

# 2015

## WILTON PUBLIC SCHOOL



**INNOVATION**  
**OPPORTUNITY**  
**SUCCESS**



11 Greenbridge Drive WILTON NSW 2571

Ph: 02 4630 8006

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

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## WELCOME

We extend a warm welcome to every child enrolling at our school and to all parents, carers, friends and citizens. We hope your association with our school will be a satisfying and enjoyable one.

You are encouraged to join our programs and are encouraged to participate directly in your child's education and welfare. This may be done by attending or supporting our parent organisations, ensuring there is communication with the staff through regular parent/teacher interviews and meetings and by involving and assisting in school based programs.

The information provided in this handbook may prove useful to you during the year. If you would like more information on any matter, please do not hesitate to contact the school.

Please keep this handbook in a safe place so that it can be referred to as necessary.

## SCHOOL INFORMATION

Address:	11 Greenbridge Drive, WILTON NSW 2571
Telephone	4630 8006
Fax	4630 8029
E-mail	wilton-p.school@det.nsw.edu.au
Web site	<a href="http://www.wilton-p.schools.nsw.edu.au">www.wilton-p.schools.nsw.edu.au</a>
Principal	Mrs Debra Gray
School Hours	Playground supervision 9:00am Classes start 9:30am Recess 11:30am – 12.00pm Lunch 1:30pm – 2.15pm Classes finish 3:30pm Office Hours 8:55am-3:40pm

## STAFF

Mrs D Gray - Principal  
Mrs C Breasley - Assistant Principal  
Miss K Louttit - Assistant Principal  
Mrs B Sebalj – Assistant Principal Support  
Mrs B McLeod – Teacher  
Mrs L Tidyman – Teacher  
Miss R Ghassibe - Teacher  
Miss C Hunt – Teacher  
Miss S Clunne – Teacher  
Mrs J McInerney – Teacher  
Miss R Pelkey – Teacher  
Mrs K Osgood - Teacher  
Miss N Waterman – Teacher  
Miss L Schmidt  
Miss S Brown – Teacher  
Miss N Edwards  
Ms K Petrie – RFF Teacher  
Miss K Russell – Reading Recovery Teacher  
Mrs A Perfrement - Librarian  
Mrs T Darley – Admin Manager  
Mrs J D’Arcy – Admin Officer  
Mrs J Beazley – SLSO/Admin Officer  
Mrs K Ricketts - SLSO  
Mrs S Shaw - SLSO  
Mr J Beazley - General Assistant

## 2015 TERM DATES

Term 1	Tuesday 27 <sup>th</sup> January 2015	-	Thursday 2 <sup>nd</sup> April 2015
Term 2	Monday 20 <sup>th</sup> April 2015	-	Friday 26 <sup>th</sup> June 2015
Term 3	Monday 13 <sup>th</sup> July 2015	-	Friday 18 <sup>th</sup> September 2015
Term 4	Tuesday 6 <sup>th</sup> October 2015	-	Friday 18 <sup>th</sup> December 2015

## 2016 TERM DATES

Term 1	Wednesday 27 <sup>th</sup> January 2016	-	Friday 8 <sup>th</sup> April 2016
Term 2	Tuesday 26 <sup>th</sup> April 2016	-	Friday 1 <sup>st</sup> July 2016
Term 3	Monday 18 <sup>th</sup> July 2016	-	Friday 23 <sup>rd</sup> September 2016
Term 4	Monday 10 <sup>th</sup> October 2016	-	Tuesday 20 <sup>th</sup> December 2016

**Term 1- Kindergarten starts on Monday 1st February 2016**

## 2017 TERM DATES

Term 1	Friday 27 <sup>th</sup> January 2017	-	Friday 7 <sup>th</sup> April 2017
Term 2	Monday 24 <sup>th</sup> April 2017	-	Friday 30 <sup>th</sup> June 2017
Term 3	Monday 17 <sup>th</sup> July 2017	-	Friday 22 <sup>nd</sup> September 2017
Term 4	Monday 9 <sup>th</sup> October 2017	-	Tuesday 19 <sup>th</sup> December 2017

**Term 1- Kindergarten starts on Tuesday 31st January 2017**

# GENERAL SCHOOL INFORMATION

## ABORIGINAL EDUCATION

Our school has a commitment to quality Aboriginal education for all students. Aboriginal content and perspectives are incorporated into K-6 teaching programs.

