WOOLLAHRA

PUBLIC SCHOOL

Excellence * Opportunity * Success

SCHOOL HANDBOOK 2022

NSW GOVERNMENT Education Public Schools

Welcome to Woollahra Public School

On behalf of the school community I warmly welcome you to Woollahra Public School. The purpose of this handbook is to provide you with information about our school. At Woollahra we have created a learning community where all children are valued and encouraged to achieve their best in a happy, safe, caring and stimulating learning environment. We empower children to reach their potential and become independent and confident lifelong learners by providing a broad range of learning opportunities which meet the needs of all of our students.

What makes our school so special?

- **The learning environment** - we work to ensure every child experiences a safe and caring environment in which they can learn. Small class sizes are an important feature of our school.
- **Learning success and individual excellence** – high achievement for every student is important to us. Quality teaching, stimulating learning experiences and academic support are a priority for all.
- **A focus on student wellbeing -** our school ensures positive student wellbeing is at the centre of all that we do. Our commitment is that all students will feel safe and happy, have healthy levels of self-esteem and experience high levels of engagement in all aspects of their learning.
- **Our staff** - we have a highly trained and committed team of staff who work together to provide our children with the best education and opportunities available.
- **A culture of inclusivity** – we welcome students from a variety of cultural and family backgrounds and promote a culture of inclusivity where every child and their family feel valued and included.
- **An innovative approach** – in all areas of our schooling we use innovative approaches to learning supported by state of the art technology.
- **A broad range of opportunities** – we are constantly developing programs that enhance student learning. Innovative programs are offered in English, Mathematics, science, the arts, sport and aspects of learning such as creative and critical thinking.
- **A strong sense of community** – at Woollahra we have a very close relationship with our parent community and encourage participation in decision-making processes in the school. We find that by encouraging parent participation in school activities, parents become partners with teachers in their child's education.
- **Outstanding grounds and facilities** – our school is situated in spacious, landscaped grounds and is well equipped with the facilities to support 21st century learning.

As Principal, I am certainly very proud of our school and all that we achieve for the children and families in our care I look forward to working with you and developing relationships that ensure all students in the school are able to receive a quality education. We want them to reach their full potential in an environment where learning is engaging, stimulating and exciting.

Nicole Molloy
M.Ed (Leadership), M.A. (Psych), B.A., Dip Ed. (Prim)
Principal

School History

Woollahra Public School now has the same name as when it opened in 1878 with three rooms and 300 students. In the late 1890s its name changed to Woollahra Superior Public School, with an enrolment of 1200, which included students receiving secondary education. More buildings were added including the Chisholm Building (for girls) in 1891 and the Barton Building (for boys) in 1902 to 1903. The present after care centre room and classrooms above were added in 1924, and these were used for manual training. In these early days, the average numbers in classes was around 60.

In 1932 Woollahra was one of a number of schools in Central Sydney where Opportunity Classes for academically gifted and talented students were introduced. These classes still exist for 120 children in Years 5 and 6.

Interestingly, it wasn't until the late 1960s that primary classes became coeducational. Separate playgrounds operated for boys and girls until the mid-1970s. Electricity was connected to the classrooms in the late 1960s following a candle lit protest. It was during the Centenary year in 1978 that the school received a long overdue refurbishment with bright paint replacing faded grey and fawn and the bare floorboards were carpeted green.

During the 1960s and until 1979 the school was known as Woollahra Demonstration School because students from Alexander Mackie Teachers College visited the school to watch demonstration lessons. When the college moved and the lessons were no longer part of teacher training, the name returned to its original Woollahra Public School.

In 2022 Woollahra has an enrolment of 700 students organised into 29 classes. The school is continuing to undergo major refurbishments to preserve the precious heritage buildings. Within those buildings our students and staff embrace future focused learning approaches while simultaneously valuing our long and special history of educating the young people of our community for 144 years.

Our Staff

The Principal, Deputy Principals and Assistant Principals form the leadership team who lead an outstanding staff at Woollahra. They have special responsibilities to lead, manage and coordinate the education programs on a stage and school level, ensuring quality learning opportunities are in place for all students throughout their schooling. All of our teaching staff are university educated with many staff members holding additional postgraduate degrees. In addition to classroom teachers the school has a range of support teachers as follows:

- ***School Teacher Librarians manage the school library and teach each class on a weekly basis.***
- ***English as an Additional Language teachers are specialists who assist non-English speaking students with language acquisition.***
- ***Learning Support teachers provide assistance to students with additional learning needs and work with classroom teachers to ensure the learning needs of all students are met.***
- ***Release from Face to Face (RFF) teachers provide classroom teachers with two hours non-teaching time per week to attend meetings, develop learning programs and complete administrative tasks. The RFF teachers run specific curriculum based programs for each class and work closely with classroom teachers.***
- ***School Learning Support Officers work to support students and teachers in the classrooms. She works with small groups of children to implement individual learning programs designed by teaching staff.***

Principal	**Ms Nicole Molloy**	*Principal*
Deputy Principals	**Ms Serena Petriella** **Mrs Janelle Warhurst**	*Deputy Principal* *Deputy Principal*
Assistant Principals	**Mrs Vanessa Kazanis** **Mrs Edwina Macdonald** **Mrs Leanne Garber** **Ms Anna Hayward** **Mrs Judy Fetherston**	*Assistant Principal (Kindergarten)* *Assistant Principal (Stage 1)* *Assistant Principal (Stage 2)* *Assistant Principal (Stage 3)* *R/Assistant Principal (Stage 3)*
Classroom Teachers	**Mr Adam Sipple** **Mrs Alex Byron** **Mrs Sarah Cooper-Egan** **Mrs Ashlie Wright** **Ms Janey Jankelson** **Ms Kate Fitzpatrick** **Ms Emma Brodie & Mrs Eve Hood** **Miss Isabelle O'Rourke** **Mrs Edwina Macdonald** **Mrs Kathy Konstantaras** **Ms Diane Grindrod** **Ms Samantha Abbott** **Mrs Yvette Markezinis** **Mr Ian Witschi** **Ms Alice Caspers** **Ms Sophie Wadsworth** **Ms Bec Isaacs** **Mrs Kay Wall** **Ms Jennifer Lee**	*Kindergarten* *Kindergarten* *Kindergarten* *Kindergarten* *Stage 1 – Year 1* *Stage 1– Year 1* *Stage 1– Year 1* *Stage 1– Year 1 /2* *Stage 1– Year 2* *Stage 1– Year 2* *Stage 1– Year 2* *Stage 1– Year 2* *Stage 2 – Year 3* *Stage 2 – Year 3* *Stage 2 – Year 3* *Stage 2 – Year 3* *Stage 2 – Year 4* *Stage 2 – Year 4* *Stage 2– Year 4*

Classroom Teachers	**Ms Karin Lingard** **Miss Ruby Cuthbert** **Miss Kate Brandon** **Ms Hannah Costello** **Mrs Anna Hayward** **Ms Leigh Melville-Griffiths** **Mrs Gail Pellow** **Mrs Clare Barta** **Mrs Aimee Wood** **Mr Justin Owens**	*Stage 3– Year 5* *Stage 3– Year 5* *Stage 3– Year 5* *Stage 3– Year 5 (OC)* *Stage 3– Year 5 (OC)* *Stage 3– Year 6 (OC)* *Stage 3– Year 6 (OC)* *Stage 3– Year 6* *Stage 3– Year 6* *Stage 3– Year 6*
Teacher Librarians	**Ms Kellie Hoare**	*Library*
Wellbeing Specialist	**Mrs Alice Peel**	*Grow Your Mind Wellbeing Program*
Philosophy	**Mrs Margaret Sparkes-Carroll**	*Philosophy Specialist Teacher*
Support Teachers	**Mrs Janne Hogben** **Mrs Elizabeth Elfes** **Ms Lia Giffard** **Mrs Natalie Sheining** **Ms Belinda Head** **Mrs Louise Mooney** **Mrs Katelyn Boshell** **Mr Neil Kirkby** **Ms Svetlana Skrypnikova** **Mr Craig Lawson** **Ms Lia Giffard** **Mrs Janne Hogben**	*Learning and Support* *Learning and Support* *Learning and Support* *Learning and Support* *Literacy & Numeracy Coordinator* *Release from Face to Face – Health* *Release from Face to Face - Dance* *Italian* *Italian* *Japanese and STEM Specialist* *English as an Additional Language* *English as an Additional Language*
School Counsellor	**Mrs Mary Curtis**	*Student Wellbeing & Learning Support*
Administration Staff	**Ms Narelle Rutland** **Mrs Margaret Cordingley** **Mrs Michelle Towers** **Mrs Bec Whitcombe** **Ms Renate Dunham** **Ms Alicia Khoo**	*School Administrative Manager* *School Administrative Officer* *School Administrative Officer* *School Administrative Officer* *School Administrative Officer (Library)* *Technology Support*
School Learning Support Officers	**Ms Lori Walker** **Ms Renate Dunham** **Ms Frances Berry** **Ms Samanatha Whetters**	*Learning Support* *Learning Support* *Learning Support* *Learning Support*
General Assistant	**Mr Steve Garland**	*Maintenance and Grounds*
Canteen Manager	**Mrs Linda Priori** **Mrs Stephanie Zavras**	*Canteen Manager* *Canteen Manager*

School Details

Postal Address: Woollahra Public School, Forth Street WOOLLAHRA NSW 2025
Phone: 02 9328 6313
email: woollahra-p.school@det.nsw.edu.au
Website: www.woollahra-p.schools.nsw.edu.au
Office Hours: 8.30am – 3.30pm

Contacting the School

When you ring the school or come into the office you will speak with one of our administrative staff members. They will provide you with assistance or alternatively direct you to a member of the school executive or teaching staff.

