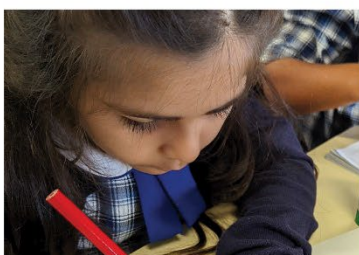


WADALBA  
COMMUNITY SCHOOL

PROGRESS WITH PRIDE

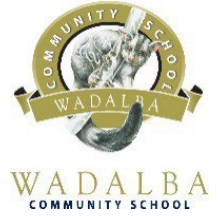
# 2026 PRIMARY INFORMATION HANDBOOK



UNLOCKING THE BRILLIANCE IN EACH OF US



# Wadalba Community School



Wadalba Community School caters for the educational needs of students from Kindergarten to Year 12.

**Address:** Orchid Way, Wadalba 2259

**Phone:** 02 4356 2888

**Email:** [wadalba-c.school@det.nsw.edu.au](mailto:wadalba-c.school@det.nsw.edu.au)

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

**Facebook:** [facebook.com/WadalbaCommunitySchool](https://facebook.com/WadalbaCommunitySchool)

**Instagram:** [instagram.com/wadalba\\_community\\_school](https://instagram.com/wadalba_community_school)

## STAFF DIRECTORY



**Mrs Carlie Wells**  
Principal



**Ms Roxanne Sanday**  
Deputy Principal  
Primary



**Ms Rachael Raccani-Hewitt**  
Assistant Principal  
Primary – Stage 1



**Mrs Jessica Malu**  
Assistant Principal  
Primary – Stage 2



**Mr Thomas Scriven**  
Assistant Principal  
Primary – Stage 3



**Mrs Melinda Farrelly**  
Assistant Principal  
Curriculum and  
Instruction



## **School Hours - Primary**

<b>8:30am</b>	Students line up outside their classrooms
<b>10:30am – 11:00am</b>	Recess
<b>12:50pm – 1:30pm</b>	Lunch
<b>2:30pm</b>	Home Time

## **School Terms for Students – 2026**

<b>Term 1</b>	First Day of School – Primary (K to 6) & Support Last Day of Term 1	Monday 2 February Thursday 2 April
<b>Term 2</b>	First Day of School for students Last Day of Term 2	Wednesday 22 April Friday 3 July
<b>Term 3</b>	First Day of School for students Last Day of Term 3	Tuesday 21 July Friday 25 September
<b>Term 4</b>	First Day of School for students Last Day of Term 4	Tuesday 13 October Thursday 17 December

# A-Z of School Information

## Administration Office

The school's Administration Office is located in the administration block and is open from 7.45am to 3.00pm. The student counter at the back of the Administration Office is available to students before school, at recess and at lunch.

## Assemblies

Assemblies are conducted in Week 5 and Week 10 at 12pm in the Primary Hall. Reports on various school activities, award presentations and class items are regular features at assemblies. Parents are welcome to attend assemblies. Class teachers will notify parents when their child is part of a class item.

## Attendance

Regular attendance at school is essential to gain maximum benefit from schooling.

Any absence from school must be explained. Students who have been absent must bring a note from home on the first day they return to school.

Notes are given to the teacher when the roll is marked in the morning. Notes should include the following information:

- Student's full name
- Class
- Date(s) of absence
- Reason for absence
- Signature of parent/guardian

**SMS** messages are frequently sent to advise parents if students are absent or late to school. You can reply to these messages to provide an explanation.

When absences remain unexplained they are recorded as such on the student's record. The Home/School Liaison Officer at the school may be informed if absences remain unexplained. **If a student is going to be absent for five days or more eg family holiday, an application for extended leave must be completed at the office before the student's absence begins.** Please see our office or website for a copy of this form.

## Award System

Our award system is aligned with our Positive Behaviour for Learning (PBL) expectations and our Class Dojo points system.

- Each year students start with zero ClassDojo points. As students earn ClassDojo points they achieve certificates to be handed out in class.  
Bronze= 100 points                      Silver= 200 points                      Gold= 300 points
- Though the student's points will be reset each term on the ClassDojo app, awards will be tracked based on their running total for the year. Students will be able to see the number of ClassDojo points needed on a poster in their classroom.
- There are no limits to the number of students that achieve gold awards.
- At the end of year presentation, the top two students from each class with the most ClassDojo points for the year will receive a Platinum award.

## Frequently Asked Questions

### What will be handed out at assemblies?

Our Class Excellence awards and any other special awards are handed out at our assemblies in Weeks 5 and 10.

### When will my child receive their bronze, silver or gold award?

These are handed out at weekly stage meetings in front of their peers and the stage teachers. These meetings are for students and staff only, but families can celebrate with their students when they bring them home.

### How will I know if my child is due for an award?

If you log into the ClassDojo app you will see your child's points. Though they are reset each term, the school has a running total for the certificates.

### What about rewards days?

At the end of each term students are able to "spend" their ClassDojo points at the end of term PBL rewards day. In Term 4 we also have a PBL rewards excursion that will be partially subsidised by the school for students that have achieved their Gold Award.

## Banned Items

These are some items that, for health and safety reasons, are not allowed at school. At present this list includes:

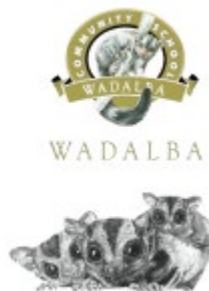
- mobile phones, smart watches, iPod, disc players, etc.
- chewing gum
- glass bottles and cans
- liquid paper
- metal rulers
- aerosol sprays

## Bookwork Expectations

The books that student's write in for their 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 with revision and demonstrating to teachers what has been learnt in class. Bookwork is regularly checked by Assistant Principal, Deputy Principal and the Principal.

