

WADALBA  
COMMUNITY SCHOOL

PROGRESS WITH PRIDE

# 2024 SECONDARY INFORMATION HANDBOOK



»»» UNLOCKING THE BRILLIANCE IN EACH OF US «««



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# INTRODUCTION

Welcome to Wadalba Community School.

The student handbook should help you with questions that you have about what happens at school.

The staff of Wadalba Community School trusts that your years with us will be challenging, exciting and rewarding.

Students are expected to take responsibility for their own learning and behaviour.

We encourage you to be an active member of your class and take up the many and varied opportunities available to you.

You may still have questions!

## **Remember:**

- Teachers are here to help you.
- Never be afraid to ask a question, for as well as increasing your knowledge, you may bring to our attention things we haven't yet thought of.

# YEAR 6 > 7 INFORMATION

The transition from Year 6 into Year 7 can be a challenging time for both students and families. At Wadalba Community School (WCS), we strive to make the transition as smooth as possible for all involved.

This handbook is helpful in explaining routines, expectations and general school information. Both Parent/Carers and students should familiarise themselves with the contents.

WCS has a strong transition program, supporting students as they move from Primary to High School. Students are equipped with skills to navigate the changes and learn how to belong in their new environment.

During this time, please do not hesitate to contact me with any questions. WCS is looking forward to welcoming you all into our community and "Unlocking the Brilliance" in all students.

Miss Leah Pappin – Head Teacher Wellbeing

## BELIEF STATEMENT AND EXIT OUTCOMES

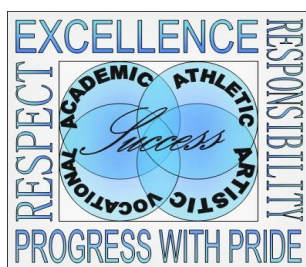
### “PROGRESS WITH PRIDE”

The school motto was chosen by the school community in 2006 to reflect our hopes and aspirations for students at Wadalba Community School. It highlights learning as an ongoing process that enables students to confidently progress through different stages of intellectual and social development.

In order to ‘make progress’, however, you have to have goals and dreams to work towards. The school motto encompasses our commitment to provide *sporting, creative, academic* and *vocational* opportunities for students to assist them to realise their dreams and to equip them with the skills to make valuable contributions to society in their post-school lives.

We want our students not just to ‘move forward’ but to strive to excel. We encourage students to reflect on their achievements and to take pride in their progress and that of others.

At Wadalba Community School our school motto *Progress with Pride* underpins a learning environment that is responsive to student needs and aspirations, develops their physical, social and intellectual abilities, encourages them to reflect on their achievements with pride, to celebrate the success of themselves and others, and to see learning as a lifelong progression with an ongoing series of new goals and challenges.



Wadalba Community School

# CORE VALUES AND EXPECTATIONS

The school's core values; **RESPECT**, **RESPONSIBILITY** and **EXCELLENCE** are supported by the following expectations:

At Wadalba Community School we show and earn **RESPECT** by:

- using manners
- allowing others to learn without interruption
- showing care for others and their property
- showing consideration and tolerance

At Wadalba Community School we accept **RESPONSIBILITY** by:

- being punctual and prepared for lessons
- actively participating
- learning and letting others learn
- modelling appropriate behaviour
- being honest

At Wadalba Community School we strive for **EXCELLENCE** by:

- setting and achieving goals
- always wearing uniform
- doing our best
- following school rules
- celebrating success

## RIGHTS AND RESPONSIBILITIES OF STUDENTS AND STAFF

RIGHTS	RESPONSIBILITIES
A right is something that belongs to you and cannot be taken away.	A responsibility is something you should do automatically and relates to respecting the rights of others.
Each person can say, <b>I have a right to:</b>	Each person can say, <b>I have the responsibility to:</b>
<ul style="list-style-type: none"> <li>Be happy and safe</li> </ul>	<ul style="list-style-type: none"> <li>Behave in a way that allows others to feel happy and safe at school, travelling to and from school and in the community</li> </ul>
<ul style="list-style-type: none"> <li>Have an opportunity to learn</li> </ul>	<ul style="list-style-type: none"> <li>Behave in a way that allows others to learn</li> </ul>
<ul style="list-style-type: none"> <li>Be treated fairly</li> </ul>	<ul style="list-style-type: none"> <li>Treat others fairly</li> </ul>
<ul style="list-style-type: none"> <li>Be treated with respect</li> </ul>	<ul style="list-style-type: none"> <li>To respect staff, students and visitors regardless of differences</li> </ul>
<ul style="list-style-type: none"> <li>Have achievements celebrated</li> </ul>	<ul style="list-style-type: none"> <li>To celebrate the success of others</li> </ul>
<ul style="list-style-type: none"> <li>Belong to a school that enjoys a good reputation</li> </ul>	<ul style="list-style-type: none"> <li>Behave in a way that enhances the reputation of the school</li> </ul>

### RESPECT RESPONSIBILITY AND EXCELLENCE What is expected behaviour at WCS IN CLASS, ON TIME, DOING THE RIGHT THING

#### You are expected to:

- Attend all classes:
    - On time,
    - Ready to learn
    - With all equipment
    - In school uniform
  - Actively participate in every lesson and complete all set work and homework.
  - Immediately comply with all instructions given by a staff member
  - NEVER use Mobile phones, iPods, iPads or any other personal electronic devices in class unless directed by the teacher.
  - NEVER use inappropriate or abusive language or tone (including swear words) to staff or other students.
- In particular please note the following:**
- At NO TIME will threatening, aggressive or bullying behaviour be tolerated.**
  - Violence or criminal behaviour will not be tolerated.**

# IMPORTANT TIMES AND DATES 2024

## SCHOOL TIMES

Primary	8:30am – 2:30pm
Secondary	8:20am – 2:30pm

## SCHOOL CONTACTS

Phone	02 4356 2888
Website	<a href="http://www.wadalba-c.schools.nsw.edu.au">http://www.wadalba-c.schools.nsw.edu.au</a>
Email	<a href="mailto:wadalba-c.school@det.nsw.edu.au">wadalba-c.school@det.nsw.edu.au</a>

## SCHOOL TERMS FOR STUDENTS – 2024

<b>Term 1</b>	First Day of School – Primary (K to 6)	Thursday 1 February
	First Day of School – Secondary Year 7, 11 and 12	Thursday 1 February
	First Day of School – Secondary Year 8, 9 and 10	Friday 2 February
	Last Day of Term 1	Friday 12 April
<b>Term 2</b>	First Day of School for students	Tuesday 30 April
	Last Day of Term 2	Friday 5 July
<b>Term 3</b>	First Day of School for students	Tuesday 23 July
	Last Day of Term 3	Friday 27 September
<b>Term 4</b>	First Day of School for students	Monday 14 October
	Last Day of Term 4	Wednesday 18 December

## NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY 2024

**Years 3 5, 7 & 9 Test** – Wednesday 13 March – Monday 25 March 2024

## SCHOOL PHOTOGRAPHS (Proposed dates for 2024)

Kinder & Year 7 for WCS ID card only	Friday 2 February
Primary & Support Unit	Wednesday 3 April
Secondary	Thursday 4 April



## **WADALBA COMMUNITY SCHOOL BELL TIMES 2024**

<b>Monday – Friday</b>	
<b>Roll Call</b>	8:20am – 8:30am
Period 1	8:30am – 9:30am
Period 2	9:30am – 10:30am
<b>Recess</b>	10:30am – 11:00am
Period 3	11:00am – 12:00pm
Period 4	12:00pm – 1:00pm
<b>Lunch</b>	1:00pm – 1:30pm
Period 5	1:30pm – 2:30pm

## STAFF DIRECTORY



**Mrs Carlie Wells**  
Principal



**Mr Matt Sawyer**  
Deputy Principal  
Years 7 & 10  
Secondary



**Mrs Rebecca Mace**  
Deputy Principal  
(Rel.)  
Years 8 & 11  
Secondary



**Mrs Deanna Beecroft**  
Deputy Principal  
Years 9 & 12  
Secondary



**Mrs Samantha Martin**  
Deputy Principal  
Inclusion & Support

### HEAD TEACHERS

Administration  
English  
Human Society in its Environment (HSIE)  
Mathematics  
Learning Choices, LAST  
Language and Middle School  
Personal Development, Health and Physical Education  
Science  
Secondary Studies/Creative and Performing Arts (CAPA)  
Technology and Applied Sciences (TAS)  
Vocational Education & Training (VET)  
Wellbeing  
Special Education & Multi-categorical  
Teaching & Learning  
Student Engagement

Mr B Hodges  
Mrs A Clark (Rel.)  
Mr D Hancock (Rel.)  
Mrs T Von Pralitz (Rel.)  
Ms J Cox  
Mrs Beverly Partridge  
Mrs S Cameron  
Mr C Harris  
Mrs J Johnson  
Miss M Smee  
Mrs R Newell  
Miss L Pappin  
Mrs D Fazzolari  
Mrs F Way  
Mr P George

### SCHOOL COUNSELLORS

Senior Psychologist Education  
School Counsellor

Mrs P Balfe  
Ms F Warrell  
Mrs Jasmine Omm

### SCHOOL ADMINISTRATION AND SUPPORT STAFF

Business Manager  
School Administration Manager

Mrs J Skeem  
Mrs C McLellan

Canteen Manager

Mrs V Newton

# SCHOOL FACILITIES

<b>CANTEEN</b>	The school canteen is run by the WCS Parents & Citizens Association Incorporated.
<b>CAREERS ROOM</b>	The Careers Room is located in the library. Ms Swanson, our Careers Advisor, is available by appointment, to discuss and advise on a range of career issues.
<b>COMPUTER FACILITIES</b>	Computer rooms provide a range of options in computer assisted learning. There is wireless facility for remote internet connection with laptops.
<b>TECHNOLOGY &amp; APPLIED STUDIES</b>	The TAS area is comprised of woodwork rooms, a technical drawing room, electronics room, design and technology rooms, two kitchens and an industrial kitchen.
<b>DRAMA FACILITIES</b>	A functional Movement Studio is used by a variety of classes.
<b>GYMNASIUM</b>	Used extensively by PDHPE and sport classes. The Gymnasium is also hired to community groups on weeknights and weekends.
<b>LIBRARY</b>	The WCS Library is open from 8.00am to 2.30pm each day, however, closed Monday & Friday recess (10.30am to 11.00am). The WCS Library facilitates borrowing, computer access, printing and photocopying.
<b>MUSIC ROOM</b>	The Music Room is well equipped with instrument facilities. There are also two music theory rooms, a performance area, a recording studio and an individual practice area.
<b>SCIENCE LABORATORIES</b>	The school has three well equipped Science Laboratories.
<b>SPORTS FIELDS</b>	Excellent sporting facilities are offered, including four basketball courts, 2 cricket nets and an oval shared with Central Coast Council and the local community.
<b>VISUAL ARTS</b>	There are two Visual Arts rooms and a darkroom for Photography.
<b>WELLBEING HUB</b>	Located off the Library. The Student Support Officer is available and Year Advisers are rostered on at break times to discuss any concerns you may have.

