



Parent Information Handbook



WOOLLAHRA PUBLIC SCHOOL
Excellence, Opportunity, Success

Revised November 2025



We are respectful, responsible, active learners

Welcome to Woollahra Public School

We welcome you and your child to Woollahra Public School and we look forward to an exciting and successful journey together. The information contained within this prospectus is a reference point for you and your family as you learn more about the routine, structure and expectations of both the school and the Department of Education.

Woollahra Public School is an inclusive school that supports and celebrates the diversity of our students and community. At Woollahra we have created a learning community where all children are valued and encouraged to achieve their best in a happy, safe, caring and stimulating learning environment. We empower children to reach their potential and become independent and confident lifelong learners by providing a broad range of learning opportunities which meet the needs of all of our students.

With a committed and dedicated staff, the school strives to excel with educational delivery and has a strong and positive culture. It is known amongst the broader community for its wellbeing practices that promote student voice, agency and leadership. We are a school that continues to evolve in our pursuit of excellence by providing high quality differentiated educational programs that focus on explicit teaching, high potential and gifted education and small group instruction.

There is an expectation that the school community will work together to develop respectful, responsible and active learners who collaborate, create, think critically and communicate as they endeavour to achieve their individual learning goals. The school is proud of its capacity to offer an array of specialised and co-curricular programs. Our transition programs ensure our students find success as they commence Kindergarten, our Opportunity Classes or transition into High School in preparation for Year 7.

We value the relationship between home and school and look forward to welcoming you and your family as members of the Woollahra Public School community to ensure we collectively promote the best possible outcomes for your child.

Kylie McKinnon
Principal



SCHOOL DETAILS

Woollahra Public School
Forth Street Woollahra NSW 2025

Tel: [\(02\) 9328 6313](tel:(02)93286313)
Email: woollahra-p.school@det.nsw.edu.au
Website: <https://woollahra-p.schools.nsw.gov.au/>
School Bytes: www.portal.schoolbytes.education

SCHOOL HOURS

Morning

- Before School care operates between 7 - 8.30am (Please enter via Barton entry gate)
- Gates open and playground supervision is provided from **8:30am**.
- Students should be at school by **8.50am** to ensure they are settled and ready to commence the school day at 9am.
- The bell rings at **9:00am**.

Afternoon

- Gates are open for parents/carers in the afternoon at 2.55pm.
- The bell rings at 3:00pm. The students are dismissed from class at this time.





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Absences

If your child is absent from school, you must submit an absentee form through the school's School Bytes Parent Portal app under "Attendance".

An absence of more than two consecutive days requires a doctor's certificate.

If your child is likely to be away for a long period due to illness, please advise the school by telephone or email. **It is not necessary to call the school to advise of daily absences.**

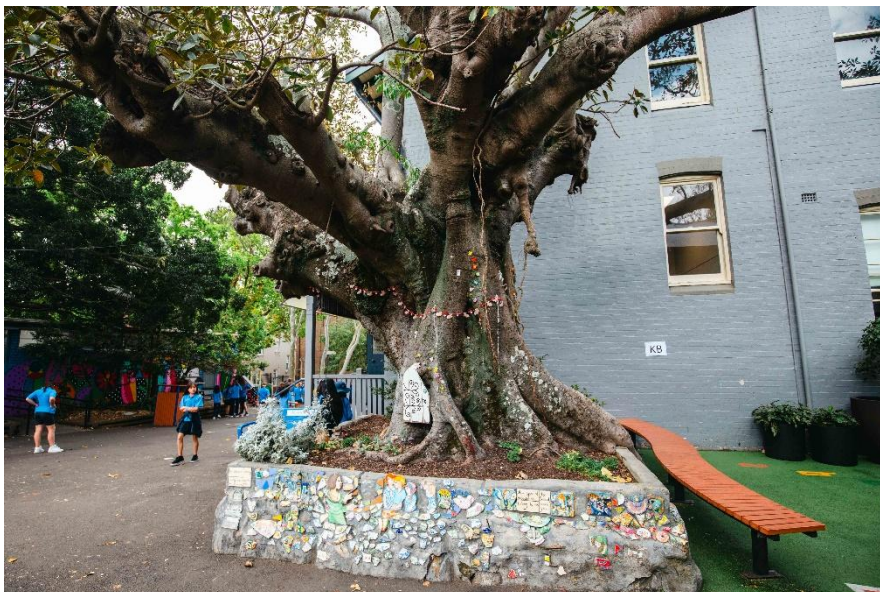
If seeking extended travel leave (5 or more days) parents and carers need to complete an *Application for Extended Leave – Travel* form inclusive of plane tickets/or your travel itinerary. Approval for Extended Leave is reviewed and granted or denied by the school principal.

