



**WOOLLOOWARE**  
PUBLIC SCHOOL

# Information Handbook





# Welcome to Woolooware Public School

## Our School

Woolooware Public School is located in a peaceful environment with beautiful grounds covered in grassy lawns and lots of trees. The school has a welcoming, caring and friendly atmosphere and parents are encouraged to be active participants in school activities.

Our dedicated teachers provide quality programs with a strong academic focus. High results in our NAPLAN tests are evidence of this. Students are challenged and inspired and enjoy unique opportunities that extend their learning across an extensive curriculum. These programs meet student interests and aspirations. Programs include Band, Choir, Dance, Sport, Peer Support and Public Speaking.

The safe and nurturing atmosphere of the school fosters a high standard of student behaviour marked by self discipline, trust, respect and consideration of others.

This booklet is designed to provide you and your family with information about our school. It will help you become familiar with our daily routines, programmes and practices.

At this school, we aim to build a partnership between the school and the home and encourage your support and involvement in your child's education.

We hope that your child will settle happily and quickly and we look forward to a positive and rewarding relationship with your family.

## Our Values

Safe

Respectful

Learners

### We believe that:

- Everyone has the capacity to learn
- Everyone needs to learn how to learn
- Everyone should be a self-directed and committed learner
- Everyone should be a risk taker and a problem solver
- Learning occurs at different rates and in different ways
- Learning should always be stimulating, challenging and rewarding
- Learning is a lifelong process



## Our Purpose

# Learning for life

Equipping our students for their future and igniting a passion for lifelong learning.

## Our Vision

At Woollooware Public School, we value and respect the individuality of each student and will deliver opportunities to grow and foster all aspects of our students' development. Our students will learn in a caring and supportive environment where a positive sense of wellbeing will be fostered. They will be skilled learners with high levels of literacy and numeracy achievement, who work creatively, collaboratively and confidently. They will think critically and solve problems, equipped to meet the demands of life in the 21<sup>st</sup> Century.

Our students will be taught by outstanding teachers with high expectations and who are committed to academic excellence for all through personalised learning. A culture of continuous improvement will be fostered and teachers will access quality professional learning.

We will continue to build partnerships with our parents and community, aligning our efforts through strong communication to support students in achieving their potential.

Overall, Woollooware Public School will provide learning for life. That is, learning that will equip our students for their future and ignite a passion for lifelong learning.

## Our contact details

Address: Wills Road & Riverview Ave  
Woollooware 2230  
(The main entrance to the school is located on Riverview Ave)

Phone: 9523 5411

Fax: 9523 0994

Email: [woollooware-p.school@det.nsw.edu.au](mailto:woollooware-p.school@det.nsw.edu.au)

Website: [www.woollooware-p.schools.nsw.edu.au](http://www.woollooware-p.schools.nsw.edu.au)



## Staff you may need to contact

**Mr Jason Ezzy**  
**Mrs Kate Cleary**

Principal  
Deputy Principal

**Ms Alison Chew**  
**Miss Juanita Greenstein**  
**Mr Martin Field**

Assistant Principal & Instructional Leader  
Assistant Principal & Classroom Teacher  
Assistant Principal & Classroom Teacher

**Ms Isabel Pardo Clapham**  
**Ms Kathryn Ansell**

School Counsellor  
School Wellbeing Officer

**Mrs Louise Jegers**  
**Mrs Nicole Pardy**

School Administration & Business Manager  
School Administration Manager





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## Assemblies

A weekly assembly is held which is an important formal and social occasion during which students sing songs, perform items and receive awards for achievement, citizenship and behaviour. The Kindergarten to Year 2 assembly is held each fortnight (even weeks) at 2.30pm on Wednesdays and the Year 3 to 6 assembly is held each fortnight (even weeks) at 2.30pm on Thursdays. There are occasions when these times are altered. These assemblies include the presentation of the bronze, silver and gold awards, with platinum level awarded at the end of year presentation day. Parents are very welcome to join us for assemblies.