# SCHOOL CONTRIBUTIONS – 2024

## VOLUNTARY CONTRIBUPTION

The Voluntary Contribution – Yearly fee to supplement funding of educational programs. For example: Library books and teaching resources.

Years 7, 8, 9 and 10	\$40
Years 11 and 12	\$50

## ELECTIVE FEES

Elective fees – Yearly fee collected to offset the cost of consumables used in courses.

Years 7 and 8	
Year 7 and 8 Technology	\$50
Year 7 and 8 Visual Art	\$35

Years 9 and 10	See Stage 5 Subject Selection Booklet
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Years 11 and 12	See Stage 6 Subject Selection Booklet
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- All Elective Fees are correct and current for October 2023 but subject to change.

# BOOK PACKS & STATIONERY REQUIREMENTS

## BOOK PACKS 2024

A Year 7 and 8 package containing all the necessary exercise books PLUS Student Diary will be available for purchase from the canteen on Orientation Day. The cost of the package is \$52.00. The package consists of the following books and stationery items:

1 x A4 Visual Art Diary	1 x Clear Plastic Ruler 30cm	1 x Large White Eraser
1 x 96 Page Music Book (theory & staved)	4 x Blue Pens	2 x Glue Stick (21gm)
1 x 128 Page A4 Grid Binder Book (Tudor)	2 x Red Pens	1 x Student Scissors
6 x 128 Page A4 Binder Books (Olympic)	2 x 2B Pencils	1 x 180 degree Protractor
1 x Packet (12) Coloured Pencils	1 x Stereo Earphones (Bud Style)	

## CALCULATORS

Scientific Calculators are available for purchase from the school canteen for \$40.00. These calculators are suitable for Mathematics and Science subjects for Year 7 through to Year 12.

### Books sold separately:

128 page Binder Book	\$2.00	Calculators	\$40.00
Music Book	\$2.50	Pens and Rulers	50c
Maths Book	\$3.00	Year 7 & 8 Book Packs	\$52.00
A4 Visual Art Diary	\$6.00	A3 Visual Art Diary	\$9.00









- *All prices quoted are indicative and subject to change*

## UNIFORM





**The school community has endorsed Wadalba Community School as a 'uniform school'.** School uniform should be worn so that it looks neat, clean and is in a good state of repair. Students out of uniform may have their parents/caregivers called to bring the correct uniform to school.

Parents/caregivers should write a note of explanation if school uniform cannot be worn. If incorrect uniform is worn and no note from a parent/caregiver presented (indicating that being out of uniform is a temporary circumstance), student names are recorded and may result in discipline measures in accordance with Wadalba Community School's uniform policy.

## WCS JUNIOR & SENIOR UNIFORMS:

Years 7, 8 & 9 (Junior)			Years 10, 11 & 12 (Senior)			Shoes
						 

## WCS SPORT UNIFORMS:

Sports Uniform Unisex	Targeted Sports Program - Unisex	Sports Shoes
		  <ul style="list-style-type: none"> <li>All students participating in PE and school sport activities are required to wear an acceptable lace up sports shoe such as those displayed below.</li> </ul>

## FOOTWEAR

Wadalba Community School's policy in relation to student footwear reflects the NSW Department of Education's occupational health and safety guidelines for schools.

Wadalba Community School requires all students to wear enclosed black leather school shoes such as those displayed.



# UNIFORM (continued)

## Uniform Logos

Squirrel Glider Crest  
"WCS" Crest

Junior Uniform - Years 7 – 9  
Senior Uniform – Years 10, 11 & 12

## Junior Girls (Years 7, 8, 9)

*(Worn on non sport days)*

- White blouse with Squirrel Glider Crest or light blue polo shirt with Squirrel Glider Crest
- Checked skirt or navy blue school pants
- Navy blue WCS hooded jacket
- White socks or black/skin coloured stockings

## Junior Boys (Years 7, 8, 9)

*(Worn on non sport days)*

- White shirt with Squirrel Glider Crest or light blue polo shirt with Squirrel Glider Crest
- Navy blue school pants
- Navy blue WCS hooded jacket.
- White socks

## Junior Boys or Girls Sports Day (Years 7, 8, 9)

*(Worn on Sport Days)*

- Navy blue WCS collared sports polo shirt
- WCS navy blue sports shorts (or navy blue long pants)
- White socks

## Senior Girls (Years 10, 11, 12)

- White blouse with WCS Crest or light blue polo shirt with Squirrel Glider Crest
- Checked long skirt or black school pants (tailored or corduroy)
- Black jumper, cardigan or jacket with WCS crest
- White socks or black/skin coloured stockings
- Black jeans (NO rips, tears or print)

## Senior Boys (Years 10, 11, 12)

- White shirt with WCS Crest or light blue polo shirt with Squirrel Glider Crest
- Navy or black school pants (tailored or corduroy)
- Black jumper, cardigan or jacket with WCS crest
- White socks
- Black jeans (NO rips, tears or print)

Further uniform enquiries can be directed to the Canteen Manager on 4356 2888

# WCS UNIFORM SHOP

The school's uniform shop is operated by the Wadalba Community School P & C Association. All proceeds from uniform sales are distributed back into the WCS school community.

## PAYMENTS

Payments may only be made by **Cash, EFTPOS** or via the **online ordering system** at [www.schoolshoponline.net.au](http://www.schoolshoponline.net.au)

## HOURS

Uniform items can be purchased from the Uniform Shop located near the High School Canteen from Monday and Tuesday between the hours of 8:00am and 9.00am. Students are able to purchase uniforms 10 minutes before the end of Recess and Lunch.

Access to the Uniform Shop is via the Community Centre (top) car park off Van Stappen Road. During Uniform Shop hours (8:00am and 9.00am Monday and Tuesday) please ring the doorbell located on the fence near the gate to notify the Canteen staff to come and meet you at the gate. Alternately you may contact the school on 4356 2888.

## ON-LINE ORDERERER

Uniforms can be ordered online through School Shop Online. Students can then collect the order from the Canteen at recess or lunch.

Registration takes only a few minutes and parents or carers can place orders immediately. Please check you have ordered the correct uniform items before processing your order. If there are any problems, the School Shop Online team can help by phoning 0498 610 105 or emailing [support@schoolshoponline.net.au](mailto:support@schoolshoponline.net.au).

## RETURNS AND REFUND POLICY

To be eligible for a refund or exchange, all returns need to be returned in original condition, unworn and unwashed, with the receipt included.

## CARING FOR YOUR UNIFORMS

### Labelling

Please ensure all items of clothing are clearly labelled with your child's name.

### Ironing

Do not iron embroidery or printing. High temperatures will burn the thread on embroidery and may smudge printing.

Always read garment care label before first wash.

Further uniform enquiries can be directed to our Canteen Manager on 4356 2888



**At the end of the January Holiday period, the Uniform Shop will also operate at the following days and times:**

<b>Wednesday 24 January 2024</b>	9:30am – 5:30pm
<b>Thursday 25 January 2024</b>	9:00am – 2:00pm
<b>Monday 29 January 2024</b>	11:30am – 2:30pm
<b>Tuesday 30 January 2024</b>	7:30am – 12:30pm
<b>Wednesday 31 January 2024</b>	7:30am – 10:00am

Bookings will be required. See Facebook page or Website for any updates.

The following range of uniform items is available for purchase from the school uniform shop. Items marked “not available”, can be purchased from normal retail outlets.

Unisex Polo Shirts	Kinder to Year 12	Sizes 4 to 3XL	\$34
WCS Surf Hats	Kinder to Year 6	Sizes 55, 57, 59	\$16
WCS Caps	Kinder to Year 12	One size fits all	\$16
Junior Boys Shirts	Year 6 to Year 9	Sizes 6 to 30	\$31
Junior Girls Blouses	Year 6 to Year 9	Sizes 4 to 30	\$36
Junior Girls Skirts	Year 6 to Year 9	Sizes 8 to 30	\$49
Primary Tunics	Kinder to Year 6	Sizes 4 to 16	\$52
WCS Long Pants	Kinder to Year 12	Sizes 4 to 26	\$38
WCS Fleece Sloppy Joe	Kinder to Year 12	Sizes 4 to 3XL	\$33
WCS Hooded Zip Jacket	Kinder to Year 12	Sizes 6 to 3XL	\$38
WCS No Zip Hoodie	Kinder to Year 12	Sizes 6 to 2XL	\$38
WCS Microfibre Jacket	Kinder to Year 12	Sizes 4 to 3XL	\$51
Unisex Sports Polo	Year 6 to Year 12	Sizes 4 to 3XL	\$29
WCS Blue Shorts	Kinder to Year 10	Sizes 4 to 3XL	\$25
WCS Black Shorts	Year 10 to Year 12	Sizes S to 3XL	\$25
Senior Boys Shirts	Year 10 to Year 12	Sizes 10 to 30	\$31
Senior Girls Blouses	Year 10 to Year 12	Sizes 8 to 30	\$36
Senior Girls Skirts	Year 10 to Year 12	Sizes 8 to 30	\$52
Football Socks	School Rep Teams	Sizes S to XL	\$12

• *All prices quoted are indicative and subject to change*

# Wadalba Community School

## Uniforms and Canteen Online Ordering System

Primary School orders placed will be delivered to your child's classroom  
High School orders must be picked up from the High School Canteen

Order quickly from home or work

- Faster and more accurate
- Order at a time convenient to you
- You can order in advance
- *Orders must be in before 9am*



We use an online ordering system called **School Shop Online**. You will need to register separately for the Uniform Shop and Canteen (Tuck Shop), however you can make the logins the same.