## ABSENCES

The Department of Education and Training has revised its Attendance Policy and Procedures. The new procedures, in most part, reflect current practices.

Parents are required to send a note of explanation to the class teacher when their child is absent or is late arriving at school. Should you need to take your child during school hours please obtain a 'release slip' from the office before collecting your child from the classroom. The slip is handed to the class teacher when you collect your child. Children arriving late will be deemed to be partially absent in the roll. Regular late arrivals are followed up by the Home School Liaison Officer, as are regular absences.

Full day absences can be reported online via the school website in the Online Forms section.

**Late Arrivals: Children who arrive after 9:30am should go to the front office to get a "Late Slip" to be given to their classroom teacher.**

***When parents wish their child to be taken from school at times other than normal finishing time they are asked to make the initial approach to the office.***

***No exemptions will be given for family vacations during the school term.***

## ACCIDENTS AND SICKNESS

Emergency contact numbers are filled in at the time of enrolment. This enables the school to contact parents or the nominated local person in case of sickness or accident. It is important that you inform the school of changes in place of work, phone numbers and addresses so that records can be kept up to date.

Children becoming ill should report to their class teacher and if too ill to remain at school every effort will be made to contact the parents or the emergency contact number.

***If your child appears ill in the morning before school you are advised to keep them at home.***

Injured children should **always** report their injury to the teacher on duty in the playground. Minor injuries will be treated by our school assistant. In the case of more serious matters every effort will be made to contact the parents or the emergency contact number. If these numbers cannot be reached medical attention, if required, will be sought.

## **BIKE RIDERS**

Wilton Public School follows the guidelines set down by the R.T.A. which state that children under 10 years of age are not physically mature to ride safely on roads unsupervised. Bike riding to school under this age is not encouraged. Children who do ride to school are expected to know and obey the rules for bike riders on the road.

**No child is to ride to school unless they are wearing a helmet.  
For safety reasons bikes are not to be ridden in the school grounds.**

## **BUS TRAVEL**

Many children travel to and from school via bus, each day. Students require bus passes and applications for these may be obtained at the office and once completed should be returned to the office. Picton Buslines will issue the passes as they are processed.

Children are expected to be on their best behaviour at all times to maximise safety for all.

## **CAR PARKING**

Parents are advised to observe the parking signs near the school. It is not only illegal but dangerous to disregard these signs. Police enforce these regulations from time to time.

Parents are not permitted to park in the STAFF car park at any time, or enter/exit through the car park.

***School Zones operate on all of the streets surrounding the school. The speed limit is 40km/hr.  
These are enforced by patrolling police.***

## **CHILDREN LEAVING SCHOOL GROUNDS**

In order to safeguard our children, no child will be allowed to leave the school without the permission of the Principal. Should the need arise e.g. medical, dental, family matters, etc., a note explaining the reason must be given to your child's teacher. If picking up your child in an emergency please call at the office before going to the classroom.

## **CUSTODY OF CHILDREN**

In cases where one parent has sole custody or has been denied access to a child, a copy of the current court order must be presented to the Principal. All cases of this nature are to be discussed with the Principal.

## **DAILY P.E. AND SPORT**

All children participate in programmed physical activities. This includes fitness, endurance, dance and co-ordination activities.

Sport houses are:

Avon – Red      Cataract – Green      Cordeaux – Yellow      Nepean - Blue



## DOGS

Department of Education and communities prohibits dogs on the premises. This includes the carrying of small dogs.

## ENROLMENT

Kindergarten children are eligible to commence school at the beginning of the year if they turn **5 years of age before 1st August**. It is not mandatory by law for children to be enrolled at school until they turn 6 years of age.

Wherever possible, applications for enrolment in Kindergarten should be made as early as possible in the preceding year.

It is necessary for documentary evidence of date of birth and immunisation to be presented when children are enrolled.

If you are transferring your child at any time please contact the office so transfer certificates may be completed.

## EXCURSIONS AND CULTURAL EVENTS

During the year, classes and/or grades, participate in planned educational excursions. These are arranged to support and stimulate learning in the classroom. Parents are informed of excursions in a letter outlining the nature of the excursion. A permission note will be attached for parents to complete and return to the class teacher. Hats or caps must be worn for excursions. Excursions, visiting performances and cultural events are considered to be part of our school's normal educational programs and children are expected to attend - it is not a choice.

