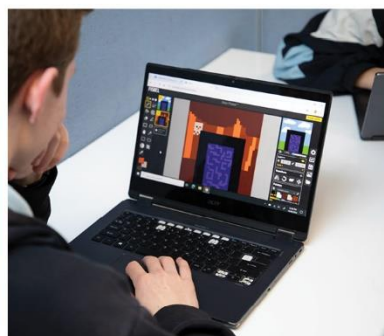


WADALBA  
COMMUNITY SCHOOL

PROGRESS WITH PRIDE

# 2025 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

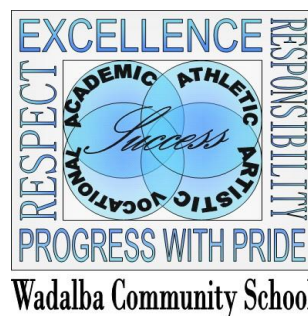
## “PROGRESS WITH PRIDE”

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.



# 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, smartwatches, 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.**





NSW Department of Education

## Behaviour code for students

### Information for students and parents or carers

NSW public schools are committed to providing safe, supportive, and responsive learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students.

**In NSW public schools students are expected, to the best of their ability, to:**

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, calmly and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respect all property
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools.

Schools take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

**All students have a right to:**

- safety at school
- access and fully participate in their learning
- be treated with respect by other students, teachers and school staff
- express their views, set goals and self-advocate.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations. The department is responsible for the provision of a policy framework and resources such as legal issues bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context, the NSW

Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

#### **Behaviour code for students: Student actions**

Promoting the inclusion, learning, wellbeing, and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches across a range of settings to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

**To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles.**

#### **Respect**

- Treat one another with dignity.
- Communicate and behave courteously.
- Act and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

#### **Safety**

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others.

#### **Engagement**

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.



# IMPORTANT TIMES AND DATES 2025

## SCHOOL TIMES

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

## SCHOOL CONTACTS

<b>Address:</b>	Orchid Way, Wadalba 2259
<b>Phone:</b>	02 4356 2888
<b>Email:</b>	<a href="mailto:wadalba-c.school@det.nsw.edu.au">wadalba-c.school@det.nsw.edu.au</a>
<b>Website:</b>	<a href="http://wadalba-c.schools.nsw.edu.au">wadalba-c.schools.nsw.edu.au</a>
<b>Facebook:</b>	<a href="https://facebook.com/WadalbaCommunitySchool">facebook.com/WadalbaCommunitySchool</a>
<b>Instagram:</b>	<a href="https://instagram.com/wadalba_community_school">instagram.com/wadalba_community_school</a>

## SCHOOL TERMS FOR STUDENTS – 2025

<b>Term 1</b>	First Day of School – All years Last Day of Term 1	Thursday 6 February Friday 11 April
<b>Term 2</b>	First Day of School for students Last Day of Term 2	Wednesday 30 April Friday 4 July
<b>Term 3</b>	First Day of School for students Last Day of Term 3	Tuesday 22 July Friday 26 September
<b>Term 4</b>	First Day of School for students Last Day of Term 4	Tuesday 14 October Friday 19 December

## NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY 2025

**Years 3, 5, 7 & 9 Test** – Wednesday 12 March – Monday 24 March 2025

### SCHOOL PHOTOGRAPHS (Proposed dates for 2025)

Kinder & Year 7 for WCS ID card only	Tuesday 11 February
Primary & Support Unit	Wednesday 2 April
Secondary	Thursday 3 April

### WADALBA COMMUNITY SCHOOL BELL TIMES 2025

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

## STAFF DIRECTORY



**Mrs Carlie Wells**  
Principal



**Mrs Deanna Beecroft**  
Deputy Principal  
Years 7 & 10  
Secondary



**Mr Matt Sawyer**  
Deputy Principal  
Years 8 & 11  
Secondary



**Mrs Rebecca Mace**  
Deputy Principal  
(Rel.)  
Years 9 & 12  
Secondary



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

### HEAD TEACHERS

Administration

English

Human Society in its Environment (HSIE) & Languages

Mathematics

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

Mr B Hodges

Mr Z Newman (Rel.)

Miss M Smee (Rel.)

Mrs A Clark (Rel.)

Mr D Hancock

Mr T Willis

Mr L Simmons

Mrs S Cameron

Mrs E Downey

Mrs J Johnson

Mr J Sant

Mrs R Newell

Miss L Pappin

Mrs D Fazzolari

Mrs F Way

Mr L Simmons (Rel.)

### SCHOOL COUNSELLORS

Senior Psychologist Education

School Counsellor

Mrs P Balfe

Ms F Worrell

Mrs J Omm

Ms K Hopping

### SCHOOL ADMINISTRATION AND SUPPORT STAFF

Business Manager

School Administration Manager

Mrs J Skeem

Mrs S Isted (Rel.)

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 Advisors are rostered on at recess to discuss any concerns you may have.

# SCHOOL CONTRIBUTIONS – 2025

## VOLUNTARY CONTRIBUITION

Wadalba Community School would like to thank our families for the support of Voluntary Contributions which supports our students. We greatly appreciate your generosity and dedication to our school community. With your support, Wadalba Community School provides a range of resources and programs that enhance the educational experience for our students.

We understand that voluntary contributions are a significant commitment, and we are grateful for your willingness to support our school. Your contributions make a meaningful difference in the education of our students, and we are honoured to have your support. Below is an overview of the Voluntary Contributions for WCS. All students receive these items regardless of payment. You can access information about Voluntary Contributions here: [education.nsw.gov.au/about-us/strategies-and-reports/schools-funding/voluntary-school-contributions](https://education.nsw.gov.au/about-us/strategies-and-reports/schools-funding/voluntary-school-contributions)

### Primary

Years K - 2	Handwriting Textbook	\$20
Years 3 & 4	School Magazine	\$25
	Soundwaves Subscription	
Years 5 & 6	School Magazine	\$30
	Soundwaves Subscription	
	WCS Student Dairy	

### Support Unit

Years K - 2	Soundwaves	\$25
	Maths Online Subscription	
Years 3 – 6	Lexia Power Up Subscription Yr 5 & 6 WCS Student Dairy Soundwaves	\$30
Years 7 - 10	Maths Online Subscription Lexia Power Up Subscription WCS Student Dairy	\$30
Years 11 - 12	Maths Online Subscription Lexia Power Up Subscription WCS Student Dairy	\$30

### Secondary

Years 7 - 12	WCS Student Dairy Maths Online Subscription Writers Tool Box (Literacy) Subscription	\$40
Years 11 - 12	Maths Online Subscription WCS Student Dairy	\$30

## ELECTIVE COURSE CONTRIBUTIONS

Elective course contributions – yearly cost collected to offset the cost of consumables used in courses.

Year 7 and 8 Technology	\$50
Year 7 and 8 Visual Art	\$35
Years 9, 10, 11 and 12	See Subject Selection Booklet

- All Elective Fees are correct and current for October 2024 but subject to change.

