

# Werrington Public School

## Information Booklet



## SCHOOL CONTACT DETAILS

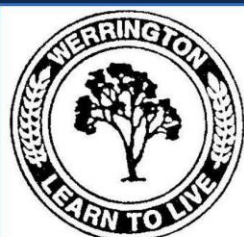
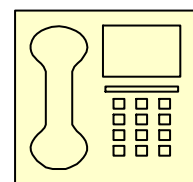
Address: Armstein Crescent, Werrington 2747

Telephone: (02) 9623 – 7077

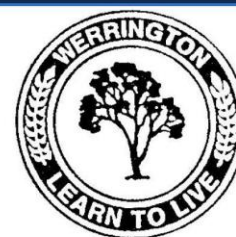
Fax: (02) 9623 – 1339

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

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



### **Werrington Public School Purpose**



As a member of Werrington Public School

I will be **SAFE** in the way I behave

I will be **RESPECTFUL** in the way I act towards others

I will be a **LEARNER** by having the right attitude

Wherever I am at school,

I will strive to be **Werrington Wise**





## WERRINGTON PUBLIC SCHOOL

Welcome to Werrington Public School. Our school offers excellent educational opportunities for K to 6 students living in one of the oldest suburbs of Penrith.

Our school was built in 1974. Our attractive and extensive grounds and well-equipped classrooms complement our excellent learning facilities.

In addition to our regular classrooms, our learning support centre, unique in our local area, offers specialist programs for students who are experiencing difficulty with aspects of their learning or development. These programs include Reading Recovery, MultiLit, MacqLit, MiniLit, Language for Learning, QuickSmart, Rock and Water and a variety of individual programs, run by an extensive team of professional and para-professionals. Additional programs are well-established for Aboriginal students and students whose first language is not English. Our school has a strong focus on literacy and numeracy and incorporates special programs in the classrooms, including L3 (Language, Learning and Literacy), TEN (Targeted Early Numeracy) and TOWN (Taking Off With Numeracy).

Our school also has 5 well-resourced special support classes for students with physical or intellectual disabilities. Students enrol into these support classes via a special application to the Department of Education and are placed according to need and availability of places.

Our school offers computers, iPads and interactive whiteboards in every classroom, modern video-conferencing facilities, air-conditioned classrooms, large shade areas, an extensive playground, before and after school care and vacation care, an extensive transition to school program, a supported playgroup and great extra-curricular activities – dance, choir, debating, public speaking and private music tuition.

Werrington Public School is an active participant in the local school network and received a Director General's Award in 2012 for building quality teaching and learning across the community. We continue this fine tradition through our partnerships with local services, local schools and schools across the wider network, to improve the outcomes for our students. We are research partners with the University of Newcastle, participating in the Quality Teaching rounds project.

We look forward to you and your child joining our wonderful school.

**Mrs Jennifer Thompson**  
**Principal**

**Mrs Gaye Moses**  
**School Manager**

## **School Times**

School hours are as follows:

Morning session	9.10 - 11.10
Recess	11.10 - 11.30
Middle session	11.30 - 1.30
Lunch	1.30 - 2.00
Afternoon session	2.00 - 3.00



## **Supervision of Pupils Before and After School**

Formal lessons begin at 9.10am and finish at 3.00pm.

Supervision is provided before school from 8.40am. For their own safety, children should not arrive at school prior to 8.40am, unless they are enrolled in our before school care centre.

At the conclusion of school each day, students will be dismissed by their class teacher. Those students who travel home by bus will be supervised by a teacher at the bus shelter on Heavey Street until their bus arrives. No other supervision is available after 3.00pm, except through enrolment in our after school care centre.

## **Out of School Hours Care**

Before and after school care is available on our school premises, and is run by a private service provider - Camp Australia. Both regular and casual bookings are available. Our school also offers vacation care. Please contact the school office for further information regarding our out of school hours care, or contact Camp Australia on 1300105343.

## **Emergency Contact**

It is very important that the school be able to contact you in case of emergency. To help us in this, please make sure that you let the school office know of any changes to your contact details.