On-time attendance is important for your child's learning. Students who are late to school must come to the office and collect a late note before attending class. Students who are regular latecomers may be interviewed and a letter sent home regarding the disruption of learning. Parents wishing to take their child/children during the school day must first come to the school office reception for a pass, which is given to the class teacher.

Anaphylaxis Awareness



Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening to sufferers when exposed to **nut based products**. It is very important that all of our school community is aware that some students at our school have **nut allergies**. To minimise the risk to these students, we request that parents do not pack nut products such as peanut butter, Nutella and any nut-based snack foods in their child's lunch box.





Animals on School Grounds

For many members of our school community, dogs are an important part of our lives. We do have to remember however, that this is not the case for all of our students and their families. We have some students that are quite fearful of dogs. In addition, even the most placid dog can be unpredictable in an environment such as a school playground or on the streets around the school.

Please remember that dogs are NOT to be brought onto our school site at anytime – leashed or unleashed.

A reminder that this is law under the NSW Companion Animals Act as follows:

Dogs are prohibited in the following places (whether or not they are leashed or otherwise controlled)

- Children's play areas (meaning any public place, or part of a public place that is within 10 metres of any playing apparatus provided in that public place or part for the use of children).
- School grounds (meaning any property occupied or used for a purpose connected with the conduct of a government school or non- government school under the Education Act 1990 , other than any property used for a residence or the curtilage of a residence).

While only a small percentage of dogs will ever be involved in an attack, the Companion Animals Act 1998 ('the Act') requires that all dogs must be under effective control by means of a chain, cord or leash when in public (unless in a designated off-leash area) in order to minimise the chances of an attack occurring, and to protect the welfare of the dog and members of the public. (Ref: Woollahra Council website).

While it is imperative that we all abide by the law, it's just as important that we support each other as a community. Our school grounds need to be a safe place for every child and family. This means it is not a place for dogs.

Assemblies

Special assemblies take place during school term within school hours. Notes will be sent out prior to advise you of the date and time. Parents and carers are welcome to attend assemblies and are requested to sit at the back of the hall.

Assessment and Reporting

Assessment of students learning is ongoing throughout the school year. If there are concerns in regard to your child's progress you will be contacted by your class teacher. Alternatively, parents can request a meeting with their child's teacher via the front office or the school email address. Student Academic Reports are issued twice a year, at the end of Term 2 and at the end of Term 4.



Bicycles and Scooters

Children must wear helmets while travelling to and from school on bicycles/scooters. For the safety of our school community, students and parents must walk their bike/scooter in and around the school grounds (inclusive of footpaths). When they arrive at school, they are to walk their bike/scooter to the bike rack beside the canteen. No riding of bikes is permitted on school grounds. The school accepts no responsibility for the safety and security of bikes or scooters while at school.

Bus Passes

Students in Kindergarten, Year 1 and Year 2 are eligible for a free Opal card. Children in Years 3 to 6 who live on a bus route outside 1.6 km straight line distance or 2.3 km walking distance from the school are also entitled to a free Opal card. Students must show their card each time they board the school bus.

Applications can be made online at apps.transport.nsw.gov.au/ssts. For further information, call Transport NSW on 131 500 or visit the Transport NSW website.





Change of Routine

If there is a need to change your child's usual pick-up routine, for example, someone else will be collecting them or you are running late, please contact the school in advance so that there will be no confusion or risk of your child becoming upset at home time.

