kept in the student's school bag. Any messages for students will be left as a voicemail for the class teacher. If a student needs to contact a parent urgently during the day, a telephone call can be made at the school office.

Students and parents need to be aware that students who bring mobile phones to school do so at their own risk – as no responsibility will be accepted for any loss or damage.

No technology items are allowed at school including ipods or any other equipment.

MUSIC

“If the musical mind is engaged in early stimulation through activities such as hearing and responding to music through singing, movement and playing then we stimulate musical intelligence” Jane Healy 1990

The RFF Program (relief from face to face teaching) incorporates an exciting music component. Every class in the school participates in a 40 minute lesson each week with a music specialist. Waitara Public School follows the NSW Department's Creative Arts Curriculum document with a focus on singing, playing, moving and the development of aural and written skills.



Stage 1 and ES1 students commence a developmentally sequenced program (Kodaly based) where they learn to read and write music through carefully selected songs and song games.

Stage 2 students are introduced to the recorder and will use this to complement the voice as they continue developing notational skills.

Stage 3 students experience the guitar and tuned percussion as they extend their skills by learning to “sing and play” or “sing and play in canon.”

Every lunch time the music room is opened for “Music Room Maestros.” Students from Years 3 – 6 can relax and make music with their friends or use this time for singing together.

There are choirs, recorder ensembles, festivals and many performance opportunities in which all students are encouraged to take part.

NEWSLETTER

A school newsletter called Waitara Ways is uploaded to our school website and emailed to parents every second Tuesday so that parents are kept aware of events at our school. To receive the newsletters via email or on your mobile device please register via the school website. Please make it a practice to read the newsletter as it contains important information about school activities.

To receive the newsletter each fortnight on a Tuesday please

- go to the school's website: www.waitara-p.schools.nsw.edu.au
- click on the heading Newsletters and Notes
- enter your details and click on subscribe
- you will receive a confirmation email which you will need to activate

OC CLASSES

There are two Opportunity Classes (OC) based at Waitara Public School – a year 5 class and a year 6 class (stage 3). The students who attend these classes have been selected through an assessment process overseen by the Selective Schools Unit of the New South Wales Department of Education and Communities. When students are in year 4 they are able to sit for the OC selection test. This test has a literacy, numeracy and writing component and is usually held in term three. The marks on this test, coupled with a ranking mark from the school, create the final mark for OC class selection.

Thirty students are offered a place in the year 5 OC class. A reserve list is also established and managed by the High Performing Students Unit. The normal curriculum is compacted and extended. The OC students experience an enriched and diverse learning environment where they have varied opportunities to extend their learning while developing higher-order and more complex thinking skills.

There is an orientation morning held during term four for the successful year 4 students who will be entering the OC class the following year. This gives the students and their parents the opportunity to visit the school and meet the teachers and other OC students.

PARENT HELPERS

Throughout the year many parents become involved in school programs and special projects. Parents and grandparents help with reading, library, excursions, sport, and concerts. Our gardens and grounds are kept in wonderful condition by regular parent working bees. If you can help in any way your time and effort would be appreciated.



PARENTS AND CITIZENS ASSOCIATION (P & C)

The Parents and Citizens Association is a very important organisation in all NSW Public Schools. It is a voluntary organisation led by parents that facilitates the community's support of the school.

Waitara P&C's main objectives are to:

- ▶ Promote the interests of the school by bringing parents, students, teaching staff and other members of the community into close co-operation;
- ▶ Assist in providing facilities and equipment for the school; and
- ▶ Assist and co-operate with teaching staff at public functions associated with the school.

Our P&C organises social events throughout the year, including discos, morning teas, Mother's Day and Father's Day stalls and fundraising events. Through various fundraising activities we have provided equipment such as playground furniture, interactive whiteboards, air-conditioning and carpeting for classrooms, maths and reading equipment, music equipment, computers and iPads and support for the school's participation in music festivals and sporting events.

The P&C meets on the second Wednesday of the month at 7.00 pm, during school terms in the teachers' staffroom in the administration block. A warm welcome is extended to all parents who attend.

Waitara Parents: supporting your child's school experience

W: <http://www.waitarapandc.asn.au> E: president@waitarapandc.asn.au

PRESENTATION ASSEMBLIES

At the end of each school year the school recognises and celebrates the achievements of the students throughout the year.

Four presentation ceremonies are held in the school hall. The first is a ceremony for kindergarten students and their parents. This is followed by separate ceremonies for:

- ▶ Stage 1 (years 1 and 2) students and their parents
- ▶ Stage 2 (years 3 and 4) students and their parents
- ▶ Stage 3 (years 5 and 6) students and their parents

At each of these ceremonies individual and team achievements are recognised.

