

Wallacia Public School

Today is For Tomorrow

Information Book 2018



Wallacia Public School

**1573-1585 Mulgoa Road
Wallacia NSW 2745**

Phone: 4773 8433

Fax: 4773 9050

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

Website: <http://www.wallacia-p.schools.nsw.edu.au/>

Welcome

The staff, students and school community welcome you to Wallacia Public School.

The relatively small size of the school means that we soon get to know students well and they usually settle quickly and comfortably into their new surroundings. However there are sure to be many uncertainties and this booklet is intended to assist with the most common, and give you some general information about the school.

We feel that one of the unique qualities of our school is the excellent communication and cooperation between home and school, and we urge you to maintain this as a critically important influence on your child's happiness and success at school.

After reading this booklet if you still have questions that have not been covered or need further explanation please phone the office and every effort will be made to assist you.

Our school at a glance

At Wallacia Public School we pride ourselves on the great achievements of our courteous, responsible and happy students, who consistently gain exceptional results in all fields of endeavour. The dedicated and professional staff work hand in hand with our parents to ensure that we provide a dynamic, safe and nurturing learning environment for each and every child entrusted to our care.

History

Wallacia School (originally named Wallace Half Time School) opened in May 1897 in a one-room building on Bents Basin Road. The school had 14 pupils and shared a teacher half-time with another school at Silverdale.

The community was growing, and was first named Wallacia in 1906. By 1908, the school building had deteriorated, and the residents (most of whom were farmers) sent a petition to the Minister requesting a new school building. In 1909, a disused building from Greendale, near Bringelly, was moved to the site and put up. The name was changed to Wallacia School in 1909, and in February a Parents and Citizens Association was formed.

Enrolments, then as now, fluctuated; the school closed temporarily in 1926 when only 11 students were enrolled. It re-opened in September 1926, but the school building was not considered fit for further use, and a local hall was rented.

A dispute over the ownership of the Bents Basin site resulted in the purchase of two acres and the reservation of another two, for a new school. The land was part of an estate originally owned by Charles Nicholson, the benefactor of Sydney University, in the mid-nineteenth century. A new school building was completed on 13 March 1928. This is one of the two older wooden buildings which are still in use today.

Since then, students, teachers and principals have come and gone. Many local families have sent several generations of children to the school. In 1992, enrolment reached a peak of 176 students. New buildings have been added as required. In 1980, three brick classrooms and the administration block were constructed. In 2010, a new library was built under the Federal Government's BER program.

In 2006, school students and parents took part in celebrations of the centenary of the Naming of Wallacia. In 2017 we celebrated the school's 120th anniversary! We are proud of our history and encourage students to learn about it. A comprehensive history of the school and its local community was prepared for the centenary in 1997. Copies can be purchased from the school office.

STAFF

Principal (Teaching)

Mr Trev Mason

Teachers

Mrs Fiona Tritton
Miss Talia Carroll
Ms Jessica McClelland
Mr John Rush (Term 1 2018)
Mr James Kelly (Terms 2-4 2018)

School Counsellor

Mr Pearse Cremin

Learning and Support Team

Mr Trev Mason
Mrs Susan Bryan

School Administration Manager

Mrs Debra Mullen

School Administration Officer

Mrs Judy Stove-Wilson

General Assistant Mr Kevin Crameri

SCHOOL TIMES

If parents require child care before 8.30 am or after school, an Out of School Hours facility operates on site. See under the relevant heading later in the book.

8.30 am	Playground supervision begins
8.55 am	First bell; students line up
9.00 am	Classes commence. Parents or carers of students arriving late must go to the office and ask staff to print a late note for their child to take to the class teacher. This is a legal requirement to account for student attendance.
11.00 am	Recess
11.30 am	Classes resume
1.20 pm	Lunch
1.57 pm	Classes resume
3.00 pm	Bell for end of day – school dismissed.

Important Safety notice: No Peanut or Nut Foods

Wallacia Public School currently has a number of students enrolled with severe allergies to peanuts and all peanut products.

To allow these students to participate fully in all areas of school life we are requesting that parents/caregivers *do not allow any students to bring any peanuts or nut products to school at any time* (this includes peanut butter sandwiches, muesli/fruit and nut bars that may contain peanuts, or any other nuts, cakes or biscuits that contain nuts).

Thank you for considering the welfare of these students when sending food with your child/children to school, school excursions and school functions at any time.

Absences

Whenever a student has been absent from school, a note stating the reason for the absence is required for school records. In the event of an extended absence (more than three days) parents are asked to advise the school by phone on 4773 8433. If the student is absent because of illness for two days or more, a doctor's certificate must be obtained and provided to the school.