Class Structure and Organisation

Early Stage 1 – Kindergarten

Stage 1 - Years 1 and 2

Stage 2 - Years 3 and 4

Stage 3 - Years 5 and 6

Communication

The best way to stay informed about all school matters is via the School Bytes app. The school website and School Bytes has up to date information on what is happening at school including the calendar of events, excursion notes etc.



School Bytes



Woollahra Public School

Excellence Opportunity Success

T: 02 9328 6313

E: woollahra-p.school@det.nsw.edu.au

<https://woollahra-p.schools.nsw.gov.au/>

Communication Charter

At Woollahra Public School we promote respectful relationships amongst community. Please follow the link to find out more about the department expectations.

<https://education.nsw.gov.au/schooling/parents-and-carers/going-to-school/school-community-charter>

Contacting the Class Teacher

If you wish to speak to your child's class teacher, please request an interview at a mutually convenient time. Requests can be made through the school office by calling 9328 6313 or by emailing the school office at woollahra-p.school@det.nsw.edu.au



Creative and Performing Arts

Our school has an outstanding reputation and record of providing students with a broad range of quality experiences in the arts. High student participation continues to be a key feature of arts programs. Our students have the opportunity to take part in the following performing arts ensembles and initiatives:

Band Programs
Dance Ensembles
Rock Band

Choirs
Drama Groups

String Ensemble
Guitar Groups

Curriculum

Every student is provided with experiences in six Key Learning Areas in keeping with their development:

- English
- Mathematics
- History & Geography
- Science & Technology
- Creative arts
- Personal Development, Health & Physical education

Debating and Public Speaking

Woollahra runs a vibrant debating and public speaking program giving students who have an interest and talent in these areas the chance to develop their skills and participate in competitions. Students have the opportunity to receive debate coaching to improve their debating skills, techniques and processes. The development of public speaking skills is integral to all classrooms K-6. Throughout the year the school participates in the Multicultural Perspectives Public Speaking competition and the Ultimo Directorate Public Speaking competition, giving our talented speakers the opportunity to shine and compete against other schools.

Emergency Contact

Please let us know of any change to your address or phone numbers. This information needs to be up to date in case of an emergency. We recommend saving the school number in your phone so you know when the school is calling. Please contact the office to update your records.



Excursions, Incursions and Camps

Excursions are great experiences to enhance your child's learning and are an important part of our educational programs. You will be informed of the details in advance and will be required to give permission and make payment via the School Bytes app. No child is permitted to participate in an excursion without the written consent of parents. If you require financial assistance, please contact the office to speak to the Principal.

Family Court Matters

Please ensure the principal is informed of any legal custody arrangements concerning your child. This helps us to maintain a safe and secure environment and prevent any issues with unauthorised access. To update us on any changes, please contact the school office in confidence.

Health Issues

If your child has any special health care needs, including required adjustments (such as for allergies or other precautions) or any medical conditions (such as asthma, diabetes, or hearing impairments), please notify the school promptly. This can be done in person or via email as soon as a diagnosis is made or if there are any changes to your child's health care requirements.

Homework and Home Reading

Our school has a homework policy that aligns with the NSW Department of Education guidelines. Homework is designed to support students in developing responsibility for their learning by completing tasks independently at home. It reinforces classroom learning and, as students' progress, fosters valuable study skills. Homework expectations are outlined at the start of each year during class information sessions. Where needed, teachers adjust homework to meet the specific needs of individual students or families. A key component of our homework program is regular home reading.





Late Arrivals and Early Departures

All students who arrive after 9.00am must be signed in by a parent or carer at the school office. A late note will be issued which must be handed to the classroom teacher. Lateness is recorded as a partial absence and must be explained by the parent/carer.

If your child has a pressing medical appointment or you are required to pick your child up early from school, you will need to report to the school office for an Early Departure pass. Your child will be called to the office. Parents are not to collect their child from their classrooms. Leaving early is recorded as a partial absence and must be explained by the parent/carer.

