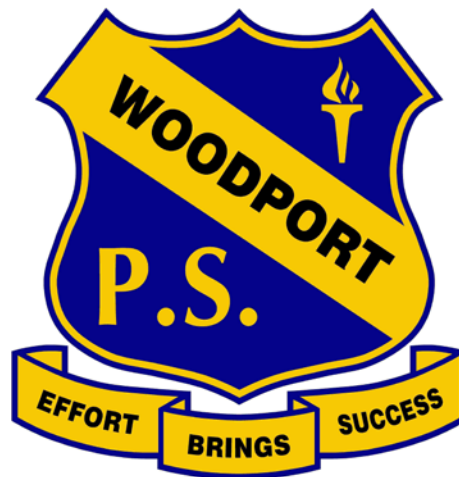
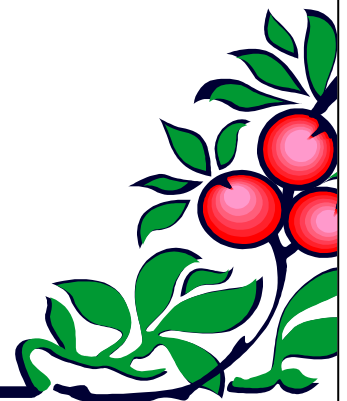


**WELCOME
TO**



***WOODPORT
PUBLIC SCHOOL***



A SHORT HISTORY

Woodport Public School was established in 1892. The name derives from the main industry in this area, which was timber getting and transportation. Erina Creek was used to load the wood, much of which was then transported to Sydney.

Mr George Spalding was the first teacher and the enrolment was sixty-one students. As a Centenary project, the original building has since been restored to its former glory and is still in use as a classroom.



Sketch of the Early School

The school was known for many years as Erina West but as a result of representation made by the centenary committee, the Minister for School Education approved the name change from Erina West to Woodport Public School.

Woodport Public School celebrated 100 years of Public Education in 1993.



***The Students of
Woodport School
1918***

The Students of Woodport School - 1918

PARENT INFORMATION

TELEPHONE:..... 4367 7324
4367 7099

FAX: 4365 3108

WOOSH - BEFORE & AFTER SCHOOLCARE
TELEPHONE:..... 4367 8666

SCHOOL HOURS: 8:55 am - 2:50 pm

RECESS:..... 10:55 am - 11:25 am

LUNCH: 1:25 pm – 2:05 pm

SCHOOL MOTTO: Effort Brings Success

SCRIPTURE:..... Thursday

NEWSLETTER:..... Wednesdays

PARENTS & CITIZENS ASSOCIATION:..... Third Monday of every
month at 7:30 pm

SCHOOL CONTRIBUTIONS: \$50 per student
\$80 per family

ENROLMENT PROCEDURES

KINDERGARTEN

Children who are starting school for the first time are entitled to enrol at the beginning of the year, provided they turn five by July 31 of that year.

Consideration will be given to intellectually gifted children for early enrolment according to Department Education and Training guidelines. Details of these guidelines may be obtained from the school.

An enrolment form should be completed well in advance and copies of your child's ***Birth Certificate and Immunisation History Statement* must be provided.*** Information about Woodport Public School will be provided at an orientation evening for new families and students.

IMMUNISATION

Children starting school in Kindergarten or transferring from private or inter-state ***must present an Immunisation History Statement* and Birth Certificate at the time of school enrolment.***

**You can receive a Statement of Immunisation by going into Medicare and asking them to print one for you or you can go to their website and print off a statement..*

Proof of immunisation is a requirement of the NSW Public Health Act, 1991.

NON-LOCAL ENROLMENT

Parents may make application for enrolment of their children at any Public School. They can be accepted provided there is accommodation available and no staffing increase is required after the first week of Term 1. An additional application form for non-local enrolment needs to be completed and attached to the general enrolment form. This out of area enrolment form will go to a panel for consideration before it can be accepted. Parents will be called and notified of the panel's decision.

TRANSFERS

Parents of children transferring from other schools, including non-local enrolments, should complete an enrolment form and a bus pass application (if a pass is required).

Please bring your child's transfer certificate from the previous school, recent school reports, if available and a sample of the child's bookwork etc.

YOU CAN BE ASSURED THAT WE WILL DO OUR UTMOST TO MAKE YOUR CHILD FEEL "AT HOME" IN THEIR NEW SCHOOL SURROUNDINGS!

KINDERGARTEN & NEW PUPILS

It is important for parents to convey a positive attitude towards school so that children look forward to the exciting new challenge before them.

Tell children that school is fun and that they will have the opportunities to:

- Play with lots of other children.
- Make new friends.
- Learn all kinds of new things.
- Learn to read books and write stories.