As purchases are made, the funds are taken from your pre-paid account, that can be topped up by you. Each order is sent to the canteen, where a label is produced with your child's name, class and order details, to ensure each order is prepared and delivered accurately to your child.

### How do I order Uniforms?

Visit [www.schoolshoponline.net.au](http://www.schoolshoponline.net.au) then select your school and register Deposit funds into your online account (eWallet) using credit card or direct debit You will need to register each of your children in your account. Registration is free, but there is a small fee limit of 30c or 1.5% for Uniform Shop orders.

### How do I order recess/lunch?

Visit [www.schoolshoponline.net.au](http://www.schoolshoponline.net.au) then select your school and register. Deposit funds into your online account (eWallet) using your credit card or direct debit You will need to register each of your children in your account. Registration is free, but there is a limit of 20c transaction fee per day per family for Canteen orders. Orders must be placed before 9am on the day they are required.

### To register:

- Go to School Shop Online <http://schoolshoponline.net.au/> and enter "Wadalba Community School",
- Choose the Online Service – either Uniforms or Tuckshop (Canteen).
- Register as a Parent (You will be offered the option to activate the eWallet).
- Please note, you will have to log in separately to the Canteen and Uniform stores, however they can be the same login details and will share the same eWallet.
- Register your Child(ren). You can also register or add children later if you wish (go to My Account and Add Student).

### To order:

- Select **Tuckshop** or **eStore** from the **Home Page**
- For Tuckshop, select the **Delivery Date, Student Name and Session**.
- For **Uniforms**, select **Student Name**
- Choose your item(s) and **Add to Cart**.
- Select **Checkout**

## **To pay:**

There are two payment options: **Credit Card** or **eWallet**.

- Select the Payment Method from the drop-down menu.
- Complete the details and submit the payment.

You can view your transactions in the 'My Account' section of the site. You will receive an email confirmation and receipt for your records.

## **eWallet**

There is a facility transfer funds to an eWallet, and use the funds for your purchases. Funds must be transferred by 6pm to be accessible the following day.

## **Cashless payment at Canteen – Student ID Card**

Once registered, you can add your child's Student ID Card number by:

- Log into School Shop Online
- Select "My Students" and edit the student record
- Add their Student ID Card number under "Student Card Barcode"
- Add the amount you'd like to set their Daily Limit to under "Daily Limit"
- Select "Save"

## **Quick references**

There is a 'FAQ' section on the site where you can read more about the services.

## **Support**

For any assistance or information, please contact School Shop Online 0498 610 105 or [support@schoolshoponline.net.au](mailto:support@schoolshoponline.net.au).

# **CANTEEN**

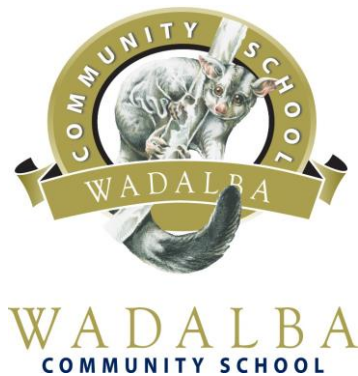
The canteen is run by the P&C and has a canteen manager. Parent helpers are always welcome to assist in its operation. The canteen is open every day of the week, for Breakfast, Recess and Lunch. Students may order and pay for their lunch before school or during recess. Recess orders can be made before school commences. Students should line up to be served at the canteen and are reminded that respect and good manners are a pre-requisite for being served.

Students are not to purchase food or drinks (other than water) during class time. Senior students may purchase from the canteen during timetabled study periods upon presentation of their timetable.

Alternately, Recess and Lunch orders can be placed online using the School Shop online ordering system. Visit [www.schoolshoponline.net.au](http://www.schoolshoponline.net.au) more information.

Up-to-date canteen menus are available for collection from the canteen, the school's administration office or under the P&C tab on the website <http://www.wadalba-c.schools.nsw.edu.au>.

If you would like to volunteer to assist in the canteen, please contact the school on 4356 2888.



# **Wadalba Community School**

## **Canteen Price List**

*Canteen trading times 7:45am to 1:30pm*

- ✓ *NSW Healthy Kids Association Member*
- ✓ *Promoting Healthy & Nutritional Foods*
- ✓ *NSW Government Fresh Taste Strategy*

*The canteen is run by Wadalba Community School P&C Association,  
with all profits used to benefit the students at the school.*

*If you would like to help in the canteen, no experience necessary,  
Contact the Canteen manager on 4356 2888.*

*For more information about the School or the P&C  
visit the school website: [www.wadalba-c.schools.nsw.edu.au](http://www.wadalba-c.schools.nsw.edu.au)*

## Wadalba Community School P&C - Canteen Menu – 2023 – Term 3

### BREAKFAST MENU 7:30AM – 8:15AM

Toast w/ Vegemite or Jam (1 slice)	\$0.80
Weet-bix Bites (Wild Berry / Banana Blast)	\$1.50
Honey Cheerios	\$1.50
Raisin Toast / English Muffin w/ Vege or Jam	\$1.50
Crumpet w/ Vegemite or Jam	\$1.50
Warm Baked Beans GF	\$1.80
Hot Milo Drink	\$2.00
Cheese / Cheese & Bacon Roll	\$2.70
Nutri Grain / Sultana Bran / Just Right	\$3.00
Ham & Cheese Toastie	\$3.50
Noodle Cups (chicken or beef) GF option	\$3.50
Bacon & Egg Roll	\$5.00

### FROZEN

Quelch Fruit Sticks (Apple, Mango, Org) GF	\$1.00
Ice Mony Freeze Pop (Choc, Blue) GF	\$1.20
Snapstix (Blueberry) GF	\$1.30
Bevco Juice Cup (Orange, Apple & Bcurrant) GF	\$1.50
Moosie (Choc, Bluemoon) GF	\$1.80
Bulla Vanilla Ice Cream Tub GF	\$1.80
Paddle Pop (Chocolate, Rainbow)	\$2.00

### BURGERS

Chicken Burger (lettuce & mayo)	\$5.50
Cheese Burger (beef pattle, cheese, bbq sauce)	\$5.50
Veggie / Hawaiian (lettuce, tomato & mayo)	\$5.50
Peri Peri Chick Burger (lettuce, chill mayo)	\$5.50
Hamburger (tomato, lettuce, beetroot, bbq)	\$6.00

### SANDWICHES & WRAPS

Choice of White, Multigrain, Wholemeal or tortilla wrap.

Gluten Free bread available for \$1 extra.

All sandwiches or wraps must be ordered.

Toasted sandwiches available at no extra cost

Vegemite	\$2.60
Cheese or Tomato	\$3.20
Baked Beans or Spaghetti	\$3.20
Ham	\$3.90
Egg & Lettuce	\$4.20
Salad (lettuce, tomato, carrot, btroot, cucumber)	\$4.50
Roast Chicken / Tuna / Salmon	\$5.00
Meatball Sub (meatball, sauce, cheese)	\$5.50
Chicken Caesar Wrap	\$6.00
Extras available from	\$0.70

### HOT FOOD

Always available recess & lunch unless indicated

Hash Brown	\$1.50
Garlic Bread	\$2.20
Chicken Nuggets (5pk) / Chicken Goujons	\$3.50
Chicken Nuggets (5pk) GF	\$3.50
Sausage Roll	\$3.50
Pizza Single (ham & pineapple)	\$3.60
Pizza Rounda	\$3.60
Spinach & Ricotta Roll	\$3.70
Plain Meat Pie / Potato Pie	\$4.40
Lasagne	\$4.40
Chicken Char Grill	\$4.60
Spaghetti Bolognaise	\$4.80
Macaroni & Cheese	\$4.80
Chicken & Gravy Sub	\$5.20
Wedges	\$5.50
Chicken Chilli Wrap (lettuce, chse & mayo)	\$5.50
Chicken Chilli Wrap (double chicken)	\$6.50

### FRUIT & SNACKS

Jelly Cup GF	\$1.00
Mamee Chicken Noodles	\$0.80
Sunbeam Sultanas GF	\$1.20
Cheese Stick GF	\$1.20
Milo Bar	\$1.50
Fruit (Apples, Banana) GF	\$1.50
Red Rock S/Salt Chips GF	\$1.80
Banana Bread	\$2.00
Custard Cup GF	\$2.00
Choc Chip Muffin	\$2.20
Zucchini Muffin	\$2.50
Chocolate Mousse GF	\$2.70
Fresh Fruit Cups GF	\$3.00
Berry Heaven Yoghurt	\$3.40

----- PRIMARY SCHOOL ONLY -----

Mini Ice Block GF	\$0.10
Mini Muffin / Pikelet	\$0.30
Pizza Scroll / Frozen Fruit	\$0.30
Frozen Mousse GF NEW	\$1.20
Slushie	\$1.50

### SALADS

Salad Box	\$4.50
Cheese / Caesar	\$5.00
Ham / Tuna / Salmon	\$5.50
Zucchini Muffin Salad	\$6.50
Chicken / Tandoori	\$6.50
Greek / Vegan	\$6.50
Chicken Caesar	\$6.50
Chicken Rainbow	\$6.50

### COLD DRINKS

Bottled Water 350mls GF	\$1.30
Plain Milk 300mls GF	\$1.50
Juice Popper 250mls GF	\$1.80
Bottled Water 600mls GF	\$2.00
Plain Milk 600mls GF	\$2.30
Harvey Fruit Juice 250mls GF	\$2.50
Chill J GF / Oak Mini Shake	\$2.50
Glee Sparkling Fruit Juice GF	\$2.50
Sparkling Mineral Water GF	\$2.70
Bottled Water 1.5ltr GF	\$3.00
Oak Flavoured Milk 300mls	\$3.00
Oak Flavoured Milk Popper	\$3.00
Tropical Smoothie	\$3.30
Up & Go Breakfast Drink 250mls	\$3.30
Coconut Water 250mls GF	\$3.30

----- HIGH SCHOOL ONLY -----

Zymil 400mls (Straw, Choc)	\$4.00
Oak Flavoured Milk 500mls	\$4.00
Ice Break Real Iced Coffee 500mls	\$4.00

### DAILY SPECIALS

Always fresh and ready to purchase

Beef Burrito (Monday)	\$5.50
Beef Taco Boats (Tuesday)	\$5.50
Butter Chicken w/rice (Wednesday)	\$6.00
Hot Chips & Gravy (Thursday)	\$5.50
Slow Roast Beef Roll (Friday)	\$6.00

### ONLINE ORDERING

Go to [schoolshoponline.net.au](https://schoolshoponline.net.au) and search for Wadalba Community School, select Tuckshop, then "Register Now".

