Principal’s Welcome

It is with great pride that I present the Information Booklet to the families of Wollongong West Public School. I warmly welcome all new families to our great school.

Wollongong West Public School is a vibrant and dynamic primary school that has served the Wollongong West community for 90 years. Our school prides itself on providing a welcoming and supportive environment, built upon high expectations for all.

Our school celebrates and values our diverse and rich community, with 9% of students being Aboriginal and Torres Strait Islander and 42% of students learning English as an Additional Language/Dialect. We warmly welcome an increasing number of refugee families to our school.

Standing proudly at the base of Mount Keira, our school has beautiful gardens, spacious sporting grounds, an indoor heated swimming pool and plentiful outdoor learning areas including a permaculture garden, passionately cared for by students, parents and teachers. Our modern classrooms, incorporating rich technology, are stimulating and future-focused learning environments.

The elements of quality teaching are embedded in classroom practice ensuring a differentiated, integrated and inclusive curriculum. Student achievement of literacy and numeracy outcomes is a priority for our school, while also highly valuing our strong creative arts, sporting and environmental education programs.

Our staff include experienced and expert teachers who actively engage in high caliber professional learning to deepen pedagogical knowledge and understanding.

Our school treasures our passionate and supportive wider community – encompassing our P & C, broad parent body and local community members, including Aboriginal Elders.

It is our engaged learners, committed staff and active wider community that ensures Wollongong West Public School delivers high caliber teaching and learning programs in a high quality learning environment.

I trust that you will find your years as a valued member of the Wollongong West community exciting, stimulating and dynamic.

Kind regards,

Michelle Barnes
Principal
School Vision Statement

At Wollongong West Public School our vision is to empower students to be successful learners, confident and creative individuals and active and informed citizens. Our school will promote equity and excellence through quality teaching and learning. Our core values will foster a culture of responsible, respectful and safe learning.

Strategic Directions

1. Quality Teaching and Learning
   - To provide excellence in teaching by engaging in meaningful, effective and inclusive practice.
   - To ensure quality learning opportunities where students are engaged and active learners.

2. School Culture
   - To encourage, promote and sustain a positive and inclusive school environment where a strong sense of pride and identity is shared by all.
   - To empower the diverse community of Wollongong West Public School to connect, succeed and thrive.

3. Leadership at all Levels
   - To promote collaborative, strategic and dynamic leadership within our school.
   - To foster leadership capacities and capabilities across the whole school community.

School Pledge

Today is a new day.
I will act in a safe and healthy way.
I will respect the rights of others.
I will treat all property with respect.
I will take responsibility for my learning and behavior.
Today I will be the best me I can be.
Contact Details

Phone  4229 2096
Facsimile  4226 5057
Email  wollongwst-p.schools.nsw.edu.au
Website  wwps.nsw.edu.au
Address  Crown Street, West Wollongong 2500

School Hours

8:30  School Opens
9:00  Classroom learning
11:00  Lunch
11:50  Classroom learning
1:40  Recess
2:00  Classroom learning
3:00  School finishes

Administration opening hours 8:30am – 3:15pm.

All school gates will be open before 9:15am and after 2:45pm. Between these hours, the only pedestrian access to the school will be via the gates on Phillips Avenue.
Aboriginal Education

Aboriginal Education is a priority for our school. Our school implements programs that celebrate Aboriginal culture and recognises the heritage of our country. Our Aboriginal Community Engagement Officer works with our Aboriginal families and community to strengthen relationships and to ensure all of our Aboriginal students are achieving individual learning goals as outlined in Personalised Learning Pathways.

Annual School Report

The Annual School Report is provided to our school community each year as an account of our school’s operations and achievements throughout the year. It is the result of rigorous self-assessment practices. The latest Annual School Report can be viewed on our school website.

Art Class

Each Wednesday, our school holds extra-curricular art classes at recess and lunch for interested students. These Art classes are taught by a specialist art teacher and children are given the opportunity to explore a variety of art styles and experiment with mixed media.
Assemblies

Assemblies develop and reinforce the culture of the school, with children sharing opportunities to perform together, appreciate the attainments of their peers, participate in ceremonies and gain the skills of leadership and good listening. Assemblies are held each alternate Wednesday in our School Hall, beginning at 2:10pm. Information regarding class items and award recipients are published in our newsletter. Parents/carers are welcome to attend all assemblies.