# BOOK PACKS & STATIONERY REQUIREMENTS

## BOOK PACKS 2025

A Year 7 and 8 package containing all the necessary exercise books and will be available for purchase from the canteen on Orientation Day and through the Uniform Shop. The cost of the package is \$55.00. 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
1 x 128 Page A4 Grid Binder Book	2 x Red Pens	1 x Student Scissors
6 x 128 Page A4 Binder Books	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	\$45.00
Music Book	\$3.00	Pens and Rulers	50c
Maths Book	\$3.50	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*

## BOOKWORK EXPECTATIONS

The books you write in for your classes are a learning log of what has been learnt and how much work has been successfully completed. Keeping classwork organised and books neat and tidy is an important skill to learn. This will help you prepare for assessment tasks, revise for tests and demonstrate to your teachers what you have learnt in class. Bookwork is regularly checked by Head Teachers, Deputy Principal's and the Principal.



### WCS Book Marking Principal Check

- ☐ Margins
- ☐ Neat and tidy
- ☐ Title written and underlined with the date in the corner
- ☐ Learning Intentions / essential question
- ☐ Work Completed
- ☐ Worksheets glued in
- ☐ Workbook covered

*Positive mention for meeting expectations*



### WCS Book Marking Deputy Principal Check

- ☐ Margins
- ☐ Neat and tidy
- ☐ Title written and underlined with the date in the corner
- ☐ Learning Intentions / essential question
- ☐ Work Completed
- ☐ Worksheets glued in
- ☐ Workbook covered

*Positive mention for meeting expectations*



### WCS Book Marking English Check

- ☐ M.U.D.
- ☐ Neat handwriting
- ☐ Margins
- ☐ Check grammar, spelling and punctuation
- ☐ LI and EQ
- ☐ Complete sentences
- ☐ Worksheets glued in
- ☐ No scribble or graffiti

*Positive mention for meeting expectations*

**All books need to be labelled and covered in a protective cover or contact.**

# 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. Doing so, supports safety, school pride and a culture of learning. Students who do not wear uniform may be required to change into school uniform to ensure the safety of the student and school environment.

If uniform cannot be worn, parents/caregivers should write a note of explanation indicating that being out of uniform is a temporary circumstance, students will be provided with clean uniform to wear for the day. If incorrect uniform is worn and no note from a parent/caregiver presented, students will be provided with clean uniform to wear for the day and disciplinary measure may commence.

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 all black or all white leather school shoes.





# UNIFORM (continued)

Full school uniform must be worn at all times. Hair should be neat, tidy and clean, and long hair should be tied back in kitchens, science and technology labs, as well as whilst accessing the farm and during PDHPE.

If you are temporarily unable to wear school uniform a note must be given to Uniform Coordinator before 8:20am, who will provide clean school uniform to wear for the day.

The school uniform is outlined as follows:

Years 7 - 10 Uniform Options	Years 11 - 12 Uniform Options
<p>Shirts and jumper options</p> <ul style="list-style-type: none"> <li>WCS junior white blouse</li> <li>WCS junior white shirt</li> <li>WCS unisex polo</li> <li>WCS navy hoodie/jacket</li> </ul> <p>Bottom wear options:</p> <ul style="list-style-type: none"> <li>WCS junior skirt</li> <li>WCS navy sports shorts</li> <li>WCS navy trackpants</li> <li>Navy dress trousers</li> </ul>	<p>Shirt and jumper options</p> <ul style="list-style-type: none"> <li>WCS senior white blouse</li> <li>WCS senior white shirt</li> <li>WCS unisex polo</li> <li>WCS navy hoodie/jacket</li> <li>Custom WCS Year 12 Jumper (Yr 12 only)</li> </ul> <p>Bottom wear options:</p> <ul style="list-style-type: none"> <li>WCS senior skirt</li> <li>WCS navy sports shorts</li> <li>WCS navy trackpants</li> <li>Plain navy dress trousers or trackpants with no logos or lines</li> </ul>
PDHPE Practical and Sport Uniform	TSP Uniform
<p>This uniform is to be worn on days when students have practical PDHPE Faculty lessons:</p> <ul style="list-style-type: none"> <li>WCS navy unisex sports polo shirt</li> <li>WCS navy sports shorts</li> <li>Hat and water bottle</li> </ul>	<p>This uniform is worn by current program participants on program days only:</p> <ul style="list-style-type: none"> <li>Personalised WCS light blue TSP shirt</li> <li>Navy TSP shorts</li> <li>Hat and water bottle</li> <li>Sports shoes</li> <li>Rugby League/Footy Sports - bring football boots as requested</li> </ul>
Warm Layers	What is NOT acceptable uniform
<ul style="list-style-type: none"> <li>Long sleeved undershirts must be navy blue or white</li> <li>Stockings must be navy blue</li> <li>Plain navy scarf or beanie</li> </ul> <p>Exemptions may be sought by completing a uniform exemption form from the Uniform Desk between 8:20am and 8:30am.</p> <p>Annual exemptions may be sought for CHS representative pathways jumpers.</p>	<ul style="list-style-type: none"> <li>Black items of clothing (including undershirts)</li> <li>Tights and long leggings</li> <li>Community sports team shorts, jumpers and shirts</li> <li>Visible logos, stripes or branding</li> <li>Any denim items</li> <li>Cargo pants</li> </ul>

# 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 [schoolshoponline.net.au](http://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 29 January 2025</b>	10:00am – 2:00pm
<b>Thursday 30 January 2025</b>	9:30am – 2:30pm
<b>Friday 31 January 2025</b>	9:30am – 2:00pm
<b>Monday 3 February 2025</b>	7:30am – 12:00pm

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	\$35
WCS Surf Hats	Kinder to Year 6	Sizes 55, 57, 59	\$17
WCS Caps	Kinder to Year 12	One size fits all	\$17
Junior Boys Shirts	Year 6 to Year 10	Sizes 6 to 30	\$32
Junior Girls Blouses	Year 6 to Year 10	Sizes 4 to 30	\$37
Junior Girls Skirts	Year 6 to Year 10	Sizes 8 to 30	\$50
Primary Tunics	Kinder to Year 6	Sizes 4 to 16	\$53
WCS Long Pants	Kinder to Year 12	Sizes 4 to 26	\$39
WCS Fleece Sloppy Joe	Kinder to Year 12	Sizes 4 to 3XL	\$34
WCS Hooded Zip Jacket	Kinder to Year 12	Sizes 6 to 3XL	\$39
WCS No Zip Hoodie	Kinder to Year 12	Sizes 6 to 2XL	\$39
WCS Microfibre Jacket	Kinder to Year 12	Sizes 4 to 3XL	\$52
Unisex Sports Polo	Year 6 to Year 12	Sizes 4 to 3XL	\$30
WCS Blue Shorts	Kinder to Year 12	Sizes 4 to 3XL	\$27
Senior Boys Shirts	Year 11 to Year 12	Sizes 10 to 30	\$32
Senior Girls Blouses	Year 11 to Year 12	Sizes 8 to 30	\$37
Senior Girls Skirts	Year 11 to Year 12	Sizes 8 to 30	\$53
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 back window of 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 [schoolshoponline.net.au](http://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 [schoolshoponline.net.au](http://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 [schoolshoponline.net.au](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 [schoolshoponline.net.au](http://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 [wadalba-c.schools.nsw.edu.au](http://wadalba-c.schools.nsw.edu.au)