## HANDWRITING

N.S.W. Foundation style of handwriting is used in N.S.W. schools.

When labelling clothing or other personal belongings correct lettering should be used. Please try to avoid using all block capitals when writing for your child to read. Do encourage the correct pencil grip each time your child uses a writing implement.

## HEALTH

Before starting school it is recommended that all children have:

- a booster injection against diphtheria and tetanus (CDT)
- a booster dose of oral polio vaccine

If your child has not been immunised against measles, or even if you are unsure, the measles vaccine (which includes vaccination against mumps and rubella as well) is recommended. Immunisation is available from your local doctor, local council clinics, some community health centres and the children's hospitals.

It is important to keep a written record of your child's immunisation.

Some illnesses require a child to be excluded from school for a specified period.

### **Pertussis (Whooping Cough)**

Doctors and laboratories must confidentially notify cases of Pertussis to the local Public Health Unit. Public Health Unit staff can advise on the best way to stop further spread.

Infectious children are restricted from going to school. Unimmunised contacts may be excluded from child care unless they take the special antibiotics.

### **Measles**

Excluded for at least 4 days from appearance of the rash.

### **Mumps**

Excluded for 9 days after the appearance of the swelling.

### **Chicken Pox**

People with chickenpox should avoid others (and not attend childcare or school) until at least five days after onset of the rash and all the blisters have dried.

### **German Measles (Rubella)**

The time from exposure to onset of illness is usually 14 to 21 days. People with rubella are usually infectious from seven days before the rash occurs until four days later. Rubella is notifiable by laboratories in NSW under the Public Health Act.

### **Headlice (Pediculosis)**

Please inform the school. If noticed at school, a letter will be sent to all children in affected class. Advice from NSW Health indicates that there is no need for students to be sent home or excluded from school because of head lice.

### **Sores**

Weeping sores should be covered.

### **Immunisation**

The Public Health Act 1992 requires parents of children beginning Kindergarten to provide the school with an Immunisation Certificate at the time of enrolling at school.

## **INTERNET**

Internet use is seen as another opportunity to develop our students' communication, social and information technology skills.

Within the school's educational program, it is seen as a means of expanding and enriching learning experiences in all Key Learning Areas.

Our aim is to teach children to become selective and competent in the use of the Internet, while placing it within the context of other forms of learning and sources of information. All DET

computers have a high level firewall and all inappropriate websites are blocked from student use.

## **LOST PROPERTY**

All lost property is placed in the plastic tub located outside the Administration Block.

## **MEDICAL & STUDENT INFORMATION**

An enrolment form and student information card, as well as information stored on the school's computer, is kept on each child. As this information is essential if the school needs to contact you or nominated caregivers, **please notify us of any change to home or emergency contact numbers.**

## **MEDICINES AT SCHOOL**

If your child is on medication please try to arrange doses so that they are taken at home. Where the child is on some form of permanent medication you should discuss this with the Principal to find out the school policy.

If a child is undertaking a regular course of medication, a letter outlining the time and dosage of the medication, must be completed and kept at the school. Please contact the office for further information. A medication request form is available via the school website in the online forms section.

## **MOBILE PHONES**

With the increase in this type of technology, if your child brings a mobile phone to school it **MUST** be presented at the office at the beginning of the day. Mobile phones are not to be used by children during the school day.

## **MONEY AND VALUABLES**

All money sent to school should **be placed in an envelope**, clearly marked with name and class and the purpose of the money.

Jewellery and earrings (apart from sleepers and studs) should not be worn to school because of the danger involved.

Special or expensive toys are to be left at home and no responsibility will be accepted if damaged at school.

## **PARENTAL ASSISTANCE**

If you are able and interested in helping with activities at school or in classes please read the weekly newsletter or contact your child's class teacher at the beginning of the year.

## **PARENT ORGANISATIONS**

A P&C Association has been established at Wilton Public School. If you are interested in joining

please email [wiltonpspc@gmail.com](mailto:wiltonpspc@gmail.com) The P&C helps to provide additional resources and equipment for the school as well as being a vital communication link between the school and its community.