READING

Reading is the key to success in all key learning areas. For this reason the teaching of reading is given great importance at Waitara Public School. Every student is benchmarked at the beginning of each school year to determine their reading comprehension level. Students are benchmarked throughout the year to match students to text. Students are then grouped within their class for guided reading sessions.

Parents are invited to assist kindergarten to year 2 teachers with their class reading groups. It is most important that children have lots of reading practise in these early years. We rely on the generous help of parents for this activity. The school also strongly encourages children to read regularly at home.

In addition to classroom reading activities the school also offers support programs for children experiencing difficulty with reading, such as Reading Recovery and Parent Assisted Learning (PALs)

which is supported by St John's Ambulance. The students who participate in these programs are identified by their class teachers as requiring extra support to read at an age appropriate level.

RELEASE FROM FACE TO FACE

Teachers are released from face to face teaching for two hours each week for the provision of administrative needs including programming and meeting with colleagues. During this time all students attend Music, Sport or library.

SCHOOL DEVELOPMENT DAYS

Every government school has five (5) pupil free days per year for teachers to participate in professional learning activities and to engage in whole school planning. The school development days are set by the NSW Department of Education and Training. They are the first day of terms 1, 2 and 3 and the last 2 days of term 4, of each year.

Parents are asked to make alternative arrangements for their children on these days. For a fee, you can book your child into the BASC on these five days of the year. The BASC provides a wonderful alternative program for students on these days.

SCRIPTURE

Scripture lessons take place each Wednesday morning when visiting clergy and lay teachers from local religious groups visit the school for forty minute lessons. Scripture classes are offered for religions such as Baha'i, Hindu and Muslim when certified teachers are available.

SICK CHILDREN

When your child becomes ill at school, we phone you or your nominated emergency contact to request that your child be picked up and taken home. When a child is ill in the morning, it is best that the child is kept home for the day.

SPORT AND THE FUNDAMENTAL MOVEMENT SKILLS PROGRAM

All students from kindergarten to year 6 participate in the fundamental movement skills program which is designed to develop a range of skills which are essential for participation in competitive sporting activities.

In addition to this program, students in kindergarten, years 1 and 2 participate in an extensive gross motor program.

Parents are invited to assist with the gross motor program. Students also participate in a gymnastics program.

Weekly sport activities are held for all students in years 3 to 6. During terms 1 and 4 sport is held in the mornings, before the day becomes too hot and during terms 2 and 3 in the afternoons.

Our school has a representative team, which consists of students from years 5 and 6 who participate in inter-school competitions in cricket, soccer, basketball and softball. Parents are informed via the news-letter of impending events such as the Annual Swimming Carnival (years 2-6) and Athletics Carnival (K-6), as well as the various representative carnivals.

Each year students in years 2 and 3 participate in a two week swimming scheme.



SPORTING HOUSES

On enrolment students are placed in one of 4 sport house groups. Siblings are placed in the same sport house. Students remain in this sport house throughout their time at Waitara school.

KOOKABURRA	Blue
CURRAWONG	Green
ROSELLA	Red
KINGFISHER	Yellow

STEWART HOUSE

Stewart House is a school and holiday home at Harbord for children in need of medical and emotional support in NSW schools. Stewart House is wholly supported by the students, teachers and families from NSW Public Schools. During the year there are used clothing appeals and bags will be sent home for contributions. We also encourage the Student Representative Council (SRC) to promote fund raising activities for Stewart House each year.

STUDENT ASSISTANCE SCHEME

A small amount of money is allocated by the school to assist parents who are experiencing financial difficulties meeting the school related needs of their child. Please contact the principal in writing to apply for assistance through this scheme.

STUDENT LEADERS

Students undertake a rigorous process of leadership training to be considered for nomination as either a student leader or house captain at Waitara Public School. The program promotes qualities and behaviours of good leaders and helps students understand and appreciate what will be expected of them as a student leader at Waitara Public School. Next there is a nomination process that will involve participants who have successfully completed the leadership training program. The successful nominees will then give a speech to students in Years 3, 4 and 5 and teachers. An election, by secret ballot, will then take place to determine the following years school leaders and house captains.



TELEPHONE MESSAGES

Telephone messages for students will be taken only in cases of extreme emergency. It is not necessary to telephone the school office to report that your child will be absent. All messages such as reason for absence, change of routine etc should be communicated to the class teacher in writing. Please be sure that your child is aware of his or her routine, including how they are to go home each day.