## Attendance

Regular and punctual attendance is a key to a positive learning experience for students. Please ensure that your child is on time for school every day. This is an important personal and social habit to establish early in school life. Late arrivals interrupt the class routine as well as being unsettling for both your child and the other children in the class. Children who arrive late to school are required to report **with their parent** to the school office to get a late slip before being taken to class.

When your child is absent from school, please notify the office either by phone, email or the skoolbag app with an explanation. Notification of an absence due to a family holiday must be sent in writing **in advance** to the Principal and a certificate of extended leave may be issued.

If you wish to collect your child during school hours (e.g. for a medical appointment), a letter must be sent to your child's class teacher on that day specifying the time you will be collecting your child. If you need to collect your child early because of an emergency, the child must be signed out in the school office. Our office staff will provide you with a slip to be given to your child's class teacher which will confirm that your child has been signed out.

## Before and After School Care (WOSHC)

This service is located in the school hall and is available to parents at a nominal cost. The Centre has a Parent Management Committee which is responsible for its operation and which reports back to the P&C Association. Children are involved in a variety of indoor and outdoor activities while they are in the Centre. The telephone number for WOSHC is 9523 9971

## Bikes

Children from Year 3 to Year 6 are permitted to ride bicycles to school and are required to apply for a bike rider's agreement. The agreement allows students to revise the safety rules associated with bike riding. A helmet must be worn. All bicycles must be 'walked' within our school grounds.

## Book Club

Each month good quality books at excellent prices are offered through 'Book Club'. 'Book Club' is organised by parents who will place your order for you and then send it home with your child. Parents are under no obligation to participate in this scheme. The book club is cashless and payments can only be made by cheque or credit card.

## Buddies

To start the school year, Kindergarten children are buddied with Year 6 children. The Year 6 children look after the new Kindergarten students during their settling in period, supporting and guiding them during their transition to school.

## Buddy Balcony

The Buddy Balcony is run by our School Wellbeing Officer and is open on Tuesdays and Wednesdays at lunchtime. It is a place where children can always find a friendly face, someone to play with and some fun activities. It is located on the balcony near the Kindergarten rooms.



## Canteen

The canteen is open every day from 9.00 am to 12.30 pm. It is located beside the entrance to the hall. The canteen manager is Mrs Melissa Davies and Mrs Bianca Cox who are assisted by volunteer helpers. If you can offer to work in the canteen at any time, your help would be greatly appreciated.

Lunches and recess snacks must be ordered before school. Write your child's name and class on a paper bag, add the order and put the exact money in the bag and take it to the canteen.

## Change of family details

If any information previously supplied to the school changes, e.g. address or phone number, please notify the school immediately. These can also be done on the school app 'Skoolbag'

## Clothing and Belongings

Please mark clearly and permanently all items of your child's clothing and check regularly that the names are still readable. Shoes are often taken off for some activities so they too need to be labelled. Bags, lunchboxes and drink bottles should also be labelled.

Children occasionally have accidents at school and it may be necessary to provide a change of clothing for them. We have spare clothing in the office for emergencies but it is a good idea to keep a spare pair of underpants and a pair of socks in your child's bag. A raincoat should be in your child's bag everyday.

Please provide an apron or one of mum or dad's old shirts for your child to wear during art activities to protect their uniforms.

## Eating Areas

Each year level has a specific area in the playground in which they are seated to eat their lunch. All Kindergarten students have their recess and lunch on the playground seats near the Kindergarten classrooms. When they have finished eating they leave their lunchboxes in the special class baskets near their classrooms.

## Environment

Our student body is encouraged to care for, interact with and improve our school environment. Students can nominate to become an environmental monitor, and work on particular projects under the guidance of a teacher. Waste reduction, tending to our vegetable patch and assisting to create an indigenous garden have been past priorities.

## Excursions and Performances

During the year many excursions and visits by professional performers are organised. These are an important and exciting part of the school year, supplementing work done in class. Students in Years 5 and 6 participate in overnight excursions and camps. All students are expected to attend these arranged activities as they are part of the school's educational program.

## Health Matters

**First aid** is administered at the school office by our office staff who are trained in First Aid. Children return to class once they have been treated with a notification form for their parents. Parents will be contacted in the case of an injury to the head, an injury of a serious nature or if your child is too ill to remain at school.