If parents know in advance that a student will be absent, they are requested to inform the school prior to the absence. Alternatively, the Skoolbag app (see under Skoolbag below) can be used to send absence notes.

The Principal's permission is to be sought if an extended absence is planned, e.g. a family overseas trip. An Application for Extended Leave – Travel form is to be completed (forms available from school office) and submitted in good time prior to planned travel.

Accidents

In case of an accident, students are assessed and unless urgent medical attention is required parents are contacted. A record of all first aid administered to students is kept in the school office. If necessary an ambulance will be called and the parent notified. Ambulance insurance cover is provided by the school.

Arrival and Dismissal of Children

Children are required to enter and leave the school grounds by the pedestrian gate located near the administration building. For safety reasons children and parents are **not** permitted to use the staff car park entrance.

After school is dismissed children are expected to depart in an orderly manner. When parents are delayed in collecting their children, students are to wait outside the office under the supervision of a teacher. A crossing supervisor is present to assist those who need to cross Mulgoa Road.

If a student is late arriving to school (i.e. after the second bell at 9:00am), a parent or carer is required to go to the front office to obtain a "late arrival" slip. This is a legal requirement, so that a student's whereabouts are known if they are late for school. Similarly, if a student needs to be picked up early, the parent or carer present at the front office for an "early

departure” slip. These slips are printed by the administration officer via our online SENTRAL system.

Parents who require care for their children prior to 8:30am or after 3:00pm will need to make arrangements for Before/After School Care. An OOSH service at the school is operated by the Warragamba Silverdale Neighbourhood Centre Wigwams. An application form and information booklet is available from the school office.

Assemblies

A full School Assembly will be held in weeks 3, 5 and 7 on Friday at 2:15 pm, and parents are welcome to attend. This assembly is for the recognition of student achievement and informing students and parents about school news and coming events.

Banking

School banking with the Commonwealth Bank of Australia is held each week. A P&C representative will collect your banking from the office on Thursday mornings. If you wish to open an account please collect a banking application form from the school office.

Behaviour Core Rules

Students at Wallacia Public School are encouraged to maintain a high standard of behaviour and discipline. Staff and parents encourage students to take responsibility for their actions and to respect the rights of others. The school’s three core rules are:

1. Be Safe.
2. Be Respectful.
3. Be A Learner.

These rules are discussed and reinforced in class lessons and school assemblies. The school has a system of rewards, including Principal’s Awards and a range of certificates, and the Power Chart system, to promote responsible behaviour and consistent achievement.

For further details, please see the sections on Merit and Award System and Student Welfare.

Bicycles

Bicycles and scooters which are brought to school must not be ridden into the school grounds and should be left in the bike racks provided. All children who ride bicycles or scooters to school must wear a safety helmet.

Canteen

A canteen service for lunch orders is currently being offered three days per week (Wednesday through Friday) by a local catering firm. Families need to register with www.ouronlinecanteen.com.au and view the menu offered for each day, then order online. Lunches will then be delivered to the school prior to 1.20 pm, with students to collect their lunch order from the school office.

Children's Property

While every effort is made for the security of children's belongings, no responsibility can be taken for theft or damage. For this reason it is inadvisable for students to bring expensive or fragile toys, jewellery or electrical items or mobile phones to school.

While we recognise that mobile phones may be perceived by some parents and carers as important for the security and safety of their children, the following policy and procedures take this understanding into account, while also being directed by the policy of the Department of Education.

1. In general, students are discouraged from bringing mobile phones to school.
2. Students who need to have a mobile phone are to place the phone at the school office for safe keeping. It is the responsibility of the student to collect the phone at the conclusion of each school day. Mobile phones are not to be left in school bags or taken into the playground.
3. The school will accept no responsibility for lost, stolen or damaged mobile phones or for costs incurred while the phone is on school premises.
4. Any urgent need by a parent/carer to contact their child during the day should be met by calling the school office on (02) 47 73 84 33.

All items of equipment and clothing should be labelled with the child's name. Students are responsible for their own items of clothing (including hats) and are encouraged to put any unneeded items in their school bags. Any unclaimed items of clothing are placed in the Lost Property box in the office foyer. Parents / carers are welcome to check this box for missing items at any time.

Code of Conduct

A Code of Conduct for parents and visitors ensures that everyone who visits the school is able to do so in a safe and harmonious manner, and that students, staff, parents and other visitors are not subjected to unhealthy, aggressive, hostile or violent behaviours. Your cooperation is sought in maintaining a safe and happy school.

Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Make appointments with staff in advance of expecting to obtain an interview
- Allow staff to supervise, investigate and manage students without interference
- Follow correct procedure when issues or concerns arise regarding the school, staff or students
 - For issues or concerns regarding your child – please consult his/her class teacher first
 - For issues or concerns regarding the staff or school – please consult the Principal
 - Never take up an issue with other students or parents
- Follow school procedures governing entry and behaviour on school grounds including car parks. All parents and visitors must report to the administration office immediately upon arrival and prior to departure from the school, and sign the Visitors' Book, noting time of arrival and departure, and reason for visit. All visitors must wear a 'visitor' badge while on school premises.

- Refrain from smoking on the grounds of any premises belonging to the Department of Education & Training or within view of students. Smoking is not permitted at any time.

Any person contravening this Code of Conduct is advised that the provisions of the *Inclosed Land Protection Act (1901) and its Amendments* will be followed if any of the following occur:

- Actual physical assaults at the school or during the course of school activities.
- Behaviour in the presence of students, staff, parents or other visitors to the school that cause alarm or concern to students, staff, parents or other visitors.
- Use of offensive language (i.e. swearing) in the presence of students, staff or other visitors to the school.
- Any interruption of the learning environment of the school such as entering classrooms without permission.

Communication

Communication between parents and teachers is best done by a note. Relying on a student to convey the message is not always effective. If telephoning, it will not always be possible to speak directly to the teacher as they may be on class or engaged in other duties, but a message can be left. Teachers will contact parents by letter or telephone if necessary.

If you wish to have a meeting with the your child's teacher or the Principal, please leave your details at the school office, using the Interview Request form provided, and a time will be arranged.

Counsellor

The School Counsellor visits the school on a regular timetable. He or she is available to assist children who are experiencing difficulties at school or at home, and to advise teachers and parents on matters affecting the development of children.

Parents seeking an appointment with the School Counsellor should contact the office or their child's teacher for a request form.

Damages and Breakages

If a student deliberately or through carelessness causes damage to school property, parents will be contacted and asked to pay for the damage. The school must pay for these repairs. They are not covered by the Department of Education and Communities.

Compensation for damage to student property by another student is a matter for the students and parents involved.

Dangerous and Prohibited Items

Any object that is likely to cause harm to another person or property is strictly prohibited and will be confiscated if brought onto school property. Cigarettes and alcohol are prohibited on all school property, and at events run by the school (regardless of the venue). Weapons of any kind, including guns and knives, are not permitted on school premises. Please note that, according to DEC policy, all guns, including replica and toy guns, are prohibited. The police will be notified if students are found to be in possession of illegal drugs and this may result in suspension or expulsion from the school.

Detentions/Reflections

Class teachers may impose short detentions for minor infringements. School reflection/detentions are imposed in conjunction with 'Yellow Slips' or 'Red Slips'. These take place during lunch breaks, and parents are notified. Please see the section on Student Welfare.

Excursions and Sports Visits

From time to time teachers organise excursions and visits as part of a school or class program. All requests for money and advice regarding visits and excursions will be made by note. All notes are available on the school website. ***Please adhere to deadlines for payment and return of permission slips. Returning payments and permission slips after the deadline will mean your child cannot attend the event.***

Excursions form an integral part of teaching programs as well as providing opportunities for developing social skills. For these reasons we encourage 100% class participation, and generally require the wearing of the full school uniform. In cases of financial hardship, Student Assistance can be provided. However, payment is required for an excursion or sports program prior to the start of the program.

If a student has not met required behaviour standards in the period prior to the activity, or been given a 'Yellow Slip' or 'Red Slip', he or she may not be allowed to attend the activity.

Students in Stage 2 and Stage 3 are invited to participate in overnight excursions / camps. Information about these, including an instalment payment provision, is provided early each year.

On occasions parents are asked to assist (if convenient) with transport. Departmental guidelines require that before assistance can be accepted private vehicles must provide a seat belt for each passenger, and age appropriate child safety seats. The parent must be familiar with Department of Education Child Protection guidelines and sign a declaration to that effect, providing identification as required.

Homework

Homework is viewed as a valuable element of children's education because it facilitates revision, builds on the work being done at school, and encourages the development of good attitudes toward study. It is the school policy for children to be given homework commencing in Kindergarten. The nature of the homework and the time it is expected to take will vary from class to class as it relates to each teacher's particular program of work, however it should be regular and consistent. Teachers will generally communicate their expectations about homework at the start of each year.

