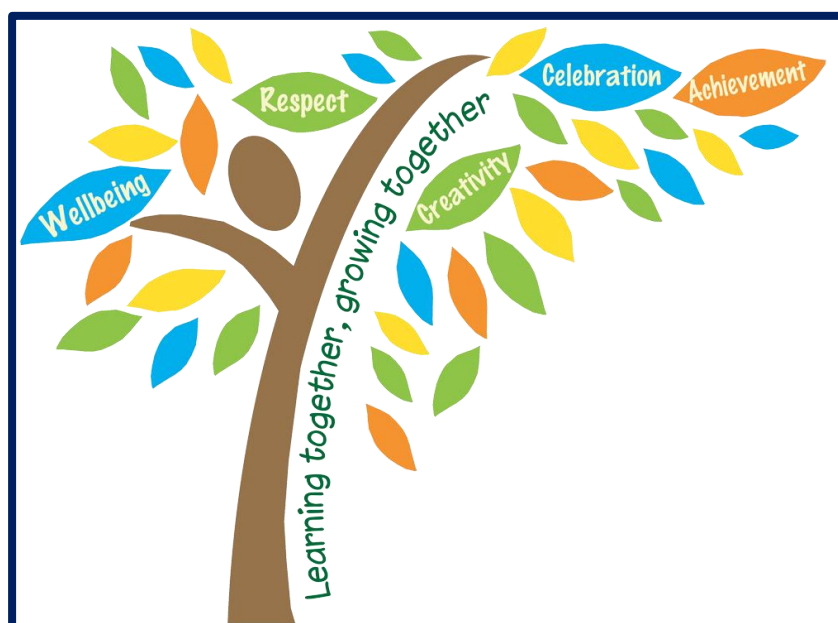


READY REFERENCE GUIDE

FOR

STAGE 1 - 2021



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
Mr Marks	K-1TM
Miss Venteman	1RV
Mrs Hill	1-2CH
Mrs Pettitt	2KP
Mrs Maher	2-3SM

ATTENDANCE - School hours are 9.00am-2.45pm

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 seven (7) school days, or are unexplained absences, will be recorded as unjustified absences.

Teachers may contact you in cases of unjustified absences.

You can also send an absence note through the School eNews website or app – go to the digital forms section.

LATE ARRIVAL AND EARLY DISMISSAL

Students arriving late at school or needing to leave school outside the regular school hours - parents/carers must phone the Administration Office from the school gate. Your child will be brought out to you. Please ensure you allow enough time for this to happen – particularly if you are going to an appointment.

BREAKS

K-2 have separate play and eating times to Years 3-6. Students have a 30min play from 10.30am-11.00am and again from 12.30pm-1.00pm. These breaks are followed by toilet and handwashing and then 10 minutes of eating timed supervised by the class teacher.

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 first thing every morning.



HOME LEARNING

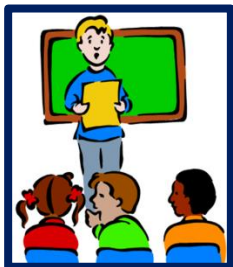
Home learning may be set by individual teachers. The home learning will be relevant to the work that students are completing in class. Parents may provide continued support by encouraging reading, spelling, everyday mathematics activities, interest in current affairs and local issues.

HOME READING

It is important that all children **read every day**. 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 and should be re-read across the week to consolidate their skills and comprehension of the text.

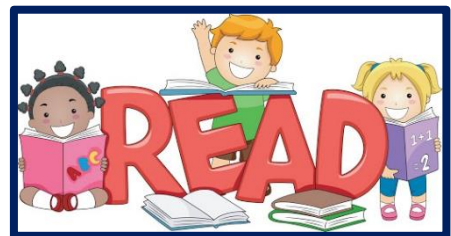
CLASS INFORMATION



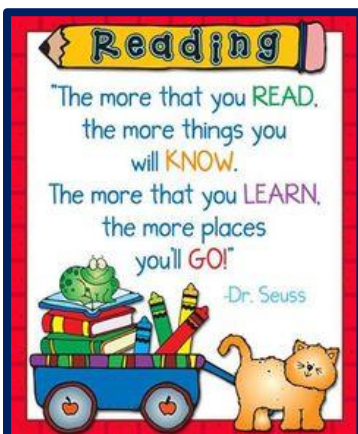
Stage 1 Assembly
Friday Even weeks



Sport - 11.45am Wednesday
2-3SM - 9.45am Friday



Home Readers
Return every Friday in
Communication Folder



Library

K-1TM	Monday
1RV	Monday
1-2CH	Tuesday
2KP	Tuesday
2-3SM	Friday

There is no student banking at the moment due to COVID-19 restrictions.

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); Tom Marks, Rachel Venteman, Catherine Hill, Korryn Pettitt and Sharon Maher.

STAGE 1 TEACHERS.