

READY REFERENCE GUIDE

FOR

STAGE 1 - 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 1 STAFF

Mrs Rosenbaum	Stage 1 Supervisor
Mrs Pettitt/Mrs McKeough	K-1PM
Mrs Young	1HY
Mrs Hill	1-2CH
Mrs Maxwell	2JM
Mrs Maher	2SM

ATTENDANCE

Students need to arrive promptly by 8.55am - children should NOT arrive before 8.30am as there is no adult supervision. 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.

COMMUNICATION FOLDER

Each child has been given a Communication Folder. This folder goes backwards and forwards between home and school **every day** so that lines of communication are always open. **Notes explaining absences need to be returned to school in this folder.** If there is a change of 'going home' routine, this must be communicated to the class teacher.

CRUNCH&SIP



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

HOMEWORK

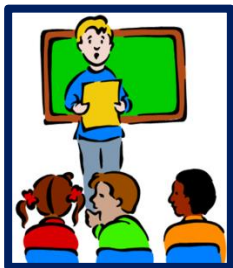
Homework may be set by individual teachers. The homework will be relevant to the work that students are completing in class. Parents may provide continued support by encouraging reading, spelling, everyday mathematics activities, interest in current affairs and local issues.

HOME READING

It is important that all children regularly practise their reading. We ask that you sit with your child as they read, help them to sound out the word if they don't know it and talk about the story with them.

The home reader is selected weekly so that the child can enjoy and gain confidence in their reading. With the home reader is a Home Reading Record Book. We ask that you fill this in for your child. Home readers should be returned every Friday but can be re-read across the week to consolidate their skills and comprehension of the text.

CLASS INFORMATION



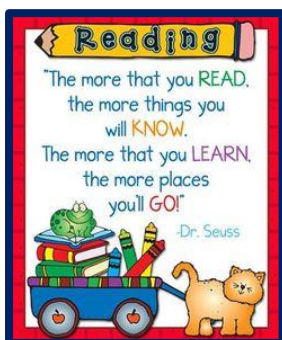
Stage 1 Assembly
Friday 11.30am



Student Banking
Wednesday morning

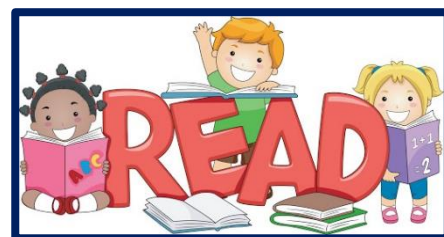


Sport - 1.30pm Wednesdays



Library

K-1PM - 11.30am Wednesday
1HY - 11.30am Tuesday
1-2CH - 11.30am Friday
2SM - 12.30pm Monday
2JM - 12.00pm Monday



Home Readers
Return every Friday

Names must be clearly marked on all belongings - school hat, 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.

Melissa Rosenbaum (Stage 1 Supervisor); Korryn Pettitt, Joanna McKeough, Heidi Young, Catherine Hill, Jennie Maxwell and Sharon Maher.

STAGE 1 TEACHERS.