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

# Contactless Canteen Payments



WADALBA  
COMMUNITY SCHOOL

## STUDENT ID CARDS CAN BE USED FOR PAYMENT AT THE CANTEEN

SET A DAILY LIMIT | CAN ONLY BE USED AT CANTEEN | NO MINIMUM SPEND

### HOW TO LINK THE STUDENT ID CARD TO YOUR eWALLET?

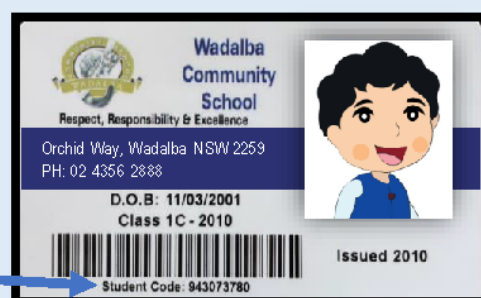
1. Browse to [www.schoolshoponline.net.au](http://www.schoolshoponline.net.au)
2. Select **Go To Tuckshop** and login.
3. Select **My Students**.
4. Select the **Edit** button next to your child.
5. Ensure all the details are filled out as below:

**Student Card Barcode Number:**

**Daily Limit:** Maximum to be spent in one day.

**Parent Approval:** This needs to be set to **YES**.

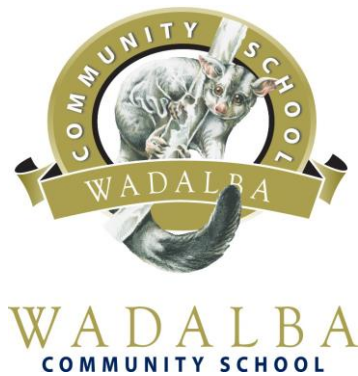
5. Select the **Save** button.



**ZERO FEES TO TRANSFER FUNDS TO YOUR eWALLET VIA BANK DEPOSIT**  
**ZERO FEES WHEN PAYING BY eWALLET AT THE CANTEEN WINDOW**

**schoolshoponline**

*Contact the Canteen via the School if you have any queries. WCS P&C*



# **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: [wadalba-c.schools.nsw.edu.au](http://wadalba-c.schools.nsw.edu.au)*



## Wadalba Community School P&C - Canteen Menu – 2025 – Term 1

### BREAKFAST 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 <i>GF</i>	\$1.80
Hot Milo Drink	\$2.00
Cheese / Cheese & Bacon Roll	\$2.70
Nutri Grain / Sultana Bran / Just Right	\$3.00
Cheese Toastie	\$3.00
Ham & Cheese Toastie	\$3.50
Noodle Cups (chicken or beef) <i>GF option</i>	\$3.80
Bacon & Egg Roll	\$5.10

### FROZEN

Quelch Fruit Sticks (Apple, Mango, Org) <i>GF</i>	\$0.80
Ice Mony Freeze Pop (Choc, Blue) <i>GF</i>	\$1.20
Snapstix (Blueberry) <i>GF</i>	\$1.30
Bevco Juice Cup (Orange, Apple & Bcurrant) <i>GF</i>	\$1.50
Moosie (Choc, Bluemoon) <i>GF</i>	\$2.00
Bulla Vanilla Ice Cream Tub <i>GF</i>	\$2.00
Paddle Pop (Chocolate, Rainbow)	\$2.00

### BURGERS

Flame Grill Chicken (lettuce, mayo, chicken)	\$6.00
Peri Peri Chicken (lettuce, chili mayo)	\$6.00
Cheese (beef, cheese, bbq sauce)	\$6.00
Crunch (beef, tostitos, lettuce, sauce, cheese)	\$6.00
Dalba (beef, sauce, lettuce, cheese)	\$6.00

**MUST BE PRE ORDERED**

### SANDWICHES

Choice of White, Multigrain or Wholemeal.  
Tortilla wrap \$1 extra.  
Gluten Free bread \$1 extra.  
All sandwiches or wraps must be ordered.

Vegemite and Cheese	\$3.20
Cheese and Tomato	\$3.20
Baked Beans or Spaghetti	\$3.20
Ham	\$4.00
Egg & Lettuce	\$4.20
Salad (lettuce, tomato, carrot, brot, cucumber)	\$4.70
Roast Chicken / Tuna / Salmon	\$5.20
Meatball Sub (meatball, sauce, cheese)	\$5.70
Chicken Caesar Tortilla Wrap	\$7.00
Extras available from	\$0.80

### HOT FOOD

Hash Brown	\$1.70
Garlic Bread	\$2.20
Chicken Nuggets (5pk) / Chicken Goujons	\$3.70
Chicken Nuggets (5pk) <i>GF</i>	\$3.70
Fish Fingers (5pk)	\$3.70
Sausage Roll	\$3.50
Spinach & Ricotta Roll	\$3.80
Plain Meat Pie / Potato Pie	\$4.50
Lasagne	\$4.50
Classic Spaghetti Bolognese	\$5.00
Classic Macaroni & Cheese	\$5.00
Classic Honey Soy Chicken w/rice <i>GF</i>	\$5.00
Chicken & Gravy Sub	\$5.50
Chicken Chilli Wrap (lettuce, cheese & mayo)	\$6.00

### FRUIT & SNACKS

Mamee Chicken Noodles	\$0.80
Frozen Orange Wedge	\$1.00
Sunbeam Sultanas <i>GF</i>	\$1.20
Cheese Stick <i>GF</i>	\$1.20
Milo Bar	\$1.50
Fruit (Apples, Banana) <i>GF</i>	\$1.50
Red Rock S/Salt Chips <i>GF</i>	\$2.00
Banana Bread	\$2.00
Custard Cup <i>GF</i>	\$2.00
Choc Chip Muffin	\$2.50
Chocolate Mousse <i>GF</i>	\$2.70
Fruit Cups <i>GF</i>	\$4.00

---- PRIMARY SCHOOL ONLY ----

Juice Melting Glacier	\$0.50
Mini Muffin / Pikelet	\$0.50
Pizza Scroll	\$0.50
Popcorn	\$0.50
Jelly Cup <i>GF</i>	\$0.80
Limey Licious	\$0.80
Crunchy carrot sticks	\$1.00
Frozen Mousse <i>GF</i>	\$1.20
Slushie	\$1.50

### SALADS

Salad Box	\$4.50
Cheese / Caesar	\$5.20
Ham / Tuna / Salmon	\$5.50
Pasta / Vegan	\$6.50
Vegan	\$6.50
Chicken Caesar	\$6.50
Chicken Rainbow	\$6.50
Sweet Chilli Chicken	\$7.00

### COLD DRINKS

Bottled Water 350mls <i>GF</i>	\$1.30
Plain Milk 300mls <i>GF</i>	\$1.50
Juice Popper 250mls <i>GF</i>	\$1.90
Bottled Water 600mls <i>GF</i>	\$2.00
Plain Milk 600mls <i>GF</i>	\$2.30
Harvey Fruit Juice 250mls <i>GF</i>	\$2.50
Chill J <i>GF</i>	\$2.50
Glee Sparkling Fruit Juice <i>GF</i>	\$2.50
Sparkling Mineral Water <i>GF</i>	\$2.70
Bottled Water 1.5ltr <i>GF</i>	\$3.00
Oak Flavoured Milk 300mls	\$3.00
Oak Flavoured Milk Popper 200mls	\$2.00
Up & Go Breakfast Drink 250mls	\$3.30
Kombucha (Rasp Lemonade)	\$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 Nachos (Monday)	\$6.00
Beef Burrito (Tuesday)	\$6.00
Butter Chicken w/rice (Wednesday)	\$6.50
Hot Chips & Gravy (Thursday)	\$6.00
Slow Cooked Beef Roll (Friday)	\$6.50

### 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.

**Cut off is 9AM for orders**

Menu Effective: 4/2/2025 – 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 2025?