## **Personal Property**

Children should not carry large sums of money or valuables to school as it is impossible for the school to protect such property. Articles of clothing, lunch containers, drink bottles etc. should be clearly labelled with your child's name. Lost property is kept in the office. If your child brings mobile telephones and other devices such as iPods, iPads and mp3 players, these must be handed to the office at the start of the day and collected at 3pm.



## **Communication From School**

Our school newsletter is sent home once a fortnight on a Monday. Please read this carefully for upcoming events and other important information. We have 2 electronic signs at our main gates that have reminders for immediate events. Additionally, you can upload our Skoolbag app from the “App Store” for Apple devices and the “Play Store” for Android devices. Alerts and last minute information is sent out via this app.

## **Attendance and Punctuality**

It is a NSW State Law that students of school age attend school on every day that the school is open for instruction, except in the case of illness or for other good reason. Please contact the school office on 9623 7077 if your child is absent from school. You may also send a FAX to 9623 1339 or email the school at [werrington-p.school@det.nsw.edu.au](mailto:werrington-p.school@det.nsw.edu.au). You may also send a text message on our Skoolbag app.

Parents who wish to take their children on holidays during the school term must apply in writing for approval from the principal.

Students who arrive late to school need to go to the school office for a late note to give to the class teacher.

If parents are collecting their child during school hours, they need to go to the school office to collect a permission note to give to the teacher.



## **Student and Visitor Safety**

The carparks in both Heavey Street and Armstein Crescent are for staff only. Safe entry for parents and children are through the pedestrian gates via Heavey Street, Armstein Crescent or the park at the side of the school.

To ensure the safety of others, students, parents and visitors are requested to walk all bikes, scooters and skateboards whilst on school grounds; it is a legal requirement for all bike riders to wear an approved safety helmet.



## **Scripture**

Scripture classes are conducted every Tuesday at our school and are provided by external volunteers. Students are enrolled in an appropriate Scripture class, where possible, according to the information provided on the students’ enrolment form. Children who do not attend Scripture classes are supervised by a staff member.

## **Sport**

All children at Werrington Public School participate in regular sport on Friday, so please ensure your child wears their school sport uniform to school on this day. The school holds annual swimming, cross country and athletics carnivals. Our primary children participate in the Primary School Sport Association (PSSA) gala days, held regularly throughout the year.

## Uniforms

Children are required to wear full school uniform throughout the year for their safety and the safety of others. Our Werrington Wise rules require students to wear the correct school hat or cap when outdoors. If students do not wear a school hat, they are restricted to sheltered areas during play times.

Uniforms are available for purchase from the school office.

### Summer Uniforms

<b>Girls</b>	<b>Boys</b>
Werrington Public School tunic Lemon polo shirt with school emblem Navy shorts or navy skirt or navy skorts Socks – white or navy Black shoes School hat or school cap	Lemon polo shirt with school emblem Navy shorts Socks – white or navy Black shoes School hat or school cap

### Winter Uniforms

<b>Girls</b>	<b>Boys</b>
Lemon polo shirt with school emblem Navy skirt or skort with navy stockings Navy tracksuit or navy trousers Navy jumper /sloppy joe White or navy socks Black shoes School hat or school cap	Lemon polo shirt with school emblem Navy tracksuit or navy trousers Navy jumper / sloppy joe White or navy socks Black shoes School hat or school cap

### Sports Uniform

<b>Girls</b>	<b>Boys</b>
Werrington Public School sport shirt Navy pleated skirt, navy shorts or skort Werrington Public school sports jacket Navy sport tracksuit pants White or navy socks School hat or school cap Black or white joggers	Werrington Public School sport shirt Navy shorts Werrington Public School sport jacket Navy sport tracksuit pants White or navy socks School hat or school cap Black or white joggers



## **Birthdays**



It is lovely for your child to celebrate their birthday with their classmates. Cupcakes, iced biscuits, chocolate crackles, lamington fingers, doughnuts etc. are an ideal substitution for large cakes which are difficult to cut up and distribute. **Please be aware that we have children with severe nut allergies enrolled in our school,** so it is requested that you do not send birthday treats containing nuts to school. Our school canteen also offers birthday cupcakes for busy parents! Enquire at the canteen for prices.