Illness

Students do not perform well at school when ill and frequently have to be sent home during the day, with parents having to be notified at home or work. This can be very disruptive, and is best avoided by not sending children who are unwell to school. It is vital that you provide the school with current phone numbers for parents and emergency carers.

In the case of unexpected illness occurring during school hours, children are sent to sick bay for assessment and parents notified if it is considered necessary.

Common diseases and required exclusion from school activities are as follows (adapted from National Health and Medical Research Council guidelines):

Chicken Pox	Excluded until all blisters have dried. This is usually at least 5 days after the rash first appears in unimmunised children and less in immunised children.
Conjunctivitis	Excluded until discharge from eyes ceases, unless doctor has diagnosed a non-infectious conjunctivitis.
Diarrhoea	Excluded until there has not been a loose bowel motion for 24 hours.
German Measles	Excluded until fully recovered or for at least four days after the onset of the rash.
Hepatitis A	Excluded until a medical certificate of recovery is received, but not before seven days after the onset of jaundice.
Measles	Excluded for 4 days after the onset of the rash.
Mumps	Excluded for 9 days or until swelling goes down (whichever is sooner).
Ringworm/Tinea	Excluded until the day after appropriate antifungal treatment has commenced.
Pediculosis (head lice)	Treatment of affected area must be undertaken.
Scabies	Excluded until the day after appropriate treatment has commenced.
School Sores/impetigo	Excluded until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.
Streptococcal Sore Throat	Excluded until the person has received antibiotic treatment for at least 24 hours and feels well.
Whooping Cough	Excluded until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing.

In emergencies an ambulance may be called and parents will be notified. The school has ambulance insurance cover and no cost to parents should be incurred.

If your child is away from school for more than two days, a doctor's certificate is required.

Immunisation

New Kindergarten enrolments are now required to provide evidence of adequate immunisation at the time of enrolment. This is not compulsory immunisation but provides information to enable the school to take appropriate action during any occurrence of a preventable disease.

Interviews

Parent / teacher interviews are conducted in Term 1 for all students. For students in Years 1-6, these take the form of 3-way parent / teacher / student interviews. We believe that conducting interviews early in the school year enables us to address any issues of concern early. Parents may also, if they choose, arrange an interview with their child's teacher after written reports are sent home at the end of Term 2.

Should the need arise, teachers and parents are able to arrange an interview at any time upon request. Parents can arrange an interview by completing the Interview Request form available in the school office.

Insurance

The Department of School Education does not provide insurance covering students for personal injury as a result of accident. Such policies are available from a number of insurance companies and parents who may be concerned about this should make appropriate arrangements.

Key Learning Areas

Students of Wallacia Public School and at Public Schools throughout New South Wales undertake a program of work arranged into Key Learning Areas (often referred to as KLA's). These are English, Mathematics, Geography, History, Science and Technology, Creative Arts, and Physical Development/Health/Physical Education (PDHPE). Within these frameworks the school works to impart the knowledge, skills, values and attitudes necessary to enable children to participate fully in our society.

Learning and Support

The role of the Learning and Support Teacher (LaST) is to support classroom teachers to assist students who require additional support in their learning.

The LaST generally does not work with individual students. However, the teacher may conduct assessments, and provide assistance and support to classroom teachers when implementing Individual Education Plans (IEPs). From time to time, the LaST may team-teach with classroom teachers as part of this support process, with the aim of supporting teacher capacity to meet all learning needs within the normal classroom program.

Leaving School Early

Written parental permission is always required when a child is to leave the school grounds during school hours. Please do not ask children to "wait at the gate". All children who are to leave school early must be collected from the front office or class room, and staff will record the early leaving on the school's attendance system. The office staff will print you a slip to present to your child's teacher.

Library

During library sessions, students are encouraged to read for recreation and to discover information. They are shown how to use books, introduced to good books and taught to be independent library users. Each class in the school has one formal Library lesson each week with the RFF Teacher, during which time they are encouraged to borrow a book.

Children are required to have a library bag (cloth or strong plastic) in which to place the borrowed book for its protection. Library books may be borrowed for a period of two weeks, and should then be returned in the library bag to school. If books are lost, a fine may be charged to cover replacement.

Lost Property

All unclaimed lost property is sent to the administration building for storage. If an item is labelled it is generally returned to its owner. Items left unclaimed for long periods may be donated to charity or placed in the clothing pool.

Medication/Health Care

Please note, staff are **not permitted** to administer creams, lotions, eye/ear drops, or antibiotics to students, because of the risk of cross-contamination and/or adverse reaction.

