

READY REFERENCE GUIDE

FOR

STAGE 2 - 2018



Suggestion: keep this booklet 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*



SCHOOL EXPECTATIONS

Our school values are:

- safety;
- co-operation;
- respect; and
- responsibility.

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.

Highway Heroes (Social and Emotional Learning Program)

This program will be taught as part of our Personal Development/Health/Physical Education learning area. Skills will be taught across four (4) modules:

- Connecting 4 Friendships - Playground resilience and Wisdom;
- Sticking Up 4 Me - Beating Bullying and Taming Teasing;
- Strategies 4 Managing Me - Mood Management and Resilience; and
- Tricks 4 Getting it Done - The Secrets to Staying Power and Grit.

These skills will develop children who are HIGHWAY HEROES.

HIGHWAY HEROES are children who:

- socially know how to be friendly, make and keep friends, resolve friendship issues and know when and how to stick up for themselves;
- emotionally understand their feelings and the impact on thinking and behaviour; calm down quickly, ask for help when overwhelmed and learn to 'de-catastrophise' emotions; and
- learn behaviours in planning and organising their time and resources; persist through tough and boring work requirements; and become and stay motivated and avoid distractions.

We look forward to your continued support in helping us to develop all children into HIGHWAY HEROES!!

CLASSROOM ASSERTIVE DISCIPLINE PROGRAM

During this year the Assertive Discipline Program will be in place in all classes. We ask for your support and co-operation by discussing this program with your child. The aim of this program is to develop and maintain more productive learning time in the classroom. It is based on a series of positive rewards for appropriate behaviour, combined with consequences for inappropriate behaviour which are enforced if any student reduces the quality of this learning time. The strategies are also aimed at enhancing our playground environment. These strategies and consequences are uniform across the school.

All classes follow the 5 Fair Rules.



The flow charts on the next page explain how the program operates both in the classroom and in the playground. You will be contacted if your child is unable to make a change to their behaviour to comply with expectations.

In cases of severe insolence or an action that endangers others or property, your child will be immediately excluded from the class and playground and sent to the principal and you will be contacted.

Individual behaviour plans are developed for children who need additional assistance to follow the program.

The program has been developed in conjunction with your child and the class teacher. Please discuss these rules and procedures with your child. If you wish to discuss this plan further please make an appointment with the class teacher.

STAGE TWO EXCURSIONS

Year 3 students will have an opportunity to attend The Stargazers overnight camp in Term 4. Year 4 students will have an opportunity to attend the South West Rocks two night camp in Term 3.



Port Macquarie Public School
Playground Expectations



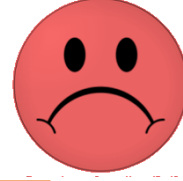
Playground rules and expectations known by all students.



Playing **safely**
and
responsibly



Not playing **safely, responsibly,**
co-operatively and **respectfully**



SELF-REGULATION

Co-operating
with children
and adults

Reminder to
play
appropriately

Name in
playground
folder

Referral to
Time Out
room

Speaking
respectfully
to children
and adults

Time Out to make a plan to play **safely,**
responsibly, co-operatively and **respectfully**

Playground

Return to
playground to
put plan into
action

Referral to supervisor
after third Time Out
and parents informed.

Class teacher to
follow up on
paperwork

**Celebrate at
Big Day Out**

More than 2 Time Outs in a 5 week
period further planning for playground
behaviour and loss of big day out.

Principal

SCHOOL UNIFORM

Our school uniform is listed in the School Parent Information Booklet. We expect all students to wear our uniform to ensure their safety and show pride in our school.



Students who are out of uniform should have a note of explanation from parents. A reminder that jewellery is not permitted (apart from a wrist watch and stud or sleeper earrings for ears). Coloured hair, wristbands and anklets are not appropriate for school. Nails should be kept short and nail polish is not permitted. Shoes need to be black and laced tightly with the correct coloured laces. We ask that every child wears their newly supplied school hat in the playground. Students without a school hat will be supervised in the Time Out room/Play Zone area.

HOMEWORK

Homework may be set by individual class teachers. The homework will be relevant to the work that students are completing in class. Parents may provide continued support by encouraging reading, tables, spelling, interest in current affairs and local issues.