## **Who Helps My Child At School?**

### **School Manager**

The school manager is responsible for the day to day administration of all school activities. The school manager is your first point of contact regarding all school enquiries. Please contact Mrs Moses on 9623 7077.

### **Class teachers**

The class teachers are responsible for the academic and social wellbeing of your child. If you have any concerns regarding your child's well-being, the class teacher is the first point of contact.

### **Team leaders**

The assistant principals are responsible for specific grades at school. They are the second point of contact for any concerns you may have. Our Assistant Principals are Mrs Grant, Mrs Young, Mr Kealy, Mr Henningham and Miss Clark.

### **Principal and Deputy Principal**

For matters that have not been resolved at the classroom teacher or Assistant Principal level, please make an appointment to see our senior executive, Mrs Bade or Mrs Greentree or the Principal, Mrs Thompson. Appointments can be made through the school office.

### **School Counsellor**

The school counsellor visits the school limited days each week and offers teachers, students and parents specialist skills focusing on student learning. Contacting the school counsellor is through the class teacher or the school office in the first instance.

### **Learning Support Officers**

Learning support officers assist the classroom teacher in many ways, including working with small groups of students or with individuals.

### **Administrative Staff**

Qualified and experienced office staff manage the front office and the sick bay. They are a vital part of the school organisation and are often your first contact with the school.

### **Parent Helpers**

Parent helpers are always needed across the school. You might like to help in the classroom, with sport, cover books or make resources. All help is greatly appreciated. When helping in the school you will be asked to sign on and off in a visitor's book located at the front office.

## School Programs

**Reading Recovery** is an intensive early intervention program, available only to those children in Year One experiencing problems in reading and writing. Children receive individual support.

### **Learning and Support and English as a Second Language (ESL) Teachers**

The support teachers assist the class teacher to provide effectively for students in the classroom. They plan and work together so that students (or groups of students) may receive individual attention, if necessary.

**Release from Face to Face (RFF)** Each class teacher is rostered a period of release time from the class for lesson preparation, marking, interviews etc. The RFF teacher works with the class teacher on a structured program.

**MultiLit, MiniLit, MacqLit and Reading Tutor Program**, all target children who need additional support in reading. The **ESL and Aboriginal Literacy program** also targets specific children in need.

**Language for Learning, Language for Thinking and Language for Writing** are special programs for children who are experiencing difficulty with language and vocabulary.

**Quicksmart Numeracy, Targeted Early Numeracy and Taking Off With Numeracy**, target children who are experiencing difficulty with mathematics.

## Parents and Citizens Association

The Werrington Public School P & C meets at the school regularly. The date and time is advertised in the school newsletter. Come along and be part of the school's decision making team.

## Accidents and Medication

When accidents occur at school or students are feeling sick, a parent, caregiver or contact person will be notified by the school, either by a phone call or a sick bay note given to the child to take home. It is important to always keep your contact details updated in case we need to contact you.

If your child needs to be medicated during school hours the school requires a signed note from the doctor stating the students' name, medication name, dose and time the medication is to be administered. This note must accompany the parent's signed permission note, before the student is able to be medicated at school. These permission notes are available from the office.

## Canteen

The canteen operates 5 days per week. Children requiring canteen lunch and K-2 recess should order and pay for all items required (e.g. food, drink, iceblocks) prior to school each day. It is suggested that, for younger school children at least, parents should write out their child's order on an envelope and seal the required money inside to ensure that the order placed is according to the parents' wishes!





## **Money Collections**

Any money to be collected by the school (for example, excursion payments, school contributions etc) should be handed in to the school office in a clearly marked envelope with the student/s name, class and activity written on the front. Our school also accepts EFTPOS payments and payments online.



