

READY REFERENCE GUIDE

FOR

STAGE 3 - 2020



Suggestion: keep this guide in an "easy to see" place
- it will assist you and your child.



*Quality learning in a safe and happy environment
Respect, safety, responsibility and co-operation are the values we acknowledge and practise in our school*



PLEASE REFER TO THE PARENT HANDBOOK FOR WHOLE SCHOOL INFORMATION

The Handbook can be found on the school website:

<https://portmac-p.schools.nsw.gov.au>

STAGE 3 STAFF

Mr Collins	5-6EC	Ms O'Donnell	5-6GO
Mrs Bultitude	5-6SB	Mr Flick	5-6BF
Mrs Toms	SL4-CT	Ms Jean	SL2-TJ
Miss Stark	SL5-ES	Miss Woolston	SL6-PW
Mrs Loveday	SLMC		

ATTENDANCE

Students who are absent from school must return with a written explanation of their absence. This note needs to be given to the class teacher. Absences which are not explained within five (5) days, or are unjustified absences, will be recorded as unexplained absences. Teachers may ring in cases of unexplained absences.

LATE ARRIVAL AND EARLY DISMISSAL

Students arriving late at school or needing to leave school outside the regular school hours need parents/carers to visit the Administration Office to obtain a "leave pass" before proceeding to classrooms. Students will not be allowed to leave the classroom without this pass.

STAGE 3 CAMPS

Commencing 2020 Years 5 and 6 will attend separate camps.

Year 5 students will have the opportunity to attend a 5 day camp to Point Wolstoncroft. This is a Sport and Recreation Camp where students will participate in outdoor recreation activities - archery, canoeing and rock climbing are some of the activities available.

Year 6 students will have the opportunity to attend a 5 day camp to Canberra with 1 day in the snow.

STUDENTS AND THEIR PERSONAL TECHNOLOGY

Mobile Phones/Smart Watches

As a school community we recognise that some families require their children to have mobile phones for before or after school communication. We also are very aware that mobile phones can often be the catalyst for inappropriate behaviour. If you provide a mobile phone for use before or after school the following must be adhered to:

- No mobile phones are to be used or visible during school hours;
- Phones must be stored in school bags and switched off;
- Phones can only be taken out of bags and turned on after students have left school premises; and
- No responsibility will be taken for lost or damaged items.

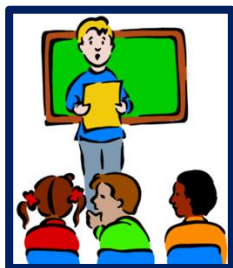
Any student in breach of the above will be asked to explain their actions to the principal.

Other Electronic Devices (eg: I-Pads, I-Pods)

Very simply, these items are not to be used at school. If you provide these items for use during travel time after school, the same expectations apply as outlined above for mobile phones. These items are only allowed at school if a class teacher has endorsed their use as part of a class party or teachers have negotiated their use as part of Individual Learning Plans. This will always be communicated to parents.

Any I-Pads which are used for any other educational program will be provided by the school.

CLASS INFORMATION



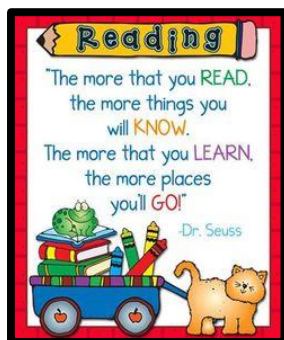
Stage 3 Assembly
Tuesday 11.30am
(Even Weeks)



Student Banking
Wednesday morning



Sport – Friday 1.40pm



Library

5-6BF - Thursday
5-6SB - Thursday
5-6EC - Wednesday
5-6GO - Friday
SL Classes - Tuesday

Names must be clearly marked on all belongings – shoes, socks, jumpers, raincoats, bags, lunch boxes, lids, drink bottles etc.



CONTACT DETAILS

Please notify the administration office and the teacher of any changes to address, contact numbers, emergency contacts or family relationships.

Keep us informed.....

Please keep class teachers informed of circumstances that may affect your child's day at school. They can often help students to have a positive experience if made aware of changes. We ask that you make an appointment through the Administration Office if you need to contact teachers to discuss any matters relating to your child's progress or well-being.

Shelley Bultitude (Stage 3 Supervisor); Edward Collins, Gayle O'Donnell and Brad Flick.
STAGE 3 TEACHERS.