

READY REFERENCE GUIDE

FOR

STAGE 3



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 3 STAFF

Mrs Barker	Stage 3 Supervisor and 5-6MB
Ms O'Donnell	5-6GO
Mrs Maxwell	5-6JM
Miss Guffog	5-6MB
Mrs Maher	5-6SM
Mrs McCudden	4-5RM
Mrs Loveday, Mr Hodder	SLMC
Ms Jean, Mr Jones, Mr Collins, Mr Munro	Intensive Support
Kylie Keller	Stage 3 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 may contact you in cases of unjustified absences.

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.

STAGE 3 CAMPS

In 2024, Years 5 and 6 will attend separate camps.

Year 5 students will have the opportunity to attend a 3 day camp to Lake Ainsworth from 8th-10th May. This is a Sport and Recreation Camp where students will participate in outdoor recreation activities – archery, canoeing and rock climbing are some of the activities available.

Year 6 students will have the opportunity to attend a 5 day camp to Canberra with 1 day in the snow from 12th-16th August.

JEWELLERY AND MAKEUP

Our expectations in relation to the wearing of jewellery are based predominantly on safety issues. These expectations have been endorsed by parents, staff and students.

What can be worn

- watch
- studs or sleepers in earlobes
- necklace - worn under shirt - not to be visible or hanging outside shirt
- hair accessories in school or neutral colours (no fluoro or excessively bright colours)

What can't be worn

- rings
- bangles or wrist bands
- anklets
- colouring in hair & hair extensions
- long fingernails or fingernail extensions
- fingernail polish
- makeup

STUDENTS AND THEIR PERSONAL TECHNOLOGY MOBILE PHONE/SMART WATCHES

As a school community we recognise that some families require their children to have mobile phones for before or after school communication. We also are very aware that mobile phones can often be the catalyst for inappropriate behaviour. If you provide a mobile phone for use before or after school the following must be adhered to:

- No mobile phones are to be used or visible during school hours;
- Phones must be stored in school bags and switched off;
- Phones can only be taken out of bags and turned on after students have left school premises; and
- No responsibility will be taken for lost or damaged items.

Any student in breach of the above will be asked to explain their actions to the principal.

OTHER ELECTRONIC DEVICES (EG: IPADS, IPODS)

Very simply, these items are not to be used at school. If you provide these items for use during travel time after school, the same expectations apply as outlined above for mobile phones. These items are only allowed at school if a class teacher has endorsed their use as part of a class party or teachers have negotiated their use as part of Individual Learning Plans.

This will always be communicated to parents.

Any Ipads which are used for any other educational program will be provided by the school.

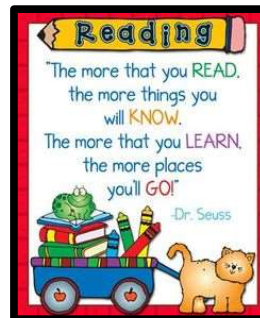
CLASS INFORMATION



**Stage 3
Assembly
Friday 1.15pm
(Odd Weeks)**



Sport – Friday 1.40pm



**Library
Monday 5-6MB
Monday 5-6GO
(Odd Weeks)
Wednesday 5-6JM
Thursday 5-6SM**

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 (you must provide documentation showing change), 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.

Erin Barker (Stage 3 Supervisor); Jo McKeough, Gayle O'Donnell, Jennie Maxwell, Sharon Maher, Rikki McCudden, Emma Guffog.
STAGE 3 TEACHERS.