## **YEAR 7 - Liam Simmons, Head Teacher, Middle School and Teaching & Learning Deanna Beecroft, Deputy Principal**

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).

## **LEARNING CHOICES - Samantha Martin, Deputy Principal, Support and Inclusion**

Learning Choices is a school-based initiative to assist students who would benefit from a smaller classroom environment with the consistency of a small group of teachers.

The aim of the program is to build individual students' abilities and strengths to assist them in transitioning back into mainstream classes with more skills and confidence to succeed. Social skills are explicitly taught with a focus on workplace preparedness and the curriculum differentiated to ensure students can access the content and to also further their academic strengths.

Students will engage in similar units and assessment tasks to other students in the school to ensure consistency. The methods in which students are taught and the mode of assessment is altered based on ability to provide more opportunity for success.

Students who are in the program are held to the same, high standards as the rest of the school. They are expected to attend class on time, demonstrate the school values of respect, responsibility and excellence, as well as attend all elective or chosen mainstream classes.

Many accommodations are made both academically and socially, including the creation and management of personal goals. Learning will be individualised and targeted to assist them according to their need and strengths. There will be more opportunity for one to one assistance and alternate tasks will be provided for their personal and educational success.

As students' progress, they will be offered the opportunity to transition into mainstream and retain the support for some classes. The aim of this is to prepare students to succeed in their senior years of school.

## **YEAR 8 – Matthew Sawyer, Deputy Principal**

In Year 8, students engage in a broad and balanced curriculum designed to develop their academic skills, critical thinking, creativity, and physical well-being. Subjects typically studied include:

### **English**

In Year 8 English, students explore a variety of texts, including novels, short stories, poetry, and non-fiction. They develop their reading comprehension, analytical skills, and understanding of literary techniques. Writing tasks focus on improving structure, style, and grammar, with students producing creative, persuasive, and analytical essays. Oral communication skills are also honed through presentations and class discussions.

### **Mathematics**

Year 8 Mathematics covers topics such as algebra, geometry, statistics, and probability. Students learn to solve more complex equations, work with ratios, and explore the properties of shapes. Problem-solving and logical reasoning are emphasized, with students applying mathematical concepts to real-world situations.

### **Science**

In Science, Year 8 students study a range of topics across biology, chemistry, physics, and earth sciences. They explore concepts like ecosystems, the periodic table, forces, and energy. Practical experiments and investigations are key components, helping students develop their scientific inquiry skills and understanding of the scientific method.

### **Languages**

Language study in Year 8 often includes options such as Spanish and Japanese. Students build on their basic language skills, expanding vocabulary, grammar, and conversational abilities. Cultural aspects of the language are also explored, giving students a broader understanding of the world.

### **Creative Arts**

The Creative Arts curriculum includes visual arts, music, drama, and dance. Students develop their creativity and self-expression through various projects and performances. They learn about different artistic techniques, the history of art, and are encouraged to experiment with different media and styles.

### **HSIE (Human Society and Its Environment)**

HSIE combines history, geography, and social studies. Year 8 students explore historical events, geographic concepts, and societal issues. They develop skills in research, critical analysis, and understanding of different cultures and perspectives.

### **Personal Development, Health and Physical Education (PDHPE)**

PDHPE focuses on students' physical health, emotional well-being, and social skills. Activities include sports, fitness, and discussions on topics like mental health, relationships, and personal safety.

### **Technologies**

In Technologies, students engage with digital and design technologies. They learn to use various software, work on coding projects, and understand the principles of design and engineering. This subject encourages problem-solving, creativity, and innovation.

## **YEAR 9 – Rebecca Mace, Deputy Principal**

In Year 9, students continue to build on the foundational knowledge from earlier years while beginning to explore subjects in greater depth. The curriculum is designed to develop their academic abilities, critical thinking, and personal skills, preparing them for the senior years of high school.

### **English**

Year 9 English focuses on enhancing students' skills in reading, writing, speaking, and listening. They study a variety of texts, including novels, plays, poetry, and media texts, analysing themes, characters, and literary techniques. Writing tasks become more sophisticated, with an emphasis on essay writing, creative expression, and persuasive arguments. Students are encouraged to develop their own voice and style in both written and oral communication.

### **Mathematics**

In Year 9 Mathematics, students delve deeper into algebra, geometry, trigonometry, and statistics. They learn to solve complex equations, work with linear relationships, and apply mathematical concepts to real-world problems. Topics like probability, graphing, and measurement are explored in greater detail, with an increased focus on abstract reasoning and critical thinking.

### **Science**

Year 9 Science covers topics across biology, chemistry, physics, and earth sciences. Students explore more complex concepts such as genetics, chemical reactions, energy transfer, and the structure of the Earth. Practical work continues to be a significant component, with experiments and investigations helping students to understand scientific processes and develop their inquiry skills.

### **History**

History in Year 9 typically focuses on the modern era, exploring key events and movements from the Industrial Revolution to the present day. Students examine the causes and impacts of significant historical events, such as World War I and II, the rise of nationalism, and social change. Critical thinking and research skills are emphasized as students analyse sources and develop historical arguments.

### **Geography**

Geography in Year 9 involves the study of both physical and human geography. Students explore topics such as ecosystems, urbanization, and global issues like climate change and sustainability. They learn to interpret maps, analyse data, and understand the complex interactions between humans and the environment.

### **Electives**

In Year 9, students can choose elective subjects that align with their interests. Electives might include subjects like Visual Arts, Music, Drama, Languages, Technology, Commerce, or Physical Education. These electives allow students to explore specific areas in greater depth, develop specialised skills, and discover potential career interests. Students choose one 200hour course (runs over Years 9 and 10) and a 100 hour course (runs over one year).

### **Personal Development, Health and Physical Education (PDHPE)**

PDHPE continues to focus on physical fitness, mental health, and social skills. Students participate in various sports and fitness activities while also engaging in discussions about topics like drug education, sexual health, and personal safety.

### **Technology**

In Technology, students might explore areas such as food technology, design and technology, and information and communication technology (ICT). They work on practical projects that develop their technical skills and creativity, often involving hands-on activities like cooking, designing, or coding. Starting at age 14, students in New South Wales can complete a White Card course, which is essential for working on construction sites. The White Card is a mandatory certification that covers safety protocols and regulations in the construction industry. Alongside this, students can also participate in work experience programs, allowing them to gain hands-on experience in various fields, explore career options, and develop practical skills. These opportunities help students build a foundation for future employment and make informed decisions about their career paths.

## **YEAR 10 – Deanna Beecroft, Deputy Principal**

In Year 10, students undergo a crucial phase in their education as they prepare for the transition to senior secondary studies and the Higher School Certificate (HSC). The curriculum is designed to deepen their knowledge in core subjects while offering pathways for future academic and vocational pursuits.

### **Core Subjects include:**

English continues to be a central part of the curriculum, with a focus on more advanced reading, writing, and analytical skills. Students study a range of texts, including literature, media, and non-fiction, developing their ability to critically analyse and interpret themes, characters, and language. Writing tasks become more demanding, requiring students to produce well-structured essays, reports, and creative works.

