



WESTON PUBLIC SCHOOL HANDBOOK

At WPS, staff, students and community
are Safe, Respectful and Responsible.



2025

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Welcome

A Message from Our Principal – Mrs Callinan



Dear Parents, Carers and Community Members,

Thank you for choosing Weston Public School as the place of education for your child/children. At WPS we pride ourselves on providing a quality education to all students. We have a team of well-trained and professional staff who display dedication in every area of our school. Our teaching staff are regularly engaged in Professional Learning to ensure we are delivering the very latest in educational research, theory and programs.

We promote and acknowledge positive behaviour. Weston Public has three school values/rules. We expect all staff, students and community to be:

1. **Safe**
2. **Respectful**
3. **Responsible**



At Weston Public School we aim to create a happy, secure and successful school environment. We have a school discipline policy and 'Code of Conduct' for all parents/carers and community members to follow to ensure the safety and wellbeing of our students is our number one priority.

Please do not hesitate to contact the school to discuss matters of concern about your child's progress and education. Meetings can be scheduled at the office for parents/carers to speak to their child's class teacher.

We look forward to working with your child/children and wish you all the best during your time at Weston Public School.

Sincerely,

Robyn Callinan

Principal



WESTON PUBLIC SCHOOL

CODE OF CONDUCT

Code of Conduct for all at Weston Public School:

- Polite and respectful behaviour to students, staff and community members.
- Only approach issues or concerns you have with your own children.
- Consult an Executive staff member if you are unhappy or feeling concerned about your child's learning or the behaviour of others.
- Be mindful of language used within school grounds and within close proximity to students.
- We ask that you wait outside the school gates when collecting your child/ children at the end of the day. Parents and carers can enter School grounds after the 3:15pm bell and wait in the designated area (this may differ for Kinder in Term 1).
- Farewell your child/children at the gate upon their arrival each morning.
- Students to arrive by 9.15am (unless extenuating circumstances prevail) prepared for their school day.

We thank you for your support in making our school community a happy and safe place for all.

At WPS staff, students and community are Safe, Respectful and Responsible.



WPS Daily Timetable

Teachers are on duty from 8:45am. Children can arrive between 8:45am and 9:15am.

8:45am - Teachers on playground supervision

9:15am - School starts and 1st Session

11:15am - Lunch Eating Time

11:30am - Lunch Play

12pm - 2nd Session

2pm - Recess Eating Time

2:10pm - Recess Play Time

2:30pm - 3rd Session

3:15pm – Home time



Weston Public School's
staff, students and community are:

Safe

- ★ Keep Hands, Feet, and Other Objects to Yourself
- ★ Move Calmly and Quietly
- ★ Right Place, Right Time, Right Thing



Weston Public School's
staff, students and community are:

Respectful

- ★ Follow Instructions
- ★ Treat Others Fairly
- ★ Just Say "OK"



Weston Public School's
staff, students and community are:

Responsible

- ★ Be Prepared
- ★ Report any Problems
- ★ Accept Consequences





WPS Uniform Expectations



Jumper

- Plain Black with or without school emblem
- No logos or symbols

Bottoms

- Plain Black: appropriate length shorts, skirts, skirts and track pants
- No denim or tights unless tights are under skirt or shorts
- No logos or slogans

Jewellery

- Silver or gold bangle
- Plain/signet ring
- Earrings: studs or sleepers
- Watch: no cellular, student must be able to tell time
- No necklaces or bracelets



Hat

- Black and with a full-brim

Shirt

- Black, red and white with logo from Flanagans
- 2022 is the last year to wear white version of the WPS shirt. From 2023 all students must be in the new black design

Shoes

- All Black (with black shoelaces)
- All White (with white shoelaces)
- No high top boots

Socks

- Black or white
- No logos or slogans

Hair

- Natural colour
- Red, black and/or white accessories

Finger nails

- No polish or acrylics

Make-up

- Natural face please



WPS Coaching Children to Cope Triangle







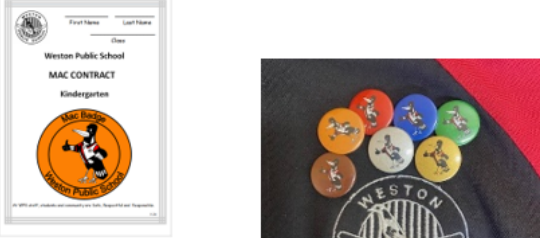

Weston Public School Consistency guide



WPS students, staff and community are Safe, Respectful and Responsible.