2022 Term Dates and Holidays

Term 1	Monday 1 February 2022 – Friday 8 April 2022 Kindergarten students will start on Wednesday 3 February 2021 The school will open on Friday 28 and Monday 31 January when staff return for school development days.
Autumn Holidays	Monday 11 April 2022 – Friday 22 April 2022
Term 2	Wednesday 27 April 2022 – Friday 1 July 2022 The school will open on Tuesday 26 April when staff return for a school development day.
Winter Holidays	Monday 4 July 2022 – Friday 15 July 2022
Term 3	Tuesday 19 July 2022 – Friday 23 September 2022 The school will open on Monday 18 July when staff return for a school development day.
Spring Holidays	Monday 26 September 2022 – Friday 7 October 2022
Term 4	Monday 10 October 2022– Monday 19 December 2022
Summer Holidays	Tuesday 20 December 2022– Monday 30 January 2023

School Routine

The school day at Woollahra Public School follows the outlined routine:

8.30am	Playground supervision begins in the area adjacent to the hall and Centenary Building. For safety reasons no students are to be on the school premises before this time unless they are participating in a before school extra-curricular activity supervised by staff. Students should place their school bags near their classrooms or in their designated morning line up area. In the event of rain, a wet weather bell will sound indicating students should proceed directly to their classroom where they will be supervised by their teacher.
9.00am	First bell rings and all students line up in their designated morning lines areas. On Monday mornings a short assembly and announcements are made. On other days class teachers will meet their classes to escort them directly to the classrooms.
9.00am – 11.00am **9.00am – 11.30am**	**Teaching and Learning - Session 1 (1- 4)** **Teaching and Learning - Session 1 (Kindergarten/Years 5-6)**
11.00am – 11.30am **11.30am – 12.00pm**	**Break 1 for children in Years 1-4** **Break 1 for children in Kindergarten and Years 5-6**
11.30am – 12.45pm **12.00pm – 1.15pm**	**Teaching and Learning - Session 2 (1- 4)** **Teaching and Learning - Session 2 (Kindergarten/Years 5-6)**
12.45pm – 1.30pm **1.15pm – 2.00pm**	**Break 1 for children in Years 1- 4** ***(Supervised eating time for 15 minutes)*** **Break 1 for children in Kindergarten and Years 5-6** ***(Supervised eating time for 15 minutes)***
2.00pm – 3.00pm	**Teaching and Learning - Session 3**
3.00pm	End of day school bell rings. Each class is escorted to a designated pick up area. Supervision is provided at the bus stop on Forth Street and at the gate on Osbourne lane. Students are expected to leave the school or be collected by a parent or carer promptly at 3:00pm. Students whose parents or carers are late must wait at the school office. If parents and carers are running late please telephone the school office on 9328 6313.

School Uniform

Our school uniform identifies our students as belonging to Woollahra Public School. School uniform reinforces in students a pride in their own appearance and the school. It instils recognition of themselves as an integral part of the school community.

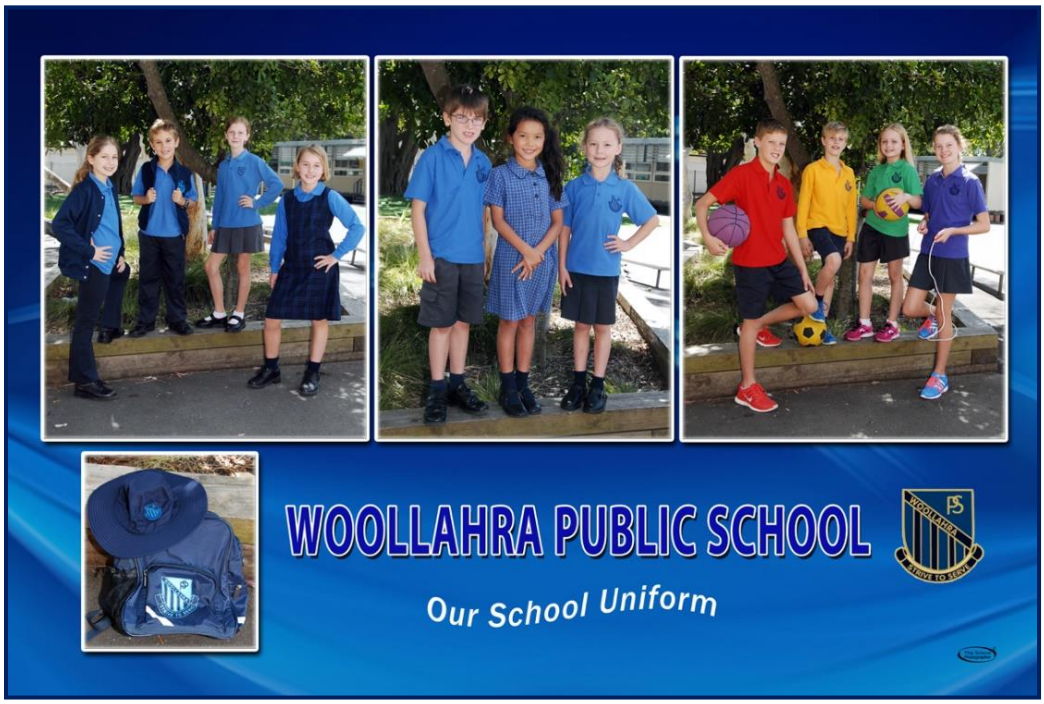
The Woollahra Public School Uniform Policy aims to:

- promote a sense of inclusiveness, non-discrimination and equal opportunity.
- develop a sense of belonging, pride and identification with our school.
- maintain and enhance the positive image of the school in the community
- reinforce the perception of the school as an ordered and safe environment.
- provide durable clothing that is cost effective and practical for our school environment.

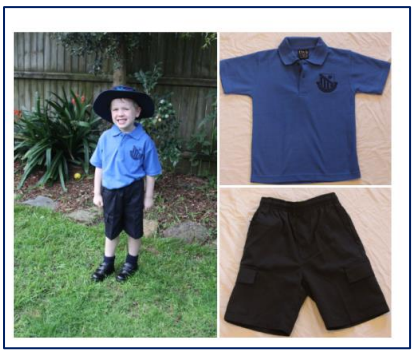
Implementation of the uniform policy:

- The school uniform applies during school hours, while travelling to and from school, and when students are on school excursions.
- Summer and winter uniforms, as well as sports uniforms are available and are required to be worn.
- Minimal jewellery is allowed. Stud earrings worn in the ears, plus watches are the only acceptable jewellery.
- School hats need to be worn at all times in the playground, for sport and on excursions. With sun safety in mind the school has a *No Hat No Play* policy. Students not wearing a hat are required to remain in the shade during recess, lunch and sport sessions.
- The principal and staff will be responsible for implementation of the school uniform in a manner consistent with the student code of conduct.
- Parents seeking exemptions to the school uniform due to religious beliefs, ethnic or cultural background, student disability, health conditions or economic hardships must apply in writing to the Principal.
- The Parents and Citizens Association of Woollahra Public School operate the Uniform Shop on the school premises. Visit their website at https://woollahrauniformshop.wordpress.com/blog/home/ for further details.

The school uniform colours are navy and light blue. Children wear their summer uniform during terms 1 and 4 while winter uniforms are worn during the colder months in terms 2 and 3. Hats must be worn outdoors at all times throughout the year.



Summer School Uniform



Summer Uniform
• Blue checked summer dress or • Navy shorts/skort and blue polo shirt • Navy socks • Black leather school shoes. • School hat (broad brim) •

Winter School Uniform

Winter Uniform
• Navy blue checked winter tunic with a light blue collared long sleeve shirt or polo shirt • Navy trousers with long sleeve blue shirt or polo shirt • Navy jacket with school emblem • Navy socks or tights • Black leather school shoes • School hat (broad brim)

Sports Uniform

Sports Uniform
• Navy shorts, skort or tracksuit pants • Polo shirt with emblem in your house colour (yellow, green, red or purple). • White socks • Plain sport shoes • School hat (broad brim)

All school uniforms are sold through the Woollahra Public School P&C Uniform Shop. Details of hours and ordering processes can be found at:

https://woollahrauniformshop.wordpress.com/

Department of Education policy on school uniforms can be found at:

http://www.schools.nsw.edu.au/studentsupport/studentwellbeing/index.php

School Communication

Woollahra Public School

Principal's Message

What's On...

Communication between school and home is a strong priority at Woollahra and is a key strategy in fostering strong partnerships between staff and parents.

Newsletter

Every Wednesday a community newsletter is published and issued to all families. The newsletter contains detailed information about school events and organisation. It showcases student achievements and work as well as providing information about educational programs, school policy and procedures. All parents are encouraged to read the newsletter every week. The newsletter can be accessed on the school's website.

Parents can subscribe to receive the newsletter via email by clicking on the newsletter and notes tab and entering a current email address. The newsletter is distributed using *School ENews* which can also be downloaded as an app on your smartphone or iPad. This allows you to quickly see all school communication in one location and receive notifications on your device when newsletters and notes are distributed. Search for '*School Enews*' in the app store to download the app. Newsletters can also be accessed directly from the school website.

Class Bulletins and Notes

At the beginning of each term each class teacher sends home a class bulletin to the parents of students in their class. This letter details the content of the learning programs to be covered throughout the term, specific events and organisation for the class. These letters are available on the website on each class page.

Website

The Woollahra website can be found at **www.woollahra-p.schools.nsw.edu.au**

Our site includes the most up to date information available. You can access the calendar, view weekly events and newsletters, access information about learning programs and school policy, download enrolment forms and read a range of other information about the school.

Contacting the School

Parents are encouraged to contact the school at any time when requiring information or wishing to speak to school staff. The school office can be contacted on 9328 6313 or emailed at woollahra-p.school@det.nsw.edu.au

The principal, teachers and support staff are available to meet with parents and discuss issues or answer questions at any time throughout the year. To enable us to provide enough time we encourage you to make an appointment which can be done by contacting the office.

Enrolling at Woollahra

We can help you with your enrolment enquiries anytime throughout the year. Enrolments for Kindergarten are taken the year before your child starts school. Enrolments into other years are taken at any time. Parents wishing to enrol children at Woollahra Public School should contact the school office to arrange an enrolment interview with the Principal. An enrolment form can be found on our school website.

Starting school

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday. As students start new work in their new class at the beginning of the school year, it would be an advantage for your child both socially and educationally, to start school as soon as possible in the new year.

Enrolling in other year levels

If your child is currently enrolled in another NSW public school, contact us to discuss the enrolment procedures and obtain the necessary paperwork. If your child is coming from a non-government school**,** contact us to make an appointment to discuss your child's potential enrolment.

If your child has a temporary visa or visitor visa you will first need to apply to enrol by contacting the temporary residents program who will give you forms to bring to the school. Our office staff are available to provide information and assistance with this process.