**Mathematics** in Year 10 builds on the concepts from previous years, covering topics like algebra, trigonometry, geometry, statistics, and probability. Students are expected to apply mathematical reasoning to solve complex problems, preparing them for the different levels of Mathematics available in the HSC.

**Science** continues to cover key areas of biology, chemistry, physics, and earth sciences, with an emphasis on more complex concepts and scientific inquiry. Practical experiments and investigations are integral, helping students to develop critical thinking and problem-solving skills.

### **Elective Subjects**

Year 10 students choose electives based on their interests and future aspirations. These might include subjects like Visual Arts, Music, Drama, Languages, Commerce, Technology, and more. Electives allow students to explore specific fields in depth, develop specialised skills, and prepare for HSC subject selections. In Year 10 at Wadalba Community School Year 10 choose a new 100-hour course (runs over one year).

### **SBAT (School-Based Apprenticeships and Traineeships)**

From the age of 15, students have the option to engage in School-Based Apprenticeships and Traineeships (SBAT). SBATs allow students to begin working part-time while completing their schooling, earning a wage, and gaining industry-recognised qualifications. This pathway is ideal for students interested in vocational careers, providing hands-on experience and a head start in the workforce.

### **HSC Minimum Standards**

To receive the HSC, students must meet the HSC Minimum Standards in reading, writing, and numeracy. In Year 10, students undertake online tests to demonstrate these competencies. If a student does not meet the standards in Year 10, they have opportunities to retake the tests in Years 11 and 12.

### **ROSA (Record of School Achievement)**

The Record of School Achievement (ROSA) is an official credential awarded to students who leave school before completing the HSC. It records a student's academic achievements up to the point they leave school, including grades from Year 10, and can include results from further studies or work experience.

Year 10 is a pivotal year that lays the foundation for future academic or vocational paths, ensuring students are well-prepared for the challenges of senior secondary education and beyond.

At Wadalba Community School, Year 10 students participate in compulsory work experience during Term 4. This program provides students with valuable insights into the working world, allowing them to explore potential career paths and develop essential workplace skills. Through this hands-on experience, students gain a better understanding of various industries, build confidence, and apply classroom knowledge in real-world settings. The program is designed to help students make informed decisions about their future studies and career choices, offering a practical foundation as they prepare for senior school years and beyond.



## **YEAR 11 - Matthew Sawyer, Deputy Principal**

In Year 11, students begin their senior secondary education, which marks the start of their preparation for the Higher School Certificate (HSC). This year is crucial as students select subjects that align with their academic interests, career goals, and the requirements for further education or vocational pathways. Students typically begin Year 11 with around 12 units of study.

### **Core Subjects and Electives include:**

Year 11 students typically study a combination of English (which is mandatory) and other elective subjects that they choose based on their interests and future aspirations. The subjects available include a range of options in Mathematics, Sciences (Biology, Chemistry, Physics), Humanities (History, Geography, Economics), Languages, Creative Arts (Visual Arts, Music, Drama), Health and Movement Sciences and Technologies. These subjects form the basis for the HSC examinations in Year 12.

### **HSC Minimum Standards**

To qualify for the HSC, students must meet the HSC Minimum Standards in reading, writing, and numeracy. These standards are assessed through online tests, usually taken during Year 10, but students can retake the tests in Year 11 and 12 if necessary. Meeting these standards is essential for students to receive their HSC, ensuring they have the basic skills required for life after school.

### **Vocational Education and Training (VET)**

Year 11 students can also opt to study Vocational Education and Training (VET) courses as part of their HSC. VET courses provide practical skills and knowledge in various industries, such as hospitality, construction, IT, and health services. These courses often include workplace learning, where students gain hands-on experience in their chosen field. VET courses contribute to the HSC and can lead to nationally recognised qualifications, which are valuable for entering the workforce or pursuing further vocational training.

### **SBAT (School-Based Apprenticeships and Traineeships)**

School-Based Apprenticeships and Traineeships (SBAT) are available to students from Year 11. SBAT allows students to combine paid part-time work, formal training, and school studies. This pathway enables students to start an apprenticeship or traineeship while still at school, earning a wage and gaining industry qualifications alongside their HSC studies. SBAT is an excellent option for students interested in a vocational career, providing a direct pathway into the workforce.

### **Life Ready Program**

The Life Ready program is a mandatory component of senior education in NSW, designed to prepare students for life after school. It focuses on developing practical life skills, including financial literacy, mental health, relationships, and responsible decision-making. The program includes workshops, discussions, and activities that help students build resilience and confidence as they approach adulthood.

Year 11 is a pivotal year that offers students a blend of academic and practical learning opportunities, helping them to prepare for the HSC, further education, and the transition to adulthood.

## **YEAR 12 – Rebecca Mace, Deputy Principal**

In Year 12, students in New South Wales (NSW) High Schools are in the final year of their secondary education, where they focus on completing the Higher School Certificate (HSC). This year is crucial as it involves the final preparations for the HSC exams, which play a significant role in determining students' future educational and career paths.

### **Core Subjects and Electives**

Year 12 students continue with the subjects they selected in Year 11, narrowing down their focus as they prepare for their final exams. While students typically begin Year 11 with around 12 units of study, they have the option in Year 12 to reduce their load to a minimum of 10 units. This allows them to concentrate on the subjects where they feel most confident or those most relevant to their future goals.

**English** remains the only compulsory subject, with students studying either Standard, Advanced, or English as an Additional Language or Dialect (EAL/D). Beyond English, students continue with their chosen electives, which might include subjects in **Mathematics, Sciences, Humanities, Creative Arts, Languages**, and **Technologies**. The subjects chosen in Year 12 are typically the ones the student will take for their HSC exams.

### **HSC Minimum Standards**

To be eligible for the HSC, students must meet the **HSC Minimum Standards** in reading, writing, and numeracy. If these standards were not met in Year 10 or Year 11, students must successfully complete the required online tests in Year 12. Meeting these standards is mandatory to receive the HSC, ensuring that all students have the essential skills needed for life after school.

### **Final Examinations**

Year 12 culminates in the HSC exams, which are externally set and marked. The results from these exams, combined with school-based assessments from both Year 11 and 12, contribute to the final HSC marks. These marks are crucial as they determine students' Australian Tertiary Admission Rank (ATAR), which is used for university admissions.

### **Vocational Education and Training (VET)**

Students who opted for **Vocational Education and Training (VET)** courses in Year 11 continue with these in Year 12. These courses allow students to gain practical, industry-recognized qualifications while also contributing to their HSC. Students in VET courses may also participate in work placements, providing them with valuable experience in their chosen field.

### **Finalising School-Based Apprenticeships and Traineeships (SBAT)**

For students engaged in **School-Based Apprenticeships and Traineeships (SBAT)**, Year 12 is often the year when they complete their training. They continue balancing their school studies with part-time work, earning a wage, and gaining qualifications that will help them transition smoothly into the workforce or further vocational education.









# WHO SHOULD I CONTACT?

## 2025 YEAR ADVISORS:

For wellbeing related matters

					
Jodie Walker Year 7	Chris Forster Year 8	John Hutchinson Year 9	Eliza Jackson Year 10	Erin Kelly Year 11	Zeke Newman Year 12

## 2025 ASSISTANT YEAR ADVISORS:

					
Jason Brown Year 7	Ethan Rapp Year 8	Jessica Burns Year 9	Jack Jeffreys Year 10	Charles Baxter Year 11	Jack Jeffreys Year 12

## FACULTY HEAD TEACHERS

Subject related matters

## HEAD TEACHER WELLBEING

Serious wellbeing matters and matters related to Year Advisors

## 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 Advisor and student support officer who can assist them with wellbeing concerns. Year Advisors 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.