Encourage your child's independence and develop their self-esteem by allowing them the opportunities to:

- Dress themselves.
- Talk for themselves, asking and answering questions.
- Feed themselves.
- Pour their own drink.
- Brush their own hair and teeth.
- Develop problem-solving skills.
- Clean up when they have finished their activities.
- Play co-operatively with other children, sharing and taking turns.
- Have responsibilities that are genuine, e.g. – setting the table.

Other helpful tips to keep in mind:

- Children will often be tired in their first year of school.
- Limiting extra-curricular activities may ease tiredness.
- Label all of your child's possessions to help them keep track of their belongings.
- Let your child know who will collect them from school, and have a back up plan in case of emergencies.
- Keep the school informed of any changes or additions to your family and child's details.
- Develop and maintain a positive attitude towards your child's first year of school, as your child may be looking to you for ways to approach the unknown.
- Get to know your child's teacher. They are your first point of contact if you have any concerns or issues.

Recognising Excellence in Conduct and Class Work

1. School rules

There are four school rules: BE SAFE BE RESPECTFUL BE RESPONSIBLE BELONG

Class rules for each stage have been developed based upon these four fundamental rules.

2. Rewards

There are reward systems for the classroom and the playground.

- In the classroom each teacher has a number of “Spot Ons” per week that may be given out. (The “Spot Ons” are small cards normally kept on the teacher’s desk or in the top drawer.) These are spread as evenly as possible, ensuring that every child has their good behaviour recognised when it occurs. “Spot Ons” lead to cumulative rewards. The teacher records the “Spot Ons” on the chart provided in each class. When a student receives five “Spot Ons” they are given a green certificate, ten “Spot Ons” awards receive a red certificate, fifteen a blue certificate and twenty a gold “Spot On” badge.
- There are also class awards (small certificates) given to students who do good work, leading to a second system of cumulative rewards. Three small certificates lead to the award of a large “Effort Brings Success” certificate. Four of these lead to the award of an “Effort Brings Success” plaque. The plaques are presented at special full school assemblies. In general terms, class awards recognise work, while “Spot Ons” recognise both work and good behaviour. Children who produce good work may also be sent to the Principal for inclusion in the Gold Book.
- In the playground, the duty teacher is able to reward good behaviour with house points. These are collated in each class and lead to an end of year reward for the winning house.

Consequences of Misbehaviour

At some stage most children will make a poor choice, through impulse, thoughtlessness or anger. We do not over react to these instances, instead we apply a system of reminders reflecting what behaviour is appropriate, and logical consequences if misbehaviour is particularly serious or repetitive. In every case of serious or repeated misbehaviour in the classroom or playground the parents will be contacted by a note, a telephone call or both. We want parents to be aware of these issues. With the support of parents, these strategies have dramatically reduced the number of incidents of serious misbehaviour to the extent that these are now a rarity.

ABSENCES

Please ensure that notes of explanation concerning your child's absence(s) are forwarded to the class teacher upon day of return. The note should indicate student's name and class, the reason and date/s of absence, and should be signed by a parent or guardian. A note must follow verbal messages of absence. If your child is going to be absent for more than three days please notify the school or a note will be sent home. If you child will miss 10 or more days of school, you must obtain and fill out An Exemption From School Form. These are available from the office.

ADDRESS/CHANGE OF FAMILY DETAILS

If you change your address, phone number, or your child/s emergency contact name or their phone number, please notify the office immediately.

BEFORE & AFTER SCHOOL CARE

Before and after school care operates at the school in Woodport Cottage. This service is known as WOOSH CARE (Woodport Out of School Hours Care).

WOOSH CARE is a totally non-profit organisation set up by a dedicated committee of parents who are committed to providing a quality care service for children. The centre is opened for a maximum of 50 weeks per year and staff may be contacted at Woodport Cottage, by phoning 4367 - 8666 or writing to P.O. Box 5004 Erina Fair.

WOOSH CARE licensed hours are:

6:30 – 8:30 am

2:00 – 6:00 pm

Full day for Student Free Days

Childcare assistance is available to eligible parents and caregivers through Centrelink. Full details concerning WOOSH CARE are available on application.

BOOK CLUB

Book Club offers parents the opportunity to purchase books for their children at reasonable rates. Selection sheets are distributed each term and should be returned with the correct money in an envelope marked with the child's name, class, Book Club form and the amount. Orders are collated and sent to Scholastic. Books are returned within two weeks from the time the order is sent to Scholastic and distributed to the students.

BOOMERANG NOTES – (The colour blue)

Any note coming home on blue paper means that a reply needs to be sent back to the school, e.g. - permission notes for excursions.