Applying to Enrol and Enrolment Interviews

For your appointment, if your child has **not been previously enrolled in a NSW public sc**hool, you will need to bring these documents with you:

- ***your child's birth certificate or identity documents***
- ***NSW Driver's License***
- ***proof of student's address – Residential lease or rates notice and three bills listing your name and address.***
- ***immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)***
- ***family law or other relevant court orders (if applicable).***

If your child is **not a permanent resident** you will also need to provide:

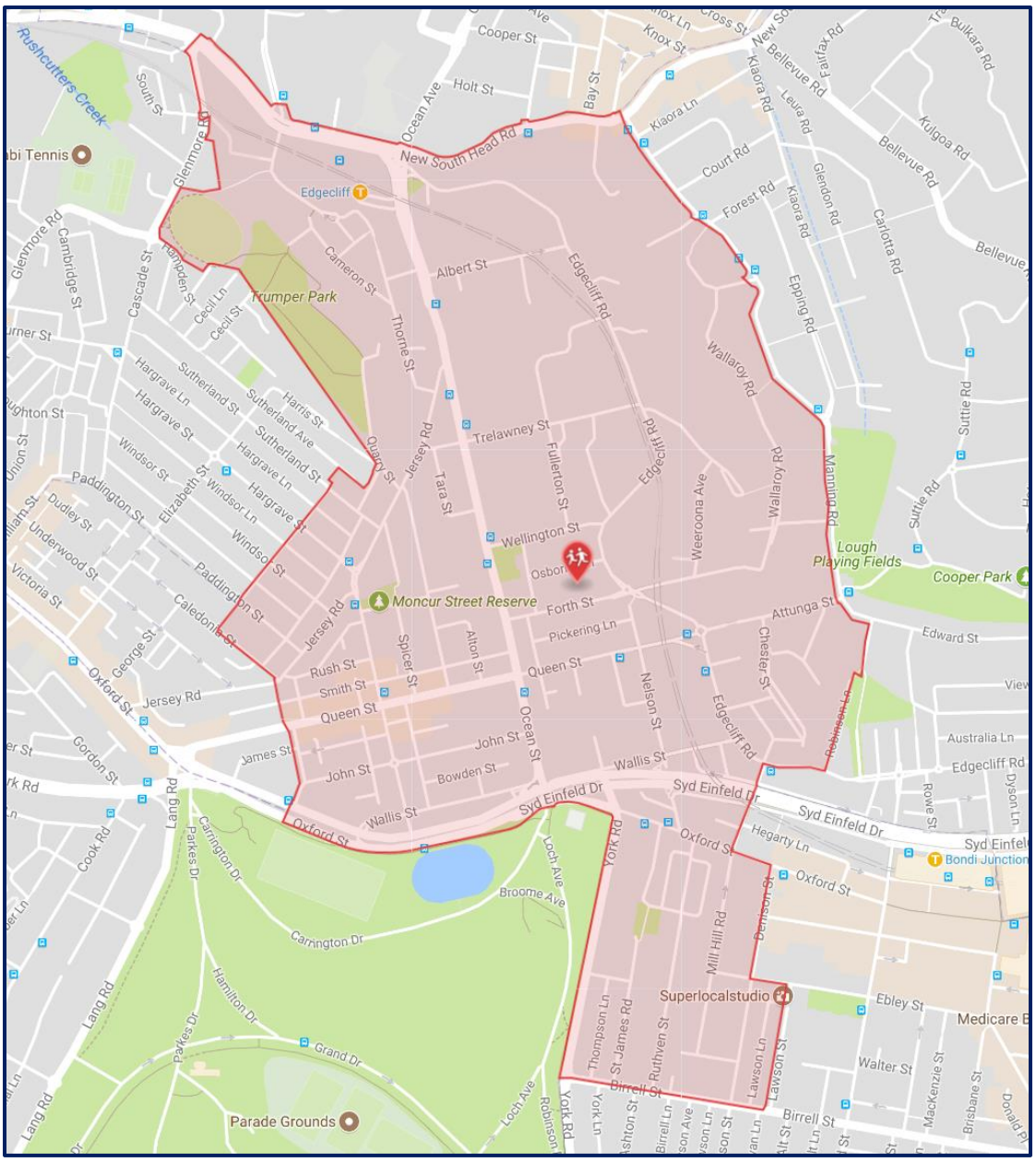
- ***passport or travel documents***
- ***current visa and previous visas (if applicable).***
- ***Department of Education authority to enrol application.***

The Temporary Residents Program administers the enrolment of dependant temporary resident students in all New South Wales government schools. A temporary resident student is not permitted to enrol in any NSW government school for any period of time unless an *Authority to Enrol* has been issued to the school by the Temporary Residents Program. Some visa subclasses are required to pay fees. For detailed information regarding the current fee structure and enrolment procedures, please visit internationalschool.edu.au/trp or contact the Temporary Residents Program on 1300 300 229 (local call within Australia) +61 1300 300 229 (outside Australia). The Temporary Residents Program Application Form for an *Authority to Enrol* must be completed for each temporary resident student applying for enrolment in a NSW government school. All sections of the application form must be completed in English. Once the application is processed and fees paid if applicable, you will be notified in writing that an *Authority to Enrol* has been issued to the New South Wales government school that your child will be attending. In addition, you will be required to complete the general *Application to Enrol in a NSW Government School.* The general application is available from your local public school.

For your appointment with us, you will be asked to complete an application to enrol in a NSW public school form and provide it prior to the interview or at the interview. This form is available as part of our enrolment pack, which you can collect from the school office, have posted or download from the school website. The application to enrol is standard in all NSW Government schools and does not guarantee acceptance into the school. We will notify you of the result of your application. Please note that this form must be completed in English. Help is available for parents who do not read English. There are also translations of the enrolment application which may help you fill out the form in English. All enrolment enquiries are handled only by the school Principal. Please contact the school to make an appointment with the Principal. It's important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

The school's local area and non-local enrolments

The designated local area for Woollahra Public School for the purposes of enrolments is as follows:



Children who reside in our local area will be allocated a place at the school once the enrolment process has been completed. As the school is currently at capacity there is no provision to accept non-local enrolments.

Preparing to Start in Kindergarten

At Woollahra we are committed to providing a comprehensive transition and orientation program in the year prior to your child starting school. Where required, this begins with a personalised interview with the principal or deputy principal to talk about your child's strengths and needs as well as ask any questions you may have about the school. Following this we have a range of events which allow you and your child to visit the school on a number of occasions to become familiar with the school environment, meet staff and become part of our community.

Starting School at Woollahra

Kindergarten 2023

Is your child starting school next year? We are delighted to welcome you to Woollahra Public School!
Please join us for the range of events we have planned for our 2023 Kindergarten children and their families.

School Tours for New Families

Thursday 26 May and Wednesday 3 August 2022- 9.15am

Our school tours are an opportunity to meet our Principal, students and staff. The tours will enable you to visit classrooms, talk to our students and tour the school facilities. Our students will give you an insight into the school from their own perspective and share some of their Woollahra stories. Meet at the school's main entrance on Forth Street.

Learning Conferences for Families and Children

23 May through to 16 September 2022

Each student and their family enrolling in Kindergarten for 2022 is invited to attend an enrolment learning conference with our Principal or Deputy Principals. At this time you will have the opportunity to share information about your child's interests and needs as well as ask any questions you may have about the school.

Playgroup Session for New Students

Thursday 15 September 2022 – 9.15am

Join us with your child for a playgroup session hosted by the school's Kindergarten teachers and our current Kindergarten and senior students. You will have the opportunity to meet staff, other parents and share in morning tea while your child plays with other children starting school next year.

Evening Information Session for 2023 Kindergarten Parents

Wednesday 26 October 2022 – 7.00pm

Join us in the school hall for an information session run by our school leadership team. We will provide a comprehensive array of information on all aspects of life at school, school programs and give you the opportunity to ask any questions you may have.

Stay and Play Orientation Program

Thursday 3 November & Thursday 10 November 2022 – 9.15am

All students joining us in 2023 are invited to spend the morning participating in a range of play, art, music and literacy activities as part of our ***Stay and Play Orientation*** program. At the end of each session you will be invited to spend some time in the classroom with your child.

Best Start Assessment Period

Tues 31 January and Wed 1 February 2023

The Best Start Kindergarten Assessment takes around an hour and will be conducted prior to your child beginning school. This is an individualised assessment that helps teachers identify the literacy and numeracy knowledge and skills each child brings to school as they enter Kindergarten. We will make individual appointments in December.

First Day of Kindergarten – Thursday 2 February 2023

Visit our website at www.woollahra-p.schools.nsw.edu.au

Woollahra Public School

We take pride in providing our students with a depth and breadth of educational opportunity. This takes place in a dynamic, innovative and caring learning environment, focused on achieving high levels of success for every child.

I look forward to meeting all of our new families and encourage you to contact the school and visit us so that I can personally welcome you to our great school.

Ms Nicole Molloy - Principal

Woollahra Public School • Forth Street, Woollahra 2025 • Ph: 93286313 • E: woollahra-p.school@det.nsw.edu.au

Class Structure and Organisation

Students are placed into classes each year with a great deal of care and consideration. A range of factors are considered including ensuring each class has students with a mix of abilities and interests. Students are clustered into ability groups within each class so that learning programs can be adjusted for each group within the class to cater expertly for the learning needs of all students.

The school adheres closely to the department's class size policy and where possible ensures classes are as small as possible. Class sizes are as follows:

Kindergarten – 20 students or less
Year 1 – 22 students or less
Year 2 – 24 students or less
Years 3-6 – 30 students or less

Generally classes are groups of children who are of the same age. Occasionally classes are formed where children of differing age groups are together. These are referred to as multi-age or stage classes. It is always the aim to place children's needs first and classes are formed to best meet students' needs. The key to understanding staged-based classes is realising that growth is determined in stages and not magically by ages. In the classroom, students are grouped according to their progress rather than their school chronological year. The NSW curriculum is organised by learning stages which equate to year levels as follows:

Early Stage 1 – Kindergarten
Stage 1 - Years 1 and 2
Stage 2 - Years 3 and 4
Stage 3 - Years 5 and 6

No 'one' group is seen to be disadvantaged – all classes in each stage will be given the same opportunities, expectations and strategies. It acknowledges that there are significant individual differences in each child to be addressed regardless of age. The formation of classes can reflect and cater for these individual differences. This multi-age philosophy places each learner at the centre of the considerations of curriculum and classroom practice. Children are able to progress at their own rate without regard for restrictive 'grade' expectations. Research has shown that children become more confident, can operate better as part of a group, are more assertive, become more independent learners and better problem-solvers. They also make friends outside of their standard age-groups, develop tolerance & diversity.

All staff at Woollahra are qualified to teach Years K-6 and so from year to year are assigned to different year levels. This is done to provide the best educational opportunities for students.

Teacher Release Program (RFF)

Every teacher is entitled to two hours 'release from face to face teaching' (RFF) each week for preparation, planning, marking student work and attending meetings. This time is provided by an RFF teacher and also through library lessons. The RFF program focus changes from year to year according to school priorities. This program provides all students with the opportunity to work with a range of teachers each week.

Opportunity Class Program

The Opportunity Class program at Woollahra is for academically gifted students in Years 5 and 6. The class provides a forum in which students can learn to be creative and critical thinkers. In this stimulating learning environment, students are encouraged to excel in all aspects of academic, social, sporting and artistic endeavour. They develop positive relationships with like-minded peers and learn alongside others of similar ability. The school has two Opportunity classes in Year 5 and two in Year 6.