### WCS Primary Book Marking Deputy Principal Check

- ☐ Date included
- ☐ Worksheets glued in neatly
- ☐ Pages used consecutively and completely
- ☐ Neat, legible and free of graffiti and scribble



## Buddy System

In Term 4, Year 5 students are trained to become Kindergarten 'buddies'. Kindergarten students are allocated one or two buddies. The older students work towards supporting new students have a happy, stress free start to school and are available to assist in any way that is of benefit to the younger students.

## Buses (Opal Cards)

All students who catch buses are required to have an Opal Card. Information about Opal cards is available online at [transportnsw.info/school-students](https://transportnsw.info/school-students) or phone 131 500.

Good behaviour on buses is essential. Students who misbehave may have their Opal Cards suspended. It is a good idea to have a plastic Opal card holder, which displays the Opal Card, attached to your student's school bag. Please visit the Busways website for timetables.

## Canteen

Recess and Lunch can be ordered from the High School canteen daily. Orders are collected from the classroom first thing each morning and delivered back to the classroom at break times. Orders need to be written on a paper bag and the correct money placed inside the bag, if making a cash order.

The Primary canteen counter is open usually once a day. This is mainly for drinks, ice blocks and snacks.

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

Up-to-date canteen menus are available under the P&C tab on the website [wadalba-c.schools.nsw.edu.au/](https://wadalba-c.schools.nsw.edu.au/)

**Volunteer helpers are always needed to assist at the canteen at recess and lunch. Please contact the canteen on 4356 2888 if you can help.**

## Class Dojo

We use a digital platform called ClassDojo to communicate directly with parents. Parents and carers are able to join ClassDojo and use either the app (Android or iOS) or website to communicate with the teacher. The app is very useful as it sends you notifications if the teacher sends you a message. All messages sent and received by staff are secure and only accessible to you. Details about how to connect to your child's account will be sent home by your child's classroom teacher. Please note: any absence notifications or urgent messages (such as changes to pickup arrangements) need to be communicated via the school office as teachers will not always be able to check ClassDojo though out the day. Similarly, teachers will only respond to messages outside of business hours at their discretion.

## Clinic-Illness and Emergencies

The clinic is supervised by a staff member with a current First Aid Certificate. Students who are injured or ill are sent to the office. Parents are notified if the injury/illness is serious, otherwise the student is treated and sent back to class.

It is vital that contact between the school and parent(s) is continuously available. **Please inform the office of any change of address and/or contact numbers.**

## **Digital Devices**

Mobile phones, smart watches and other digital devices are **NOT** permitted in Primary. If for some reason you require your child to carry a mobile phone or smart watch, this will be kept by the classroom teacher during the school day.

Primary students are encouraged to leave digital devices at home, but if parents would like their child to have a phone or smart watch for their journey to and from school, they must be handed to their classroom teacher at the beginning of the day to be stored, and they will be returned at the end of the day.

## **Drop off/Pick Up**

Thank you to all the parents/carers for remaining under/ near COLA in afternoons. As you can understand this is a busy time when students and teachers are packing up, handing out notes and giving information for the following day. When children see and hear family and friends outside they are often distracted which makes this a much longer process. There is no supervision for students before 8:00am each morning. Please do not send your child to school earlier than this. Students that arrive before this time are to sit on the seats and wait for the bell when supervision is provided. Please be sure to pick your child up at 2:30pm if they are not walking or catching the bus.

Our gates are locked at 8:35am, and unlocked again at 2:20pm. Entry to our Primary should otherwise be through our Administration Office.

## **Excursions**

These are a valuable part of the school's program and occur to support classroom programs. Sometimes students are taken out of the school, and on other occasions performances are held at the school. Stage 3 students' excursions may include overnight trips.

A permission note for each excursion is sent to parents specifying travel, departure and return times, cost and other relevant details including medical details form. School uniform is to be worn on excursions, unless otherwise indicated. Please pay and return the excursion permission note by the due date as students cannot attend an excursion without a completed permission note. As numbers are sometimes limited, payment and return of permission notes by the due date secures a position.

## **Facebook and Instagram**

Like the Wadalba Facebook page for updates throughout the day, reminders or event and important school information. Even if you are not a member of Facebook or Instagram you can still visit the pages at: [facebook.com/WadalbaCommunitySchool/](https://facebook.com/WadalbaCommunitySchool/) and [instagram.com/wadalba\\_community\\_school](https://instagram.com/wadalba_community_school)

## **Fruit Break**

This is a set break (around 9:30am) where students stop work and 're-fuel' with a small piece of fruit or vegetables. It has been shown that having this time for students to eat fruit or vegetables assists with their physical and mental performance, and concentration. Those students who do not have a piece of fruit or vegetable continue with their school work.

Acceptable foods include all fresh fruit, fruit canned in water or juice with no added sugar, dried fruit in limited amounts (high sugar content) and vegetables. Further information can be found at [crunchandsip.com.au](http://crunchandsip.com.au).



## **Lateness to School / Leaving School Early**

It is important that students are on time each day as vital work may be missed if they are late. Students who arrive later than 8:30am must report to the office to obtain a 'late note'. This note should be shown to the class teacher upon entering the classroom then sent home with the student for an explanation and signature from the parent/carer. The completed late note should be returned to the classroom teacher on the next school day.

Students who need to leave the school for any reason must provide an explanatory note, written and signed by the parent/carer. Parents are required to report to the Admin Office to collect their children.

Parents are asked to arrange appointments (doctors, dentists, etc.) and activities outside of school hours wherever possible.

## **Library**

All students are able to borrow from the library. Classes have a library lesson once a week and students have access to the library at lunchtimes.

Students also have access to the library computers during these times. Students are required to bring a library bag/plastic bag from home in order to borrow.