## Health Matters continued

Only **prescribed medications** can be given at school and only when a form is completed at the office outlining the time and dosage to be administered. Classroom teachers are unable to administer the medication. Should your child require prescribed medication, please make contact with the office staff to inform them. All medication must be left at the school office and must not be in student's bags. If your child is too sick to attend school, please do not send him or her in fairness to your child and the other students.

Children who are **asthmatics** are required to have an Asthma Plan. These should be completed in consultation with your child's doctor. A register of asthmatics is maintained by the school. A labelled puffer and spacer are to be given to the school office. There are times when your child may be more prevalent to an asthma attack. At these times, children should keep their puffer with them.

### **Anaphylaxis / Diabetes / Epilepsy**

You will be aware that food allergy reactions, particularly anaphylaxis are quite prevalent in the wider community. Several children at Woollooware PS are highly allergic to insect stings, medications and certain foods. These children can have an anaphylactic reaction which can be life threatening. In order to support the safety and well being of these students we ask all parents not to give any food or product containing nuts to their child to eat for recess or lunch. Peanut butter is not available at our canteen. Doing these things is a way of reducing and trying to eliminate the risk of these children having exposure to these types of foods. Children who are Anaphylactic are required to have an Anaphylaxis Plan. These should be completed in consultation with your child's doctor. A register of Anaphylactic students is maintained by the school. A labelled epipen and all other medication are to be given to the school office. If your child has a medical condition you may also be required to complete an individual health care management plan.

## High Schools

The majority of the children in our school are in the drawing areas for Cronulla High School and Woollooware High School. You can check at the school office to find out which school is your local high school. All applications for high school enrolments are made during Term 1 when your child is in Year 6. Our school has linkages programs with the local high schools. You can also apply for your child to attend a selective high school. Places in these high schools are for academically advanced students and is extremely competitive.

## Home Reading Scheme

It is important that a positive attitude to reading is formed at an early age. We encourage children to handle a wide range of books both at school and at home. During Kindergarten to year 2 your child will be given a Home Reading Folder and a Home Reading Book. He/she will be able to borrow reading books from the classroom to read at home each night to a parent. These books are levelled and teachers place students on the level that is most appropriate for them.

## Homework

Homework should be a purposeful learning experience and an important link between the school and home. Children from Kindergarten to Year 2 are given various homework tasks which may include reading, spelling and mathematics. Year 3 to 6 students are given homework which includes follow-up classroom work and special projects. All students are expected to read every night. From the beginning of Kindergarten, please set aside a fixed homework time and have a working space for homework to be completed which is free from distractions like the television.

## Interviews

Teachers are more than pleased to speak with you about your child at a time that is mutually convenient. If you wish to discuss any matter with your child's class teacher, please make arrangements with the teacher or with Mrs Jegers/Mrs Parady, our School Administrative Managers. Appointments to see the Principal, Mr Ezzy can be made through the school office.

## Learning Support Team

This team, which includes the School Counsellor, LaST, Assistant Principals, Deputy Principal and the Principal, meets every Monday to discuss ways of supporting students with additional learning needs. Referrals can be made by teachers or parents. Should you be considering referring your child to the Learning Support Team, please discuss this with your child's class teacher.

## Library

Our school library is well stocked and our teacher-librarian works on Monday to Friday. Your child's class has a special lesson each week. We encourage children to become enthusiastic borrowers. Special library bags are available from the Uniform Shop.

## Mobile Phones

JASON TO CHANGE

JASON TO CHANGE

JASON TO CHANGE

## Money Collection

When money is sent to school for an excursion or any other purpose, please use the following system:

- ✦ Money should be taken to the school office **before school** and put inside the blue letterbox in the office foyer.
- ✦ Always send the money in our special payment envelope with your child's name and class on the outside.
- ✦ Enclose the special permission/payment form completely filled in
- ✦ Where possible, correct money is appreciated.
- ✦ Please make cheques payable to Woollooware Public School.
- ✦ EFTPOS facilities are available and can be made in person at the office or by filling in the details on the special payment envelopes.