## **PUPIL WELFARE**

A high standard of socially acceptable behaviour is expected from every child. Children are also encouraged to practise self-discipline, accept responsibility and learn to respect and be tolerant with each other and the community.

If a child has to be disciplined they will be dealt with by their class teacher, or, if necessary, by the Principal. If a child persistently offends, the parents will be invited to our school to work together to help the child.

## **REPORTING TO PARENTS**

Good home/school relations are encouraged and actively maintained. These are essential if your child is to benefit fully from all our school has to offer. Parents may see class teachers before school or after school if prior arrangements have been made. Parents may see the Principal at any time but for your convenience it is helpful to contact the office first.

In 1st Term of each year open evenings are held for you to visit the school and discuss, with your child's class teacher, activities and expectations of the class.

Kinder - Year 6 have Semester 1 interviews in Term 1 to discuss your child's progress, while written reports are provided for each child at the end of term 2 and 4.

## **SCHOOL DEVELOPMENT DAYS**

The Department of School Education allows for each school to participate in 5 of these days per year. These are the first term date of terms 1,2,3 and the last two days of term 4. Our Teaching Staff use these days to receive further training and development related to the Curriculum and Departmental priorities. On such days students are not required to attend school.

## **SMOKING AND ALCOHOL**

Wilton Public School is a Smoke and Alcohol Free Zone. Smoking or the consumption of alcohol is NOT permitted on school grounds at any.

## **SUN PROTECTION**

It is the policy of our school to actively support and encourage our children to wear a hat and sunscreen daily to protect them from the dangers of the sun. Children not wearing hats will play in one of the shaded areas of the school.

## **UNIFORM**

Summer uniform is worn during term 1 and term 4. Winter uniform is worn during term 2 and term 3. Uniforms are available to purchase from the school office Monday to Thursday during office hours.

## WEBSITE

Our school website provides current information about all school programs. Newsletters are uploaded to the site and permission notes are also uploaded for easy access when paper notes are misplaced.

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

## WILTON WHIZ KID REWARD PROGRAM

The staff of Wilton Public School, are committed to creating a safe and challenging learning environment for all students. Teachers are aware that encouragement of positive behaviours through praise and reward will assist students to develop a sense of self discipline.

Practices designed to recognise and reinforce achievement and appropriate student behaviour:

- Social Reinforces, i.e. the attention a student gets from the teacher e.g. verbal and non-verbal praise and commendation.
- Activity Reinforces, i.e. special things students may get to do as a reward for good behaviour e.g. being a line leader, library passes.
- Tangible Reinforces, i.e. physical objects students might get as a reward for good behaviour e.g. stickers, Super Star certificates, Whiz Kid tokens and awards.
- Visit to the Principal for recognition.
- Celebration of Learning Assembly awards – Commitment to Learning, Citizenship, Super Sparks Award, Bendigo Bank Stage 3 achievement, Sports Award, Twemlow Award.
- Acknowledgement of student achievements in the school newsletter, website or local media.
- Ongoing parent contact.
- Acknowledgement of leadership through the election of School Leaders, School Ambassadors, Class Leaders, Library Monitors and Sport House Captains.

## MERIT ACHIEVEMENT LEVELS

### Super Star Awards

- Teachers may award a Super Star certificate for classroom or playground behaviour and achievement.
- Each class may distribute two (2) certificates at the fortnightly assembly.
- Students are responsible for collecting and storing their awards and showing them to their class teacher when they have the required number for the award of either Bronze, Silver or Gold award.

### Wilton Whiz Tokens and Awards

- Students who demonstrate and exemplify the core values of Wilton Public School may receive a Whiz Kid token from members of staff and support staff. These tokens should not be used as a

behaviour modification tool. Teachers should devise other programs to support such programs.

- Each token will be signed and dated by the staff member distributing the token.
- Students are responsible for placing tokens into their Whiz Kid Token Book which will be held in their classroom.
- Upon achieving 10 tokens students are responsible for showing them to their class teacher who writes out the Whiz Kid award and sends it to the Assembly Coordinator. Merits will be distributed at Assemblies, morning assemblies or in the classroom, as appropriate.

### Bronze Awards

- When the student earns five (5) of the above mention awards, then they will automatically receive a Bronze Award.
- It is the students' responsibility to collect their merits and return them to their teacher. The teacher will collect the awards and record the bronze award with the Assembly Coordinator.
- The Assembly coordinator will make a record of the Bronze achievement. Students will have their Bronze Awards presented at Assemblies, morning assemblies or in the classroom, as appropriate. Student names will appear in the newsletter.