## **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.

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.

## **No Animals on school grounds**

Bringing dogs on to school grounds is prohibited by The NSW Companion Animals Act. It does not matter whether or not the dog is leashed, unleashed or carried, or whether the dog is considered a dangerous breed or not. Doing this could result in a fine for the person bringing the dog onto the grounds. We ask that all families refrain from bringing dogs into our school.

## **No Smoking or Vaping**

It is Department of Education Policy that smoking and vaping is **NOT PERMITTED** inside the school grounds and buildings or within **four metres** of any entry or exit gate. Parents, carers and visitors are required to comply.

## Parent Portal (Sentral)

The Parent Portal provides both parents with individual information about their child's progress. Our Parent Portal can be found at: [wadalbacs.sentral.com.au/portal/login](http://wadalbacs.sentral.com.au/portal/login) First time users will need to register.

When you log into Parent Portal you will see reference to Attendance, Reports, Positive referrals, Negative referrals and Data Entries. These are outlined in Primary as follows.

In Primary you will see:

- Attendance: you can report absences, see percentage of attendance and see unexplained absences.
- School reports once they have been published.
- Positive referrals on the Parent Portal these will remain on zero. In Primary we do not use this as a way of recording positives for students as teachers use various methods within their class to acknowledge students.
- Negative referrals: You will be able to see the number of negative referrals that your child has. This is a record for teachers to monitor negative behaviours and relates to both classroom and playground behaviour.
- Data entries: These are a record of any parent contact or important information in regards to a child. Neither positive or negative this is simply a record of conversations or meetings that have taken place.

## Payments and Parent Portal (SchoolBytes)

- *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.
- *EFTPOS.* In person at the front office.
- *Cash or Cheque.* Cash or Cheque payments for excursions, performances, book club etc. needs to be placed in a separate envelope for each student along with the permission note. Clearly mark with the students' full name, class, amount and item being paid. The envelope will be placed in their class "Money Bag" during roll call and sent to the office for receipting. Receipts will be returned to the students the following day.

## Personal Belongings

Please ensure all belongings are labeled with the child's name and class. This includes school bags, lunch boxes, all clothing, library bags and Home Reading folders. This greatly assists in identifying misplaced property and avoids wasting time searching / trying to recognise unmarked items. Please check the labels regularly to ensure they have not washed or worn off. Unlabeled property is placed in the 'Lost Property' bins (near the toilet block) and then sent to the clothing pool if it is not claimed after a period of time.

If your child brings something special for news it should be given to the teacher for safe keeping. The school cannot take responsibility for lost or broken toys.

## School Development Days

The first four days of Term 1, the first two days of Term 2, and the first day of Term 3 and Term 4, are set aside by the Department of Education for staff to work together on planning aspects of the school's program. Students do not attend school on these days.

## School Communications

- School Bytes is a software program used to email parents/carers information, excursion permissions, statements and forms, please ensure your current email address is on file to enable you to receive valuable information this way.
- Class Dojo messaging and broadcasting application for regular communications with our Primary School and your class teacher, including special events.
- Notes are sent home to inform parents of special events.
- A Primary Newsletter is posted on the website and emailed fortnightly. This contains school news, a calendar of events and other items of interest.
- Information can also be found on Wadalba Community School's Facebook and Instagram page.
- Parent information sessions are held from time to time to discuss specific issues relevant to different groups.
- Stage based "Meet the Teacher" nights are held at the start of the year.
- Parents receive formal student reports at the end of each semester. Parent/teacher interviews are held after school reports have been distributed – early Term 3.
- Primary teachers are usually in their rooms before and after school for varying periods of time. Teachers are unable to speak to parents during class time. If you wish to see a teacher, please contact the school to arrange a time.
- Parents are encouraged to contact the school to discuss concerns or raise questions relating to their child when the need arises.

## Student Diary

Year 6 students are issued with a Student Diary at the start of each year.

## Voluntary Contributions

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](http://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	
Year 6 only	WCS Student Diary	\$30

**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

**School Website**

Please visit the Primary section of our school website for lots of useful information about our school, events and your child's education and wellbeing. Many of your questions can often be answered by visiting our website.

<http://www.wadalba-c.schools.nsw.edu.au>

**Student Leadership Team**

Student involvement and participation is an important element of the school's management plan and to this end we have an enthusiastic Student Leadership team selected from Years 5 –12. The group meets regularly under the guidance of the teacher in charge of the Student Leadership team. This team is involved in fund-raising activities, committee membership and decision-making processes in the school.

**School Photographs**

Class and individual photographs are taken each year (usually in Term 1). Photographs are pre-paid online. Dates and more information will be provided at the start of each year.

**Sport**

In addition to the class program of fitness, movement and minor games, all classes participate in organised sport activities. Sports uniform is worn on these days. Your child's teacher will advise you of their sports day.

- ❖ Swimming Carnival - Early in Term 1 for students 8 years and older.
- ❖ Cross Country Carnival - Term 2 for students 8 years and older.
- ❖ Athletics Carnival - Term 3 for all students 8 years and older. Ages 5-7 participate in a sports day.

From these carnivals students in Years 3 – 6 may be selected to represent the school at zone and higher levels.

## **Wadalba Cup**

Students are put into the following 'house' groups. Family names beginning with the letters:

**A – D Thorpe (blue)**  
**L – R Hall (red)**

**E – K Bradman (green)**  
**S – Z Freeman (yellow)**

Students may wear a plain polo or t-shirt in the house colour, with their normal sports shorts, at the swimming, cross country and athletics carnivals. Students can also earn points during various 'blitzes' throughout the year. The winning house each term will receive a reward, and the house with the most points at the end of the year will be invited on a special rewards excursion.