When a child needs long term, prescribed medication at school the following points should be observed:

- Students who have a diagnosed health condition (e.g. asthma, diabetes, allergy) will need to provide the school with a Health Care plan. The proforma may be obtained from the office. Please note that this needs to be prepared by the student's doctor.
- All medication (except Ventolin puffers) is to be deposited at the office. Students who use a Ventolin puffer on a daily basis should keep it in their bag for use when required.
- Children are not to keep medication in their bags or in their pockets. All medication will be stored in a locked area.
- Where staff may administer a medication (e.g. a daily tablet – not an antibiotic), parents will need to fill out a Medication Form in the office in advance, specifying the medication name, dosage, and parent and doctor contact details.
- Parents are welcome to come to the school in order to administer medications at appropriate times, e.g. lunchtime.

Merit and Award System – Positive Behaviour for Learning (PBL)

At Wallacia Public School, we offer students a broad range of educational opportunities in a safe, caring and engaging environment, encompassing our school values of safe, respectful learners. Strong academic programs, highly dedicated staff and excellent facilities offer your child the very best opportunities for success.

Our welcoming and friendly school community is based on strong cooperative relationships between staff, students and parents. We have a whole-school Positive Behaviour for Learning approach to discipline and welfare that supports the belief that students grow and learn when they feel safe and valued at all times in an environment of mutual respect. Teachers provide specific lessons aimed at developing understandings and teaching responsibility for learning and for our actions.

Our PBL strategy is focused on student engagement, clear rules, routines, praise and consistent and fair consequences. We reinforce expectations with specific feedback on behaviour, effort and learning. This is promoted with our classroom Powter Charts and through assembly awards. The Powter Chart is a visual display of levelled behaviour to celebrate and show achievement throughout the different achievement levels from Red, Yellow, Green, Bronze, Silver and Gold. Self-regulation and feedback is one of the most powerful influences on learning and achievement.

Newsletter

We encourage you to visit our school website. The newsletter is available to view on the school website, along with all other relevant notes and information.

The school newsletter is published regularly during the school term. It is published on the school website and sent as an alert via Skoolbag.

It is important that parents read newsletter as it usually contains information regarding up and coming events and many other items of importance as well as lots of news about the school and students.

Notes

From time to time notes for special events will be sent home. These often have a tear-off slip and require a signature and payment of money. When sending this back please include it in an envelope marked with the child's name, the reason for the payment, and the amount enclosed. Money sent in loose can easily go astray.

Parents can also make payments using credit/debit card, via the school website using Parent Online Payments (POP, see below). Parents should also place the relevant permission slip in the red box in the office, to allow online payments to be matched with permissions.

If paying by cash please send in correct money (the school cannot give change), or a cheque payable to Wallacia Public School (the office does not have EFTPOS or credit card facilities, this is only available via POP and the school website). Please place payments into the **RED** mail box, inside the front desk in the office.

As noted under "Excursions", payment for activities is required prior to the activity taking place. If students have not paid for the activity, by the due date, they will not be permitted to attend the excursion/activity.

Please adhere to deadlines for payment and return of permission slips. Returning payments and permission slips after the deadline will mean your child cannot attend the event.

Out of School Hours (OOSH) Care

An OOSH service is operated at Wallacia Public School by Warragamba Silverdale Neighbourhood Centre – Wigwams. Information on this service, and an application form, are available from the school office. The service operates from 6.30 am to 8.30 am and from 3 pm to 6.30 pm, and offers holiday care during school holidays.

The phone number for enquiries is 4774-1273 or 4774-1940.

Parents and Citizens Association

This group meets in the school library on the first Monday each month. Its purpose is wide ranging, including acting as a forum for parent views and concerns. All parents are invited to attend these meetings and new parents are always enthusiastically welcomed.

A high priority is placed on fundraising to assist the school to purchase many extra items not supplied by the Department of Education and Communities. All payments for the P&C are to be made separately from payments to the school. Please send P&C monies in a clearly labelled envelope marked to the attention of the P&C with your child's name, what payment is for and how much is enclosed. Cheques for the P&C should be made out to Wallacia Public

School P&C Association. All payments to P&C should be placed in the **ORANGE** mail box marked "P&C" in the foyer of the office. School hat sales are managed by the P&C, so hat payments should be placed in the orange box. The P&C will supply a receipt in due course.