Learning Support

English as an Additional Language or Dialect (EALD)

At Woollahra we provide EALD support through a variety of programs from Kindergarten to Year 6. A child entering Woollahra Public School with little or no English will receive intensive English lessons during the week with a specialist teacher. As children from non-English speaking backgrounds develop English language skills, they are regularly supported in the classroom by specialist teachers who plan and work with the classroom teacher. This involves joint teaching, working in small groups or sometimes withdrawing small groups of children for a more individual style of learning.

Additional Learning Needs

Students who have additional learning needs or need adjustments made to their programs to maximise their learning are supported by a specialist learning support teacher who works in consultation with the classroom teacher. Individual and small group programs are developed to target specific learning needs and make individual accommodations for these children.

Extension and Curriculum Enrichment

At Woollahra, we are committed to meeting the needs of high potential and gifted students by tailoring learning programs in alignment with the NSW Department of Education's High Potential and Gifted Education policy. Our approach emphasises differentiation within the classroom, where teachers adjust learning programs to ensure these students are both challenged and supported. In addition to individualised classroom strategies, we offer a variety of targeted enrichment programs designed to extend our students' capabilities. These include participation in the Maths Olympiad, Public Speaking and Debating teams, and specialised programs in Science and the Arts. Through these initiatives, we aim to cultivate a stimulating learning environment that encourages high-achieving students to reach their full potential.



Library Program

Our school library serves all students and teachers from K-6. The library is fully computerised and has a wonderful variety of books for students to borrow. The library is open Tuesday – Thursday. Student learning is enriched by literature and technology in an information skills program. Each class has a library lesson each week. Children are encouraged to borrow books, and we ask that these books are well cared for and returned promptly. Children must have a library bag before they can borrow books. Library bags are for books only. Please make sure your child does not put food, drink, pens or pencils in the bag.

Lost Property

Lost property is held outside the school hall. Parents are welcome to inspect lost property for any misplaced items before or after school.

Please write your child's name clearly on all items so that if they do lose something, it can be easily returned to them.

Medication

No class teacher is permitted to administer medication of any description. All medicines must be taken to the school office and parents/carers are required to complete a permission form before medicine can be administered to a student by the school. Medication must not be left in school bags or the classroom.

Mobiles and Digital Devices



Only Stage 3 students: If you require your child to bring a mobile phone to school, as per the state government and Department of Education's policy. Students must leave their phones in their school bag for the duration of the school day. The school will take no responsibility for digital devices that are lost, damaged or stolen. Children are not permitted to make phone calls, send emails, take photographs, video or audio record at school using their digital devices. If parents or carers need to be contacted, this will be done by our office staff.

Money Collection

All payments must be made online through the Woollahra Public School School Bytes Parent Portal.

Teachers will not be held responsible for any money that students lose.



Opportunity Class Program

The Opportunity Class program at Woollahra Public School is designed for academically gifted students in Years 5 and 6, offering a dynamic environment where students can develop as creative and critical thinkers. In these classes, students are inspired to excel across academic, social and artistic pursuits while forming positive relationships with like-minded peers. This unique learning setting allows gifted students to thrive alongside others of similar ability.

Entry to the Opportunity Class program is managed by the NSW Department of Education's High Performing Students Unit. Prospective students in Year 4 complete an entry assessment, which evaluates their skills in English, Mathematics, and Thinking Skills.

For information on the selection procedures and dates for the Opportunity Class exam, contact the High Performing Students Unit.

Website: <https://education.nsw.gov.au/schooling/parents-and-carers/choosing-a-school-setting/selective-high-schools/choosing-a-school/opportunity-classes>

Parking

The school does not provide on-site parking facilities for staff or parents, and we kindly remind all families to prioritize safety by driving carefully around the school and adhering to road and parking regulations. The back lane is not an official drop-off zone, and we ask parents not to park in the lane or block residents' driveways. Woollahra Council regularly patrol our local streets. Please also observe the 40 km/h speed limit on roads surrounding the school during peak times—morning drop-off (8:00–9:30 am) and afternoon pick-up (2:30–4:00 pm)—to help ensure the safety of all students. We also remind parents not to park or even pull up in the designated bus zone at the front of the school at 3pm.