## **Uniform**

The Wadalba School Community strongly supports the wearing of school uniform. School uniforms instill a sense of belonging, make the school visible in the local community and ensure a safer playground environment. Parents are asked to ensure that their children wear the appropriate uniform each day. Uniforms are available at the school uniform shop.

**Hats are a part of the school uniform. Students need to have their hats every day.** (Please make sure the hat has the name and class marked clearly.



**NB: In the interest of health and safety and to help prevent the spread of head lice students with long hair are asked to wear it tied back while at school.**

School Uniform checks are a daily part of school routine.



# Wadalba Community School

## Uniform Policy

Kindy - Year 6 Uniform Options	Year 6 Uniform Options
	
Warm Layers	
	
Sport Uniform (Friday)	Everyday Items
	
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 office and submitting to Ms Sanday.</p>	<ul style="list-style-type: none"> <li>Black items of clothing (including undershirts)</li> <li>Visible logos, stripes or branding</li> </ul>

## Uniform Continued



WADALBA  
COMMUNITY SCHOOL

# ACCEPTABLE SHOE SHOPPING GUIDE



## Full black leather enclosed shoes



Kmart SchoolShoe - \$18



Kmart Dress Shoe - \$19



Lucid Alpha - \$60



BigW Everau Black Shoes - \$70



Colorado Funk - \$100



Nike SB FC Classic - \$100



Adidas Seeley - \$110



Converse Belmont - \$110



Adidas Grand Court 2 - \$120



Ascent Eclipse - \$120



Clarks Sawyer - \$120



Asics Japan - \$120



Converse All Star - \$130



Colorado Universe - \$130



Converse All Star Hi Top - \$140



New Balance 626 - \$140



Vans Old Skool - \$149



Reebok Club C 85 - \$150



Clarks Edge Senior - \$160



Nike Air Force 1 - \$170



Hush Puppies Legend - \$180



Nike Air Max 90 - \$190



Dr Martens 1461 - \$300



Dr Martens 1460 - \$320



WADALBA  
COMMUNITY SCHOOL

## ACCEPTABLE SHOE SHOPPING GUIDE



### Full white leather enclosed shoes



Kmart Lace up sneakers - \$15



BigW Lace ups - \$15



Kmart Tennis Sneakers - \$20



Lucid Gamma - \$60



Reebok CL - \$90



Puma Carina - \$99



Colorado White Leather - \$100



Asics GT-100 - \$110



Reebok Court Advance - \$120



Colorado Hype - \$120



Adidas Sleek - \$120



Nike Force 58 - \$120



Asics Japan - \$120



Vans Old Skool - \$130



Fila Lecce 2 - \$130



Adidas NY90 - \$130



Etnies Serin - \$140



Converse - All Star Hi Top \$140



Converse All Star - \$140



New Balance 480 - \$150



Vans Cruze 3 - \$150



Hush Puppies Spin - \$170



Nike Air Force 1 - \$170



Nike Air Max 90 - \$180

## Uniform Continued

Uniform items can be purchased from the Uniform Shop located near the High School Canteen Monday - Friday 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.

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

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

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 28 January 2026</b>	8:30am – 2:30pm
<b>Thursday 29 January 2026</b>	9:30am – 2:30pm
<b>Friday 30 January 2026</b>	7:30am – 12:00pm

Bookings will be required. See our social media or website for any updates.

# **PRIMARY UNIFORM FAQ**



## **1. Why do I have to wear uniform at Wadalba Community School?**

Uniforms promote a safe and supportive learning environment. They help staff easily identify students on campus and during excursions, which enhances security. Uniforms also reduce peer pressure, support equity, and foster a sense of belonging and school pride—factors linked to improved engagement and behaviour. The NSW Department of Education requires all schools to develop a school uniform policy in consultation with their community. At Wadalba Community School (WCS), wearing uniform is a part of our expectations and stated in the [NSW Department of Education \(DoE\) Student Behaviour Policy](#), and reflects our commitment to safety, equity, and school identity. It is also endorsed by our P&C and promoted as part of a safe and inclusive school culture.

## **2. What should my child do if they can't wear uniform for the day?**

Students must bring a signed note from a parent or carer. They then exchange this note for a clean uniform to wear for the day. This process reinforces the importance of responsibility, communication, and preparation.

If no parent/carers note is provided, students are still required to change into the correct uniform.

## **3. Does my child have to change if they're wearing incorrect uniform items?**

Yes. All students are expected to wear full and correct uniform each day. If a student arrives in non-uniform items, they are required to change into appropriate school-issued uniform to maintain safety, consistency, and alignment with school expectations.

## **4. What should I do if I need help purchasing school uniform?**

WCS offers financial assistance to families who need support with purchasing uniforms. Please contact the front office to request an application form. We also have donated items that we can distribute when available.

## **5. Do shoes have to be plain black or plain white?**

Yes. School shoes must be plain black or plain white, with a fully enclosed heel and toe. Multi-coloured shoes, logos, stripes, and canvas or mesh materials are not permitted. This ensures safety, maintains uniformity, and supports the school's appearance expectations.

## **6. What happens if a borrowed uniform item is not returned?**

We understand that occasionally items may be forgotten. Students should return borrowed items promptly to collect any personal clothing retained. If items are not returned by the end of term, reminder emails will be sent, and phone calls will be made, to families. This helps maintain availability of loan items for other students in need.

## **7. My child has additional needs that make uniform difficult, what can I do?**

We are committed to being inclusive. If your child has sensory needs or other additional needs that affect their ability to wear the standard uniform, you can request an exemption. Students may collect a Uniform Exemption Form from the uniform desk or the uniform coordinator. Approved alternatives must align with the school's uniform colour code to preserve school identity while accommodating student needs.



# Wadalba Community School

## Uniforms and Canteen Online Ordering System

Primary School orders placed online will be delivered to your child's classroom.