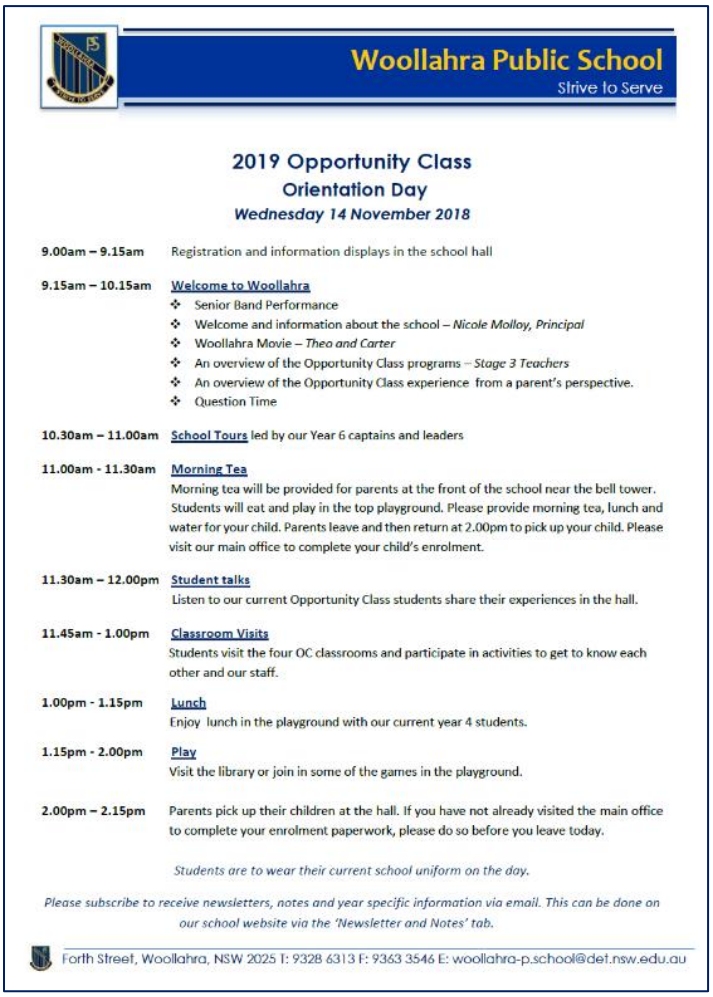
Entry to the class is via assessment through the Department of Education's High Performing Students Unit, Sydney. Students are required to complete an exam while in Year 4. The exam is held in July each year with the results sent to parents in October. The exam consists of an English component, mathematics and general ability components

For information on the selection procedures and dates for the Opportunity Class exam, contact the High Performing Students Unit.

Postal Address: Locked Bag 53 Darlinghurst NSW 1300
Email: ssu@det.nsw.edu.au
Phone: 1300 880 367

Website: **http://www.schools.nsw.edu.au/learning/k-6assessments/ocplacement.php**

Opportunity Class Offers and Orientation



Woollahra Public School
Strive to Serve

2019 Opportunity Class
Orientation Day
Wednesday 14 November 2018

9.00am – 9.15am Registration and information displays in the school hall

9.15am – 10.15am Welcome to Woollahra
- Senior Band Performance
- Welcome and information about the school – *Nicole Molloy, Principal*
- Woollahra Movie – *Theo and Carter*
- An overview of the Opportunity Class programs – *Stage 3 Teachers*
- An overview of the Opportunity Class experience from a parent's perspective.
- Question Time

10.30am – 11.00am School Tours led by our Year 6 captains and leaders

11.00am - 11.30am Morning Tea
Morning tea will be provided for parents at the front of the school near the bell tower. Students will eat and play in the top playground. Please provide morning tea, lunch and water for your child. Parents leave and then return at 2.00pm to pick up your child. Please visit our main office to complete your child's enrolment.

11.30am – 12.00pm Student talks
Listen to our current Opportunity Class students share their experiences in the hall.

11.45am - 1.00pm Classroom Visits
Students visit the four OC classrooms and participate in activities to get to know each other and our staff.

1.00pm - 1.15pm Lunch
Enjoy lunch in the playground with our current year 4 students.

1.15pm - 2.00pm Play
Visit the library or join in some of the games in the playground.

2.00pm – 2.15pm Parents pick up their children at the hall. If you have not already visited the main office to complete your enrolment paperwork, please do so before you leave today.

Students are to wear their current school uniform on the day.

Please subscribe to receive newsletters, notes and year specific information via email. This can be done on our school website via the 'Newsletter and Notes' tab.

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Placement offers for the Opportunity Classes are made in October each year by the High Performing Students Unit for the following year. Woollahra holds an OC orientation day in November of each year to welcome our new students and their families. This involves spending a day at our school to participate in information sessions, tours and class activities.

Curriculum and Educational Programs

Woollahra PS teaches quality and engaging learning programs aligned with the Australian curriculum. The Board of Studies NSW has developed K–10 syllabuses for English, Mathematics, Science and History that incorporate agreed Australian curriculum content. The Board of Studies NSW sets the learning requirements for each stage of primary school. The four stages are:

Kindergarten	Years 1 and 2	Years 3 and 4	Years 5 and 6
EARLY STAGE 1	STAGE 1	STAGE 2	STAGE 3

The Board's syllabuses state what must be taught in these six key learning areas:

- **English**
- **Mathematics**
- **Science and Technology**
- **Human Society and Its Environment (incorporating History K–6 and Geography K-6)**
- **Creative Arts (Music, Dance, Drama and Visual Arts)**
- **Personal Development, Health and Physical Education (PDHPE)**

There are many ways for teachers to organise lessons effectively, and individual lessons may cover more than one subject. The following is a brief outline of the main focus in each key learning area:

English

In English, students learn to read, write, speak, listen and represent language. They learn about English language and literature, how language varies according to context and how to communicate to a range of audiences for different purposes. They learn to read for information and for pleasure. They learn about poetry, novels, plays and visual texts. They begin to understand language structures, punctuation, spelling and grammar. They learn to think in ways that are imaginative, creative and critical.

Mathematics

Mathematics develops students' thinking, understanding, competence and confidence with numbers, shapes and measurement. Students learn to add, subtract, divide and multiply whole numbers, fractions and decimals. They learn to measure time and calculate with money. They learn geometry, algebra and how to work with data and graphs. Students use mathematical knowledge to communicate, problem-solve and reason.

Science and Technology

Science and Technology develops students' skills in thinking, investigating and problem-solving. It gives them knowledge and skills in scientific investigation and inquiry, design and applying technologies. Children pose questions, test ideas, and develop and evaluate arguments based on evidence.

Human Society and Its Environment

Human Society and Its Environment (HSIE) includes History K–10, geography, civics and citizenship. Students explore how people, events and forces from the past have shaped their world. They investigate their personal and community identity and gain an understanding of their nation and its place in the world.

They learn to participate effectively in maintaining and improving the quality of their society and environment.

Creative Arts

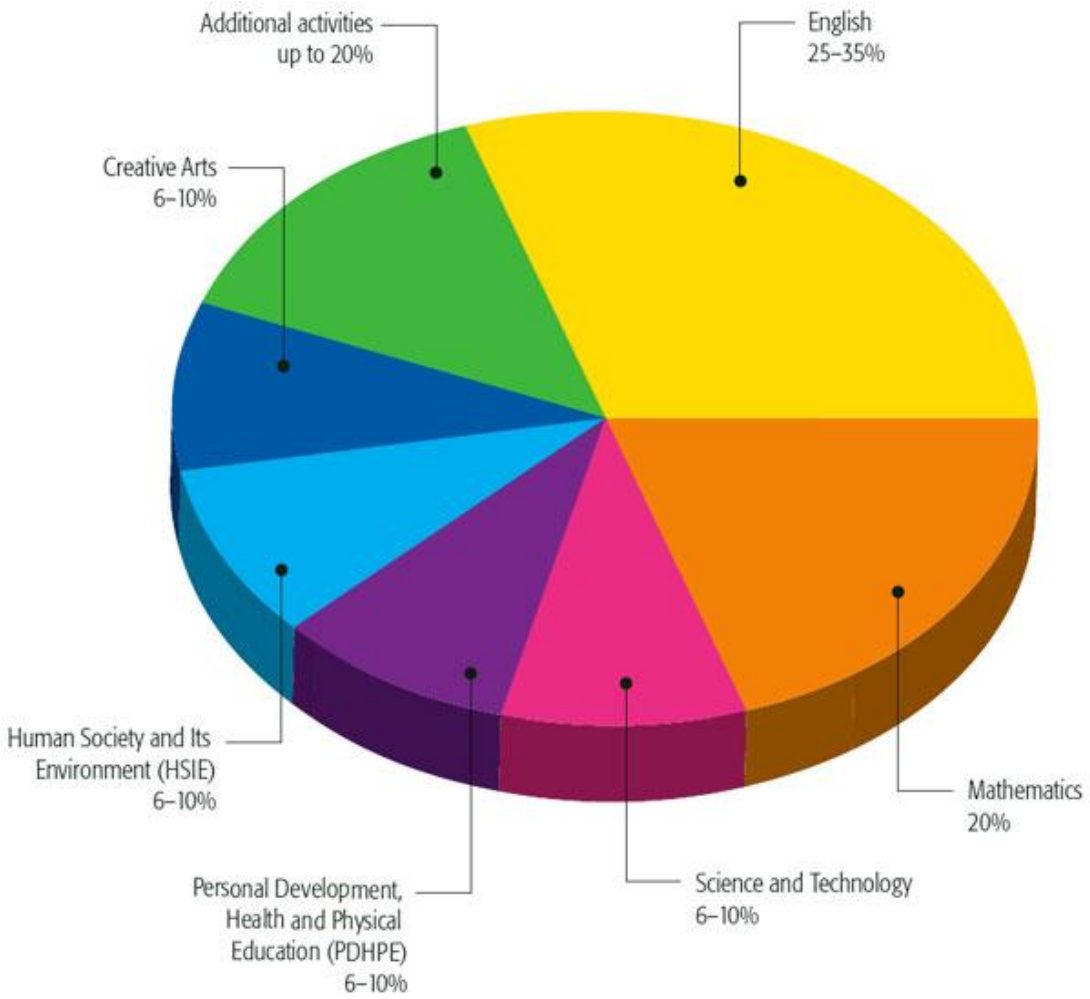
Creative Arts gives students experiences in the visual arts, music, drama and dance. They have opportunities to explore their creativity in each of these areas. Students learn to appreciate the meanings and values that each art form offers. They perform and express themselves through the visual arts, music, drama and dance.

Personal Development, Health and Physical Education (PDHPE)

Personal Development, Health and Physical Education (PDHPE) develops the knowledge, skills and attitudes students need to lead healthy, active and fulfilling lives. Students learn about the importance of good food and regular exercise. Students learn how bodies grow and change over time. They learn skills to play individual and team sports, and the values of sportsmanship and teamwork.

How much time will be spent on each subject?