All WCS students are expected to complete MathsOnline and Writer's Toolbox Homework.

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 Advisors 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 HOUSE GROUPS

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.



# WCS Student Leadership

## Structure

Deputy Principal WCS Student Leadership Team  
WCS Student Leadership Coordinator  
WCS Student Leadership Team Coordinators

### Senior Leadership Team

Year 11 – 12

School Captains and Vice-Captains

Senior Ambassadors

Year Representatives, House Captains and Vice-Captains and Aboriginal Representatives

### Junior Leadership Team

Year 9 – 10

Year Representatives, House Captains and Vice-Captains and Aboriginal Representatives

## Induction Timeline

### WCS School Captains and Vice Captains

### Year Representatives, House Captains and Vice- Captains and Aboriginal Representatives

**Position: Term 4 to Term 3**

**Position: Term 1 to Term 4**

Term 2 Application Process Leadership Workshop

Leadership Speeches

Term 3 Deliver Speech Voting Process

Induction Ceremony

Term 4

Captains and Vice-Captains Training Day

Term 4

Application Process

Term 1

Leadership Camp Leadership Interviews Induction Ceremony

WCS Student Training Day

## Roles and Responsibilities

### School Captains and Vice Captains

School Focused Portfolios

Finance Committee

### Year Representatives

Wellbeing Focused Portfolios

Work alongside Head Teacher

Wellbeing and Year Advisors

### House Captain and Vice-Captains

Community Focused Portfolios

Work alongside House Patrons, TSP and Sports Coordinator

### Aboriginal Representatives

Culture Focused Portfolios

Work alongside Aboriginal Educator Officer and Team

### Junior and Senior Leadership Teams

Representation at Events

Attendance and Participation in Meetings, Events and Assemblies

Proposal and Coordination of Projects



# 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 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

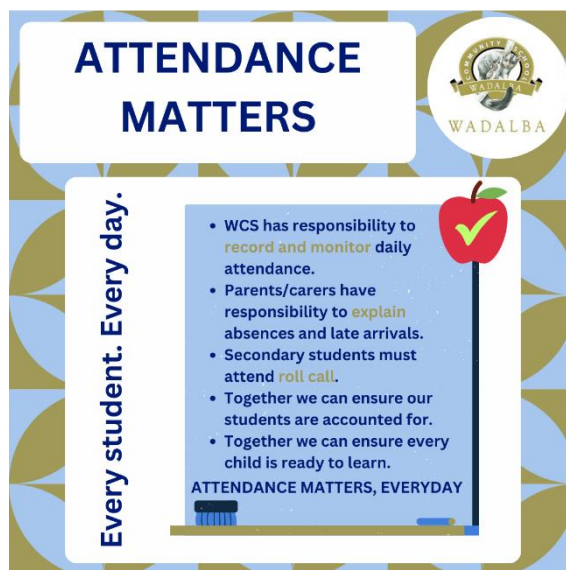
Parents/carers are encouraged to contact the school to make appointments. Wherever possible appointments should be made in advance with individual members of staff. It is not always possible to meet with staff at short notice.

## ATTENDANCE

Regular attendance at school is essential to gain maximum benefit from schooling. **Students must maintain 90% or higher attendance to be included in extra-curricular activities.** 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.

**SMS messages** are frequently sent to advise parents if students are absent or late. Student attendance is monitored regularly by the school and letters sent to parents where attendance is of concern.





## ATTENDANCE (continued)

### Explaining an Absence

Any absence from school must be explained. There are several ways an absence can be explained:

- Parent/Carers are able to respond via SMS to explain absences.
- Parent/Carer can report through the Sentral Parent Portal.
- Parent/Carer can phone our office to explain an absence.
- The student may 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

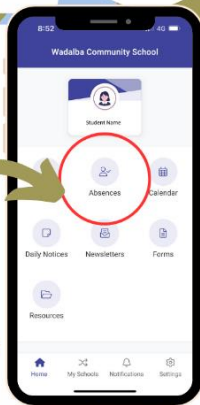
When absences remain unexplained, parents/carers will be notified and requested to remedy the situation, otherwise these absences will be recorded as “unexplained” on the student’s report. The school’s Home School Liaison Officer may be informed if absences remain unexplained. If a student is going to 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.

### HOW TO REPORT AN ABSENCE FOR YOUR CHILD

It is important you advise the school if your child/children will be absent.

You can do this several ways.

1. **Online** via the Sentral for Parents app, or via the Parent Portal  
<https://wadalbac.sentral.com.au/auth/portal>
2. **Email the school** with name, date(s) of absence and reason for absence.  
[wadalba-c.school@det.nsw.edu.au](mailto:wadalba-c.school@det.nsw.edu.au)  
*Note: email may not be read immediately*
3. **Call the school office** (02) 4356 2888
4. **Reply to the WCS Text Message.**
5. **Write a note** and send it with your child to hand in at roll call.




### REPORTING AN ABSENCE VIA PARENT PORTAL

*Did you know, you can utilise the Sentral Parent Portal to report your child/children's absence?*

1. Log-in to the “Sentral for Parents” app.
2. Click on “Absences”
3. Click on “+” and fill in the details for your students absence and press “Send”.

*Note: Unexplained absences will also be listed. You can click on it to give an explanation.*



## ATTENDANCE (continued)

### 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 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 may must be submitted online via the SchoolBytes Parent Portal or [wadalba-c.schools.nsw.gov.au/p-c/forms.html](https://wadalba-c.schools.nsw.gov.au/p-c/forms.html)



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 and energy drinks | • lighters                            |
| • aerosol sprays                | • prohibited weapons                  |
| • dangerous implements          | • chewing gum                         |

**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:

- They must be turned off, placed in a YONDR pouch and locked upon entry to school. They are not to be used whilst on school premises. Please see our Digital Devices Policy for more information [wadalba-c.schools.nsw.gov.au/about-our-school/rules-and-policies/digital\\_devices\\_policy.html](https://wadalba-c.schools.nsw.gov.au/about-our-school/rules-and-policies/digital_devices_policy.html).
- 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 Advisors. Students can make notifications on the Wotzup Wadalba? anti-bullying website [web3.wadalba-c.schools.nsw.edu.au](http://web3.wadalba-c.schools.nsw.edu.au)

## **CAMP – YEAR 7, YEAR 8 AND YEAR 9**

Students will attend a three day camp. 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**

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 roll-call at the beginning of 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 8:30am 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 AND DIGITAL DEVICES – 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 and other digital devices inappropriately, the Principal has the right to take action. Depending on the circumstances, action can include the following:

- 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.

Please see our Digital Devices Policy for more information: [wadalba-c.schools.nsw.gov.au/about-our-school/rules-and-policies/digital\\_devices\\_policy.html](http://wadalba-c.schools.nsw.gov.au/about-our-school/rules-and-policies/digital_devices_policy.html)

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 the SchoolBytes Parent Portal, a “Change of Student Details” form available in the Administration Office, or on our website under “Forms”.

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 - SCHOOLBYTES**

Parents have the opportunity to access the School Bytes Parent Portal by linking their student using student information. Parents can use this portal to view financial statements and payments, give excursion permission and submit various forms.

