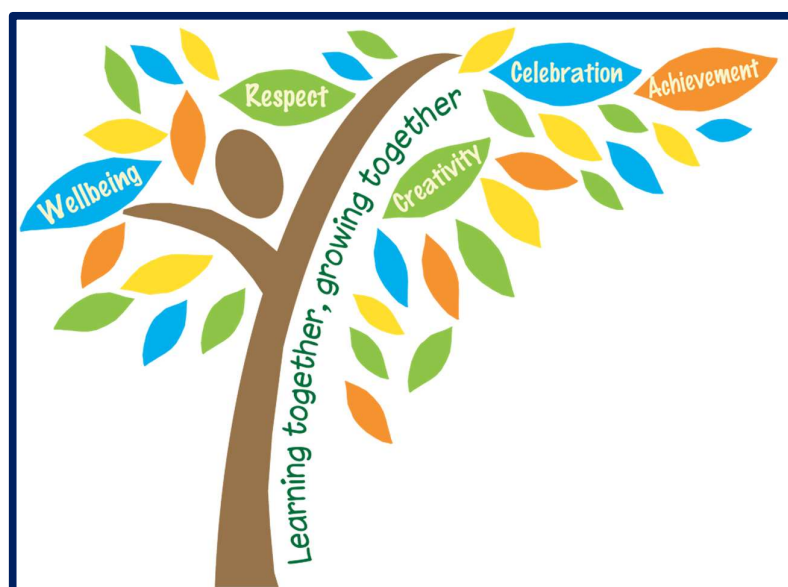


# READY REFERENCE GUIDE

## FOR

# SUPPORTED LEARNING



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>

## **SUPPORTED LEARNING STAFF**

|   |                                      |
|---|--------------------------------------|
| Tina Henshaw                              | Deputy Principal, Supported Learning |
| Lauren Pavey, Kerry Keevers, Mel Navin    | SL2-LP                               |
| Alicia Marks, Leonie Hatton               | SL3-AM                               |
| Cathy Toms, Alison Yee-Pickering          | SL4-CT                               |
| Liz Stark, Daniele Barrois                | SL5-ES                               |
| Julie W, Narelle McCabe                   | SL6-JW                               |
| Sharon Welsh, Gina Bannerman              | SL7-SW                               |
| Mel Loveday, Bradley Hodder, Jackie McRae | SLMC                                 |
| Paul Munro                                | RFF/IFS                              |

## **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.

## **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.

## **COMMUNICATION**

Communication from class teachers is via class DoJo. Any notes will be sent home in the student folder and put into the student's bag.

## **ASSISTED TRAVEL**

Any parent/carer who is seeking to apply for assisted travel will need to make an appointment with Tina Henshaw to complete the appropriate application forms.

Please refer to the websites: [parents.astp@det.nsw.edu.au](mailto:parents.astp@det.nsw.edu.au) and <https://education.nsw.gov.au/astp>



## **SCHOOL HATS, RAINCOATS AND JUMPERS**

School hats are part of our school uniforms. They **must** be worn every day to assemblies in the mornings, at recess and lunch, and in the afternoons. Raincoats are essential on wet days and a labelled jumper should always be kept in your child's bag. Please remember to label all your child's uniforms and belongings.

## **COMMUNITY ACCESS PROGRAMS/EXCURSIONS**

Target classes will be participating in Community Access Programs throughout the year. Teachers will advise you class details of specific destinations and costs. If you have any questions or would like to assist on these planned visits please speak with class teachers. There is a lot of background planning to be done in regards to supporting students in the Supported Learning area to access age appropriate excursions throughout the year. Your child's class teacher will contact you to discuss upcoming events that your child would be eligible for should you wish your child to attend.

## LIBRARY

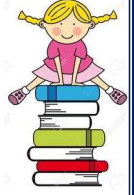
Classes have their library lessons where they can borrow and return books each week. Please provide a library bag with your child's name on it. Children will not be able to borrow if they have no library bag.

### Days are:

**Monday** – SL7-SW

**Tuesday** – SL6-JW, SL5-ES, SL4-CT, SL3-AM

**Thursday** – SL2-LP



## BIRTHDAYS



If you wish to celebrate your child's birthday at school please see your child's teacher first to discuss quantities and allergies, etc. Cupcakes or individual ice blocks are a practical option.

## CRUNCH&SIP PROGRAM

Some classrooms participate in this program where students have a mid-morning break of fresh fruit or vegetables. Students are encouraged to have drink breaks throughout the day within the room.



## LUNCHES

Supported learning staff will assist your child with morning tea, lunch and drinks throughout the day. Please see staff if there are any specific requirements with eating plans or how food needs to be prepared for your child.

**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.

Tina Henshaw,  
DEPUTY PRINCIPAL SUPPORTED LEARNING.