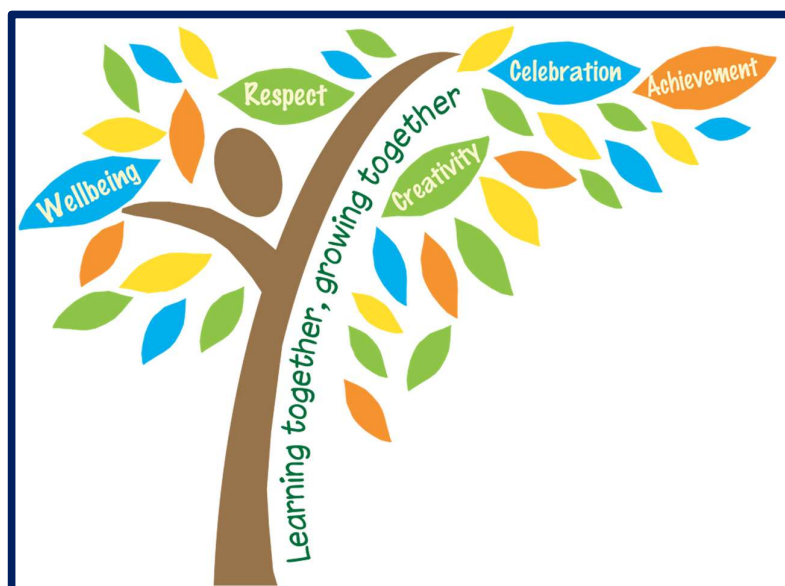


# READY REFERENCE GUIDE

## FOR

## STAGE 2



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*



# 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 2 STAFF

Mrs Myers	Stage 2 Supervisor and 3-4MM
Mr Cleary	3-4MC
Miss Wood	3-4SW
Mrs McCudden	4-5RM
Mrs McMahan	3-4MM
Kirsty Pollard	Stage 2 SLSO

## 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 will contact you if absence hasn't been explained. You can also send a reply to the SMS sent out on the day of absence.

## LATE ARRIVAL AND EARLY DISMISSAL

Students arriving late at school – Parents/carers must escort your child to the Administration office for them to be signed in.

Students needing to leave school early - parents/carers must present to the Administration Office to sign your child out of school. Your child will be called to the office with their bag. Please ensure you allow enough time for this to happen – particularly if you are going to an appointment.

## 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 school hat in the playground. Students without a school hat will be supervised in the Play Zone area.



## STUDENT STATIONERY

Please remember to refill/replace your child's stationery items throughout the year.

## SCHOOL NEWSLETTER/COMMUNICATIONS

A fortnightly newsletter is sent via School eNews. 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.

## 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 1.

## CLASS INFORMATION



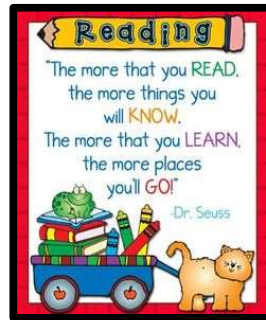
**Stage 2 & 3  
Assembly** Friday  
11.00am-11.30am  
(Odd weeks)



**Band/Music Lessons**  
Wednesday



**Sport**  
Friday 9.45am



**Library**  
3-4MM - Tuesday  
4-5PM - Tuesday  
3-4MC - Wednesday  
3-4SW - 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.

Yvette Meyers (Stage 2 Supervisor), Michael Cleary, Sara Wood, Jo McMahon, Rikki McCudden

STAGE 2 TEACHERS.