Complete the online registration and add funds to your eWallet via credit card or bank transfer.

**Cut off is 9AM for orders**

Menu Effective: 17/7/2023 – Prices and availability subject to change

The canteen is run by Wadalba Community School P&C Association, with all profits used to benefit the students at the school. If you would like to help in the canteen, no experience necessary, contact the school on 43 562 888. Items on the menu may contain allergens, and whilst all care is taken to provide an allergen free product we cannot guarantee zero cross contamination. We are operating a Great Choice Healthy School Canteen.

THE SCHOOL SHOP ONLINE eWALLET (USING STUDENT ID CARD) IS THE PREFERRED CONTACTLESS FEE-FREE WAY TO PAY CASHLESS.

## WHAT ARE YOU STUDYING IN 2024?

To help support Year 7 students, Wadalba Community School has introduced a Middle Schooling initiative. Year 7 students are taught from a home room and the number of teachers they are taught by is reduced.

The primary purpose of Middle School is to support students in their transition from Primary to High School by catering to the needs of students in early adolescence. The transition from Primary to High School is one of the biggest challenges young adolescents face and we are dedicated to supporting students with this change through our highly successful Middle School program.

In mainstream Middle School we teach an integrated curriculum where subjects are combined into strands. This enhances the relevance of the learning by enabling students to see connections and linkages between subjects. If students' can see the relevance of what they are learning, they are much more engaged. The strands taught in mainstream Middle School are Humanities (English, Geography and History) and Measuring Physical Space (MPS) (Maths, PDHPE and Science).







In the Academic Middle School classes each subject is taught separately, however, teachers work collaborate on integrated projects across subject areas.

In addition, students will be taught Music, Visual Arts, Language (Japanese) and TAS (Technology).




# WHO SHOULD I CONTACT?

## 2024 YEAR ADVISERS:

For wellbeing related matters

					
Chris Forster Year 7	John Hutchinson Year 8	Eliza Jackson Year 9	Erin Kelly Year 10	Emma-Kate Laird Year 11	Jack Jeffreys Year 12

## 2024 ASSISTANT YEAR ADVISERS:

					
Ethan Rapp Year 7	Jessica Burns Year 8				Chiya Bowen Year 12

## FACULTY HEAD TEACHERS

Subject related matters

## HEAD TEACHER WELLBEING

Serious wellbeing matters and matters related to Year Advisers

## COUNSELLORS

Issues relating to specialist intervention or referral to outside agencies

## DEPUTY PRINCIPAL

Serious issues that require immediate notification

## PRINCIPAL

Serious issues that require immediate notification

The school's Administration Office is open between the hours of 7.45am and 3:00pm Monday to Friday. Administration staff will be able to direct you to the person most suited to answer your enquiries.



## WELLBEING PROGRAMS/VALUES EDUCATION

To support the students at Wadalba Community School, we have an active Wellbeing Team coordinated by the Head Teacher Wellbeing. Students in each year are supported by a Year Adviser and student support officer who can assist them with wellbeing concerns. Year Advisers are also a point of contact for parents who require information about their child's progress or additional information about the school.

Wadalba Community School is also privileged to be supported by a number of outside agencies and groups that come in to run programs to support our students.

We recognise student achievement through our Positive Rewards System. Students can achieve Wadalba Winners and Commendations that can contribute towards Bronze, Silver and Gold Awards. These are presented at presentation assemblies throughout the year.

Wotzup Wadalba? is our anti-bullying website where students and parents can access information about bullying and make online notifications. This initiative can also be access from the school website <http://www.wadalba-c.schools.nsw.edu.au>

## HOMEWORK

Homework is designed to enhance and consolidate the classroom learning .and develop a sound work ethic. Self-regulation and motivation are important elements of learning. Students who engage in homework tasks will give themselves the best opportunity to meet course outcomes at the highest levels and/or achieve their personal best.

Homework can take many forms including:

- Reviewing daily work
- Preparation for future lessons
- Completing extension and remedial work
- Completing additional work e.g. specific tasks, assignments, research

Homework tasks will be checked and difficulties addressed. Students who are aware they are experiencing difficulties should seek early assistance.

Parents/Caregivers should be notified if a consistent failure to complete tasks occurs. Staff may implement a range of actions to address this situation including:

- Parent/Caregiver liaison
- Providing alternate opportunities to complete tasks

Students in:

- **Year 7** are recommended to do a minimum of one (1) hour per night (5 hours per week)
- **Year 8** are recommended to do a minimum of one (1) hour thirty (30) minutes per night (7 hours 30 minutes per week).
- **Year 9** are recommended to do a minimum of two (2) hours per night (10 hours per week).
- **Year 10** are recommended to do a minimum of two (2) hours thirty (30) minutes per night (12 hours 30 minutes per week).
- **Year 11** are recommended to do a minimum of three (3) hours per night (15 hours per week).
- **Year 12** are recommended to do a minimum of four (4) hours per night. This could include formal homework set by teachers, revision of work covered or reading a novel.



# **HOMEWORK (continued)**

## **ASSIGNMENTS**

Assignment and research projects will be set at various times throughout the year.

Parents/Carers may need to assist their child with time management to ensure work is completed to a quality standard by the set date.

Year Advisers will have access to information regarding student progress and will notify parents/caregivers if any problems arise. This usually occurs when concerns arise in more than one subject area.

## **WORK HEALTH AND SAFETY**

### **FOOTWEAR AND SAFETY IN PRACTICAL LESSONS**

Open type sandals or shoes, canvas type shoes and or gym boots **cannot be worn** in practical classes where there is the possibility of injury through spillage of hot liquids, metal or the dropping of heavy or sharp instruments, tools etc.

These guidelines on safe footwear are for students in practical lessons in Technical and Applied Sciences and practical science lessons.

Suede shoes are not recommended as they are difficult to keep clean. Shoes with a stout sole and firm leather black upper are considered necessary to protect students.

**Thongs are not acceptable and parents/caregivers will be contacted and requested to bring in appropriate footwear.**

**Please see page 12 for further information regarding appropriate footwear and/or our school website.**

### **HAIRSTYLE**

Long hair is to be enclosed in a hair net when preparing food and/or operating machinery.

### **PROTECTIVE CLOTHING**

An apron will be required to be worn during all Technical and Applied Science practical lessons.

### **MATERIALS AND EQUIPMENT**

Students may only work on materials and equipment as directed by the teacher. Students who cannot comply with the safety regulations will not be able to continue with practical subjects and may be withdrawn.

### **JEWELLERY**

Jewellery should be kept to a minimum, studs and sleepers are appropriate school wear. Large hoop earrings are not permitted to be worn and will be confiscated. Parents/Caregivers will be requested to collect these items of jewellery from the school's admin office.

## WADALBA CUP

Wadalba Community School has four house groups which compete in a range of activities to gain house points.

Each student is allocated to a house according to the first letter of their surname.

A – D	Thorpe	House colour is Blue
E – K	Bradman	House colour is Green
L – R	Hall	House colour is Red
S – Z	Freeman	House colour is Yellow

Students represent their house in the school swimming, cross country and athletics carnivals. Points are also earned through positive referral, wearing school uniform, keeping the playground clean and positive attendance at school.



Bradman  
Bradman

**Sir Donald George Bradman** (1908-2001) was knighted in 1949 for his magnificent contribution to the game of cricket.

He is considered an Australian hero. He is Australia's and possibly the world's greatest batsman. His test and first-class batting averages are still world records as is his record for the most runs in a test series. He also captained the Australian Cricket Team.

Hall  
Hall

**David Hall** is a wheelchair tennis player.

He was awarded APC Male Athlete of the Year in 1999 and ITF World Champion in 1995 and 1998. He also won Gold and Silver medals at the Sydney 2000 Paralympic Games. Hall has also been successful in the Australian Open, the British and US Open Tennis titles.





# Freeman Freeman

**Catherine Freeman** was the first Aboriginal sprinter to win a Commonwealth Gold Medal and a National Spirit Title.

In 1990 she was awarded Young Australian at an Olympic Games. Freeman has won gold medals at the Commonwealth and Olympic Games. She also won back to back World Championships for the 400m in 1997 and 1999.

# Thorpe Thorpe

**Ian Thorpe** is a swimmer who was awarded Swimmer of the Year in 1999 and Young Australian of the Year in 2000.

He won three gold medals and one silver medal at the Sydney 2000 Olympic Games and two gold, one silver and one bronze medal at the 2004 Athens Olympics. Thorpe has also won the Australian 400m Freestyle title from 1998 to 2004.



Students in the house that wins the annual Wadalba Cup may be selected to participate in a rewards excursion that is announced in Term 3 each year.

In order to be considered for the rewards excursion, students are expected to have excellent attendance and record of positive behaviour.