BEHAVIOUR	MILD	MODERATE	ACUTE
	Expectation Reminder	Executive Response	Executive/External Response
		Repeated Level 1	Repeated Level 2
Physical Violence	Swinging arms / legs / objects that connect	Pushing/shoving/kicking Grabbing at body /clothes Spitting	Pursuing to strike Strike – open hand/foot Strike – closed fist
Arguing / Back Chat	Muttering Lack of respect in manner	Challenging manner / back chat Challenging compliance	Verbally aggressive
Teasing / Intimidation	Isolated name calling (game or joke) Isolated put down	Repeated name calling Repeated put down Threatening harm	Repeated and constant Level 2 Bullying
Defiance	Slow to follow instructions Not finishing task / instruction	Refusing to do work Refusing to follow instructions	Blatantly refusing and ignoring request
Destruction of Property	Accidental breakage through careless use	Breakage through misuse/graffiti/stealing	Deliberate significant breakage Attempted significant breakage
Swearing	Swearing as an exclamation Swearing amongst peers	Repeated swearing Swearing at others	Swearing aggressively
Rough Games	Careless contact in game Playing a banned game	Pushing / shoving in a game	Physically aggressive game play
Inappropriate use of Equipment / Resources	Careless use of equipment	Misuse of equipment causing damage or breakage	Deliberate and major destruction of equipment
Wrong place, Wrong time	Careless wandering / out of seat Out of bounds	Deliberately avoiding supervision Leaving the classroom	Out of school grounds
Movement around the school	Walking with noise / running unsafely	Repeated running and/or noisy movement	
Lying	Lying to peers	Lying to teachers / staff members	
Toilet	Playing in toilet	Deliberate misuse of toilet area Invading privacy	Inappropriate behavior
Stealing	Touching and moving another person's property.	Stealing other's property	Stealing school property or consistently stealing from others
Before and After School	Riding wheeled transport in the wrong place at the wrong time Altering uniform Not going straight home without permission	Riding in the middle of the road Being unsafe and causing danger to others No helmet Unsafe or disrespectful on the bus	Fighting Swearing at community Aggressive behaviour
Devices	Phone not in office Off task/not using technology as required	Posting in school uniform Naming other students Log in to school comp as another student	Filming fights/incidents to share Posting negative content about the school Taking videos inside the school

WPS Acknowledgement System

WHAT	HOW
	<p>Mac's Gotchas are given by teachers as a universal free and frequent reinforcer stamp for playground and classroom.</p>
 <p>ClassDojo</p>	<p>ClassDojo is used by classroom teachers as a universal free and frequent reinforcer in the classroom environment.</p>
	<p>Acknowledgement Awards are presented at fortnightly assemblies to students identified as consistently focusing on our school values. There are 8 awards given out per class each assembly.</p>
	<p>When children earn 5 Acknowledgement Awards they earn Bronze, Silver and Gold Awards, Banners and finally a Mac Medal.</p> <p>5 Acknowledgement Awards – Bronze 1 Award 10 Acknowledgement Awards – Bronze 2 Award 15 Acknowledgement Awards – Bronze 3 Award, Bronze Banner 20 Acknowledgement Awards – Silver 1 Award 25 Acknowledgement Awards – Silver 2 Award 30 Acknowledgement Awards – Silver 3 Award, Silver Banner 35 Acknowledgement Awards – Gold 1 Award 40 Acknowledgement Awards – Gold 2 Award 45 Acknowledgement Awards – Gold 3 Award, Gold Banner Mac Medal at Presentation Ceremony</p>
	<p>Mac Badges are presented to students at the end of every school year for displaying Safe, Respectful and Responsible behaviours consistently throughout the year. There are clear guidelines and criteria set out in the Mac Contracts which are differentiated for each stage.</p> <p>Kinder - Orange badges Yr. 1 – Red Badges Yr. 2 – Blue Badges Yr. 3 – Green Badges Yr. 4 - Bronze Badges Yr. 5 – Silver Badges Yr. 6 – Gold Badges</p>
	<p>End of Term Reward Days are for all children who have met the criteria for that term. The criteria vary depending on the season and the events of the area eg: COVID 19, Bushfire. The criteria <u>is</u> usually as follows:</p> <ul style="list-style-type: none"> • Consistently wearing full school uniform • Meeting the attendance goal set by the school eg: 80% for that term • Zero Orange Cards, Warning of Suspensions or Suspensions