Attendance

Regular school attendance is required by law for all children 6 years and over. If a child is absent, parents should send a signed note to the office when the child returns to school detailing the dates the child was absent and the reason for the absence. Late students must come directly to the office with a parent/carer to obtain a late note that is then presented to the class teacher. Parents seeking to take their children home before 3:00pm must first come to the office to complete the necessary documentation before collecting their child from the classroom. If you are planning a holiday during the school term, application must be made for an Extended Leave – Travel Certificate. Our school’s Attendance Procedures can be viewed on our school website for further information.

Band

Each Monday, our school holds both beginner and senior band classes for interested students. These classes are taught by a specialist teacher from the Wollongong Conservatorium of Music. Our band is given many opportunities for performance throughout the year. All children form Years 3-6 are invited to be a band member.

Best Start

The Best Start Kindergarten Assessment is a mandatory, one-on-one assessment designed to identify each student’s literacy and numeracy skills at the beginning of Kindergarten. Our Kindergarten teachers administer this assessment in a warm, non-threatening manner during the first few weeks of Kindergarten. The results of this assessment allows teachers to identify what the children already know, what they need to learn next and assist them to plan differentiated teaching and learning programs.
**Book Club**

Our school participates in Scholastic Book Club to encourage children to read a variety of quality literature. Order forms describing the books for sale are sent home with children. Orders, with payment, should be returned to the school by the date indicated. Books usually arrive one to three weeks later and are distributed to the children. The school receives bonus vouchers worth 10% or more of the order that are used to acquire free resources for the school.

**Breakfast Club**

Breakfast Club occurs at our school every Wednesday and Friday. This program, co-ordinated by the Gateway City Church, provides a healthy and hearty breakfast for many children at our school at no cost to parents.

**Canteen**

Our school canteen is a privately owned business, providing healthy lunches and snacks for our children for a small cost. Please see our website for more information regarding opening hours and price lists.

**Class Organisation**

Towards the end of the school year, teachers meet to organise placement of children in classes for the following year. The placements are informed by teacher assessment. Placements are arranged after consideration of many criteria including academic performance, learning styles, friendship patterns, any special needs and talents and behavioural patterns. These plans are only tentative and are subject to revision according to the school population at the time. Redistributions can and do occur as a result.
Communication

Education is a responsibility shared between the school and the family. High quality communication is a vital ingredient in the effectiveness of the process. Some of the many ways our school communicates with our community is through:

• our website;
• our app – Skoolbag. This can be downloaded free of charge onto smart phones and tablets by visiting the App Store and searching for Wollongong West Public School;
• newsletter;
• parent/teacher meetings & family interviews;
• meetings of the P&C and
• parent helpers and school committees.

Counsellor

Our school counsellor works at our school three days each fortnight, providing support and guidance for all aspects of child development - emotional, social, intellectual, spiritual and physical. She works with our teachers and outside agencies to provide individualised support. Our counsellor is a qualified teacher and also registered psychologist who is available for parent interviews by appointment.

Curriculum

The Board of Studies issues syllabus documents, which each school translates into programs, appropriate to the needs of the children.

Subjects in primary schools are organised into six Key Learning Areas (KLAs):
• English;
• Mathematics;
• Science and Technology;
• Human Society and its Environment – History and Geography;
• Creative Arts – Music, Drama, Visual Arts, Dance and
• Personal Development, Health & Physical Education.

Children participate in learning across these 6 Key Learning Areas at each stage of their primary schooling.

School years are organised in Stage groups.
• Early Stage 1 – Kindergarten;
• Stage 1 – Years 1 and 2;
• Stage 2 – Years 3 and 4 and
• Stage 3 – Years 5 and 6

Custody

If parents are divorced or separated, confidential information is respected by the school. Parents are asked to provide appropriate information, including court orders. Separate interviews and copies of reports can be arranged upon request.

Enrichment

A wide range of opportunities is offered to cater for the special gifts and talents of all students. Children are encouraged to take advantage of the many enrichment opportunities at our school including coding clubs, robotics clubs, band opportunities, specialist art classes, sporting teams, choir and dance troupes.

Enrolments

Our school accepts all enrolments of students living within the boundaries designated for Wollongong West Public School by the Department of Education. These boundaries can be viewed at our school office. In some extenuating circumstances, enrolments for students who do not live within our boundaries may be considered. Please view our school’s Enrolment Policy on our school website.
To enrol, please collect an enrolment form from our office and supply proof of residential address, birth certificate, immunisation certificate and passport/citizenship details.

Excursions

Excursions are an integral component of class educational programs in which students are expected to participate. All children must have written parental permission to attend an excursion. Financial assistance to support student participation in activities may be provided to eligible families upon request.

Green Team

Our school’s Green Team, comprising students, parents, teachers and community members, establishes and maintains environmental initiatives within the school and also raises environmental awareness in the community. Some projects that the Green Team is currently working on include maintaining and extending our permaculture garden, building an outdoor kitchen and maintaining school gardens. The Green Team meets every Thursday afternoon.