- 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  
[support@schoolshoponline.net.au](mailto:support@schoolshoponline.net.au) or 0498 610 105.

# 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 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 GF	\$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) GF option	\$3.80
Bacon & Egg Roll	\$5.10

## FROZEN

Quelch Fruit Sticks (Apple, Mango, Org) GF	\$0.80
Ice Mony Freeze Pop (Choc, Blue) GF	\$1.20
Snapstix (Blueberry) GF	\$1.30
Bevco Juice Cup (Orange, Apple & Bcurrant) GF	\$1.50
Moosie (Choc, Bluemoon) GF	\$2.00
Bulla Vanilla Ice Cream Tub GF	\$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, btroot, 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) GF	\$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 GF	\$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 GF	\$1.20
Cheese Stick GF	\$1.20
Milo Bar	\$1.50
Fruit (Apples, Banana) GF	\$1.50
Red Rock S/Salt Chips GF	\$2.00
Banana Bread	\$2.00 🍷
Custard Cup GF	\$2.00
Choc Chip Muffin	\$2.50
Chocolate Mousse GF	\$2.70
Fruit Cups GF	\$4.00

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

Juice Melting Glacier	\$0.50
Mini Muffin / Pikelet	\$0.50
Pizza Scroll	\$0.50
Popcorn	\$0.50
Jelly Cup GF	\$0.80
Limey Licious	\$0.80
Crunchy carrot sticks	\$1.00
Frozen Mousse GF	\$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 GF	\$1.30
Plain Milk 300mls GF	\$1.50
Juice Popper 250mls GF	\$1.90
Bottled Water 600mls GF	\$2.00
Plain Milk 600mls GF	\$2.30
Harvey Fruit Juice 250mls GF	\$2.50
Chill J GF	\$2.50
Glee Sparkling Fruit Juice GF	\$2.50
Sparkling Mineral Water GF	\$2.70
Bottled Water 1.5ltr GF	\$3.00
Oak Flavoured Milk 300mls	\$3.00
Oak Flavoured Milk Popper 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.

# Helping at School

During your child's years at school there will be many opportunities for you to become involved in school life. If you do assist at school in any way you are required to enquire at the school Administration Office and complete the following:

- Complete a '**WWCC Declaration for Volunteers and Contractors**' (Appendix 5)
- **Provide 100 points of ID** - ie. Drivers Licence, Medicare Card, Passport or Birth Certificate
- Undertake a '**Work Health and Safety**' WCS induction

If at any time you are required to transport students you will also need to provide a copy of:

- **Current Drivers Licence**
- **Current Vehicle Registration**
- **Current Comprehensive Vehicle Insurance**
- **Permission letter from the parent/carer of student(s) being transported.** The teacher organising the excursion will collect these.

**Please Note:** When helping during the school day, at every visit you will be required to sign ON and OFF the Visitors Register at reception and receive a visitor's badge before coming on premises. This is for your own protection (should you have an accident or the school be evacuated or locked down during your visit) and for the safety of all students in the school

The benefits of helping in your child's classroom (if you are available) are many, but most importantly it helps to bridge the gap between home and school. Assisting in the classroom will also help you to understand the learning processes and activities in which your child is involved.

Activities which you could be involved include:

- ❖ listening to students read
- ❖ assisting with groups
- ❖ assisting with gross motor activities.

No prior knowledge or skill is required as the teacher will discuss the activity with you before you begin.

## P & C Support

The P & C meets regularly throughout the year. All parents are welcome to attend these meetings. This association is a vital component of the school community. Meetings offer an opportunity to meet other parents and participate in projects of importance to the school. Help is always welcomed when fund raising events occur. Meetings are held once per term and the details are sent out to all families the week before via email.



# The Curriculum

Teaching and learning in the primary years, as well as assessing and reporting student achievement, is based on the learning outcomes and curriculum content specified for each key learning area (KLA).

The **Key Learning Areas** (KLAs) of the primary curriculum are:

- **English**
- **Mathematics**
- **Science and Technology**
- **Human Society and its Environment**
- **Creative and Practical Arts**
- **Personal Development, Health and Physical Education**

Teachers design learning experiences to help students achieve the syllabus outcomes which are described in stages. The following relate to the years of primary schooling:

**Early Stage 1 – Kindergarten**

**Stage 2 – Years 3 and 4**

**Stage 1 – Years 1 and 2**

**Stage 3 – Years 5 and 6**

Within this framework, teachers take account of the needs of individual students to ensure that they achieve their potential.

The syllabus documents can be found at <http://syllabus.nesa.nsw.edu.au>.

# Approaching Your School

From time to time parents may need to contact the school in order to:

- discuss the progress or welfare of their child
- express concerns about actions of another student
- enquire about school policy or practice
- seek information about the actions of a member of staff

It is necessary to have procedures in place that will help to solve problems as soon as possible.

The following guidelines aim to:

- provide a guide in order that concerns are dealt with in an open and fair manner
- ensure that the rights of students, teachers and parents are respected and upheld
- support sensitivity and confidentiality
- help reach an agreed solution
- address emergent issues within a realistic timeframe