2018 Office Bearers are:

President:	Mrs Jeanette Cullen
Vice President:	Mrs Donna Sweeney
Secretary:	Mrs Jayne Parsons
Treasurer:	Mrs Kelly Ison
Fundraising:	Mrs Meagan Preston, Ms Michelle Norris, Ms Tara Gannon
School Banking:	Mrs Natalie Micsko
Book Club:	Mrs Colleen Zizik

Parent Online Payment (POP)

It is now possible for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the Wallacia Public School website by selecting the tab entitled [\\$Make a payment](#).

Items that can be paid include voluntary school contributions, book and material/textbook fees, subject contributions, excursions, sales to students (choir, Year 6 Shirts etc.) sport and more. There is also a category called "Other" to cover items not covered under previous headings. **Please do not make P&C payments (e.g. for school hat) via POP.**

When you access the tab entitled [\\$Make a payment](#) you must enter:

- the student's name, and
- class and reference number OR
- the student's name, and
- date of birth.

These details are entered each time you make a payment as student information is not held within the payment system. This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner; these details are not passed back to the school.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed.

Details of the payments are passed daily to the school where they will be receipted against your child's account. As a receipt has been issued from the payment page a further receipt will not be issued by the school.

Religious Instruction (Scripture)

Scripture lessons are conducted on Tuesday from 12.50 to 1.20 pm by members of the local clergy or their appointed assistants.

All children attend Scripture and will be exempted only upon receipt of a letter from parent / guardian requesting non-attendance.

Reports

Written student reports are sent home at the ends of Term 2 and Term 4. Parents are invited to discuss these reports, or any other matters of concern relating to their children, with the

class teacher. National Literacy and Numeracy testing (NAPLAN) is conducted for Years 3 and 5. These tests are held early in Term 2, with reports sent to parents early in Term 4.

School Leaders

In Term 4 each year, School Captains and Vice-Captains are elected by students and staff. Applications are completed in November. Applications must be approved by the Executive staff, who may refuse to accept the application of any student who has not maintained an acceptable standard of behaviour throughout the year.

Students need to have shown that they have adhered to the school core values: Safe, respectful learners. They will be ineligible to run for a leadership role if

- They have been given 2 Yellow slips or a Red slip in year of nomination.
- They have been given a warning of suspension or a suspension in year nomination.
- They have been consistently late to school or have had less than 85% attendance. **

There is no requirement or expectation that there must be a boy School Captain and a girl School Captain. Once nominations have been approved by the Principal, all students (K-6) and staff members have an opportunity to vote. The two candidates who receive the highest number of votes will be declared the School Captains for the following year. The two candidates who receive the next highest number of votes will be declared the School Vice Captains for the following year.

The announcement of School Captains and Vice-Captains is made at the annual Presentation Assembly at the end of each year. Successful candidates take a pledge to uphold the values of the school and to maintain a high standard of behaviour at all times. Being a School Captain or Vice-Captain is a privilege, and reflects well on the student and his/her family. The Principal retains the right to withdraw the privilege of a leadership position from any student who fails to uphold the expected standards.

The role of the School Captains and Vice Captains is to:

- Represent the school at any official functions
- Meet and greet official visitors to the school
- Act as positive role models for all students
- Plan, prepare, and run fortnightly whole-school assemblies
- Perform other responsible tasks as allocated by the Principal or teachers

** This would be at the Principal's discretion.

School Drive Subsidy

The School Drive Subsidy is available to NSW residents in areas where there is no or limited public transport, to assist in meeting the costs of driving an eligible student all or part of the way to and from school. The subsidy is only intended to cover part of the cost of transporting a student using a private vehicle; it is not intended to cover all costs. Transport for NSW administers the School Drive Subsidy scheme. See the website at <https://apps.transport.nsw.gov.au/ssts/schoolDriveSubsidy> for details of who is eligible and how to apply.

Social Media – Facebook, Skoolbag

Wallacia Public School operates school Facebook and Skoolbag accounts. These assist us to communicate more effectively with our parent community.

Facebook

All parents, caregivers and family members are invited to 'like' the Wallacia Public School Facebook page! We regularly update the page with photos from school events, including student learning activities. We welcome 'Likes' on our Facebook posts. Please think

carefully before posting comments on our posts. Comments will be moderated and any inappropriate material will be deleted. While Facebook is a part of daily communication for many people, we do ask that parents and caregivers not use Facebook to canvass matters pertaining to Wallacia Public School. Issues arising from interactions in the classroom or playground should be raised with school staff or the Principal.

Skoolbag

The Skoolbag iPhone and Android App allows us to send push notifications for school alerts and send newsletters by email if you wish. We are asking parents to install our free Skoolbag School App. To install it, go to the Apple App Store or Google Play Store and search for our school name 'Wallacia Public School'.