Grievances

Experience shows that there is usually a reasonable explanation and a simple solution for problems that do occasionally arise. In the event of a grievance, parents are encouraged to seek an interview and work collaboratively to bring the matter to a mutually satisfactory conclusion with the classroom teacher. If need be, the matter can later be referred to an Assistant Principal, then the Principal.

High School Transition

Throughout Years 5 and 6, many opportunities are provided or our students to participate in activities with our local high school, Wollongong High School of the Performing Arts. Our school enjoys a close relationship with our local high school, providing a smooth transition to high school for our students.
Houses

There are three houses to which students belong at our school. These houses form the structure for school events, such as sporting carnivals and public speaking competitions. Houses promote team spirit and belonging. The name of each house is based on Aboriginal words. Our houses are Narara (snake - black), Booroo (kangaroo - white) and Dinewan (emu – red).

Homework

Homework is an activity designed by the classroom teacher that the student is required to address outside school hours. Homework takes many forms from small, regular exercises to research tasks over several days or weeks.

The main outcomes of homework will be the:
- development of organisational and scheduling skills;
- fostering of good study habits, positive attitudes towards school work and the idea that learning takes place at home as well as school;
- revision and extension of key concepts and skills taught in class and
- parental engagement with their child’s learning.

Infectious Diseases

Parents are reminded that students with infectious diseases should not be sent to school until the required number of days has elapsed.

Interpreter Service

Parents with limited English can arrange translation assistance through our school office. Our School Learning Support Officers assist our Arabic community with communication. Parents are also encouraged to make their own contacts within their language community.

Kindergarten Orientation

Each year in November, our school provides a comprehensive orientation for our incoming Kindergarten students for the following year. During Kindergarten Orientation, parents are strongly encouraged to
attend our information sessions, while children are encouraged to attend our sessions in the Kindergarten classrooms. Information regarding this important initiative is available upon enrolment at our school.

Learning and Support

Our school has a team of professionals, including teachers and officers, who work in a collaborative, consultative role with school staff, other support personnel, families and appropriate members of the wider school community to support students with additional learning needs. Individual and modified class programs are designed, implemented and reviewed regularly to ensure all students are reaching their potential.

Our school provides a specialist literacy program, Reading Recovery. This Year 1 intervention program, implemented by a special trained teacher, assists targeted, individual students to make accelerated progress in literacy.

Library

Our library is a resource centre supporting all areas of learning and recreational reading. A comprehensive selection of books suitable for children is maintained. Children attend the library each week with their class, and are also encouraged to utilise our Library during lunch breaks. Our school celebrates national Book Week each year by holding a character parade and hosting a Book Fair. Local authors visit our school
at times to address our children.

**Lost Property**

Our school strongly encourages all children to have all items clearly marked with their name. Property which has been lost by students can be collected from our lost property shelves, located outside the library.

**Medical Conditions**

Any child requiring first aid will be treated by a first aid officer. Minor injuries such as cuts, abrasions, insect bites are treated promptly at school and parents are informed via a written slip. In the case of more serious injuries, parents/carers are notified immediately by phone and an ambulance called if needed.

Parents need to notify the school of any ongoing medical conditions of a child, such as asthma, epilepsy, diabetes or allergies. Action Plans to manage these and other significant health issues need to be developed through consultation between parents, medical practitioners and the school.

Parents requesting the administering of medication prescribed by a doctor at school must contact our office to complete the necessary paperwork. Prescribed medication will be administered only by qualified school staff.

**Multicultural Education**

Multicultural Education is a priority for our school. Our school implements programs that celebrate the diverse cultures of our community. Our specialist teachers support children learning English as an additional language/dialect to ensure their continual language progression.
NAPLAN

All Year 3 and 5 students in Australia are required to sit the National Assessment Program for Literacy and Numeracy (NAPLAN). The tests are held in May each year. Individual results are supplied to parents and teachers. School data gained from these assessments shapes future teaching and learning programs for students.

Newsletter

Each fortnight, The Crown Chronicle, our school newsletter is published. The newsletter is available from our Skoolbag App, the school website and also as a printed copy for those without internet access.

Out of Hours School Care (OOSH)

Big Fat Smile operates an after school care program at our school from 3:00pm – 6:00pm each school day. From mid-2017, a before school program will be introduced. A school holiday program also operates. Please contact Big Fat Smile Wollongong West on 4283 9900 for further information.