## **Banking**

All children are eligible to use the Commonwealth Bank school banking service, which operates each Wednesday of the school term. Children with school banking accounts, hand in their money to the office in the morning.



## **Library**

Students may borrow and return books every day at lunchtime, provided they have a sturdy library bag to borrow books. Please note that students are held responsible for the cost of repairing damaged items and replacement of lost items.



## **School Bus Service**

*Busways* provide the only bus service to the school. Bus pass application forms are available online at [transportnsw.info/school-students](http://transportnsw.info/school-students) or by telephoning 131500. The office staff are able to inform you as to whether your child is eligible to travel on the bus using the free pass. Children not eligible to travel with the free pass can still travel on the bus provided they pay their fare.

A high standard of conduct is expected of all children when travelling to and from school on the bus. They must pay due regard to their own safety as well as the comfort and convenience of other passengers. Misconduct can lead to confiscation of passes and/or exclusion from travelling on the bus.

## **Reporting To Parents**

Assessment at our school is based on a range of student activities covering all Key Learning Areas. Written reports are issued at the end of each semester (Term 2 and Term 4). Parent/Teacher interviews are scheduled in Terms 1 and Terms 3 but parents are always welcome to come up to the school and chat with their child's teacher. Please ring to organise a suitable time.

## SCHOOL SONG

Verse 1      We are the children of Werrington school,  
Listen and we'll tell you of our special rule.  
We're very, very proud of it and you will see just why,  
Just look at all our smiles and little twinkle in our eyes.

Chorus        Respect is our motto, respect is it.  
It doesn't cost a cent but rewards come fast and quick.  
We show it through our actions, our manners and our style.  
Respect will get us to the top, the limit is the sky.

Verse 2        We show respect to our teachers and our school, our parents, our friends and  
community too.  
We do this by caring, being thoughtful and polite.  
We never hurt or steal or break and never, never fight.

Chorus        Respect is our motto, respect is it.  
It doesn't cost a cent but rewards come fast and quick.  
We show it through our actions, our manners and our style.  
Respect will get us to the top, the limit is the sky.

## ADVANCE AUSTRALIA FAIR

Verse 1        Australians all let us rejoice,  
For we are young and free;  
We've golden soil and wealth for toil,  
Our home is girt by sea;  
Our land abounds in Nature's gifts  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia fair!  
In joyful strains then let us sing,  
"Advance Australia fair!"

Verse 2        Beneath our radiant Southern Cross,  
We'll toil with hearts and hands;  
To make this Commonwealth of ours  
Renowned of all the lands;  
For those who've come across the seas  
We've boundless plains to share;  
With courage let us all combine  
To Advance Australia Fair.  
In joyful strains then let us sing  
"Advance Australia Fair!"

# Werrington Public School

## Parent and Visitor Code of Conduct

All Department staff, students, carers and visitors have a right to be treated with courtesy and dignity and to participate in environments that are safe, secure, supportive and free from bullying, harassment, discrimination and violence.

Parents and visitors to the school are to:

- Report to the office when visiting the school during class-time, recess-time and lunch-time.
- Treat all persons associated with the school with respect and courtesy.
- Behave at all times in a manner that does not cause alarm or concern.
- Use polite language in the presence of students, staff or other visitors.
- Respect and comply with reasonable requests or directions from the principal or other members of staff.
- Ensure that any information gained about staff or students when working in the classroom is not discussed or shared with others.
- Refrain from smoking whilst on in the school or near the school gates.
- Wear appropriate footwear, and clothing that does not have offensive slogans or graphics.
- Make an appointment with a staff member to discuss any matter in detail.
- Enter a classroom only when invited by the teacher.
- Wait away from the classrooms when lessons are in progress.
- Allow staff to supervise, investigate and manage students without interference - never approach another child to investigate issues or to chastise them, including when travelling to or from school.
- Discuss issues or concerns about the school, staff or students by talking directly with the class teacher, assistant principal or principal at an appropriate time.

Disregarding this Code of Conduct may result in restricted access to the school grounds.

**P & C February 2014**