CONCERN	APPROPRIATE ACTION
<b>The academic progress of own child</b>	<ul style="list-style-type: none"> <li>• Contact the child's teacher either by note, by phone, by class Dojo or book a time to meet in person at a mutually suitable time to discuss the issues. (Teachers are unavailable once the morning bell has rung and students are entering classes.)</li> </ul>
<b>The welfare of own child</b>	<ul style="list-style-type: none"> <li>• Class teacher.</li> <li>• When informing the school about a change of address, telephone number, emergency contact, custody details, health issues etc. please contact the school office or submit a "Change of Details" form on the SchoolBytes parent portal.</li> </ul>
<b>Actions of other students</b>	<ul style="list-style-type: none"> <li>• Contact the class teacher if the other student is in the same class.</li> <li>• Contact an assistant principal if the student is in another class.</li> </ul>
<b>School Policy or Practice</b>	<ul style="list-style-type: none"> <li>• Contact the school's office. State the nature of the concern and make a mutually convenient appointment to see the relevant executive or member of staff.</li> </ul>
<b>Actions of a Staff Member</b>	<ul style="list-style-type: none"> <li>• Contact the school's office. State the nature of the concern and make a mutually convenient appointment to see the relevant executive.</li> </ul>

The home/school relationships nurtured and expected within the Wadalba Community School community are respectful, professional and mutually supportive. If a situation becomes unacceptable and aggressive, threatening or if violent behaviours become apparent, the principal (or nominee) has the legal authority under the **'Inclosed Lands Act'** to:

- direct the person to immediately leave the grounds
- call the police to remove the person should he/she refuse
- withdraw future permission (by letter) for the person to enter the grounds without permission of the principal
- seek further legal avenues

**N.B. It is never appropriate for any parent to directly approach another person's child while at school to discuss a concern.**

**At school every child has the right to feel safe and protected.**

# Appendix 1 - SchoolBytes

## How to set up your Parent Portal Account

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

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

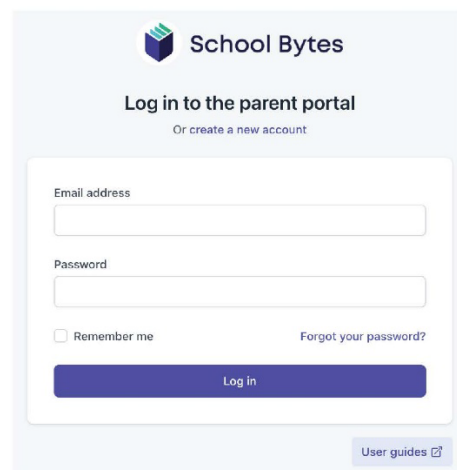
Your school may use the parent portal for various things, including online permission notes, attendance, and payments, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

**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.

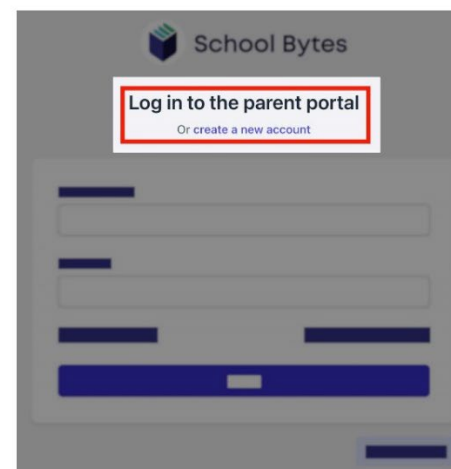
To set up your parent portal, follow the steps below:

#### Detailed steps

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



2. Select the create a new account link.



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.

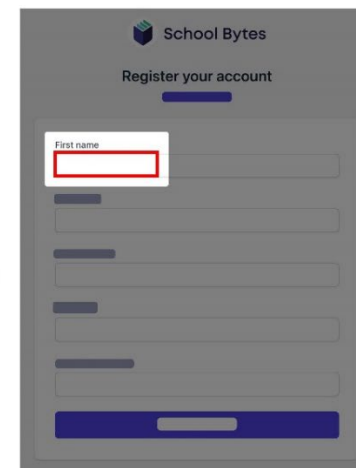
8. Select create account.

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.



1. Select link other student.

School Bytes

Register your account

Last name

School Bytes

Register your account

Email address

School Bytes

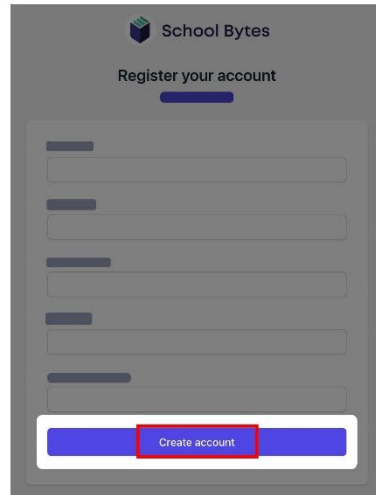
Register your account

Password

School Bytes

Register your account

Confirm password

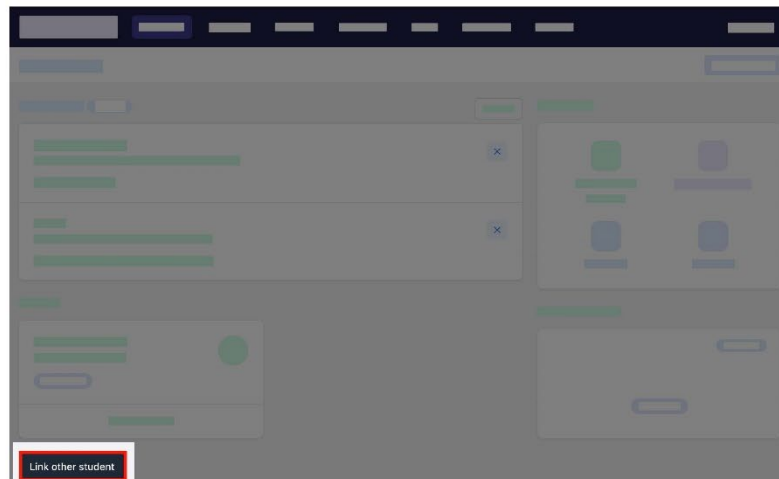


School Bytes

Register your account

[Redacted fields]

Create account



[Redacted fields]

Link other student

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.