Parent Participation

The quality of education received by students is greatly enhanced by the positive participation of parents. This includes involvement in your own child’s education and in assisting more widely in helping the school to achieve its educational aims. Parents may assist directly by helping within the school, by being a classroom helper or by assisting the school organisations and their fundraising activities that help provide the facilities that benefit our children’s education.
Photographs

Each year, our school holds a formal photo session with a professional photographer for individual, class and group photo opportunities.

Parents are asked to be mindful when uploading photos to social media that the photo being shared only contains their own child.

Parking

Parents and visitors are not permitted to drive into or park on the school grounds. Car parking is available on side streets surrounding the school. Parents and community members are strongly encouraged to follow road rules to ensure the ongoing safety of our children when arriving and departing school.

Parents and Citizens Association (P&C)

Our school enjoys a close relationship with our P & C. Our P&C supports our school through being an active learner partner, organising community events and leading fundraising initiatives. Our P & C meets in the staffroom on the first Thursday of each month at 7pm in the school term.

Please visit the P&C facebook site [https://www.facebook.com/wollongongwestpandc](https://www.facebook.com/wollongongwestpandc) for further information.

Payments
Payments to the school should be made online, whenever possible. Our school website has a link for making parent payments online. Payments can also be made by cash or cheque to the office. All money should be tendered in the correct amounts to avoid the need for change and should be enclosed in an envelope on which is written your child’s full name, class and the excursion or activity for which the payment is being made. Any personal cheques should be made out to “Wollongong West Public School”.

**Performing Arts**

Our school highly values the Performing Arts. Our choir performs at assemblies and inter-school celebrations, such as the Choral Festival. Our dance troupe also performs at local events as well as larger performances, such as Southern Stars. All children also perform in a class assembly item each year.

**Playground**

Our school has large outdoor playing areas including playground equipment, basketball court, large grassed sports field and covered play area. Our play areas are supervised by teachers before school from 8:30am and also during both lunch and recess breaks.

**Policies**

Our school operates under all policies and procedures of the Department of Education. Some school-based polices and procedures have also been developed that can be viewed on our school website. The class teacher is the best and most effective point of contact for parents to discuss policy implementation.

**Pre-service Teachers**

Our school has a deep commitment to the development of pre-service teachers. We especially enjoy close
ties with the University of Wollongong. University students completing their practicum experience often choose to do so at our school. All pre-service teachers work in consultation with classroom teachers to ensure the regular classroom program is continued.

**Religious Education**

All children from Kindergarten to Year 6 have the opportunity to attend religious education classes on a weekly basis. At present, these classes are held each Tuesday for 30 minutes. Denominations represented are Catholic, Protestant, Orthodox and Muslim. Our school also hosts a non-scripture class of children who attend by written request of their parents.

**Reports**

At the end of each semester, a report with a written summary outlining a child’s performance and achievements will be sent home. Parents, who would like information regarding their child’s progress at alternate times throughout the year, are encouraged to make an appointment with their child’s classroom teacher.

Parent-teacher interviews are conducted mid-way through the school year where individual child progress can be discussed.

**School Development Days**

The Department of Education allows schools to undertake five School Development Days per year usually on the first day of Terms 1, 2, 3 and the last 2 days of Term 4. Parents are requested to make arrangements not to send their children to school on these days. The focus for teacher professional learning on these occasions is always an important aspect of curriculum and teaching practice.

**School Plan**

Our school has a 3 year plan that details the school vision, strategic directions and details of how the school will be achieving these. This document was collaboratively designed by the Wollongong West community and can be viewed on our school website. Our school plan is reviewed and reported upon each year.

**Security**

All visitors to our school must report to the School Office. Unauthorised people are not permitted in the school grounds. Parents and all members of our community are asked to report any suspicious out-of-hours activity to Wollongong Police (4226 7899) or the Department’s Security Base (1300 880 021).

**Special Events**

Throughout the year, the school celebrates many special events. Details of these events are published in our school newsletter each fortnight. Some examples of events celebrated on the school annual calendar include:

- ANZAC Day service;
- Education Week;
- Book Week;
• Sports and Swimming Carnivals;
• Presentation Day and
• Year 6 Farewell

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**Sport**

Our school provides a rich and comprehensive sporting program. We actively promote sport and physical activity as a means of developing our students’ all round health and social wellbeing. As such we provide opportunities for students to participate in a wide variety of sport and physical activities from Kindergarten to Year 6.

The school offers a variety of opportunities to be involved in sport and physical activity including:

- weekly sport and fitness lessons;
- participation in annual school swimming, athletics and cross-country carnivals;
- a progressive representative pathway to compete at State and National sporting carnivals and team sports;
- intensive swimming lessons for all students for 20 weeks each year;
- opportunities to participate in representative interschool sporting competitions as part of the Wollongong Primary School Sports Association (PSSA) and
- participation in the Premier’s Sporting Challenge.