Buses To and From School

Rover Coaches buses go from WPS to Kurri Kurri and Weston. Children who catch the bus line up under the primary COLA. A teacher will escort them to the bus, the gates are then locked. Opal cards are available online via www.transportnsw.info/school-student



Kindergarten Arrangements

When you bring your child to school please bring him or her as close to bell time as possible (9.15am). This assists the settling-in process considerably and actively encourages your child to seek out new friends. The teacher on duty can assist you if your child is experiencing separation difficulties. There may be an early finish time in Term 1 for Kindergarten, this will be discussed in your transition visits.

Technology

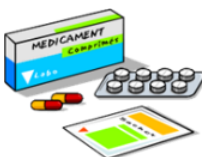
Children are encouraged to use computers, Chrome books, iPads, robotics and educational programs e.g. Mathletics, Google research, coding, Microsoft Word, Canva Teams and PowerPoint and explicit class activities. However, they MUST abide by the legal rules related to appropriate use. There will be a form required to allow students to use Apps and sites approved by the department.

School Contributions

Our school and P&C have a Voluntary Contribution Scheme of \$5 per term per child or \$20 per child for the year or a maximum of \$50 for families for 3 or more children at the school. This money helps to purchase little extras we provide for the children and parents.

Prescribed Medications

If your child has been prescribed medication by a medical practitioner and it has to be taken during school hours it is necessary for you, the parent, to fill in a **Permission to Administer Medication Form** at the school. The form requires the doctor to state exactly what the medication is and when it is to be taken. If this form is not completed to the satisfaction of the school it may result in the school refusing to administer the medication.



Administering Medications

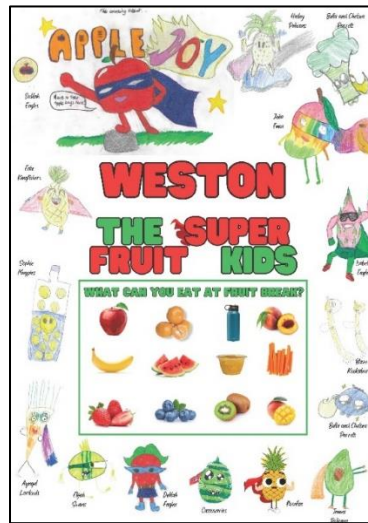
Prescribed medication that needs to be administered on a daily basis must be in a chemist supplied Webster Pack to ensure exact dosage. Two staff members will administer and record medication.

Body Piercings

School is a learning space. Piercings and dangly earrings are not permitted at school; they become a Health and Safety (HS) issues and restrict activity.

Fruit Break

Students are encouraged to bring a water bottle and fruit to school. Children will have a fruit break where they can eat a piece of fruit and drink water from their bottles at a time determined by their class teacher.



Mobile Phones and Technological Devices

Mobile phones and technological devices are not required at school and should be left at home. If they are brought to school the child will be asked to turn the device off and take it to the office for safe keeping and then pick it up at the end of the day.

Smart Watches

Need to be in school mode between 8:45am and 3:15pm. Taking photos in school time with smart watches is not permitted.