Once they have installed the app, parents and caregivers can use Skoolbag to send an absence email for their child. Messages, newsletters, updates and changes will be sent out via a Skoolbag alert.

Sport

A sporting skills program operates throughout the year on a weekly basis and offers a range of activities which vary from year to year. This usually takes place each Friday unless otherwise arranged. On that day the children are expected to wear correct sports uniform, including school shorts. Brand name or other coloured shorts are not acceptable.

Wallacia Public School joins with other small local schools (Mulgoa, Orchard Hills and Luddenham Public) to hold combined carnivals during the year. These comprise a swimming carnival for Years 2 – 6 in Term 1, cross-country carnival later in Term 1, and an athletics carnival / gala day in Term 3. Parent attendance and assistance is always welcomed at these events. Should students meet the qualifying standards, they may proceed to the Penrith District carnivals for these events.

All children are expected to participate unless there is a valid reason advised in writing.

A special swimming scheme for less able swimmers is run each year, in conjunction with the NSW Department of Sport and Recreation.

Student Assistance Scheme

The school budget includes some funding to assist parents who may be experiencing difficulty in providing basic school necessities for their children, such as uniforms, texts, implements, excursions, school camps, etc. Parents who need help may speak to the Principal. Confidentiality is assured.

Student Representative Council

At the beginning of each year classes elect two representatives to the Student Representative Council. This body meets regularly and allows students to have a say about the way their school is run as well as providing training in meeting procedures, discussion skills and decision making. The Principal and a designated teacher are the staff patrons of the Council.

Student Welfare

All staff members are responsible for overseeing the welfare of students; however primary responsibility lies with the Principal. Student welfare encompasses such matters as academic

progress, health and safety, peer relationships, disputes between children, and behaviour and discipline. Students or parents who have any concerns in these areas are encouraged to contact Mr Mason.

Appropriate behaviour and responsible learning are promoted and supported through the Positive Behaviour for Learning System (see above). Where inappropriate behaviour occurs in class or in the playground, teachers may employ a range of responses, such as the withdrawal of privileges, or the imposition of lunchtime Reflections/Detentions.*

If a student receives a Yellow Slip: a letter is sent home to the student's parent(s), indicating the nature of the unacceptable behaviour, and the context in which it occurred. This will include the consequences involved, and also indicate the consequences if unacceptable behaviour continues. The student must complete two lunch time detentions in Mr Mason's Office. During detention, the Principal engages the student in discussion about the inappropriate behaviours and the impact of this behaviour and how it affects others. The Principal then engages the student in a discussion around redirecting behaviours to demonstrate and practice expected behaviours, choices and strategies. A letter is sent home outlining what has happened which parents are required to sign and return to school.

If a student receives a second Yellow Slip then they will be excluded from participation in special extra-curricular activities. A student will only be issued with two Yellow Slips in any one school term. If, after receiving two Yellow Slips, a student continues to engage in unacceptable behaviour, they will be issued with a Red Slip.

If a student receives a Red Slip: the student must complete an in-school full day suspension with executive staff. The student will not be permitted on the playground that day. A letter will be sent home to the student's parent(s), indicating the nature of the unacceptable behaviour, the context in which it occurred, and a formal warning of an external school suspension. An individual Home-School Communication Book will be implemented to support communication and the student in developing more appropriate behaviour.

Further infringements will result in suspension. The Department of Education and Communities makes provision for the Suspension or Expulsion of students who engage in severe and repeated unacceptable behaviour.

Students who receive more than one Red Slip in a term will be issued a Formal Caution of Suspension for repeated unacceptable behaviour.

**Reflection Sessions* provide students with opportunities to reflect on their behaviour and how it impacted on the well-being of others. These Reflections will be written by students in Years 1 through 6, and scribed for students in Kindergarten.

Supervision of Students

The school cannot accept responsibility for students who arrive earlier than 8:30am, and parents are strongly advised not to send children to school earlier than this time (except where they have been enrolled at the OOSH). Direct supervision is provided in the playground during recess and lunch times. At 3:00pm classes are dismissed and students supervised in an orderly departure from the school grounds. The pedestrian crossing is supervised by an RTA employed attendant both before and after school.

No direct supervision of students remaining after 3:00pm is provided (again, other than by the OOSH), and children should be collected promptly. Students waiting past their usual pickup time are to wait in the foyer of the office to be collected and signed out by parent collecting them from a duty teacher.

If parents are delayed, please call the office prior to 2.30pm if possible, to enable alternative arrangements to be made.