The school sports uniform is required to be worn for sporting activities every Friday.
Student Leadership

Our school has an active and committed Students Representative Council (SRC). The SRC has two functions. Primarily it is the voice of the students in the running of the school. Items of concern to the students are discussed at class level and these are brought by councillors to the monthly council meeting where they are addressed, listed and carried to the appropriate authority to deal with them. Councillors report to classes about the actions taken. The second function is to organise fundraising for the charities it decides to support. Student Councillors are elected by classes at the beginning of each semester. Members of our SRC consist of students from Years 2-6.

Each year, our school has two School Captains and two School Vice-captains elected from our Year 6 students. Each sporting house also had a student Captain and Vice-captain to lead sporting initiatives.

Swimming Pool

Our school has a large indoor-heated swimming pool located on school grounds and conducts an annual swimming program for all students from Kindergarten – Year 6. Throughout Terms 1 and 4, every child receives a 30 minute lesson with a qualified swimming instructor at no cost to parents. Children are grouped for their lesson according to skill level and need.
Teacher Leave

Teachers are entitled to several kinds of leave as part of their conditions of employment. Whenever a teacher is absent, whether for a day or for a prolonged period, the Principal obtains the services of a competent, qualified relief teacher (casual) who is then responsible for continuing the program for the class. Our school is fortunate to have a number of excellent relief teachers who are familiar with the school’s routines and philosophy and who render high quality service to students.

Technology

Our school has an extensive computer network with wireless connectivity to provide students and teachers with a high level of internet access. The school has interactive white boards in every classroom, one computer lab and a video conferencing room for classes to participate in virtual excursions or to make connections with other schools to enrich learning. Students and teachers have access to a range of mobile technologies such as laptops, netbooks and i-pads to support and enhance their learning experiences.

Travelling to and from School

For those children who walk to or from school, there is a pedestrian crossing on Phillips Avenue and traffic light operated crossings on Crown Street and Mount Keira Road to support children arriving safely. In the afternoon, a teacher supervises students crossing at these points.
For those students who ride a scooter or bike to or from school, the school has bike/scooter racks located on the school grounds for student use. Students are asked to bring a lock to school to secure their bike/scooter, as the school accepts no responsibility for loss or damage.

For those students who travel by bus, parents are to apply online for an Opal Card for their child to travel to and from school. Please visit www.opal.com.au for further information.

For those parents who drive their child to and from school, the school asks that all traffic rules are followed, including school speed limits and parking restrictions.

**Uniforms**

The Uniform Shop is managed by a parent volunteer and supplies the school’s uniform at competitive prices. New and used uniforms in good condition are available. The wearing of uniform is strongly supported by the community. Where necessary, financial assistance is available for eligible families upon request to the Principal. Please see the uniform price sheet for current requirements and prices available on our school website.

**Voluntary Contribution**

Each year, our school requests a voluntary donation from each family which parents are asked to pay to supplement equipment and other facilities of benefit to students. These payments are vital to ensure that the provision of high quality educational materials, equipment and facilities can be maintained.

**Website**

Our school website proudly showcases student achievements and serves as an important information source for parents and the wider community. It can be visited at http://wwps.nsw.edu.au.

**Wellbeing**

Our school has a localised Wellbeing Framework that is in-line with the Department of Education’s Wellbeing Framework. Wollongong West Public School promotes the values of being respectful, responsible and safe learners.

Our school promotes wellbeing through programs that address issues such as sun safety, positive relationships, safe online practices and drug education.

We have a whole-school rewards system where children work towards achieving Wonders of Wollongong West (WOWW) tickets. When our target of WOWWs have been achieved, our children participate in a whole-school reward.

Our Wellbeing Framework is able to be viewed on our school website.
Wollongong Community of Schools

Our school is a very proud member of the Wollongong Community of Schools. This learning community encompasses Wollongong West Public School, Mount Keira Demonstration School, Gwynneville Public School, Keiraville Public School and Wollongong High School of the Performing Arts. Our Community of Schools works together to implement initiatives to benefit the learning of all students.

Working With Children Check

All visitors who enter our school to work directly with children must have a Working With Children Check. This is in-line with state legislation and Department of Education policy. Working with Children Checks can only be obtained through the office of Services NSW. Please visit: http://www.kidsguardian.nsw.gov.au/working-withchildren/working-with-children-check for further information. For people volunteering their services, there is no charge for this check. Visitors will be asked to show their check to the school upon arrival.