TERM INVOICES

At the commencement of Term 1 invoices are sent out requesting payment for art, computer, sports levies and excursions. Parents are asked at the commencement of each year to consider making a voluntary contribution to assist the school with the purchase of resources to support our excellent teaching and learning programs. All payments are collected by each student’s class teacher.

At the commencement of Terms 2, 3 and 4 parents will receive an invoice to cover the costs of any enrichment activities during the term. We are only able to offer opportunities for students to go on excursions and participate in enrichment activities, during school hours, because parents are willing to cover the costs.

Invoice payments need to be returned in an envelope with the signed permission notes by the date specified. For administrative reasons could you please write your child’s name, class and the amount enclosed on the outside of the envelope.

Credit card payments over \$20 can be made where there is provision on the invoice. If payment is made by cheque it should be made out to Waitara Public School unless otherwise stated. The school endeavors to keep costs to a minimum but this is balanced against the need to provide a wide-ranging variety of stimulating learning opportunities for our students.

TEXT BOOKS

Text books are available for purchase directly from the supplier at school from early term 1 each year.

TRAVEL TO SCHOOL and TRANSPORT PASSES

To ensure their safety the students must not walk through the staff car park near Highlands Avenue when arriving at and leaving school due to the inherent danger. There are several pedestrian entrances via gates to the school in Myra Street, Edgeworth David Avenue and Highlands Avenue. Please teach your children to use the pedestrian gates only and not the driveway gates.

Parents are requested to encourage their children, whether in the company of adults or not, to use the pedestrian lights at all times when crossing the road to school. Parents are also asked to park only in legal parking areas and with extreme care in the streets surrounding the school - please be aware of the No Stopping and No Standing Zones. The school is also located in a 40kph speed zone, which operates between 8.00am and 9.30am and 3.00pm and 4.00pm. Please help us to keep your children safe by observing this road rule, as the streets around the school are very busy.

All students in kindergarten, year 1 and year 2 are eligible for free travel to and from school. Applications are available from the school office. Students in years 3, 4, 5 and 6 may be eligible for free travel depending upon their residential address. Information regarding eligibility for free/discounted travel is available from the school office.

PLEASE NOTE: *The school bus is for student travel only.*



UNIFORMS

Waitara School Uniform Shop
Open Monday and Thursday from 8.45am to 9.30am

Orders with a cheque or receipt for internet banking transfer may be left at the Uniform Shop tray near the school office for delivery to the child’s class. Please do not leave cash.

All students are expected to wear school uniform to school each day. No jewellery is to be worn with the exception of watches (and sleepers or ear-studs for girls). The official school uniform is listed on the next page.

SUMMER UNIFORM

BOYS	GIRLS
Sky-blue short sleeve polo shirt (navy collar detail and embroidered crest)	Navy and white check dress (red piping detail and tab)
Grey shorts	
Grey socks	Navy socks
Black school shoes	Black school shoes
Navy school hat	Navy school hat or cap
Navy school zip jacket or sweatshirt (optional)	Navy school zip jacket or sweatshirt (optional)
	Navy school colour hair accessories

WINTER UNIFORM

BOYS	GIRLS
Sky-blue long sleeve polo shirt (embroidered crest)	Sky-blue long sleeve polo shirt (embroidered crest)
Grey trousers	Navy check tunic or Navy bootleg pants
Grey socks	Navy socks or Navy tights
Black school shoes	Black school shoes
Navy school hat	Navy school hat or cap
Navy school zip jacket or sweatshirt (optional)	Navy school zip jacket or sweatshirt (optional)
	Navy school colour hair accessories

SPORT UNIFORM (UNISEX)

SUMMER	WINTER
Sky-blue short sleeve polo shirt (navy collar detail and embroidered crest)	Sky-blue short sleeve polo shirt (navy collar detail and embroidered crest)
Navy shorts	Navy shorts
White socks	Navy school zip jacket or sweatshirt
Sport shoes	Navy track pants
	White socks
	Sport shoes

UNIFORM SUPPLIERS

The Waitara School Uniform shop has a complete range of new and second-hand clothing for purchase.





WAITARA PUBLIC SCHOOL

68 Edgeworth David Avenue, Wahroonga, NSW 2076

Telephone: 9489 3105 Facsimile: 9489 7130

Email: waitara-p.school@det.nsw.edu.au

www.waitara-p.schools.nsw.edu.au/

Office hours: 8.30am – 3.30pm (during school term) School hours: 9.15am – 3.10pm