## LEADERSHIP TEAM COORDINATION STRUCTURE

STRUCTURE	DESCRIPTION
<b>Members</b>	<p>Year Representatives:            2 x Captains            2 x Vice Captains            2 x Year Representatives (1 x male, 1x female) per Years 8-11            10 x Year 7 leaders nominated by Primary Schools</p> <p>Aboriginal Student Leaders:            Undefined number from Years 8-12            Currently 6 - 2 nominated from primary school</p> <p>Wadalba Cup, House Leaders            2 x House Captains            2 x Vice-Captains per house</p>
<b>Meetings</b>	<p>Formal Whole Team Meetings:            Monday during Roll Call - (all students from LEAD Team)</p> <ul style="list-style-type: none"> <li>• Coordinator messages</li> <li>• Visiting teachers or students to present motions</li> <li>• Information sharing between the teams</li> <li>• Planning for upcoming events</li> <li>• Coordination of Roll Call activities</li> </ul> <p>Executive Meetings - Run by Principal or Executive Rep            1 x per term in weeks 8 or 9,10 Monday Roll Call</p> <ul style="list-style-type: none"> <li>• All proposals for the following term to be presented to Principal or Exec</li> </ul> <p>Informal Action Team Meetings:</p> <ul style="list-style-type: none"> <li>• Any Tues, Wed or Thurs during Roll Call in roll call room supervised by coordinating teacher and/or lead teacher.</li> </ul>
<b>Proposals</b>	<p>New motions:</p> <ul style="list-style-type: none"> <li>• To be presented at Monday Roll Call Meetings</li> <li>• To be seconded by a member of the Leadership team</li> <li>• Lead Teacher to be found and allocated to action team</li> <li>• All of the above brought to following meeting for final approval from team</li> <li>• Proposal form filled out to be handed over at executive meeting.</li> </ul> <p>Existing Proposals:</p> <ul style="list-style-type: none"> <li>• New motion does not need to be voted on</li> <li>• Developments or changes to proposals to be presented at Monday Roll Call</li> <li>• Proposal form to be completed and given over to Principal at Exec meeting for communication purposes rather than approval</li> </ul>

<b>Proposals</b> (continued)	Mandatory Events: <ul style="list-style-type: none"> <li>• Lead Teacher to attend Monday Roll Call two weeks prior to event to prep students.</li> <li>• Lead teacher or delegate to attend Monday Roll Call Prior to prep students for event.</li> <li>• </li> </ul>
<b>Teacher Roles</b>	<p><b>Principal:</b>  Executive Meeting (once per Term)  Take proposals to Senior Executive (teachers)  Sign off on proposals in a timely fashion  Meet with students on improvement plans</p> <p><b>Leadership Coordinator: Mel Norris</b>  Orders and Budget  Sentral Checks  Permission Notes/letters  Voting organisation  Calendar to Erica  Monday Meetings - Minutes  Google Classroom  Badges/Shirts  Rewards Day  Leadership Training  Duke of Edinburgh  Communication with Staff  Liaise with Senior Exec  Photos and reports to FB or Coordinator  End of year Report</p> <p><b>Year Representative Coordinator: Eliza Jackson</b>  Year Rep meetings (Thursday)  Mentor Year Rep Action Teams  Monday Roll Calls  Year Group Positive Year Meeting  Communication with Staff  Photos and reports to FB or Coordinator</p> <p><b>Aboriginal Leader Coordinator: Erin Kelly</b>  Aboriginal Lead 3 Roll Call  Mentor Aboriginal Action Teams  Monday Roll Calls  Acknowledgement of Country roster  Interviews  Communication with Staff  Year 7 Indigenous Games  NAIDOC  Primary Games  Liaise with Joan McCallum (Aboriginal Education worker)  Photos and reports to FB or Coordinator</p>



# THE A-Z OF INFORMATION

The A-Z of information is designed to be a user-friendly compilation of information that will assist you in understanding how our school works.

## ACCIDENTS

If there is an accident – DON'T PANIC! Report to the teacher nearest to you; this may be your class teacher, playground duty teacher, Deputy Principal or a member of the administration/office staff.

## ALLERGENS

Please note that food products brought into the school, sold in the canteen or distributed at special functions may contain known allergens, in particular:

nuts, egg, dairy, gluten and colourants.

Children who have diagnosed anaphylaxis are to carry an EpiPen on them at all times.

## APPOINTMENTS

Parents/carers are encouraged to contact the school to make appointments. Wherever possible appointments should be made in advance with individual members of staff. It is not always possible to meet with staff at short notice.

## ATTENDANCE

Regular attendance at school is essential to gain maximum benefit from schooling. Missing school means your child misses out on vital information and maintaining learning routines. This can result in a loss of confidence and missing out on forming vital friendships. Attendance is recorded each day. As a parent or carer you are responsible for ensuring your child attends school every day, including sports days unless your child:

- has an unavoidable medical or dental appointment (preferably these should be made after school or during holidays)
- is required to attend a recognised religious holiday
- is required to attend an exceptional or urgent family circumstance (such as attending a funeral)
- is sick, or has an infectious illness.

Any absence from school must be explained. Students who are absent from school must bring a note from home on the first day they return to school. Notes are given to the roll call teacher and should contain the following information:

- Student's full name
- Year and roll group
- Date(s) of absence
- Reason(s) for absence
- Signature of parent/caregiver

Student attendance is monitored regularly by the school and letters sent to parents where attendance is of concern.

**SMS messages** are frequently sent to advise parents if students are absent or late. Parent/Carers are able to respond via SMS to explain absences.

## ATTENDANCE (continued)

When absences remain unexplained, parents/carers will be notified and requested to remedy the situation, otherwise these absences will be recorded as “unexplained” on the student’s report. The school’s Home School Liaison Officer may be informed if absences remain unexplained. If a student is going to be absent for a prolonged period of time, please contact the administration office, so that the appropriate documentation may be completed and, if required, arrangements made for work in advance.

## Extended Leave Applications

Parents of school aged students, aged between six and seventeen years, who intend for their child to take an extended period of leave from school during term (ie. five 5 school days or more), are required to make formal application to the Principal. Reasons for granting extended leave include:

- exceptional domestic circumstances;
- age, where a child turns six years in October or later in a school year and is engaged in full time preschool education, participation in full or part-time accredited preschool programs for student with disabilities leading to enrolment at a government or registered non-government school, health or disability of a child necessitating the continuation of an individual program supported by medical specialists, participation in a full time apprenticeship or traineeship;
- training for elite sport, elite sport or tour event;
- other exceptional circumstances, such as health of the student where sick leave or alternative enrolment is not appropriate.

Applications are available from the Administration Office or by downloading from the school’s website <http://www.wadalba-c.schools.nsw.edu.au>. This application should be completed by the student’s parent/carer and returned to the Principal seven days prior to the student taking extended leave. Further enquiries can be directed to the school during school hours on 4356 2888.

## BANNED ITEMS

There are some items that you should not bring to school. Banned items will be confiscated. At the present time this list includes:

- |                           |                                       |
|---------------------------|---------------------------------------|
| • unauthorised medication | • cigarettes/drugs/e-cigarettes/vapes |
| • caffeinated drinks      | • lighters                            |
| • aerosol deodorants      | • prohibited weapons                  |
| • dangerous implements    | • energy drinks                       |

**The school accepts no responsibility for the loss of or damage to items such as, mobile phones and other electronic devices, and no investigation will be made.**

The following guidelines apply if students bring communication and other electronic devices to school:

- These items are to be turned off and not used during lessons unless specified by the teacher. Students are not to use phones or check for messages during class time. Should students disregard these guidelines, the device will be confiscated and held at the Administration Office until the end of the day for collection. If this is a continuing issue, parents/carers will be contacted and may be asked to collect their child’s device.
- Students may use their phones at recess or lunch, however, may not use them to record or photograph other students or staff.
- Parents/carers are requested to contact their child via the Administration Office rather than on the student’s mobile phone.



## **BELL TIMES**

See page 6.

## **BIKES, SKATEBOARDS & SCOOTERS**

Students may choose to ride to school. Bikes, skateboards and scooters should be left (and secured with a lock) in the area provided behind the school canteen. No responsibility, however, will be taken by the school for the security of these items. Bikes, skateboards and scooters are not to be ridden in the school grounds. Students are expected to ride safely when coming to and leaving school. Students who continue to act irresponsibly will not be allowed to ride to school.

## **BULLYING**

At Wadalba Community School Students are encouraged to report incidents of bullying to their classroom teachers and Year Advisers. Students can make notifications on the Wotzup Wadalba? anti-bullying website <http://web3.wadalba-c.schools.nsw.edu.au>

## **CAMP – YEAR 7**

Year 7 students will attend a three day camp in Term one. The camp program offers students an opportunity to get to know each other in a relaxing and fun environment. Leadership and teamwork skills are a key feature of the camp.

## **CLASSROOMS**

These are the student's learning place and need to be looked after by everyone. At Wadalba Community School, students:

- are not to enter a classroom without the permission of a teacher
- leave the room tidy at the end of each lesson
- are not to eat in the classroom
- report any vandalism that they notice when they enter the room
- adhere to class rules to ensure good practices occur in the classroom

## **COMMUNICATIONS ASSEMBLY**

(Please note: some activities may be cancelled or postponed due to COVID-19 restrictions)

When the assembly bell rings (three rings in a row) students will gather at the top quad for any whole school communication. Daily and weekly events/information will be communicated at the beginning of period one each day.

## **EARLY LEAVER'S PASSES**

Students are not permitted to leave the school without the permission of the Principal or Deputy Principal. Students who need to leave school early for any reason must provide an explanatory note written and signed by their parent/carer which the student needs to have co- signed and authorised by the Deputy Principal (before school, recess or lunch time). The authorised permission note should then be taken to the Administration Office where staff will issue an early leaver's pass. Early leaver passes are issued in conjunction with the NSW Police Department (Operation Roll Call). Passes need to be shown to the student's teacher when the student is required to leave the class or school grounds. Students are not permitted to contact parent/carer by text or mobile telephone to organise early collection.

**Wherever possible, parents/carers and students should arrange appointments (doctors, orthodontists etc.) and other activities outside of school hours.**

**COLES, WOOLWORTHS and other LOCAL STORES ARE OUT OF BOUNDS BEFORE SCHOOL AND DURING THE SCHOOL DAY.**

**Students are not permitted to leave the school grounds to attend the shops. We ask for your support by ensuring your child enters the school grounds as soon as they are dropped off or arrive by bus.**

## **EMERGENCY EVACUATIONS/LOCKDOWNS**

Wadalba Community School has an **Evacuation & Lockdown Plan**.

**For an EVACUATION:** a warning signal sounds with speakers and phones announcing "Emergency - Evacuate". Evacuate the buildings and proceed to the assembly area on the top oval. Follow the directions of staff.

**For a LOCKDOWN:** a warning signal sounds with speakers and phones announcing "Lockdown". Approach the nearest building or remain in a lockable area, locking all doors and windows, pull blinds down and remain out of site. Follow the directions of staff.

Regular drills are carried out to ensure all staff and students are aware of the correct evacuation/lockdown procedures.

## **FIRST AID**

Children are encouraged to present at the student counter in the office with any first aid problems where they will be triaged and treated accordingly.