Payments can also be made online - Visit the school website [www.woollooware-p.schools.nsw.edu.au](http://www.woollooware-p.schools.nsw.edu.au) click on the \$ make a payment, complete all the sections that contain compulsory fields and print your receipt. Send permission notes to school with the receipt number in the section "I have made my payment online".

Please assist us by responding promptly to notes by meeting due dates for payments. Receipts will be issued to parents for amounts over \$10.00. Should you have any difficulties with payments, please contact Jason Ezzy, the Principal, or Nicole Pardy the School Administrative Manager. Your situation will be respected and kept confidential.

## Munch 'n' Crunch

We are concerned about good eating habits and encourage children to bring healthy food to school for recess and lunch. Each day at 10.30am we have MUNCH 'n' CRUNCH. The children have five minutes to have a healthy snack of fresh fruit or vegetables.

## Newsletter

Every second Wednesday (even weeks) during school terms, a newsletter is sent to families. This is the major form of communication between our school and our families. The newsletter contains important and essential information. Please read it carefully so that you are able to keep in touch with the various activities in the school. The Newsletter is sent to families each week via the 'Skoolbag' app. It is also placed on the school website. A paper copy of the newsletter may be requested.

## Parents and Citizens Association

This important group of parents meet in the Library at 7.00 pm, on the Monday of Weeks 3 and 8. All parents are welcome to these meetings. Meeting dates are advised in the newsletter and on skoolbag. Parents have the opportunity to discuss current school matters as well as helping to raise money for the purchase of educational resources and equipment for our children.



## Parent Involvement

At Woolooware Public School we strongly believe that parents are partners in their child's learning. Your child will get a great deal of pleasure and satisfaction from seeing you in the school. Your interest, enthusiasm and involvement promotes a positive attitude in your child. Parents and grandparents can share their talents in many activities connected with the school's learning programs. At the beginning of the year, parents and relatives are asked to volunteer to help with some of our learning programs. This may involve helping small groups of children with reading or writing or assisting by typing children's stories. Parents who are working can also assist by doing particular jobs at home rather than at school, for example, covering books. The children and the teachers appreciate any help you can give – this kind of parental involvement really benefits the school. All parent volunteers are required to complete a Working With Children Check. This is a simple process and the appropriate form can be collected from the school office.

## Parking

The safety of all our children is of primary concern. Therefore, we ask parents to adhere to all parking signs around the school's perimeter. The school car park is for staff parking and delivery services only. **Children are not to use the driveway gates to enter or leave the school**

## Performing Arts

Our school has two **bands**. Children from Year 4 upwards are eligible to join the band. Specialist music tutors are employed for teaching instrument playing in small groups. We have several **choirs** which perform at special festivals. Concerts and competitions are held at venues such as the Opera House and the Sydney Entertainment Centre. **Public Speaking** is another major program in our school. All children participate at our school level and some represent the school at the zone and district levels. There are special **dance** groups who perform at various locations throughout the year.

## Reporting to Parents

Formal *Learning Profiles* are prepared at the end of first and second semester and are sent home to parents. These profiles give a snapshot of your child's learning progress. Interviews are held at the end of Term 1. You may also request an interview with your child's teacher by contacting the office and arranging an appointment for a mutually convenient time.

## School Wellbeing Officer

The School Wellbeing Officer coordinates programs in our school and provides support and care for the personal and social wellbeing of students and the school community. The role of the School Wellbeing Officer is separate to that of the Special Religious Education (SRE) program that operates within the school. Referral forms are available from the school office if you or your child would like to access the service.

Our School Wellbeing Officer can provide a range of services such as:

- assisting in the provision of the school's welfare programs
- participating in the school's Learning Support Team
- personal support
- facilitating small groups that target student wellbeing or students at risk
- supporting children and families in a range of areas including referrals to other agencies, support for children with special needs, parenting support
- facilitating lunchtime activities to assist students in building healthy relationships
- facilitating groups and activities to support spiritual wellbeing with voluntary student participation

## School Counsellor

Our School Counsellor, Ms Isabel Pardo-Clapham, is available every Monday & Friday to talk to you about any concerns or problems you may have regarding your child's schooling and wellbeing. Please feel free to ring the school office to make an appointment to speak to Ms Pardo-Clapham.