Please ensure your email details are up to date to enable you to be contacted via School Bytes.

[portal.schoolbytes.education/auth/login](https://portal.schoolbytes.education/auth/login)

## **PARENT PORTAL - SENTRAL**

Parents have the opportunity to access the Sentral Parent Portal using a code provided by the school. Parents are able to monitor attendance, positive and negative referrals, view student reports and book appointments for parent teacher evenings through the portal. [wadalbacs.sentral.com.au/portal/login](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/carer 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 roll-call each morning. 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: [wadalba-c.schools.nsw.edu.au/](http://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: [facebook.com/WadalbaCommunitySchool/](https://facebook.com/WadalbaCommunitySchool/)
5. The Wadalba Community School Instagram page is updated frequently with news about events, excursion, assessments and good news stories: [instagram.com/wadalba\\_community\\_school/](https://instagram.com/wadalba_community_school/)
6. Parents/carers information evenings are held from time to time to discuss specific issues relevant to different groups in the school.
7. 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.
8. 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.
9. 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 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 DET 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.

## SPORTS BALLS 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 (TSP) aims to provide extra opportunities for students who show potential in their chosen sport through access to professional coaching and athlete support services (physiotherapy, strength & conditioning, athlete education and sports psychology). The aim is to prepare students for elite sporting events or opportunities through Representative School Sport or external pathways.

Current TSP Programs on offer in 2025 are:

- Rugby League
- Netball
- Soccer
- Basketball
- Footy Sports (Touch, Oz Tag & League Tag).

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

The TSP program allows our students access to a pre-elite sporting environment from within WCS. The connections made through professional service providers allow our students to gain valuable knowledge and skills to best prepare them to move along the representative sports pathway both within the school sports framework and outside of school.

Students are permitted to wear their TSP uniform on TSP sport days only. Students are required to wear school uniform at all other times.

## **TOILETS**

Students that need to use the toilet during class time are required to have a permission note from their teacher to present to the Student Counter in 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**



### **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 [wadalba-c.schools.nsw.edu.au](https://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.

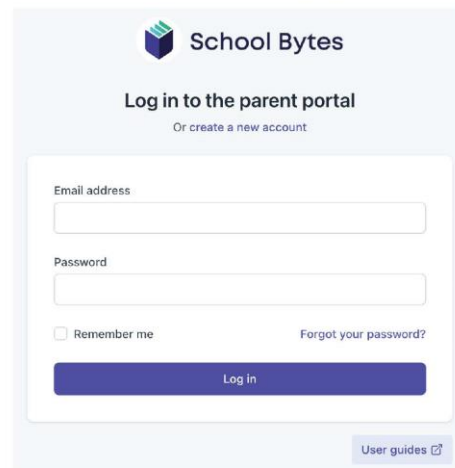
Your school may use the parent portal for various things, including online permission notes, attendance, and payments, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

**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:

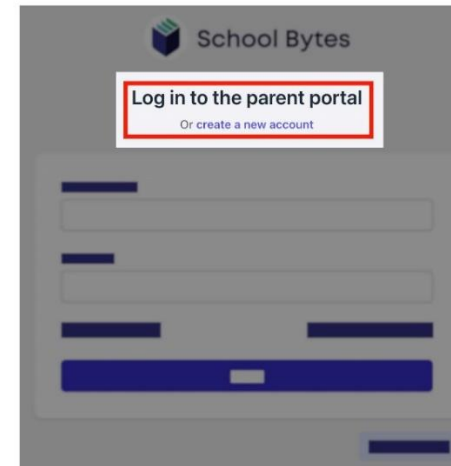
#### Detailed steps

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.

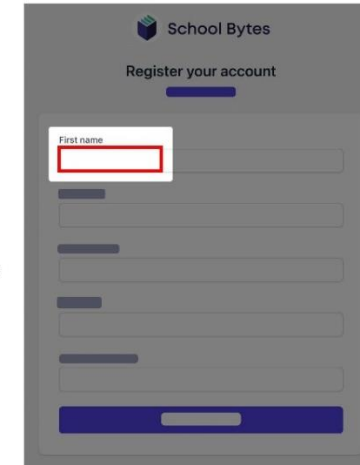
8. Select create account.

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.

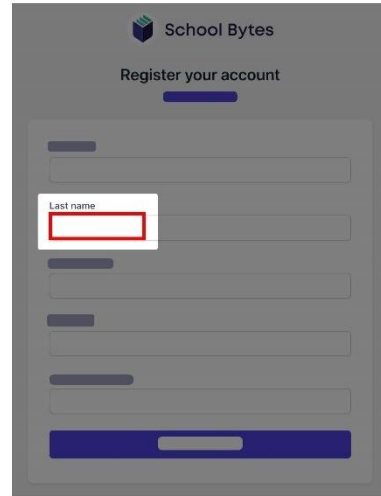


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## How to set up your Parent Portal Account continued

### 1. Select link other student.



School Bytes  
Register your account

First name

Last name

Phone number

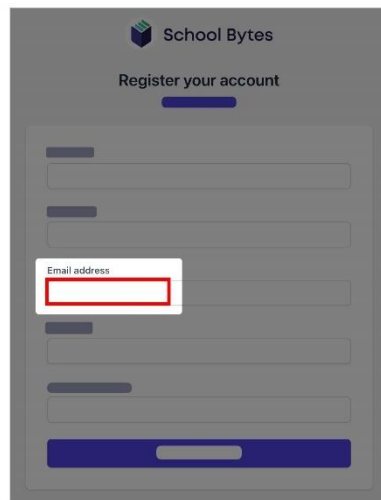
Address

City

State

Zip

Register



School Bytes  
Register your account

First name

Last name

Phone number

Address

City

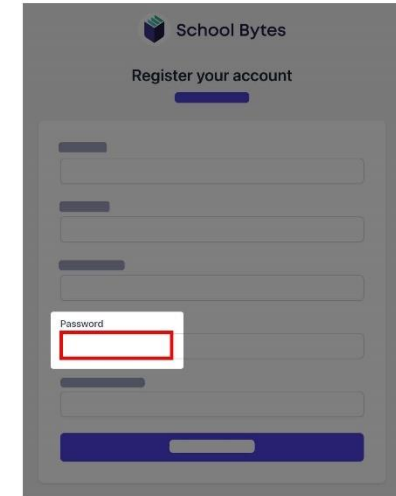
State

Zip

Email address

Register

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School Bytes  
Register your account