SCHOOL NEWSLETTER/COMMUNICATIONS

A fortnightly newsletter is sent via School Enews at the end of each week. It contains reports on current school happenings and events and planned excursions and activities. To subscribe to School Enews you will need to visit the 'Newsletter' section on the school website and download the app. Pop into the Administration Office for assistance if needed. We ask that you follow our communications via this method as this year we aim to reduce the amount of notes sent home and provide more communication via newsletter. (Please refer to the 'Website' section in this handbook.) Hard copies are available at the Administration Office.

CRUNCH&SIP



All students are expected to have a water bottle on their desk and to have fresh fruit or vegetables available for a mid-morning break – usually around 10:00am each day.

TESTING

Naplan Testing for students in Years 3 and 5 will be held in Term 2.

MONEY COLLECTIONS

Whilst not all collections can be paid online via the POP system it is our preferred method of payment when the note indicates it can be paid online. Detailed instructions are below - pop into the Administration Office if you need assistance. The process for collections not able to be paid online is:



All money should be sent to school in an envelope clearly marked with your child's name, and all other children's names if you are making a family payment; class; name of teacher; name of excursion/activity; amount enclosed and the date. It is also a good idea to sticky tape the ends of the envelope to avoid losing the coins.

eg.

Joe Bloggs 3-4AJ
20/02/18

Puppet Show
\$3.50 enclosed

Unfortunately closing dates will be adhered to due to any or all of the following: venues needing confirmation by a certain date; risk assessments to be finalised; payment prior to event; and allocation of appropriate supervision.

Financial assistance is available under special conditions - please contact Bronwyn Simpson in the Administration Office. Part payments for any excursion or activity are encouraged - please contact the Administration Office if you wish to discuss this method. Receipts will be returned to your child by the class teacher.

PARENT ONLINE PAYMENT INSTRUCTIONS - MAKING ONLINE PAYMENTS

Payments can be made using either a Visa or MasterCard credit or debit card. *American Express, Diners Club or EFTPOS cards are not accepted. PayPal is not a payment option using this process.*

You will always be advised which payments can be made online as not all payments are suitable for this method. Please do not use this system unless you have received an invoice or note otherwise your payment may not be receipted to your child.

When paying for more than one (1) student the "Make Another Payment" option should be selected on the Online Payment Receipt screen after the first student's payment has been completed.

Go to the school website www.portmac-p.school@det.nsw.edu.au

Select the **\$Make a payment** link and you will be taken to a secure Westpac QuickWeb payment page.

Enter the payment details. It is critical that the correct information is entered to ensure the right student is credited for the right items.

Student Details

Enter *given name, *surname and class

Enter *Date of Birth (dd/mm/yyyy)

The school does not use SRN or invoice numbers

Payer Details

*Full Name

*Contact Phone Number

*Contact email address

Payment Options

Please select the most appropriate payment option. Enter the **reference stated on your statement or note** and then enter the amount you would like to pay.

Click NEXT to proceed to the payment page where you can enter card details for your payment.

When completed select NEXT to move to the Confirm Payment Details screen. This page will display the information that has been entered. By selecting *Modify Payment Details* the student or payment details can be modified. The credit card details can be changed by Selecting *Modify Credit Card Details*.

If the information is correct enter the Captcha Verification Code displayed and Select *Make Payment*, wait while the payment is processed.

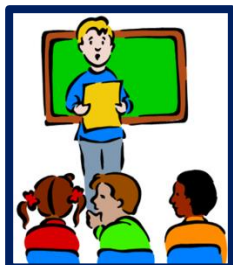
The Online Payment Receipt is displayed indicating that the payment was successful. This receipt may be printed for your records or emailed to yourself. To make another payment for another student select *Make Another Payment*.

Please remember to write the receipt number on the consent note.

VOLUNTEERING IN OUR SCHOOL

If you wish to assist or volunteer in any areas of our school please call into the Administration Office to complete the appropriate paperwork.

CLASS INFORMATION



Stage Assembly
Tuesday 2.00pm



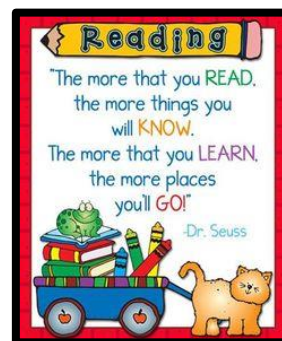
Orchestra/Choir
Wednesday



Sport
Friday 10.00am



Student Banking
Wednesday



Library
3-4AJ Wednesday
2-3MC Friday
3-4YM Thursday
3-4TJ Thursday

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.