The Board's syllabus requirements can be taught in 80% of a typical 9 am to 3 pm five-day school week. The remaining 20% of the school week is left free for additional activities at the school's discretion. For example, this time can be used for assemblies, sport, religious education and special projects. English and Mathematics make up about 50% of the school week. This is equivalent to at least 12 hours each week. The other subjects are spread across the remaining time as indicated below. The 6–10% of time noted below represents between 1.5 and 2.5 hours per week.



Homework and Home Reading

The school has a homework policy in line with the NSW Department of Education policy. Homework is treated as an opportunity for students to take some responsibility for their learning and complete tasks independently at home. Homework is designed to consolidate and revise learning completed in the classroom as well as develop study skills once students are older. Details about homework expectations across the school are provided at the class information sessions at the beginning of each year. Teachers are happy to adjust homework expectations if needed to suit individual student or family needs. A strong focus of the homework program is regular home reading.

Learning Support

English as an Additional Language or Dialect (EALD)

At Woollahra we provide EALD support through a variety of programs from Kindergarten to Year 6. A child entering Woollahra Public School with little or no English will receive intensive English lessons during the week with a specialist teacher. As children from non-English speaking backgrounds develop English language skills they are regularly supported in the classroom by specialist teachers who plan and work with the classroom teacher. This involves joint teaching, working in small groups or sometimes withdrawing small groups of children for a more individual style of learning.

Additional Learning Needs

Students who have additional learning needs or need adjustments made to their programs to maximize their learning are supported by a specialist learning support teacher who works in consultation with the classroom teacher. Individual and small group programs are developed to target specific learning needs and make individual accommodations for these children.

Extension and Curriculum Enrichment

High achieving students are extended at Woollahra using a variety of learning strategies. This includes adjustment of learning programs within the classroom, special projects and specific extension programs such as Maths Olympiad, a Writer's Group, Public Speaking and Debating, Science and Arts enrichment.

Library Program

Our school library serves all students and teachers from K-6. The library is fully computerised and has a wonderful variety of books for students to borrow. The library is open Tuesday – Thursday. Student learning is enriched by literature and technology in an information skills program. Each class has an library lesson each week. Children are encouraged to borrow books and we ask that these books are well cared for and returned promptly. Children must have a library bag before they can borrow books. Library bags are for books only. Please make sure your child does not put food, drink, pens or pencils in the bag.

Technology

Our students have access to a wide variety of technology including computers and interactive devices. All classrooms and the library are fitted with interactive smart boards and computers. Children are encouraged to use the internet, school portal, class blogs and email as a way to research and access information.

Matific Online Maths Learning

All students from K-6 are given an online *Matific Mathematics* account. It is suggested students go online and use these engaging technology based learning programs as part of their home learning several times each week. The program is also used as part of class programs. Various other online learning programs are used throughout the school for specific purposes.

Assessment and Reporting

The school has a comprehensive and rigorous assessment and reporting policy that ensures student learning is assessed and evaluated regularly, allowing teachers to design learning programs which meet the individual needs of each child. Assessment *for* learning acknowledges that assessment should occur as a regular part of teaching and learning and that the information gained from assessment activities can be used to shape the teaching and learning process. Assessment *of* learning enables teachers to report on the status of student learning at various points in the teaching and learning program and involves teachers making professional judgements of student achievement, based on evidence collected from both formal and informal measures of each student's performance, over time on a number of assessment *for* learning activities. Assessment strategies include collecting work samples, observation, individual conferencing with a student and formal assessment tasks.

The school is committed to ensuring parents are key partners in their child's learning. Teachers are happy to talk to parents about their child's progress and learning programs at any time throughout the year. The following assessment and reporting schedule also ensures regular communication between home and school:

Term 1	**Week 3 -** Parents are invited to school for an information night to meet the teacher and discuss class learning programs. **Week 9 –** Parent/Teacher /Student interviews to formulate learning goals, discuss progress and discuss strategies for maximising student learning.
Term 2	Written reports are issued for all students providing a progress report and feedback in all key learning areas as well as social/emotional development.
Term 3	Parent/Teacher /Student interviews are conducted on request to review and set new learning goals, discuss progress and discuss strategies for maximising student learning.
Term 4	A second written report issued for all students providing a progress report and feedback in all key learning areas as well as social/emotional development.

State Testing and Assessment

National Assessment Program (NAPLAN) - Years 3, 5, 7 & 9

Students in Years 3, 5, 7 and 9 sit the National Assessment Program Literacy and Numeracy (NAPLAN) test in early May each year. Results are released in September and are used to support learning plans for each child. More information can be found at
https://education.nsw.gov.au/teaching-and-learning/student-assessment/naplan-online

Selective High School Placement Test - Year 6

The Selective High Schools test is held annually in May for Year 6 students wishing to enter a Selective Government High School.
https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes

Opportunity Class (OC) Placement Test - Year 4

The opportunity class placement test is held annually for gifted and talented Year 4 students wishing to qualify for OC placement in Year 5 and 6.
https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes

Learning Enrichment

Gifted & Talented education is a priority at Woollahra with high calibre and innovative programs being offered to nurture students' talents and special interests. Programs are offered across literacy, numeracy, leadership, sport, science and the arts. They included extension, creative thinking and mentoring experiences.

Creative and Performing Arts

Our school's performing arts programs inspire and further students in the areas of creativity and performance. Woollahra has an outstanding reputation and record of providing its students with a broad range of quality experiences in the arts. High student participation continues to be a key feature of arts programs. Our students have the opportunity to take part in the following performing arts ensembles and initiatives:

- Band Programs
- Recorder Ensemble
- String Ensembles
- Visual Arts Enrichment
- Choirs
- Guitar Ensemble
- Dance Ensembles
- Drama Groups
- Rock Bands

Band Programs

The band program provides opportunities for students to learn an instrument and become a member of one of three ensembles. Students developed high level musicianship skills and worked collaboratively. The band program is open to students in years 3-6. They rehearse once a week as an ensemble and have private lessons throughout the week. The band performs at a range of events and concerts throughout the year. The band program at Woollahra is run by Directions in Music. Visit their website at http://directionsinmusic.com.au/ for more information.

Recorder Ensemble

The Woollahra Recorder Ensemble rehearse once a week and gives students in Stages 2 and 3 an opportunity to learn an instrument at a low cost. They experience the satisfaction of working with a musical ensemble, learn to read music and develop their skills across all aspects of musicianship. The ensemble performs as part of a massed ensemble in the Department of Education's Festival of Instrumental Music each year. This high calibre event is held at the Opera House.

Choirs

There are three choirs at Woollahra catering for children in Stage 1, 2 and 3. The choirs rehearse each week working on a range of repertoire and have a lot of fun singing and performing together. The choirs perform regularly at school assemblies and special occasions such as our open days, Anzac Day ceremony, education week and the annual presentation day. A highlight of each year for the choir is performing as part of a massed choir at the Sydney Opera House and Town Hall as part of the Department of Education performing arts concerts.

String Ensembles

The string ensembles rehearse once a week as an ensemble and provide students who play violin, viola, cello and double base with the opportunity to collaborate in an ensemble and develop their skills. This ensemble also performs in the Department of Education's Festival of Instrumental Music each year.

Dance Ensembles

The Woollahra Dance Ensembles are a popular activity that involves selected talented students attending weekly training sessions with the opportunity to perform in major events. Three ensembles operate throughout each week – Junior Ensemble, Senior Ensemble and the Boys Ensemble. The ensembles perform in community, regional and state events as well as at school events. Students explore the elements of dance through a contemporary style and integrated modern and traditional techniques into their choreography.

Drama Ensembles

Drama is a wonderful activity that allows students an opportunity to engage deeply and creatively in complex themes and ideas. The drama curriculum is covered within classrooms, but drama is further explored through a drama club that runs at lunch times. Each term is dedicated to a particular year group, culminating in performing for a variety of audiences within the school. Students engage in composing, performing and appreciating the works of others. Our budding actors learn a variety of drama games, theatre sports, team skills and performance techniques.

Visual Arts Programs

Building upon opportunities for students in visual arts is a priority at Woollahra. Talented students participate in visual arts workshops run by teachers focusing on various techniques including drawing, painting and mixed media. Students across the school have experiences throughout the year creating sculpture and large collaborative works on canvas. As part of special events, children work on specific art projects with specialist teachers in the areas of painting, drawing and print making.

Debating and Public Speaking

Woollahra runs a vibrant debating and public speaking program giving students who have an interest and talent in these areas the chance to develop their skills and participate in competitions. During Term 1 students in Stage 3 are invited to participate in weekly debates. Students receive their topic a week in advance and then debate on the Friday lunch time. In Term 2 selected students participate in Interschool debating across two different competitions. Students also receive debate coaching to improve their debating skills, techniques and processes. The development of public speaking skills is integral to all classrooms K-6. Throughout the year the school participates in the Multicultural Perspectives Public Speaking competition and the Ultimo Directorate Public Speaking competition giving our talented speakers the opportunity to shine and compete against other schools.

Student Leadership

Student leadership programs are an important component of the broader learning opportunities provided to our students. The senior student leadership team is made up of two school captains, two vice school captains and eight student leaders. They work closely with the Principal and staff to contribute to school decision making and improvement as well as lead assemblies and represent the student body at official occasions.

The Student Representative Council (SRC) gives students from 1-6 an opportunity to develop leadership, citizenship and organisation skills. The SRC consists of two representatives from each class and a staff advisor. They meet each week to discuss issues within the school community. The class representatives then present to the class the outcomes of the meetings. Students are encouraged to have discussions and to make their own decisions as individuals as well as members of a group.

Excursions, Incursions and Camps

Throughout the year students will have the opportunity to participate in excursions and camps related to their units of learning in the classroom. This can include field trips, visits to Department of Education Sport & Recreation Camps and visits to venues such as the Powerhouse museum. From time to time the school will elect to host visits from various performers which may include drama, dance, music, language, poetry, environmental studies, science and sport. Parents will be informed of these events and a fee requested to cover costs. Permission notes must be signed and returned before students can attend.

Sport and Physical Education

Woollahra Public School continues to build upon its reputation for having strong programs in sport. The sports programs cater for a variety of student interests and strengths, enabling students to develop competence and confidence in a range of games, sports and physical activities.

Kindergarten – Year 2 Sport

Our students enjoy an engaging and inclusive sport program that is focused on the acquisition and consolidation of fundamental movement skills. Students develop sequences of movements required for participation in team sports. Both Kindergarten and Stage 1 students participated in a weekly fitness session followed by gross motor learning facilitating their engagement in modified sports. The Term 2 program focuses on a range of running, jumping and throwing skills preparing the students for participation at the annual Athletics Carnival.