Assemblies

Wellbeing Assemblies

- Held every 2nd Monday at 2:30pm in odd weeks (3,5,7 & 9)
- Led by Wellbeing Team
- Lesson on whole school expectations
- Celebrate students being Safe, Respectful and Responsible and academic achievements
- Parents and Friends are welcome to attend

Academic Assemblies

- Held every 2nd Monday in even weeks (2,4,6,8 & 10)
- Lead by school leaders
- Attended by school staff and students

Special assemblies are held for ANZAC Day, Remembrance Day, Education Week, Yr. 6 Farewell, Sports Presentation and Academic Presentation Day at the end of the year.



School Bytes Parent Portal

Our school will be using 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.

Audiri School Communication App

Audiri is an app available to download on any smartphone. The school will use the app to send out text like notifications of reminders and emergency information. Audri can also be used to submit Absentee Forms and make online payments. It can be accessed through the app store - just search for Weston Public School.



Website

Our school website is an online place to find lots of information about the school, staff, previous and upcoming events. [Weston Public School Website](#)

Email

Email is checked daily and all messages are passed on to the identified parties. You can email any questions or concerns to: weston-p.school@det.nsw.edu.au

WPS P&C Association

The Parents and Citizens Association meets once a term on a Monday in the Administration Block (staffroom). Meetings begin at 5.30pm and all school and community members are most welcome to attend and participate. The date of the meeting will be put on Audiri at least a week before the meeting.

Attendance Policy

All absences must be explained by a parent or guardian. This can be done via the School Bytes Parent Portal, email, phone call or a note. Unexplained absences will be followed up by a letter home requesting an explanation. If a child has not attended for 3 consecutive days a phone call home will be made and documentation will be required to explain the absence. If a satisfactory explanation is not given the Home School Liaison Officer (HSLO) may visit the family at home to enquire about the child's absence. If there is no response to phone calls home a police welfare check may be required.

Once pupils arrive at school they are not allowed to leave without permission from the Principal or other members of the School Executive. This will be given on the production of a note or consent from a parent or after due consideration by staff. Students are expected to attend school each day promptly in school uniform and prepared for the day's activities. Absences from school may be due to illness, death in family, medical appointment or a serious personal matter. Parents/carers are contacted if their child/children have been absent on three consecutive days if no contact has been made with the school.

EVERY DAY COUNTS....
A day here or there doesn't seem like much, but...

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best year child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 1/2 years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 1/2 years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed... **Every day counts!**

Standards
Learning
Participation
Attendance
Policy

Signing Children In and Out of the School

When visiting the school and/or coming to pick up or drop off a child for appointments you are required to report to the office. Children will be called from the classroom and brought to the office for you. There are security gates in place to keep our staff and students safe. If you wish to speak to a member of staff please remember that an appointment is often necessary.

School Photos

School photographs will be taken during the year. Each child has a class and individual photograph taken. Family and School Leader photos are also available. Parents can then decide if they wish to purchase the photos.



Library Days

All children are encouraged to use the Library informally during their lunchtime and to borrow and read books at home. All classes have an allocated time to visit the Library with their teacher each week for lessons and to borrow books. Children are encouraged to bring a Library bag to transport their books home from school, every Kindergarten student is given one during transition.



School Counsellor

Our School Counsellor service is available one day per week. Meetings to talk with the School Counsellor are arranged via a referral form by the teaching staff or the parents. As we only have a counsellor on site one day a week, we advise you seek individual or family counselling from external services.

NDIS External Support Providers

If you would like to enquire about having specialists observe or provide therapy at school, please request an application form from the office. These privileges are at the principal's discretion.

Pupil Assessments

Assessments are made on a regular basis and are compiled from the work children are currently undertaking in the classroom. Parents are formally invited to come to school twice a year (or more often if needed) to review pupil progress. Reports will be sent home at the end of Terms 2 and 4. Teachers and parents alike can request an interview at any time throughout the year to discuss a child's progress. Appointments for interviews can be arranged by calling the office.



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