## **LATENESS TO SCHOOL**

Students who arrive after 8:20am are required to "sign on" in the Administration Office and ongoing lateness will be dealt with in accordance the School's Discipline Policy.

Students are required to provide a note explaining the lateness. Lateness to school, without a note, will be recorded as an unexplained partial absence. Continued lateness is referred to the Home School Liaison Officer as it affects a student's progress at school. (Please refer to Attendance).

**SMS messages** are frequently sent to advise parents if students arrive late. SMS messages are sent the following day to advise parents/carers if their child has truanted a class.

## **LIBRARY**

All students will be issued with an ID card so that they can borrow books from the library. Students have access to the library during recess and lunch on most days and during selected class lessons. ID cards are also used for photocopying/printing and signing into school if arriving late.

## **LOST PROPERTY**

Students and parents/caregivers are urged to label all items (clothing, books, bags, pencils etc.) with the student's name. If property is found, it should be handed in to the office. Students are reminded that they are responsible for their own property and they should not leave items unattended. Students are advised not to bring large amounts of money or valuables to school. If money has to be brought to school, students should leave it at the office for safekeeping.

**The school will take no responsibility for lost items that should not be at school, eg. mobile phones and other electronic devices.**

General lost property is located in girls' sick bay in the "LOST PROPERTY" cupboard.

## **MOBILE TELEPHONES – INAPPROPRIATE USE**

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through SMS or text message, photographic, video or other data transfer system available on the phone.

If students use mobile phones inappropriately, the Principal has the right to take action. Depending on the circumstances, action can include the following:

- banning students from using mobile phones during the course of the school day.
- confiscating mobile phones from individual students.
- requiring students to hand in their mobile phones to designated school staff at the beginning of the school day and collecting them at the conclusion of lessons.
- applying student disciplinary provisions.

The procedures applying to the inappropriate use of mobile phones apply equally to the inappropriate use of other devices.

## **OFFICE DUTY**

Year 8 students are requested to undertake office duty for a part of a school day. This will occur approximately twice per year. Office duty students assist the office staff, Deputy Principals and teaching staff by performing administrative tasks such as delivering messages and assisting with mail-out/hand-out material. This is an opportunity to improve student self-confidence and knowledge of the school and how the school operates. Whilst not engaged in duties for office staff, Deputy Principals and teaching staff, office duty students are encouraged to read.

Parents/Carers should contact the school if they would prefer their child did not participate in the office duty program.

Students are expected to be in full school uniform as usual to undertake office duty.

## **PARENTAL CONTACT**

It is imperative that school records are kept up-to-date regarding parent/carers contact details, including names and telephone numbers, together with emergency contact names and telephone numbers. They may be updated via a "Change of Student Details" form available in the Administration Office, or on our website under "Parent and Community".

The school cannot release information relating to students to anyone who is **NOT** listed as a parent/carer or emergency contact, unless the enrolling parent/carer has made prior arrangements with the office.

## PARENT & CITIZENS ASSOCIATION

Wadalba Community School has an active parent/carers and citizens group which meets twice in Term 1 and once in Terms 2, 3 and 4 at 6.00pm in the Staff Common Room. All parent/carers are welcome to attend. The Parents and Citizens Association gives parents/carers the opportunity to learn more about the school; play an active role in the educational experience by voicing opinions, offering expertise and assisting in decision-making.

## PARENT PORTAL

Parents have the opportunity to access the Parent Portal using a code provided by the school. Parents are able to monitor attendance, positive and negative referrals and book appointments for parent teacher evenings through the portal. <https://wadalbacs.sentral.com.au/portal/login>

First time users will need to register. For help and support go to Parent Portal Support.

## PAYMENTS

- *Cash or Cheque.* Students may bring Cash or Cheque payments for excursions, performances, etc. to the Student Payment Counter along with the permission note.
- *EFTPOS.* In person at the front office or Students may pay at the Student Payment Counter.
- *Online.* Payments can also be made online via SchoolBytes. You can [set up a SchoolBytes Parent Portal Account](#) to [make a payment](#). Please see the Appendix at the end of this booklet for detailed instructions as to how to set up your SchoolBytes Parent Portal and How to Make a Payment. Alternatively, when you receive an emailed Statement or Permission Note, you can click on the link to make a payment.

## PHOTOGRAPHS, VIDEOS & OTHER MEDIA AUTHORITY

The "Application to Enrol in a NSW Government School" (enrolment form) contains a "Permission to publish" section on page 13. Consent from the enrolling parent/carers is required for the publication of any photographs, videos or sound recordings while your student is at school. Areas where this information may be used are School Newsletters, Department Websites, promotional material or any social media sites.

## PLAYGROUND

Students need to follow the directions of playground duty teachers and familiarise themselves with the areas in which they are allowed to play, the type of play allowed in that area and where the bins are located to keep that area clean. Red lines clearly indicate out of bounds areas.

## SCHOOL COMMUNICATIONS

1. The Daily News is read during the communications assembly. The Daily News and other information will be communicated at this time to inform students about coming events.
2. The WCS Secondary Newsletter is published electronically twice a term. Ensure your email address is up to date to receive the newsletter.
3. The school has a website: [www.wadalba-c.schools.nsw.edu.au](http://www.wadalba-c.schools.nsw.edu.au). This website contains much information about the school, its history and current events. The website is updated on a regular basis and is the school's primary source of communication between home and school.
4. The Wadalba Community School Facebook page is updated frequently with news about upcoming events, excursions, assessments and good news stories: <https://www.facebook.com/WadalbaCommunitySchool/>

5. Parents/carers information evenings are held from time to time to discuss specific issues relevant to different groups in the school.
6. The school will contact parents/carers when issues affecting their child's education arise. Opportunities to meet teachers of Year 7 will occur early in Semester One.
7. Parents/Carers and students receive formal reports at the end of each semester. A parent/teacher evening will be held at the end of Semester One to allow parents/carers to meet with and speak to teachers about the mid-semester report.
8. Parents/Carers are encouraged to contact the school to discuss concerns or raise questions relating to their child and their education when the need arises.

## **SCHOOL BYTES**

School Bytes is a software program used by WCS to email financial statements and information to Parents & Carers.

It is a fast and efficient way to send fee statements and general information such as, invitations, applications, forms, newsletters, event information and reminders to parent/carers. Please ensure your email details are up to date to enable you to be contacted via School Bytes.

## **SCHOOL ADMINISTRATION OFFICE**

The school's office is located in the Administration Block and is open between the hours of 7.45am and 3.00pm Monday to Friday. The office is available to students for payments and enquiries before school, at recess and at lunch. Students are requested not to enter this area unless necessary. **The office is closed to students during recess each Friday** except in emergency situations.

The office staff must comply with all DEC rules and regulations which can sometimes seem unnecessary 'red tape'. It is expected that members of the school community treat the staff at Wadalba Community School with respect at all times. Please note, should you have a complaint to make there are specific complaint guidelines that can be followed.

## **SHOPS**

COLES, WOOLWORTHS and other LOCAL STORES ARE OUT OF BOUNDS **BEFORE** SCHOOL AND **DURING** THE SCHOOL DAY.

Students are not permitted to leave the school grounds to attend the shops.

We ask for your support by ensuring your child enters the school grounds as soon as they are dropped off or arrive by bus.

## **SICK BAY, ILLNESS & EMERGENCIES**

Students who are injured or ill and require medical attention must report to the Administration Office with a note from their teacher. **Students must not contact parents/carers themselves.** If a student is not well enough to remain in class, the Administration Office will contact parents/carers (or nominated contact person) to request the student be collected. In case of accident, parents/carers will be informed so that they can make a decision on treatment/procedure. In the event of an emergency an ambulance will be called. Any cost involved in transporting students by ambulance will be covered by the school's ambulance insurance.

It is vital that contact between the school and parent/carers is continuously available and, therefore, parents/carers should designate a responsible adult as a contact when they are unavailable. **Please inform the Administration Office of any change of address and/or contact numbers.**

## SPORT

Students in Years 7 – 10 participate in sport that has been integrated into their timetable. It is mandatory that students get 150 minutes of moderate to vigorous physical activity per week. Students are given the opportunity to learn new skills and rules covering a wide variety of sports. Students have the opportunity to join sporting teams throughout the year. Each student is placed into a sporting house based on his or her surname.

As previously outlined in the handbook, the houses groups are Bradman, Freeman, Hall and Thorpe.

## SPORTSBALLS IN THE SCHOOL

Ball games being played in inappropriate areas, or in inappropriate ways, have been identified as a risk to safety, however, this is balanced in school by recognition of the health benefits of encouraging students to be active.

- Students are permitted and encouraged to play appropriate ball games on the courts and oval areas. This, however, is the only place in the school where these games are allowed.
- Students who choose to bring sports balls to school are responsible for them. If a student's bag is of insufficient size, then they must not bring the ball to school.
- Sports balls are NOT to be used in any area of the school grounds before or after school.
- Students who play inappropriate games (such as tackle football) will have their ball confiscated. **These balls will not be returned to students.** They will be given a receipt for the ball and parents/caregivers will be required to pick the ball up from school.
- Handball games are allowed in the quad areas. If a game, however, becomes dangerous due to inappropriate behaviour such as long throws, branding or chasing then the procedure described above will apply.

## STAFFROOMS

**Staffroom 1:** Mathematics, English, HSIE & Support staff (top A Block)

**Staffroom 2:** Science CAPA and TAS (top A Block)

**G Block Staffroom** - PDHPE (behind G5 & G6)

**Middle School Staffroom:** - Years 7 & 8 (top A Block outside the lift)

Students are not permitted in staffrooms, nor are they permitted to use the hallway on the first floor of the Administration block. Students should knock and wait for a member of staff to come to the door of any staffroom.

## STUDENT MEDICATION/MEDICAL CONDITIONS

If your child needs to take prescribed medication at school the medication must be signed in at the office with an accompanying letter from your Doctor detailing your child's name, dosage and time for medication to be dispensed, along with and a signed "Request for Support at School" form. Parents/Carers or another nominated adult must bring the medication to school in a webster pack or the original box/packaging.

The prescribed medication **must** be left with the prescribed medication officer in the school's office. **Students should not keep prescribed medication with them.** Non-prescription medication (eg: Panadol etc.) **cannot** be administered at school unless written authorisation is provided by a doctor. Students **must not** message or contact parents/carers to bring in medication. Students who are unwell should follow the guidelines contained in "Sick Bay, Illness & Emergencies".