Years 3 - 6 Sport

Woollahra has an active and varied sport program. Students develop competence and confidence in a broad range of games, sports and physical activities. Students in Years 3-6 participate in a variety of sporting activities including netball, AFL, tennis, soccer, basketball, oz-tag, European Handball, gymnastics, swimming and athletics skills. The program focuses on gross motor coordination, fitness, endurance, development of a broad range of sports skills for participation in organized games and competitive sport such as netball, AFL, soccer and softball. Stage 2 students participate in a ten week *Auskick* clinic delivered by coaching staff from AFL NSW/ACT. The annual AFL program offers our students an exciting opportunity to learn from those with expertise and play modified games at their own skill level.

Swimming

The school offers an intensive two week swimming program in term four benefitting year 2 students. Students are assessed at the beginning of the program and then grouped according to ability. They are taught by qualified swimming instructors. The results of this swimming scheme are very positive, with all children involved showing good improvement.

Sporting Carnivals

Our carnivals promote a fun and friendly atmosphere where students can display their skills in both competitive and non-competitive settings. The swimming carnival is held at Botany Aquatic Centre and caters for all children in years 2-6. Both competitive and non-competitive races are offered and there is an impressive participation rate amongst our students. A team of 45 children represented Woollahra at the zone carnival where many personal bests were achieved and three students went on to the regional carnival at Homebush Aquatic Centre. Our cross country carnival is a fantastic community event and is held at Centennial Park. Students train several times a week leading up to the carnival and run a two kilometre course, aiming to improve on their personal best times. Our cross country squad is very competitive at zone level. The athletics carnival is an event where all students are able to demonstrate their skills in field and track events. Our results in swimming and athletics are strong with a strong team of students represent the school at zone, regional and sometimes even state level.

Student Wellbeing

Our highest priority at Woollahra Public School is to create a school environment in which students are safe, secure and feel cared for. We commit to ensuring all students are engaged in learning and develop into confident, resilient citizens with strong positive values. Student wellbeing is a priority within all school programs. Students are encouraged to become active and empowered members of our school community. The school has a detailed student wellbeing policy which outlines how our school community will promote and maintain student wellbeing in our school for all learners. We have aimed to have clearly defined values, expectations, rewards and procedures which allow students to develop positive behaviours and social capabilities.

Woollahra Public School operates on a positive behaviour for learning model. This approach recognises that safe and happy school communities are achieved when a community work together to foster positive and healthy relationships based on mutual respect and support. Following the values and behaviour expectations at Woollahra provides students with an early foundation of good citizenship. Through teaching and encouraging students to follow the rules of our school we are developing our students' knowledge and skills for a fair and socially just society.

Woollahra Public School Core Values

Our school community has committed to three core values that guide our practice and play an integral role in the structure and function of our wellbeing policies and procedures. These core values underpin the interactions between all members of the school community, aiming to guide our students in the development of positive behaviours, attitudes and respectful relationships.

Our school is SAFE
We RESPECT each other as
ACTIVE LEARNERS

CORE VALUES	STUDENT RIGHTS	STUDENT RESPONSIBILITIES
SAFETY	I have the right to feel safe and secure in the classroom and playground.	I am responsible for learning and playing safely with other children in the classroom and playground.
RESPECT	I have the right to belong and feel respected. I have the right to be treated with respect, understanding, tolerance and be educated in a caring and supportive learning environment.	I have the responsibility to respect and cooperate with all members of the school community, care for other people, my classroom and the whole school environment.
ACTIVE LEARNING	I have the right to be educated in an environment which maximises my learning potential and provides me with a broad range of learning experiences.	I have the responsibility to actively participate in all aspects of school life and take responsibility for my own learning.

Student Health

Health care policy and procedures at Woollahra Public School are informed by Department of Education policy. Parents have the prime responsibility for the health of their children. School staff have a duty to keep students safe while they are at school or are involved in school activities. The school encourages parents to provide information about their children's health both on enrolment and on an ongoing basis. When students need help with health issues at school, parents may need to consult with their medical practitioner about the implications of the child's health condition for their schooling. Parents need to convey relevant information from the medical practitioner to the school.

The school will arrange support for students to have their health needs met so that they can participate in their learning program. Where student's health support needs are more complex or sensitive, a written individual health care plan is required. Parents need to provide prescribed medication or other consumables as agreed with the school before the plan commences.

An individual health care plan must be developed for:

- ***severe asthma, type 1 diabetes, epilepsy and anaphylaxis***
- ***any student who is diagnosed as being at risk of an emergency reaction***
- ***any student who requires the administration of health care procedures***

Care of Students Who Become Unwell at School

Students who become unwell at school are best transferred to the care of a parent or caregiver. The aim of care provided at school for such students is to make them comfortable in the interim. The school has identified staff members who will care for students who are unwell and the procedures that are to be followed. Parents are asked to ensure their contact numbers and emergency contact numbers are always current to assist the school in contacting them immediately if needed.

Ambulance

Our school contributes to the NSW Ambulance Fund covering the cost of transporting students where necessary. An ambulance will be called if it is felt that a student's health is at risk. Parents 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.

Medical Emergencies

In case of a medical emergency, i.e. injury etc. at school, we will endeavour in the first instance to contact the parents but will also seek medical, dental or ambulance support at the same time, if necessary. This is authorised in the contact card, completed with the enrolment form. It is vital that a family member, friend or neighbour's phone number be provided as an emergency contact, in the event of both parents being unavailable.

Medication

Medication cannot be administered at school unless it has been prescribed by a doctor and it must be accompanied by a signed and dated permission note from the parent/carer. Prescribed medication must be in the original container providing accurate information and clearly marked with the dosage. The school staff does not administer Panadol, cough mixtures or over the counter medication. All medication must be handed in at the school office for storage in the first aid room. Please do not send medication in your child's bag.

Immunisation and Contagious Diseases

In accordance with Health Commission regulations, students suffering from infectious or contagious complaints, must be excluded from school for a specified period to prevent the spread of infection. The co-operation of parents is sought in this matter. The Department of Health requests that children entering school should be immunised. This is particularly important because your child will be coming into contact with other children and infections can spread very easily.

Student Supervision

The school supervision plan recognises the duty of care to students accounting for specific school conditions including the school size, physical layout of the grounds and transport arrangements. The school's commitment to duty of care to our students begins at 8.30am each day until they depart the school grounds at 3.00pm after classes finish.

Before School (8.30am – 9.00am)

At 8.30am students are able to proceed into the playground. Students are required to remain in the playground area adjacent to the hall and Centenary Building where teacher supervision is provided. All other playground areas are out-of-bounds before school as they are not supervised. Students are not to be in the school grounds before 8.30am. A bell at 9.00am signifies all students are to move to their designated class line up areas where they will be met by the teachers. All buildings are out of bounds before school unless students are participating in a supervised extra-curricular activity. In the case of wet weather three bells will ring and staff will direct all students to proceed to their own classrooms where they will be supervised.

Session Breaks

Students move to the designated play areas at the beginning of each break. These areas include the top playground, soccer field and basketball court, the playground equipment and the Barton playground. Each area is supervised by a teacher who has the responsibility for ensuring all games and play are safe. A School Learning Support Officers is also rostered on at break time to assist with supervision and coordinate structured games and passive play activities.

The following guidelines are in place:

- Only handball games should be played in the areas marked with handball courts. No large ball games or running games are to be played in these areas.
- Safe games such as soccer, netball and basketball and cricket (tennis ball only) can be played on the soccer field and basketball court. Any game involving tackling or grabbing is not allowed. If the teacher on duty deems the game to be unsafe at any time the game will be stopped.
- No large ball games are permitted in the COLA area.
- Students are not permitted to be in designated out-of-bounds areas including in and around the classrooms.
- Safe play guidelines will be in place for use of the playground equipment. This includes the type of movement allowed on various parts of the equipment and careful monitoring of the number of children on the equipment at any one point in time.
- In the event of wet weather students remain in their classrooms where they participate in quiet play activities.

After School (3.00pm)

All students will be dismissed at 3.00pm from a designated area in the playground. Students attending after school care are to proceed directly to the Helping Hands room. Children who have not been picked up by 3.15pm are to proceed to the school office or Deputy Principal offices where arrangements will be made to contact their parents. Parents are advised to phone the school office if they are inadvertently delayed in picking up their children. These children will wait at the school office to be picked up by their parents or carers. Students who attend an extra-curricular activity are to proceed directly to the room where that activity is held. Students who catch the bus will proceed directly to the bus stop where a teacher will supervise the students until the bus arrives.

School Safety and Security

Student, Staff and Visitor Safety

The school takes student, staff and visitor safety very seriously. The school is a secure site. All gates except for the main entry gate are locked each day at 9.15am and not opened until 2.50pm. All visitors must report to the office when entering the school and sign for a visitors pass. Parents are able to enter the school for the purposes of delivering or collecting children, or for office matters. Access to classrooms and teaching staff should be arranged with the office staff beforehand.

Working with Children Check

All staff, contractors or volunteers who work on the school site are require with the Department of Education's *Working with Children Check* procedures. This involves holding a *Working with Children Check* number for paid staff and filling in a declaration for volunteers. These procedures are overseen and monitored by the Principal and school leadership team.

Work, Health and Safety Procedures

The school complies closely with work, health and safety (WHS) procedures. This includes the establishment of a WHS committee, regular site inspections, development of policies and plans such as a WHS consultation plan, first aid plan and emergency procedures. All staff and students are familiar with the school's emergency procedures and prepared to respond in the very rare instance that there may be an incident or danger in the school. The school conducts regular practice drills of these procedures.

Travel to and from School

Parents are responsible for the safe travel of their children to and from school and are requested to supervise their children at all times.

All K-2 children are eligible for a bus pass until they enter Year 3. Students in Years 3 to 6 are only eligible for a bus pass if they live more than a 1.6km radius from the school. Children travelling on buses must take their instructions from the driver who is in charge and ensure they conduct themselves in a respectful and safe manner at all times. A teacher observes students boarding buses each afternoon, but at other times, the co-operation of parents is sought in seeking good conduct on buses and at bus stops.

Attendance and Absences

Attendance

In NSW, students must attend school regularly. Students of compulsory school age (6 -15) are required to attend school every day unless they are sick or have another good reason for being absent. Students are entitled to 15 days justified leave in a 12 month period. Parents are required to explain their children's absences within seven days of the occurrence of an absence. Failure to explain an absence within this time will be recorded as an unjustified absence on a student's record. Reasons such as birthdays, helping with shopping or minding younger brothers or sisters are generally regarded as unsatisfactory reasons for an absence. In line with DEC policy, student attendance is constantly monitored at Woollahra Public School. The school will inform parents if a student is absent from school without explanation. Parents who have difficulty in ensuring the regular attendance of their children at school should contact their class teacher or the Principal. Department of Education policy on attendance can be found at:

https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/PD20050259.shtml?level
This policy sets out the requirements for the attendance of students in NSW government schools.