CANTEEN

Facilities are available four days per week. The canteen is closed on Tuesdays. Lunches should be ordered before classes begin. A price list is available from the canteen. Please write the order on a paper bag and include the correct money. There are no orders taken for recess.

FIRST AID

A First Aid officer is on hand to administer first aid to the students of Woodport Public School. Teachers hold CPR and Emergency Care Certificates, which are updated every two years. Should the need arise and a student require first aid, caring staff will assess the situation and parent or emergency contact will be notified if further medical attention or rest at home is required.

HEAD LICE

All parents are asked to regularly check their child's hair, especially behind the ears and back of the neck. Head lice are a common problem with children. If you find your child has head lice, please treat them before they return to school.

Please advise the school if your child has head lice so that other parents can be notified. Each time a student is seen with head lice, a class head lice note will be sent home informing parents so they can treat their child if necessary.

It is only by observing these precautions that the problem can be controlled. Your co-operation would be appreciated.

HEALTH

Sick children should not be sent to school. If children become sick at school their parents will be telephoned and asked to collect them. Parents are required to provide the school with the name and phone number of an emergency contact for occasions when parents cannot be reached.

Children should be kept at home if:

- they need to be excluded from school in accordance with Health Department regulations relating to immunisations
- they are suffering any of the illnesses or symptoms listed below –
 - conjunctivitis
 - scabies
 - influenza
 - severe asthma
 - temperature
 - vomiting
 - diarrhoea
 - severe skin rash

- severe skin infection
- headache, earache, toothache
- discharge from the eyes, nose or ears
- Infectious diseases as set out below –
 - chicken pox
 - German measles (rubella)
 - hepatitis A
 - measles
 - mumps

Once the child has recovered, or medical treatment has been given and the doctor issues a certificate of fitness for school, the child may return.

If a serious accident occurs at school, parents or emergency contacts will be telephoned if possible. An ambulance will be called and the child admitted to casualty at the Principal's discretion if parents or contacts cannot be reached.

It is essential that parents notify the school whenever contact details change.

HIGH SCHOOL

Information regarding high school placement is received by the school toward the middle of Term 1 each year. The school will pass on this information as soon as it is available. Placement is based on zoning; however Selective High Schools are open to all Year 6 students (through testing). The final placement forms are issued to parents during November each year.

HOMEWORK

Woodport Public School has developed the following homework policy.

Rationale

Woodport Public School, staff and parents have agreed on a homework policy for all students K-6 and acknowledge that it is a partnership between child and parent. We agree that homework is to serve the following educational purposes:

1. Enable students to consolidate work that is undertaken in the classroom.
2. Enhance the home/school partnership.
3. Promote the development of good homework/study habits.
4. Encourage the development of the child's interests, knowledge and skills.

Guidelines

1. Sufficient homework will be given four nights per week – Monday to Thursday to allow flexibility within the home.

2. Homework will be marked by teachers. Students' effort will be rewarded at class level and in the students' reports.
3. Information sheets on Key Learning Areas will be published regularly throughout the year to give parents an understanding of school curriculum.
4. Homework will be set on current work covered in the classroom that caters for the learning needs of all children.

Eg: K-3..... Literacy and Numeracy Learning
 Years 4-6..... All Key Learning Areas

5. Time allocated for homework as recommended by the Department of Education and Training.

Time per night incorporates home reading:

Kindergarten 10 minutes
 Year 1-2 15 minutes
 Year 3-4 20 minutes
 Year 5-6 30 minutes

6. Parents will be notified when homework is consistently (after 3 weeks) not returned.
7. Rewards will be used to encourage students to take pride in completing homework. It is a school and parent expectation that homework is a vital part of learning.

You as Parents can help by establishing appropriate homework routines and conditions e.g. a regular time in a calm, quiet space. If you feel your child has too little or too much homework, you should talk to your child's teacher.

LATE ARRIVALS

Children must go to the front office on arrival and collect a late slip to give to the teacher.

LEAVING SCHOOL GROUNDS

No student is to leave the school grounds during school hours without the Principal's permission. When it is necessary to collect your child early from class, Parents are required to come to the office with picture ID and obtain an "Early Leaver" slip **before** going to the classroom to collect your child.

MEDICAL CONDITIONS

Parents need to notify the school if a child has a diagnosed medical condition so that the school can cater for that condition.

MEDICATION

Should your child require medication during the day, written permission in the form of an indemnity form (available from the office) must be signed and returned to the school. Written instructions must be supplied with the

medication providing accurate information about the dosage, time required and name and class of child to receive medication. Medication will not be given without written permission. This includes Panadol, which needs to be supplied from home.