It is important that the school be aware of any conditions from which a student may suffer. Parents should notify the principal in writing of any condition such as diabetes, epilepsy, heart and respiratory complaints, asthma, hearing or sight difficulties, allergies, etc. so that special provisions can be made if required.

## **LEARNING AND SUPPORT TEACHER (LAST)**

The LAST is available to assist students having difficulties in any subject. Help is available in literacy, numeracy, study skills, vocabulary development, comprehension etc. If you are having difficulty understanding, then see your class teacher who can help organise extra support. New students may be assessed by the LAST to help organise individual programs if required.

## **TARGETED SPORTS PROGRAM (TSP)**

The Targeted Sports Program is a specialised program catering for students who display a high skill level and positive attitude in their chosen sport. The program commenced in 2007 with the sports of Soccer and Netball and, in 2008, was extended to also include Touch Football and Rugby League.

Students are exposed to a variety of training methods focusing on fitness and skill development. Students in Years 9 and 10 have the opportunity of studying TSP as an elective, focusing on nutrition, the human body and training principles to improve performance.

The WCS Targeted Sports Program enhances sporting opportunities for students who are excelling in a wide variety of sports.

Students are permitted to wear their TSP uniform on sport days and for the purpose of practical PDHPE lessons. Students are required to wear school uniform at all other times.

## **TOILETS**

Students are required to use the toilets during break times. Students that need to use the toilet during class time are required to have a permission note from their teacher to present to the Administration office to use the toilet.

## **TRANSPORT TO & FROM SCHOOL**

The school playground is not supervised before 7:45am. Wherever possible, parent/carers are requested that students do not arrive at school before 7.45am.

## **TRAVEL PASSES/OPAL CARDS**



## **TRAVEL PASSES/OPAL CARDS (continued)**

### **The School Student Transport Scheme**

The School Student Transport Scheme (SSTS) provides eligible school students with free or subsidised travel from home to school.

The scheme includes:

- Free travel to and from home and school on approved metro, train, bus, ferry and light rail services during school term.

Students with a disability who are unable to travel to and from school under the School Student Transport Scheme may be eligible for assistance under the Department of Education Assisted School Travel Program.

### **Who needs to apply?**

You will need to submit a new application if you are:

- applying for a school travel pass for the first time
- requesting an additional pass as a result of a new shared parental responsibility situation (e.g. joint custody).

You will need to re-apply or update your details if the student has a current free school travel pass and:

- The student is changing school or campus
- The student has changed address
- The student has repeated a year
- You've received an expiry notification.

Applications must be completed by the student's parent or legal guardian if the student is aged under 16 years. Students 16 years and over must complete the application form themselves. Free school travel passes are subject to eligibility criteria.

### **How to apply**

You can complete an online application form available at:

[transportnsw.info/school-students](https://transportnsw.info/school-students).

To apply for a school travel pass, go online and complete the application form.

Please note, you will need a valid email address to complete the form.

Applying

Step 1. Parents (or students aged 16 or over) first fill in the online application form.

Step 2. Note down your N or UN number

Step 3. Follow the steps provided on the screen to submit your application to your school for endorsement

School endorsement - After you have submitted your application, your school needs to endorse it.

Processing your application - Transport for NSW will process the application.

Issuing free school travel passes - If your application is successful:

- For travel in rural and regional areas, a school travel pass is sent, if the operator issues passes. For rural/regional students, please contact the operator(s) directly to find out when and where the student's pass(es) will be sent. Note: some operators in rural/regional areas do not issue passes.
- For travel inside the Opal network, a School Opal card is sent.

The application process may take several weeks and you will be informed of the outcome of your application by email. Find out more about unsuccessful applications.

For all the information, to apply and for replacement cards, visit the School Student Transport Scheme (SSTS) website

### **For more information:**

Visit [transportnsw.info/school-students](https://transportnsw.info/school-students) or call **131 500**



## **UNIFORM INFRINGEMENTS**

See Communication Assembly/Roll Call.

## **VISITORS**

All visitors to the school must report to the Reception area in Administration Office.

## **WEBSITE**

The school's website, located at [www.wadalba-c.schools.nsw.edu.au](http://www.wadalba-c.schools.nsw.edu.au) is a useful resource providing access to information relating to both school and departmental 'latest news', school newsletters, school calendar, faculty information, curriculum/ activities, photo galleries and much more.

The website is updated on a regular basis.

# Appendix 1 - SchoolBytes

## How to set up your Parent Portal Account

### Parent Portal: Set up your parent portal account

[support.schoolbytes.education/ho/en-us/articles/5184859634191-Parent-Portal-Set-up-your-parent-portal-account](https://support.schoolbytes.education/ho/en-us/articles/5184859634191-Parent-Portal-Set-up-your-parent-portal-account)

Last updated: August 23, 2023

School Bytes provides a parent portal to help your school communicate with you.

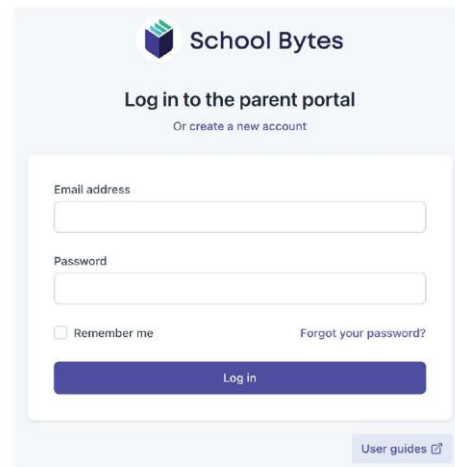
Your school may use the parent portal for various things, including online permission notes, attendance, and payments, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

**IMPORTANT:** To ensure that the registration process works smoothly and you can link your account to your child(ren), make sure that you use the same email address that you have provided to the school or if using a different email address, an SMS verification code will be sent to the mobile phone number on record for you at the school.

To set up your parent portal, follow the steps below:

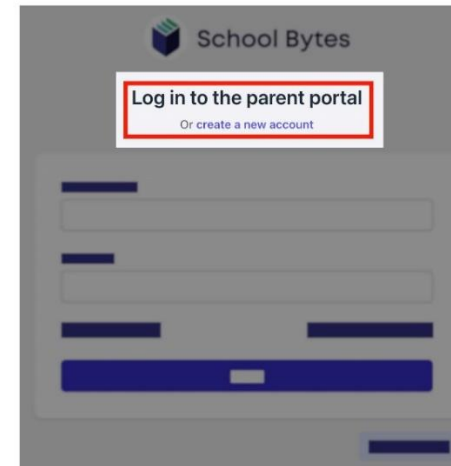
#### Detailed steps

1. Open the parent portal link – <https://portal.schoolbytes.education/auth/login>



2. Select the create a new account link.

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3. Enter your first name as it appears on your student's profile at the school.

4. Enter your last name as it appears on your student's profile at the school.

5. Enter the email address that you use for school communication.

6. Enter a password.

7. Confirm the password.

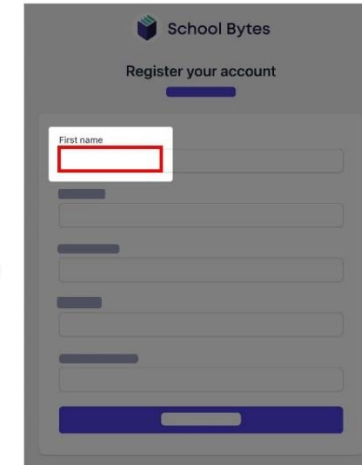
8. Select create account.

An email will be sent to the email address nominated so that you can verify your access to the email address.

Once you have created your account, log in to the School Bytes parent portal.

You can now link your account to all students in schools that use the School Bytes platform.

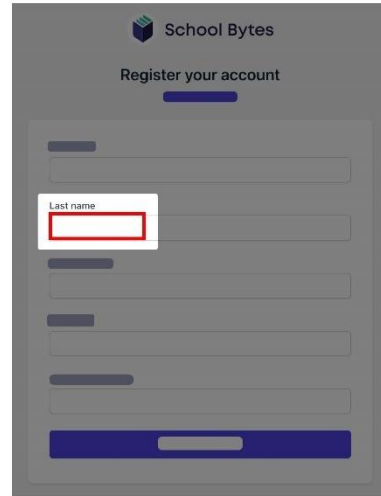
When linking a student, the system automatically matches the data you provided with details stored on the student's school profile.



2/8

## How to set up your Parent Portal Account continued

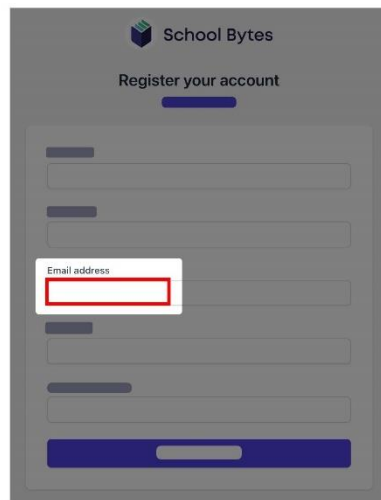
### 1. Select link other student.