Student Absences

If your child is absent from school due to illness an explanatory note should be sent to school 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.

Partial Absences

Students who are late to school must notify the office and collect a late note before attending class. Students who are regular latecomers may be interviewed and a letter sent home regarding the disruption of learning. Parents wishing to take their child/children during the school day must first come to the school office reception for a pass, which is given to the class teacher.

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Additional Services and Support

Learning Support Team

The Learning Support Team is responsible for coordinating learning and wellbeing support to identified students. Students are referred by class teachers if additional support is required with any aspect of their learning or wellbeing. The school counsellor is a key member of the team providing advice, counselling and assessments where needed. Programs to support individual students include Learning Assistance, English as an Additional Language and Gifted & Talented Education. A variety of strategies including independent instruction, withdrawal groups, team teaching, in-class support, school learning support officers, itinerant teachers and services and professionals from outside the school are utilised. The LST meets weekly to consider new referrals, provide advice to teachers, monitor student progress and investigate strategies to support school programs.

School Counsellor

A school counsellor is appointed to our school two days per week. Parents and teachers make referrals for assessment and counselling. Permission from a child's parents/caregivers is sought prior to a child seeing the School Counsellor. The School Counsellor also assists with applications for external support programs, Integration support for children with physical, emotional and intellectual learning disabilities and occasionally referrals for children who need placement in special education classes. Parents may also request an interview with the School Counsellor.

Other School Organisation & Activities

What does my child need to bring to school?

- ***All students need to wear full school uniform every day.***
- ***A packed lunch, snack for recess and water bottle***
- ***A raincoat***
- ***A library bag on the day your child's class visits the library***
- ***Students in Years 2-6 are required to bring a selection of stationery items for use in class. At the beginning of each school year they will be given a list of the items required.***

Please label ALL of your child's belongings clearly with their name.

Lost Property

From time to time your child's belongings may be misplaced. If they are clearly labelled with your child's name it is easy for the items to be returned to your child. There are boxes for the purpose of the collection of lost property in the Centenary building. Parents are invited to look for any items their children may have mislaid. Items collected in the lost property boxes are checked periodically and returned to their owners if they are labelled with names. School uniform items with no names are washed and donated to the P&C run second hand uniform shop.

Student Belongings

It is important that no item of any value be brought to school. No responsibility can be taken for loss of or damage to toys, books, trinkets, phones etc.

School Canteen

The school has a canteen that is operated by Canteen Fresh. The service is open five days a week and serves before school and at both breaks. Lunches can be ordered each day. These are delivered to the classrooms. The canteen menu is available on the school website.

Mobile Phones and Communication Devices

Woollahra Public School strongly discourages students from bringing mobile phones and communication devices to school. However, in the instance that parents feel it is necessary for their child to have a phone in their possession at school, it is the responsibility of the student to abide the appropriate use guidelines. The decision to provide a mobile phone to their children should be made by parents who are aware that their child is bringing a mobile phone to school. Permission for students to have a mobile phone at school is contingent on parents and students signing the *Woollahra Public School Appropriate Use of Communication Devices* agreement. The school accepts no responsibility for lost, stolen or damaged phones. The school also accepts no responsibility for students who lose or have their phones stolen whilst travelling to and from school. If a phone is brought to school it must be turned off and kept securely throughout the school day.

Money Management

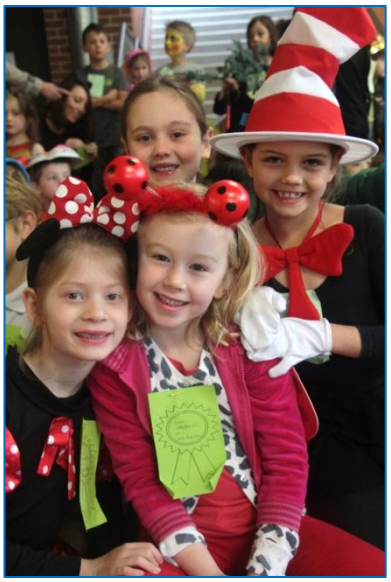
We ask that students bring to school only the amount necessary for the purchase of a snack at recess or lunch. In the interests of student welfare, students are discouraged from bringing large amounts of money to school. All other money for excursions, sport or performances should be in an envelope tightly secured and clearly labelled with purpose, child's name and class, and the amount enclosed. This is then to be handed in to the class teacher at the beginning of the day. Parents can make payments directly at the office or online through our school website. In the interests of reducing cash onsite we encourage online payments.

School Photographs

The school organises individual, class, sibling and special group photographs once a year. An order form will be sent home with your child prior to school photograph day.

Assemblies

All students and teachers gather together for stage assemblies several times a term in the school hall. At this assembly merit awards and any special achievements are presented, announcements made and class items are presented. Classes rotate to lead these assemblies. Parents and friends are invited to attend these assemblies. In addition, special assemblies are conducted during the year including the Principal's assembly at the end of each term. Information will be provided about these through the school newsletter.



Presentation Day

Presentation Day is held in December each year. Prizes and presentations are awarded to students on this day to recognise and celebrate the achievements of students across all areas of the curriculum and school life.

Out of Uniform Days

As a special treat children are occasionally invited to come to school wearing clothes other than school uniform. For this privilege children are charged a small fee which goes to charity. Details will always be sent to parents prior to the event.

Special Religious Education

Special Religious Education (SRE) lessons are provided every week and are taught by visiting clergy and lay teachers. These lessons take place on a Tuesday as follows:

- **9.00am – 9.30am Students in Years 3 and 4**
- **9.30am – 10.00am Students in Years 5 and 6**
- **10.30am – 11.00am Students in Kindergarten, Years 1 and 2**

When completing an application to enrol parents are asked to select the option they would like for their child. This choice can be changed at the beginning of each school year when new classes are formed but not throughout the year. Department of Education policy also requires the school to send a letter to the family of each student new to the school to ascertain the group you would like your children to join during SRE and SEE time. This note will be sent home this week to all Kindergarten students, Year 5 OC students new to the school and new students who have joined Woollahra from other schools at the beginning of each year.

The following options are available to students at these times:

Catholic (Catholic Diocese of Sydney)

The Catholic Church sees the education of Catholic children in the Faith as integral and key to its mission. Catholic SRE Teachers (also referred to as Catechists) are volunteers who are approved, authorised, and trained by the local parish and Dioceses of the Catholic Church. Our volunteers ensure that children attending Catholic SRE classes receive lessons about building a relationship with Jesus and understanding his message of salvation. They also give them background preparation for the Sacraments that may be available to their age group.

Protestant (Anglican Diocese of Sydney and Uniting Church of Australia)

At Woollahra, Protestant Christian Special Religious Education delivers approved programs that explore Christian Scriptures, core Christian beliefs, and examine how the teachings of Jesus call us to make good life choices in our relationships. Teachers utilise a variety of teaching methods that allow students to respond to lessons via writing, group discussion, music and song, drama and prayer. All teachers are people of faith and volunteers from local churches.

Judaism (NSW Board of Jewish Education)

The Board of Jewish Education (BJE) provides a structured curriculum for students in Jewish SRE classes. Students are encouraged to feel positive about being Jewish and to identify with the Jewish community. They learn about Jewish holidays, values, synagogue basics and Israel. Older children also explore ethical aspects of Judaism and explore some areas of Jewish history. Basic Jewish prayers are incorporated into each lesson.

Orthodox (Greek Orthodox Archdiocese of Australia)

Orthodox Special Religious Education is coordinated by the Saint George Church Rose Bay.

Bahá'í Faith

The Bahá'í Faith is a religion teaching the essential worth of all religions, and the **unity** and equality of all people.

Special Ethics Education - SEE (Primary Ethics)

Ethics is a branch of philosophy that examines ethical concepts and issues, asking what is right or wrong in particular circumstances. The ethics curriculum comprises a wide range of age appropriate topics that primary-aged children find interesting. Students learn to think about ethical matters and engage in the give-and-take of reasoned argument. This process allows them to properly consider other people's points of view and to be sincere, reasonable and respectful in dealing with their differences. The K-6 curriculum has 78 topics, starting with *Questions and Puzzlement*, introducing children to the foundation of ethical thinking. Children in the younger primary years examine issues such as being left out, sharing and bullying, while older children reflect on issues such as homelessness, fairness and teasing to help them consider the feelings and interests of others – one important aspect of moral reasoning. Other aspects include understanding consequences, having empathy and appreciating difference. Research shows that well-reasoned moral judgement does not develop automatically as young people mature and that these skills are best developed using the methods we employ in ethics classes. Once acquired, these skills accompany individuals into adulthood.

Non-SRE Classes

The school offers non-SRE as an option during special religious education classes for children who do not wish to attend any other class. During these times students complete independent reading or study.

School Finance and Fees

School Fees and Voluntary School Contributions

As a school in the NSW public education system, we endeavor to keep costs and fees as low as possible. However, in order to provide the range of additional programs we have on offer and extra resources to support student learning the following fees are incurred throughout the year:

- ***At the beginning of the year there is a cost for books, resources and online learning materials. This is a one-off annual cost.***
- ***Throughout the year there will be costs for special programs, excursions and performances. Term invoices are sent home at the beginning of each term outlining these costs. A note with information about the event is always sent home several weeks prior to the excursion.***
- ***Students participating in sporting and extra-curricular activities are required to pay fees for these activities.***
- ***A voluntary general school contribution is set each year by the school, these funds help to meet some of the costs of resources and materials used by children each year. Whilst these fees are minimal, they are certainly beneficial to the school.***

School Budget and Fundraising

The school budget is managed by the Principal with the support of a finance committee. Funds are raised to support the school in the following ways:

- Funds are provided by the Department of Education. These are generally for specific purposes i.e. employment of staff, learning resources, utilities, maintenance, library and equipment purchases.
- Each year the school P&C conducts a number of fundraising activities to raise money for the school.
- Submissions made for specific grants committees or organisations which sponsor projects. These may be to provide staffing, resources or funds.

Out of School Hours Care

Helping Hands Network works in partnership with Woollahra Public School to provide Outside School Hours Care services to the school community. The Helping Hands OSHC facility is located on site at the school. All children attending the service must be dropped off in the morning or collected in the afternoon by an authorised person and signed in and out of the OSHC room each day.

Programs

Helping Hands Network tailors their programs to meet the local school community needs, providing much more than child minding. Their programs are designed to develop stronger, healthier, happier children and to provide an environment that is like a "home away from home". Programs are developed in consultation with children, parents, the school community and Helping Hands educators. They are tailored to cater to the children's age, skill, interests and abilities through a variety of challenging and recreational activities.