MONEY COLLECTION

Please send money for excursion/special events in a sealed envelope with details of the child's name, class and event on the front. As long as payments are to go to the school, (eg Not to Top Book Shop, Scholastic Books, etc) you can write one cheque for all of your child's activities that are due. If you have several children with payments due, you can write one cheque for all of them (providing that the payments are being made to the school, as described above). All money should be taken to the front office and placed in the slot under the front counter before start of class.

PARENT & CITIZENS ASSOCIATION

Meetings are held in the administration building on the third Monday of every month at 7:30 pm.

PARENT TEACHER INTERVIEWS

Interviews are available for all students in June or by contacting the classroom teacher for an appointment.

PERSONAL ITEMS

Please ensure all personal items brought to school are clearly labelled including shoes, lunchboxes, pencil cases, drink bottles, hats and jumpers!

SCHOOL COUNSELLOR

A Counsellor is currently available at the school on a weekly basis. If parents feel the need to access the School Counsellor for their child, they will need to speak with their child's classroom teacher or the Principal.

SCRIPTURE

Denominational and non-denominational classes of 40 minutes duration take place once a week each Thursday.

SPECIAL NEEDS

Parents of children with special needs eg physical disabilities, emotional needs, diagnosed conditions such as ADD, these special needs can be assessed and plans put in place to support the student.

WOODPORT P&C UNIFORM SHOP

SUMMER GIRLS UNIFORM

- Blue check princess line tunic with Peter Pan collar, straight short sleeves and royal blue binding on collar and sleeves
- Seniors only (Yrs 5 & 6) may wear royal blue skirt/skort and lemon polo shirt
- Black leather shoes
- White short socks
- School hat

SUMMER GIRLS SPORTS UNIFORM

- Royal blue netball skirt or Woodport sport shorts
- Gold polo shirt
- Joggers
- White short socks
- School hat

WINTER GIRLS UNIFORM

- Skirt/Skort royal blue
- Long pants royal blue
- Lemon blouse long or short sleeves with Peter Pan collar
- Royal blue Sloppy Joe or jacket
- Black leather shoes
- White short socks or navy tights
- School hat

WINTER GIRLS SPORTS UNIFORM

- Royal blue tracksuit no stripe or
- Royal blue netball skirt or
- Woodport sport shorts
- Gold polo shirt
- Joggers
- White short socks
- School hat

SUMMER BOYS UNIFORM

- Grey shorts
- Royal blue polo shirt
- Black leather shoes
- White/grey short socks
- School hat

SUMMER BOYS SPORTS UNIFORM

- Woodport sport shorts
- Gold polo shirt
- Joggers
- White short socks
- School hat

WINTER BOYS UNIFORM

- Grey long pants or
- Royal blue tracksuit no stripe
- Royal blue polo shirt
- Royal blue Sloppy Joe or jacket
- Black leather shoes
- White/grey short socks
- School hat

WINTER BOYS SPORTS UNIFORM

- Royal blue tracksuit no stripe or
- Woodport sport shorts
- Gold polo shirt
- Joggers
- White short socks
- School hat

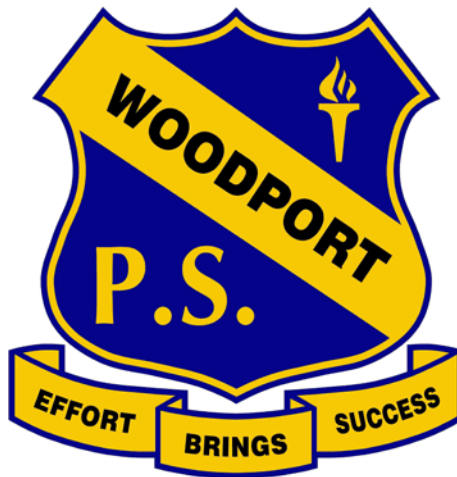
Please note: As part of our Sun Safe Policy, we have a **“NO HAT, PLAY IN THE SHADE”** rule.

SCHOOL HATS - Legionnaire & Slouch

SCHOOL BAGS – Small
Medium
Large

UNISEX SCHOOL JACKET WITH EMBLEM

The Woodport Public School Uniform Shop is run by the P & C and is open **Monday and Friday mornings from 8:30 am to 9:30 am**. It is located next to our school canteen and carries both new and used uniforms.



SCHOOL SONG

VERSE 1

**Our place of learning sheltered now,
Beneath the trees each leafy bough,
Looks down on us as we progress,
With knowledge new and friends we bless.**

CHORUS

**Every school has its theme
We've heard of many but it would seem
At Woodport School ours is the best:
Effort Brings Us Great Success**

VERSE 2

**We work to build a new today,
All happy children on our way,
With all we will communicate,
And share our lives and happy fate.**

CHORUS

**Every school has its theme
We've heard of many but it would seem
At Woodport School ours is the best:
Effort Brings Us Great Success**