First name

Last name

Phone number

Address

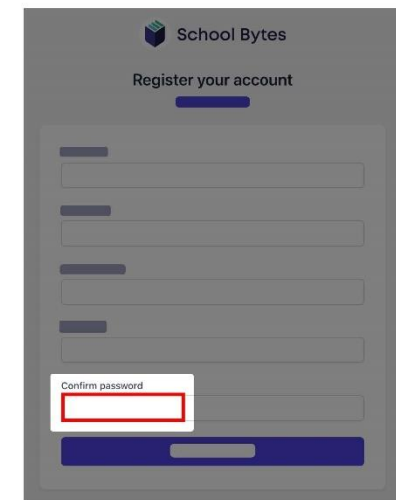
City

State

Zip

Password

Register



School Bytes  
Register your account

First name

Last name

Phone number

Address

City

State

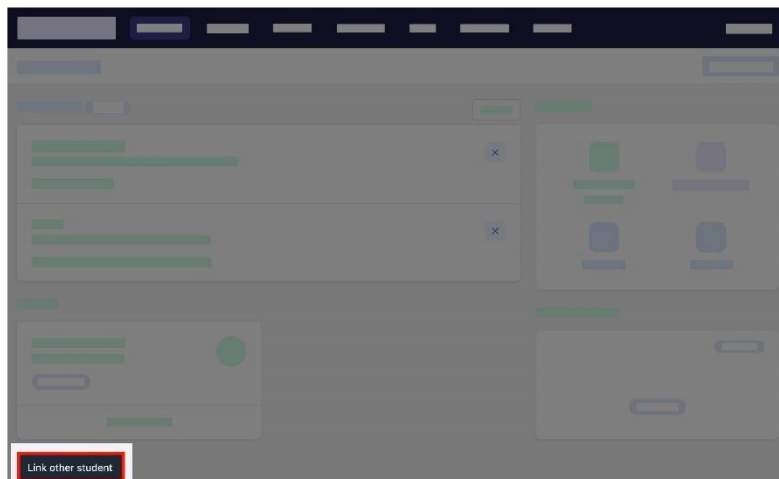
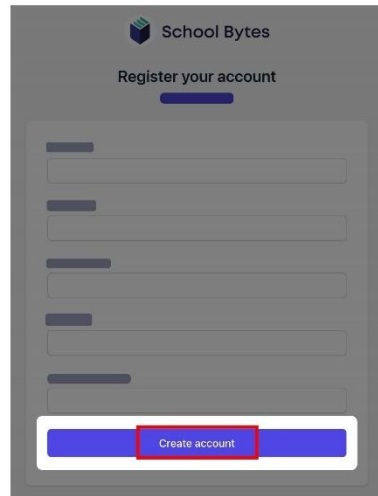
Zip

Confirm password

Register

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## 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.

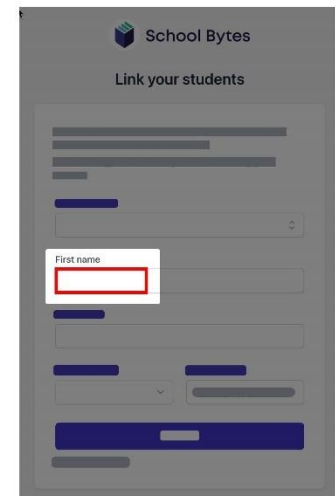
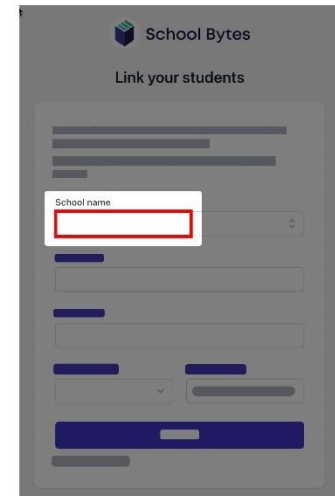
6. Enter the student's date of birth.

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 0SCHOOL.SONLINE 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

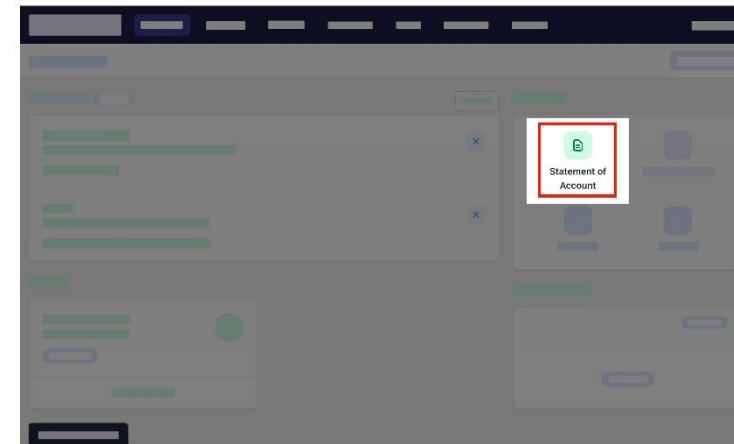
☐ Remember me

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]	\$30.00	\$30.00
✓ [Charge Description]	\$100.00	\$100.00
✓ [Charge Description]	\$10.00	\$10.00

At the bottom, there is a button labeled "Add other item" and 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. 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]	\$30.00	\$30.00
✓ [Charge Description]	\$100.00	\$100.00
✓ [Charge Description]	\$10.00	\$10.00

At the bottom, there is a button labeled "Add other item" and a "Pay Now" button.

► Other item

### 6. Select pay now.

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]	\$30.00	\$30.00
✓ [Charge Description]	\$100.00	\$100.00
✓ [Charge Description]	\$10.00	\$10.00

At the bottom, there is a button labeled "Add other item" and a "Pay Now" button.

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

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

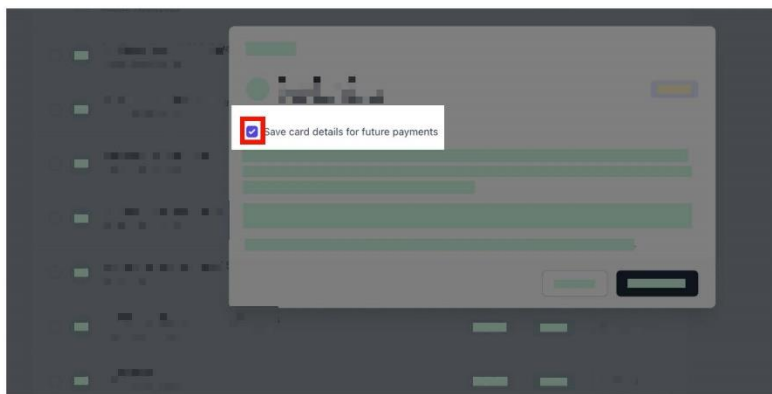
A screenshot of a payment confirmation screen. It displays a list of charges with checkboxes and balance fields. The charges are as follows:

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]	\$30.00	\$30.00
✓ [Charge Description]	\$100.00	\$100.00
✓ [Charge Description]	\$10.00	\$10.00

At the bottom, there is a button labeled "Add other item" and a "Pay Now" button.

### 8. Review payment details.

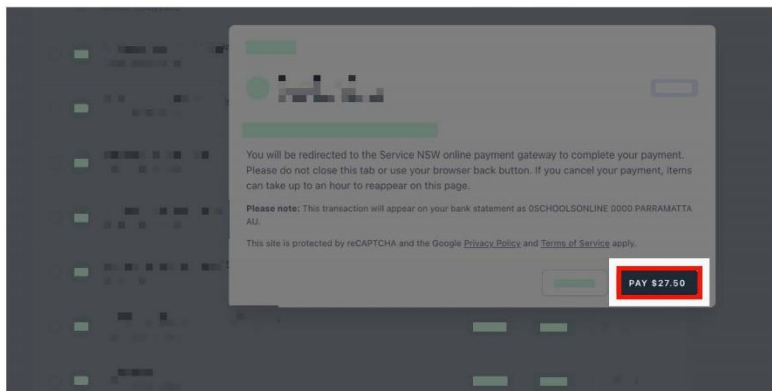
If this is your first time making an online payment you will be given the option to 'Save card details for future payments'.



► 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