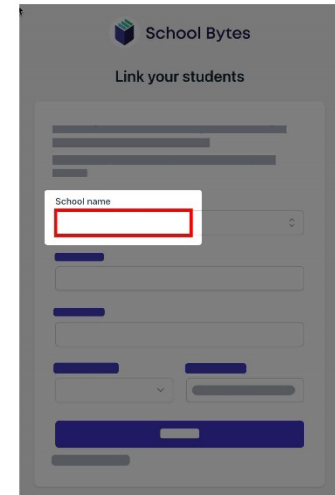
6. Enter the student's date of birth.

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.

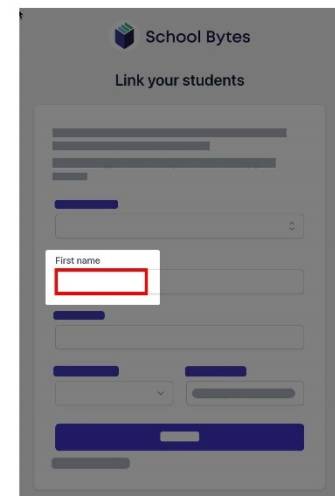


School Bytes

Link your students

School name

[Redacted fields]



School Bytes

Link your students

First name

[Redacted fields]



School Bytes

Link your students

Last name

School Bytes

Link your students

Current grade

1

School Bytes

## Link your students

Student names (redacted)

Date of birth input field (highlighted with a red box): 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/ko/en-us/articles/5186380941583-Parent-Portal-Make-a-payment](https://support.schoolbytes.education/ko/en-us/articles/5186380941583-Parent-Portal-Make-a-payment)

Last updated: September 5, 2023

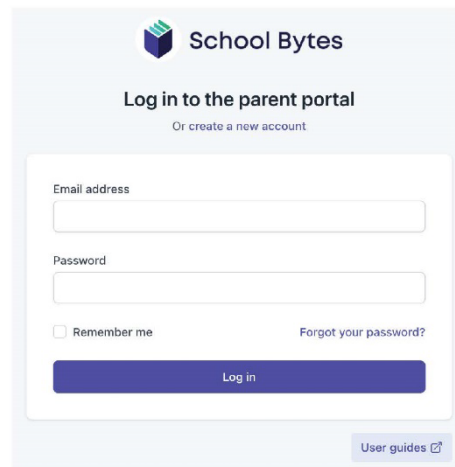
The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

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

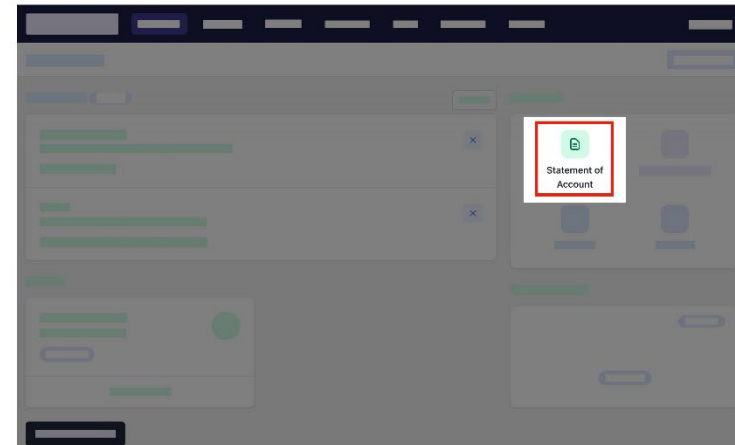
**Please note:** Transactions made through the online payment portal will appear on your bank statement as OSCHOOL.SONLINE 0000 PARRAMATTA AU.

### Detailed steps

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



2. Select the statement of account icon.

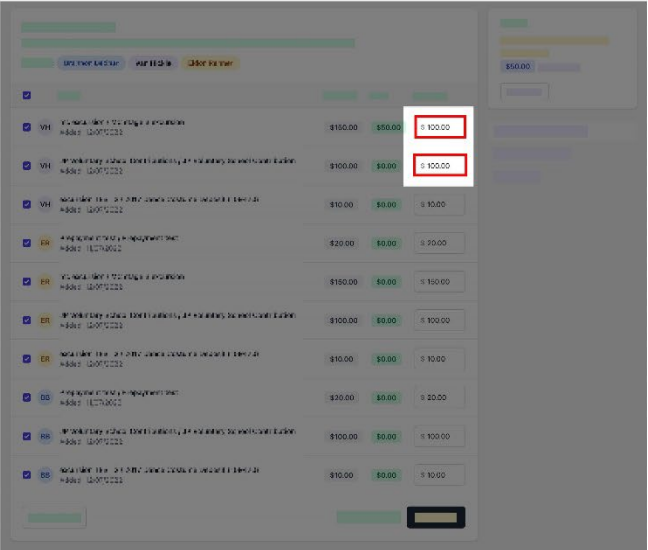


3. Select the charges to pay.

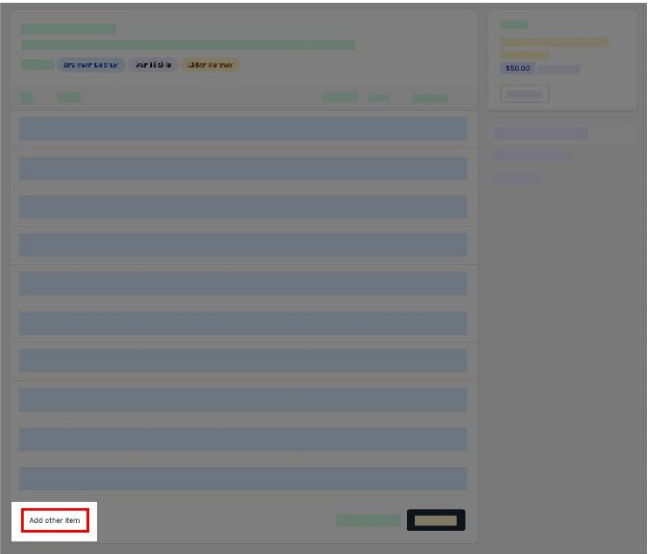
By default, all the students linked to your account will be displayed, select a student's name to view the charges linked with that student.