Suspension and Expulsion

The Department of Education and Communities guidelines provide for the suspension of students who consistently break school rules, endanger other students, infringe on the learning of others, or who are threatening and insolent to teachers and other students. In extreme cases expulsion from the school may result. Further information about Suspension and Expulsion is available from the school office on request.

It is unlikely that these penalties would be imposed without prior consultation with parents in attempts to resolve the student's behaviour difficulties, but an immediate suspension may be imposed if the Principal considers the student a threat to the safety of others or the order of the school.

Uniform

It is actively encouraged and expected that all students wear the Wallacia School Uniform. The wearing of the uniform creates a feeling of belonging, pride and identity.

Uniforms are now available from Abel Schoolwear, 5 Coombes Drive, Penrith.
Phone 4731-2388, abelschoolwear@bigpond.com.au

The changeover from summer to winter uniform occurs at the start of Term 2. Children change back to their summer uniforms at the start of Term 4. These are guidelines only and are dependent on the weather conditions.

In accordance with Departmental policy, students must wear hats while in the playground. Any student without a hat will be asked to play in the shaded area provided. NO HAT, PLAY IN THE SHADE policy is enforced.

Hats can be purchased from the school office. The cost is currently \$15.00, by cash or cheque payable to Wallacia Public School P & C Association, with payments to be placed in the orange box in the school office.

WALLACIA SCHOOL UNIFORM CODE

Girls' summer:

- Green plaid dress OR
- School polo shirt with black skorts
- Short white socks (not ankle socks and no stripes or logos)
- Black enclosed shoes
- School sloppy-joe or jacket
- School hat

Girls' winter:

- Green plaid dress OR
- Black tailored pants with school polo shirt or white skivvy
- Short white socks or black tights
- Black enclosed shoes
- School sloppy-joe or jacket
- School hat

Boys' summer:

- School polo shirt
- Black school shorts
- Short grey socks (not ankle socks, stripes or logos)

- Black enclosed shoes
- School sloppy-joe or jacket
- School hat

Boys' winter:

- School polo shirt or white skivvy
- Black school long trousers or black school shorts
- Short grey socks (not ankle socks, stripes or logos)
- Black enclosed shoes
- School sloppy-joe or jacket
- School hat

Sports Uniform – Girls and Boys

- School polo shirt
- Black school sports shorts/or girls black school skorts
- White socks (not ankle socks, stripes or logos)
- Sports shoes
- School hat

All Students (as required)

- School sloppy-joe and/or
- School zip jacket
- Wide-brimmed school green hat or school green cap
- Hair should be of a natural colour, no coloured hair dye, e.g.: Unnatural colour such as purple or pink
- No make-up or nail polish
- Jewellery is to be restricted to:
 - One pair of sleeper or stud earrings ONLY
 - A medical identification bracelet or necklace if required,
 - Or, for religious reasons, one plain necklace chain with one small religious symbol.

Students are expected to wear black leather school shoes. "Enclosed shoes" includes lace-up, buckle-up shoes and elastic-sided boots. It does not include ballet-style shoes or 'Volleys,' slip-on style shoes, sandals or other footwear which leaves the toes uncovered.

Voluntary Contributions

A voluntary contribution (service fee) is requested each year by the school. Payment of this fee helps the school meet the costs of resources which are not met by the Department of Education and Communities. The level of fees is reviewed by the school's P and C Association at the beginning of each year.

The current schedule of contributions is:

One Child	\$35.00
Two Children	\$60.00
Three or more children	\$70.00

Payment may be made to the school office in the form of cash, or cheque payable to Wallacia Public School or via the school website at the tab entitled *\$Make a Payment*. Your payment of the voluntary contribution is much appreciated by staff and students.

Website

Wallacia Public School website is located at: www.wallacia-p.schools.nsw.edu.au/
Newsletters, notes and other important matters are uploaded on a regular basis to the school website. Copies of current notes can be printed out from the website.

Parent Online Payments (POP) can also be made via the *\$Make a Payment* tab which appears on the website.

School Song

“Today is for Tomorrow”

This is our school and proudly we salute its theme

United altogether working as a team.

There is a common aim in all our work and play,

How we win tomorrow we'll decide today.

Chorus

For this is our own school,

It is Wallacia School

By Nepean Stream and the cool green hills,

So with joyful heart

And a voice that thrills

We'll do today's work for tomorrow.

In our future years where our paths may lead

May we try to show in thought, word and deed,

That the finest lesson we were taught to say,

How we win tomorrow we'll decide today.

Chorus twice.