### Silver Awards

- When the student earns three (3) Bronze Awards then they will automatically receive a Silver Award.
- It is the students' responsibility to notify the teacher who writes out the award and sends it to the Assembly Coordinator.
- The Assembly Coordinator will make a record of the Silver achievement. Students will have their Silver Award presented at Assemblies, morning assemblies or in the classroom, as appropriate. Student names will appear in the newsletter.

### Gold Awards

- When the student earns three (3) Silver Awards he/she will receive a Gold Award. Parents will be notified and this will be announced in the newsletter.

### Wilton Blue Award

- Students who earn three (3) Gold Awards will receive a Wilton Blue Award. Students will be presented with a medallion. Parents will be notified and names will appear in the newsletter.

Type of Award	Merits required
Bronze Award	5 Awards made up of either Super Star or Wilton Whiz Awards.
Silver Award	3 Bronze Awards
Gold Award	3 Silver Awards
Wilton Blue Award	3 Gold Awards

# KINDERGARTEN – THE FIRST YEAR AT SCHOOL

## Preparation for school

Your child should:

- have experiences with being read to
- have experiences with - left and right, - colours.
- practise and use social courtesy - 'Please', 'Thank You', 'Excuse me', 'May I.....', etc
- have experiences being part of a large group.

and will be well prepared if they:

- know their address and phone number
- know the safest way home
- use general personal hygiene - use a handkerchief, use a toilet and wash hands before eating and after going to the toilet
- know to tidy up after playing
- can tie shoelaces and take off jumpers, jackets, etc

Your child should be encouraged to:

- feel secure in your absence
- speak clearly
- communicate with staff and other children
- co-operate and share
- follow instructions
- listen to others speaking and to stories
- recognise their own name - written
- write their own first name
- recognise own belongings and care for them
- be familiar with scissors and cut around simple shapes

## *What your child needs*

- School bag: large enough to hold lunch box, jumpers, library books, etc
- Lunchbox that they can open easily and independently
- Watertight drink bottle
- School hat / cap for protection from the sun (Caps may be bought from our Uniform Shop).
- Raincoat
- Painting Shirt - preferably not plastic. Sleeves should be long with elastic at wrist. An old long-sleeved shirt worn back to front is ideal.
- Library bag. Library bags are available from the uniform shop and have the school badge on them. If you are making a library bag a tea towel folded in half with a drawstring or a pillow

case with drawstring top are suitable. Library bags should be able to hold a full-size picture book and easy to open.

- At the beginning of the year we ask each child to provide a box of tissues, glue stick and a bottle of liquid soap for use in the classroom.
- Kinder students to have spare underclothes packed in their bags.

**ALL BELONGINGS SHOULD BE CLEARLY AND PERMANENTLY MARKED WITH CHILD'S NAME.**

### *How parents can help*

- Talk to your child about school, where he / she will meet new friends, play games, sing, make things and learn.
- Visit our school before your child's first day.
- Send your child to school on time, each and every day if possible. (N.B. a note is required if your child is absent; late arrivals must be signed on at our office.)
- Tell your child not to talk to strangers. (Strangers are people your parents don't know.)
- Give your child simple duties at home. This will foster confidence in performing simple tasks.
- Send your child with something separate for play lunch and fruit break.
- Tell your child to never leave school unless you or a caregiver is with them.
- Always ask about the work which is brought home and admire it.
- Select suitable stories, picture books and other types of media for your child.
- Use our school or the public library as often as possible.
- Encourage your child to use letter sounds as well as letter names.
- Encourage your child's physical skills such as skipping, running, jumping, throwing, catching and balancing.
- Always be attentive to your child's abilities and not make them anxious about learning. All children develop at different rates, physically and intellectually.
- When helping your child to write, use lower case letters except for beginnings of names and starting sentences.
- When using a crayon or pencil encourage the correct pencil grip.

### *First day at school*

- ***Allow plenty of time to get ready***
- ***Once they meet their class teacher say goodbye and leave EVEN IF THEY ARE CRYING***
- ***Videoing through the classroom windows is not allowed***
- ***Be early in the afternoon to pick up your child***