School Bytes  
Register your account

Last name

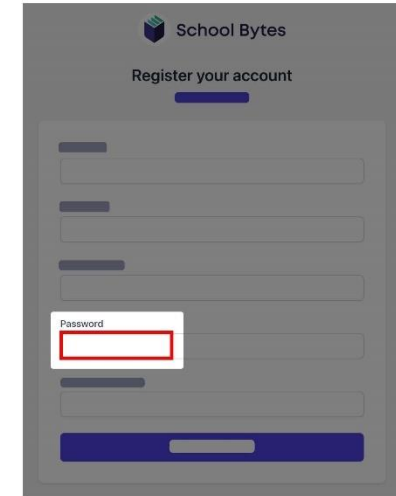
[Red box highlights the Last name input field]



School Bytes  
Register your account

Email address

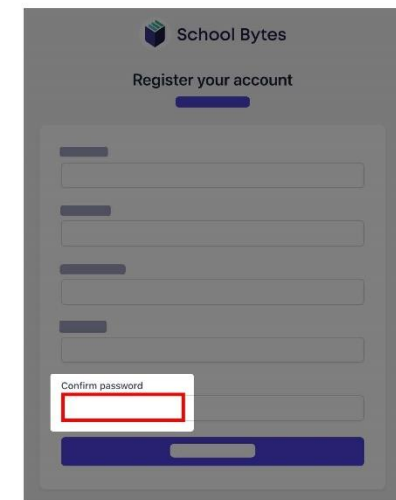
[Red box highlights the Email address input field]



School Bytes  
Register your account

Password

[Red box highlights the Password input field]

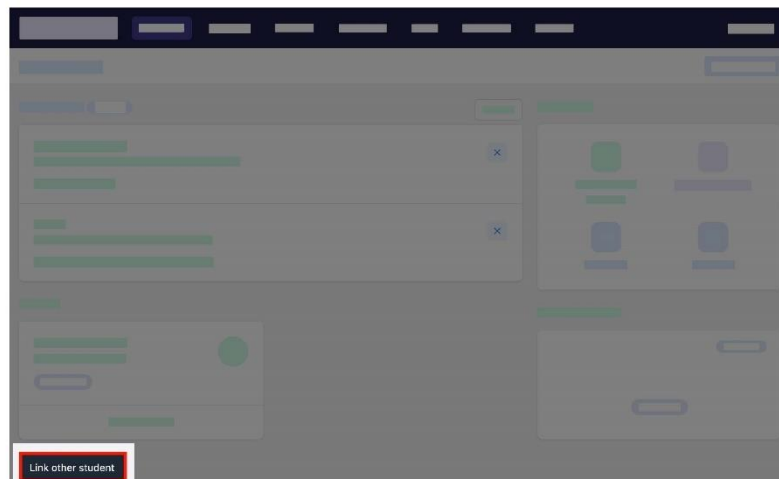
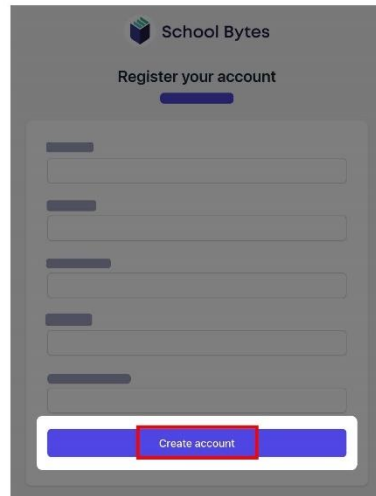


School Bytes  
Register your account

Confirm password

[Red box highlights the Confirm password input field]

## How to set up your Parent Portal Account continued



2. Search for the school's name.
3. Enter the student's first name.
4. Enter the student's last name.

5. Select the student's current grade.

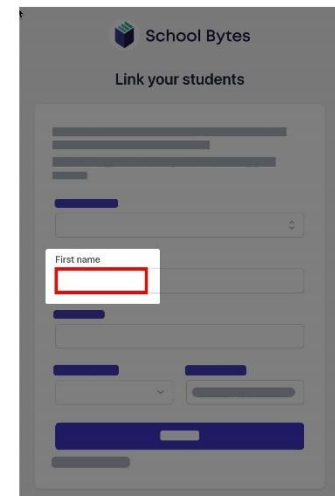
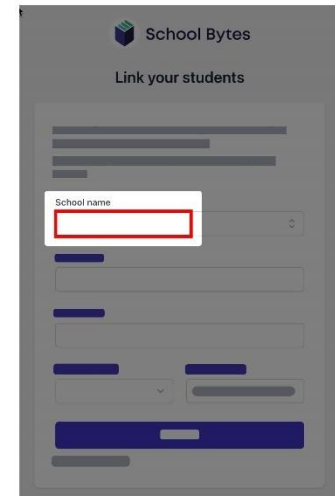
6. Enter the student's date of birth.

7. Select search.

If all student information matches with parent information according to the student's official enrolment stored at the school, the system will add the student to the parent account automatically.

### Further assistance

If you are unable to link a student to your account or if you have any questions relating to this article, please contact your school.



## How to set up your Parent Portal Account continued

School Bytes

Link your students

Last name

School Bytes

Link your students

Current grade

School Bytes

Link your students

Date of birth

dd/mm/yyyy

School Bytes

Link your students

Search

## Appendix 2 - SchoolBytes How to Make a Payment

## Parent Portal: Make a payment

[support.schoolbytes.education/hc/en-us/articles/5186380941583-Parent-Portal-Make-a-payment](https://support.schoolbytes.education/hc/en-us/articles/5186380941583-Parent-Portal-Make-a-payment)

Last updated: September 5, 2023


**The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.**

Once your portal is activate you can use it to give consent for events, process online payments and view the school calendar.

**Please note:** Transactions made through the online payment portal will appear on your bank statement as 0SCHOOLSONLINE 0000 PARRAMATTA AU.

### Detailed steps

1. Log into the parent portal – <https://portal.schoolbytes.education/auth/login>

 **School Bytes**

# Log in to the parent portal

Or create a new account


Email address

Password

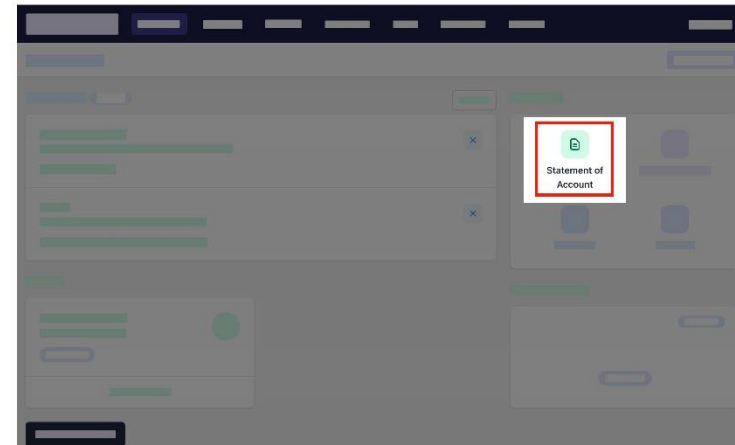
☐ Remember me

Forgot your password?

Log in

User guides 

2. Select the statement of account icon.



- 3. Select the charges to pay.**

By default, all the students linked to your account will be displayed, select a student's name to view the charges linked with that student.

If the charge is related to an activity consent must be given before making payment.

[illegible]

## How to Make a Payment continued

### 4. Confirm or edit the balance to be paid for each charge.

A screenshot of a payment confirmation screen. It displays a list of charges with checkboxes and balance fields. The charges are as follows:

Charge Description	Amount	Balance
✓ [Charge Description]	\$150.00	\$150.00
✓ [Charge Description]	\$100.00	\$100.00
✓ [Charge Description]	\$10.00	\$10.00
✓ [Charge Description]	\$20.00	\$20.00
✓ [Charge Description]	\$150.00	\$150.00
✓ [Charge Description]	\$100.00	\$100.00
✓ [Charge Description]	\$10.00	\$10.00
✓ [Charge Description]	\$20.00	\$20.00
✓ [Charge Description]	\$100.00	\$100.00
✓ [Charge Description]	\$10.00	\$10.00

At the bottom right, there is a "Pay Now" button.

### 5. Optionally select add other item to add a sundry item that is not linked to the statement of account.

A screenshot of a payment confirmation screen. At the bottom left, there is a button labeled "Add other item".

► Other item

### 6. Select pay now.

A screenshot of a payment confirmation screen. At the bottom right, there is a button labeled "Pay Now".

### 7. Optionally select pay with saved card.

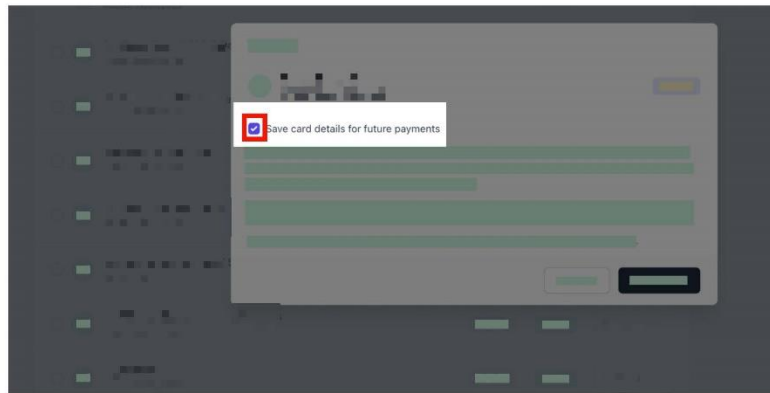
This option will only appear if you have previously saved a credit card.

A screenshot of a payment confirmation screen. It shows a "Pay with saved card" section with a dropdown menu displaying "Visa \*\*\*\* \* 1111".

### 8. Review payment details.

## How to Make a Payment continued

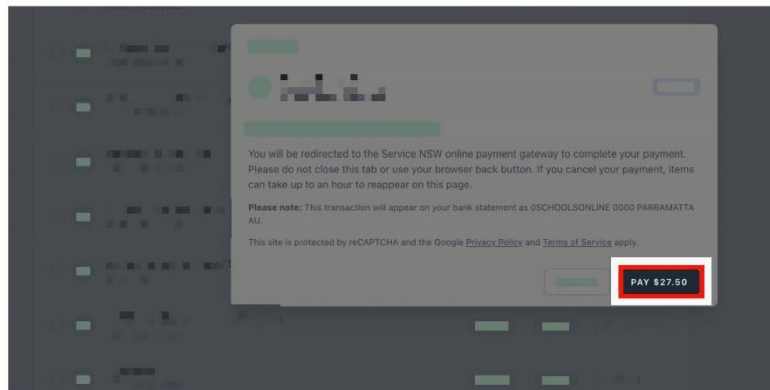
If this is your first time making an online payment you will be given the option to 'Save card details for future payments'.



► Optional steps if you choose to save your card details

### 9. Select pay.

You will be redirected to a secure Service NSW payment page to enter your credit/debit card details to finalise payment.



### 10. Payment successful.

Click anywhere outside the receipt prompt to return to the parent portal. A receipt will be automatically emailed to you.

**Further assistance:** If you have any questions relating to this article, please contact your school.



# Wadalba Community School Plan

Not to scale