## School Hours

9.30 am - 11.30 am	Session One (Fruit Break 10.30am)
11.30 am – 12.20 pm	Lunch
12.20 pm – 2.05 pm	Session Two
2.05 pm – 2.30 pm	Recess
2.30 pm – 3.30 pm	Session Three

All children are expected to arrive at school after 9.00am and before 9.30am. The children may take their bags to their hat rooms and then go out into the playground to play. Children are not allowed to go into classrooms unless the teacher is there.

On Mondays and Wednesdays there is a whole school assembly at 9.30am in the playground. On the other mornings the children meet their teachers at the classroom at the start of the school day. The Kindergarten children sit on the seats near the Kindergarten classrooms.

The playground is not supervised before 9.00am. No child should be in the school grounds before that time. Please collect your child promptly at 3.30pm. If someone else is picking up your child, please inform your child's class teacher. If you are running late to pick up your child, please phone the school office so that we can look after your child until you arrive.

## School Office Staff

You will find our school office staff both welcoming and helpful if you have any inquiries. Our school office staff make an effort to know all the students and as many parents as possible. There is someone in the office from 8.30am until 3.45pm each day. We ask you to be mindful that our staff service a wide range of school-wide activities and they are very busy throughout the day, especially during break times.

## School Photos

The school arranges to have professional photographs taken of all the children each year. Photographs are taken of each class and each child. Family photos can also be ordered.

## Scripture (SRE) and Ethics

Visiting clergy and lay teachers take lessons each week for half an hour. These lessons are Tuesday mornings. If you do not want your child to attend scripture, please inform us in writing. Ethics classes are available.

## Skoolbag

The Woollooware Public School 'Skoolbag' app is the primary communication tool between the school and parents. The app provides parents and carers with everything they need to know about school news, newsletters, events, cancellations, school notices, parent sick note forms, school documents and much more. It can be downloaded onto any mobile device including smartphones and tablets.



## Sport and Physical Education

There are 4 sport houses – Bonna (Blue), Gwawley (Green), Quibray (Red) and Towra (Yellow). All children participate in the P.E. program. Kindergarten children are involved in group activities which are designed to develop their fundamental movement skills and teach them the skills for future sports. Kindergarten to Year 2 have their sport session on a Friday morning.

Children from Years 3 to 6 are involved in PSSA Competition – softball, basketball land cricket in the Summer and netball, rugby league and soccer in the Winter. A variety of sports are offered at school and students can also participate in other programs. An intensive swimming program is held for students in Year 2 outside of the school grounds. Students in Year 6 complete a surf awareness course.

Each year swimming, cross country and athletics carnivals are held. From these carnivals children are selected to represent our school at the District Carnivals.

## Student Council

Each class in our school elects two representatives for the Student Council. The Student Council meets twice a term and discusses issues that are important to the children and makes decisions about these which are then conveyed to the Principal. The Student Council also raises funds each term for charities. Stewart House and the Drought Appeal are our main charities.

## Technology

Students have access to computers in their classrooms and in computer labs. There are sets of iPads in classrooms and a 'Connected Classroom' complete with video conferencing facilities, an interactive whiteboard and 30 computers. All students in NSW Public Schools have an email account which is accessible through their student portal. The use of technology is integrated into all of the students learning. Interactive whiteboards are available in all classrooms to enhance learning.

## Visitors to the school

All visitors to the school must report to the office to sign our visitors register and receive a visitor's identification tag. This ensures we know who is in our school in the event of an emergency and also that everyone in the school has permission to be here. Classroom volunteers are also required to sign in at the office.

## Wet weather

Children go straight to their classrooms at 9.00am if it is raining where they will be supervised by their teachers. The children also stay in their classrooms during break times if it is raining.