Before and after school care and Vacation care

Care is available 5 days per week during term time. Before school, the service operates from 7am – 9am. After school, the service operates 3pm – 6pm. Children walk straight to and from their classrooms. Educators pick up and drop off the Kindergarten and Year 1 students and escort them to the OSHC room. A full day program is available 5 days per week during school holidays from 7am – 6pm.

Helping Hands Network provides a healthy breakfast at Before School Care and a healthy afternoon tea at After School Care. Breakfast, morning tea, and afternoon tea are all provided at Vacation Care. In addition to these meals the children also have the opportunity to participate in cooking activities and the occasional special treat.

Government subsidies

There are a number of schemes available to parents including; ***Child Care Benefit (CCB)*** – CCB is a means tested benefit available to parents accessing Outside School Hours Care. The percentage benefit available to a family is determined by criteria including the number of children in care and household income. Helping Hands Network automatically lodges claims on behalf of parents, and only bills for the difference.
Child Care Rebate (CCR) – This rebate is available to all families, and entitles families to receive 50% of their out-of-pocket child care costs up to $7,500 per child per year. This can be claimed as a rebate paid quarterly. Alternatively, you can now arrange to have it paid direct to ***Helping Hands*** to reduce your upfront fee payment. If you would like to take up this second option, please contact Centrelink in the first instance, to make these arrangements. Cost to parents after CCB and CCTR

To get a quote, or to make an enquiry to use the service, please contact the Coordinator of the service directly on mobile 0448 063 341, or by email at woollahra@helpinghandsnetwork.com.au or the Helping Hands Help Desk on email: accounts@helpinghandsnetwork.com.au or phone 1300 612 462.

For more information on Helping Hands Network, or information on enrolling at the service: please visit the Helping Hands Network website at www.helpinghandsnetwork.com.au and select Our Schools/Families, and follow the prompts.

School Facilities

Creating a stimulating and engaging learning environment is a priority at Woollahra. We aim to ensure our learning spaces both indoors and outdoors are engaging, student centered and well resourced. Each year we work to upgrade and redevelop areas of the school and improve on our learning spaces.

Classrooms

All classrooms in our school are well-resourced, student centred learning spaces. They are organised to facilitate a range of different learning activities and experiences. Students in Kindergarten, Year 5 and Year 6 have access to large double classrooms. All other classrooms are adjacent to a large flexible learning area which is used for group work, games and other activities on a daily basis.

Our playground and outdoor learning spaces

We are fortunate at Woollahra to have engaging playgrounds and outdoor spaces. This enables our children to participate in a range of sporting and play activities. Outdoor playground equipment is installed in the Barton playground and is used by our younger students every day. The Centenary playground hosts a dedicated basketball court and modified soccer field. A garden area supports the school's environmental sustainability programs. Children, teachers and parents work together to create and look after vegetable gardens and various other gardens.

Library

Our school library is a bright and coloured space which is visited by all of students each week. It is well resourced with both print and digital texts to support and enhance learning across all areas of the curriculum. Each class attends the library once a week for research and the borrowing of books. The library is also open at lunchtime for reading and games. Children borrow books for many reasons and parents are asked to assist children to appreciate the book borrowed. A library bag large enough to hold a picture book is required to keep books in their best condition during transit

Technology Facilities

Students have access to a range of technology in the school. Each classroom is equipped with computers and an interactive whiteboard to allow access to a range of technological learning resources and support the teaching of computer skills. Sets of iPads and laptops are available for use in all classrooms throughout the week. A range of digital learning resources and apps are accessed by students on these devices.

Before and After School Activities

Ensuring our students have access to a broad range of activities both during and after school hours is a priority at Woollahra. In 2019 the following activities are available to students either before or after school:

- **Co-Curricular Music (Band and String Ensembles)**
- **Co-Curricular Dance**
- **Rock Band**
- **Chess**
- **Robotics**
- **Guitar**
- **Keyboard Lessons**
- **Hebrew Lessons**
- **Mandarin Lessons**
- **Italian Lessons**
- **French Lessons**
- **Visual Arts Classes**
- **Sports Lessons**

Information about the costs and organisation of these programs is provided at the beginning of each school year.

Parent and Community Involvement

Partnerships within our school community

Strong school and community partnerships are a feature of our school of which we are a proud. In addition to the excellent work done by the school's P&C association, partnerships are built upon in other ways. The school runs open days to invite parents into classrooms. These are based on the concept of a learning journey where children took their visitors on a 'tour' of their learning. These opportunities were very much valued by parents who were able to share in their child's achievements as well as gain a greater insight into what happens in their child's classroom. Parents of students are invited to actively be involved with the education programs of the school and are invited to participate in the following ways:

- ***Attend information sessions***
- ***Make appointments to have a conference with your children's teachers.***
- ***Attend Parents and Citizens meetings. Meetings held twice per school term (Week 3 and 7) at 7.00pm in the staffroom.***
- ***Assist with and support P&C fundraising activities***
- ***Volunteer to assist with Working Bees.***
- ***Respond to your child's teacher's request to have parents who listen to children read or who will read to children.***
- ***Volunteer in the school uniform shop or help out at the Friday cake stall***
- ***Volunteer to help with school events and special days***
- ***Assist with school excursions.***

Parents and Citizen's Association (P&C)

The P&C meets twice per school term (weeks 3 and 7) at 7.00pm. All parents and community members are welcome to attend. A joining fee of $2 per year is required to become a member. The P&C's Annual General Meeting is in February. Minutes from each meeting are sent out to all P&C members via email. All members of our school community are encouraged to attend these meetings. P&C activities include a range of fundraising activities throughout the year, consultation on school plans and decisions and support of school programs.

Partnerships within the community

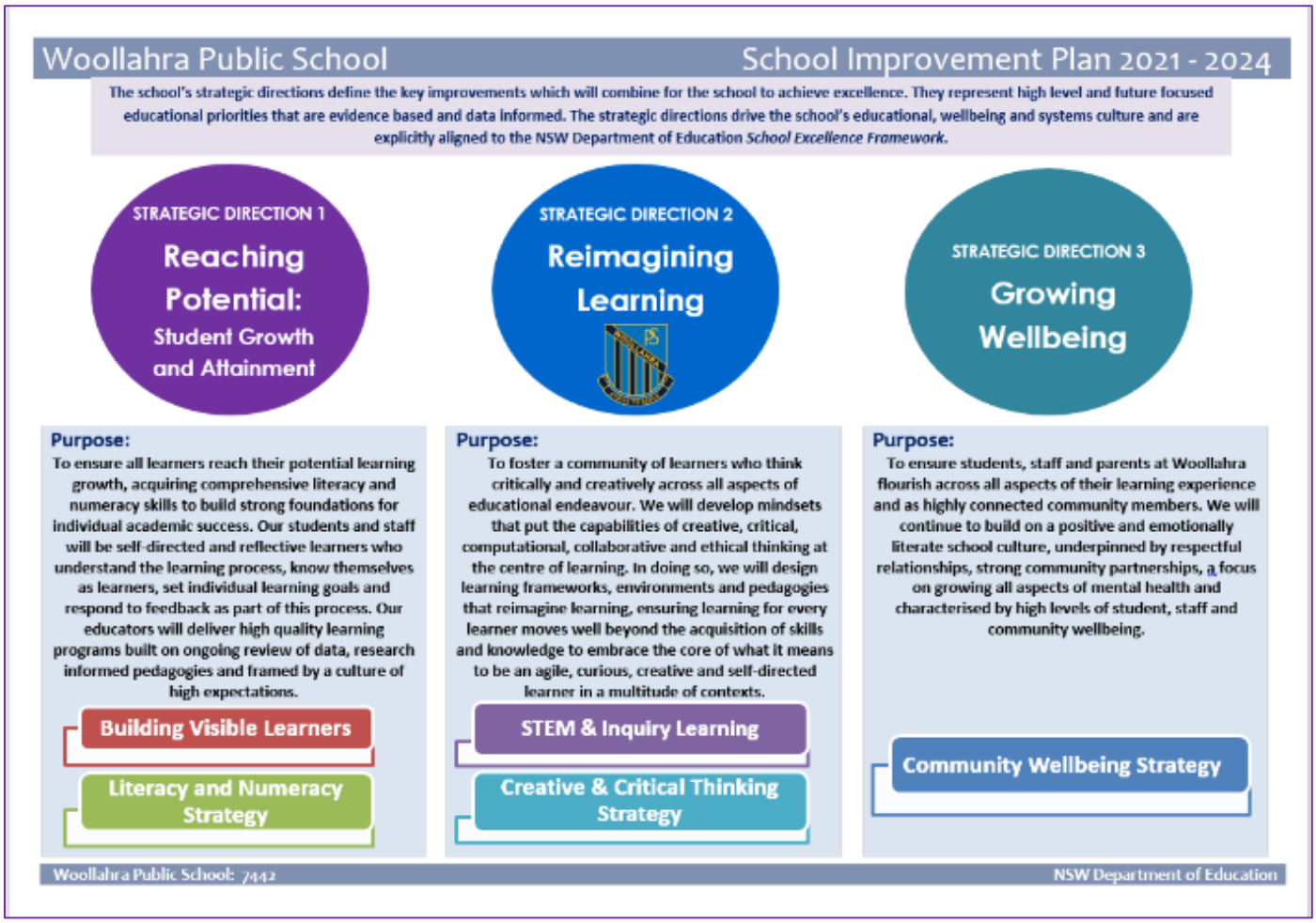
Developing partnerships with the broader community are a priority for our school and include:

- *working with staff at the University of NSW as part of an enrichment and mentoring program in mathematics and science for senior students;*
- *collaborating with the Communities of Schools in the East alliance on joint learning initiatives and professional learning for staff;*
- *working with the Royal Australian Navy Band to support the school's band development program.*

School Planning and Evaluation

The development of the 2021 - 2024 school plan was the result of consultation across all members of the school community. The process was informed by a range of information sources including student achievement data, information from school evaluations and feedback from parent, student and staff focus groups. In addition, the school leadership team worked to analyse and evaluate a range of programs and school structures. These included curriculum with a focus on English and Mathematics, technology, learning support, assessment and reporting, student wellbeing initiatives, High Potential and Gifted education strategies, English as an Additional Language support, quality teaching practice, teaching professional learning, leadership development, communication strategies, the functioning of school teams and school systems. The consultation was multifaceted. Futures-focused forums with staff, parents and students looked at the purpose and focus of the school plan, how the plan aligns with the *Alice Springs Declaration of Educational Goals for Young Australians*, state and DoE planning and the long term goals for the children at Woollahra PS. The staff worked with the Department of Education *School Excellence Framework* to assess the school's strengths and areas for improvement across the domains of learning, teaching and leadership. Feedback was sought from staff and parents on the plan before its endorsement and publication. The full school plan can be accessed on the school's website at http://www.woollahra-p.schools.nsw.edu.au

The school's 2021 – 2024 strategic directions are as follows:



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