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

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

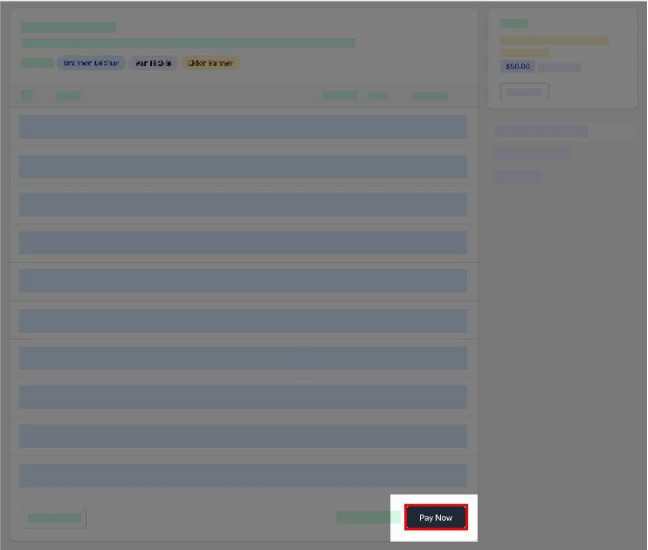


5. Optionally select add other item to add a sundry item that is not linked to the statement of account.



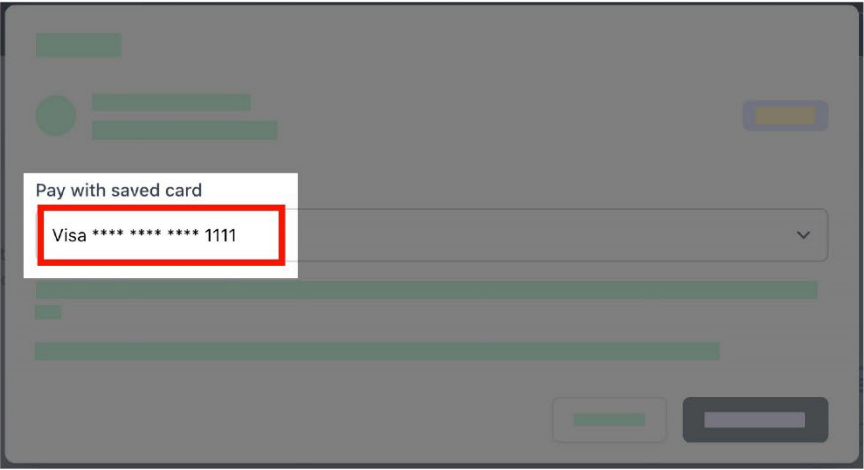
► Other item

6. Select pay now.



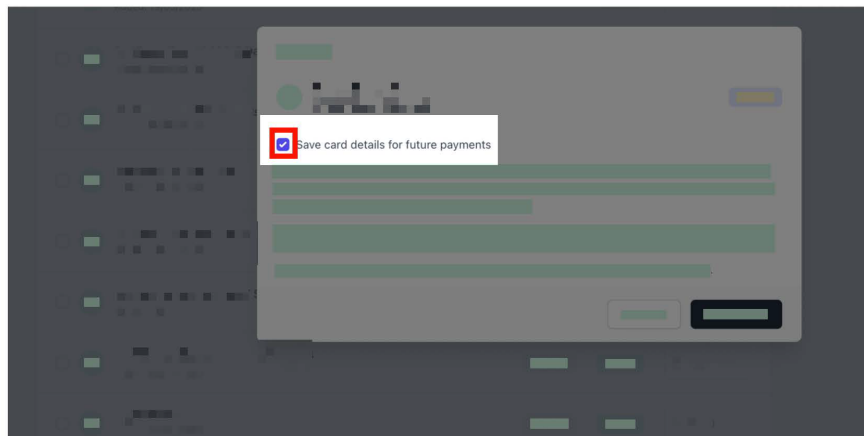
7. Optionally select pay with saved card.

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



8. Review payment details.

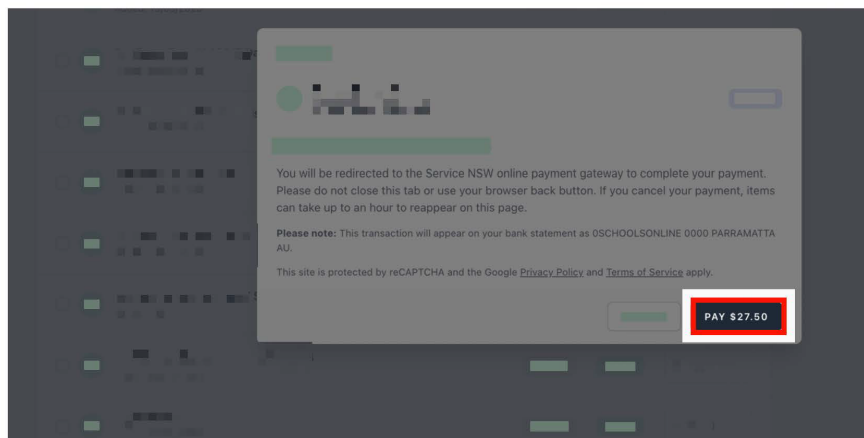
If this is your first time making an online payment you will be given the option to 'Save card details for future payments'.



► 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.