# Uniforms

The wearing of the school uniform encourages students to take pride in their appearance and to show respect for their school. Our school uniform sends a message to the local community and gives an impression of our school. Children are expected to wear the correct school uniform at all times. This includes black leather school shoes for safety reasons. The school hat is part of the daily uniform and must be worn. Our Sun Protection procedures includes a 'No Hat-No Play' policy. **Sunglasses may be purchased from our uniform shop. Alternatively they may choose to wear a different style, however they must be navy blue or black with no reflective mirrors. Sunglasses are the responsibility of the children.** Our school uniform is available through the Uniform Shop which is located at the end of the row of classroom buildings (near the hall). The shop is open every Thursday from 9.00am –9.30am and is operated through volunteers and the P&C.

Long hair must be tied back. Jewellery must not be worn and for safety reasons, only sleepers and stud earrings may be worn to school.





## Girls Summer Uniform Options

Summer Option 1	Summer Option 2	Sports uniform
<p>Blue check Summer tunic</p> <p>White turn down socks</p> <p>Black enclosed leather school shoes</p> <p>Navy or white hair accessories</p>	<p>Blue check skorts (culottes)</p> <p>White short sleeved blouse with peter pan collar with navy blue trim</p> <p>White turn down socks</p> <p>Black enclosed leather school shoes</p> <p>Navy or white hair accessories</p>	<p>White sport polo with school crest</p> <p>Navy sport shorts or navy pleated sport skirt</p> <p>White turn down socks</p> <p>White lace-up or Velcro sports shoes</p> <p>Navy or white hair accessories</p>

## Girls Winter Uniform Options

Winter Option 1	Winter Option 2	Winter Option 3	Sports Uniform
<p>Blue check tunic</p> <p>White long sleeved blouse with peter Pan collar OR white skivvy</p> <p>Navy tights or white turn down socks</p> <p>Black enclosed leather school shoes</p> <p>Navy zip jacket with school crest <b>OR</b> navy spray jacket with school crest</p> <p>Navy or white hair accessories</p>	<p>Navy long pants</p> <p>White long sleeved blouse with peter Pan collar or white skivvy</p> <p>White turn down socks</p> <p>Black enclosed leather school shoes</p> <p>Navy zip jacket with school crest <b>OR</b> navy spray jacket with school crest</p> <p>Navy or white hair accessories</p>	<p>Navy track pants</p> <p>White long sleeved blouse with peter Pan collar or white skivvy</p> <p>White turn down socks</p> <p>Black enclosed leather school shoes</p> <p>Navy zip jacket with school crest <b>OR</b> navy spray jacket with school crest</p> <p>Navy or white hair accessories</p>	<p>Navy zip jacket with school crest <b>OR</b> navy spray jacket with school crest</p> <p>Navy track pants</p> <p>White sport polo with school crest</p> <p>White turn down socks</p> <p>White lace-up or Velcro sports shoes</p> <p>Navy or white hair accessories</p>





## Boys Summer Uniform Options

Summer Uniform	Sports Uniform
Marine polo shirt with school crest Grey shorts Grey socks Black enclosed leather school shoes	White sport polo with school crest Navy sport shorts White ankle socks White lace-up or Velcro sports shoes

## Boys Winter Uniform Options

Winter Option 1	Winter Option 2	Sports Uniform
Marine polo shirt with school crest Grey pants Grey socks Black enclosed leather school shoes Navy zip jacket with school crest <b>OR</b> navy spray jacket with school crest	Navy track pants Marine long sleeve polo shirt with school crest Grey socks Black enclosed leather school shoes Navy zip jacket with school crest <b>OR</b> navy spray jacket with school crest	Navy zip jacket with school crest <b>OR</b> navy spray jacket with school crest Navy track pants White sport polo with school crest White ankle socks White lace-up or Velcro sports shoes



# Song of Woollooware

Woollooware, we stand together  
Forging bonds of friendship ever,  
Stronger that they may not sever  
Even when we part.

Striving that we may not falter,  
Men and women of the future,  
Loyal to our flag and country  
We stand together now.

We must tread our own path,  
We must set our own worth,  
We stand in youth, with pride and truth,  
The future of our country:  
Reach our hands out to our youngest,  
Trusting in our true and strongest,  
Ever caring for each other,  
We stand together now.

Words: Fay Wetherell

Music: "Men of Harlech



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