ILLEGAL PARKING AROUND SCHOOLS ENDANGERS YOUNG LIVES.

Don't double-park, or stop in pedestrian zones, bus zones or on footpaths.





Photo and Media Permission

The school occasionally promotes student achievements and programs through channels such as Facebook, the website, posters, and brochures. This may include using students' work or photographs.

If you do not want your child's photo or work used for these purposes, please indicate this on the annual Authority to Publish form. This is an opt-in or opt-out policy. If you select "NO," the school will fully respect this choice, and your child's photo will not be taken in any context, as managing selective use is not feasible.

Playground Supervision

The school playground is supervised by a teacher on duty each morning from 8:30 am until the bell rings at 9:00 am, Monday to Friday. The school is not responsible for any incidents before 8:30 am; during this time, students should be under the care of their parents/carers or with Helping Hands, our before-school care service.

All playground areas are also supervised by staff during lunch and recess. There is no playground supervision after school.

School Counsellor

A school counsellor is appointed to our school two days per week. Parents and teachers make referrals for assessment and counselling. Permission from a child's parents/caregivers is sought prior to a child seeing the School Counsellor. The School Counsellor also assists with applications for external support programs, integration support for children with physical, emotional and intellectual learning disabilities and occasionally referrals for children who need placement in special education classes. Parents may also request an interview with the School Counsellor.

School Routine

8.30am	Playground Supervision begins
9.00am	School day commences
3.00pm	School day concludes



School Safety and Security

Student, Staff and Visitor Safety

The school takes student, staff and visitor safety very seriously. The school is a secure site. All gates except for the main entry gate are locked each day at 9.15am and not opened until 2.55pm. All visitors must report to the office when entering the school and sign for a visitors pass. Parents are able to enter the school for the purposes of delivering or collecting children, or for office matters. Access to classrooms and teaching staff should be arranged with the office staff beforehand.

Working with Children Check

All staff, contractors or volunteers who work on the school site are required to follow the Department of Education's *Working with Children Check* procedures. This involves holding a *Working with Children Check* number for paid staff and filling in a declaration for volunteers. These procedures are overseen and monitored by the Principal and school leadership team.

Work, Health and Safety Procedures

The school complies closely with work, health and safety (WHS) procedures. This includes the establishment of a WHS committee, regular site inspections and the development of policies and plans such as a WHS consultation plan, first aid plan and emergency procedures. All staff and students are familiar with the school's emergency procedures and are prepared to respond in the very rare instance that there may be an incident or danger in the school. The school conducts regular practice drills of these procedures.





School Uniform

Woollahra Public School is a proud uniform wearing school and has a range of uniform choices from which students can choose from. Our uniform is sold exclusively at the school by the Parents and Citizens Association. The uniform shop is situated outside of the school hall and will be open at each transition day between 8.30-10.45am. You are welcome to purchase uniforms on the day or just have a look at our uniform options. Uniforms can be ordered via Munch Monitor and you will be notified when it is available for pick up at the school office. Alternatively, they will also be open on Friday 30 January between 9am – 12pm. Our uniform shop volunteers who are also parents of the school will be available to assist with your child's uniform and answer any questions you may have. During the school term the uniform shop is open Tuesday and Friday 8.30 – 9am.

Girls:

- Summer tunic (dress) or,
- Navy shorts/pants/skirt with,
- School logo short and long sleeve polo top
- Jacket
- School hat
- Black leather shoes or trainers on sports days

Boys

- Navy shorts or cargo pants with,
- School logo short and long sleeve polo top
- Jacket
- School hat.
- Black leather shoes or trainers on sports days

A current uniform price list and order form is included in this pack.

Sick Students

If your child is sick, the best place for them is at home with you to look after them. When children become sick at school, they either recover quickly after a short time in Sick Bay or parents are contacted to collect them from school. Please ensure you update emergency contact numbers (parents/relatives/friends) if numbers change or your situation changes to ensure we can provide timely information about your child. This is essential for your own peace of mind and your child's well-being.

Smoking Policy

Smoking is not permitted on school grounds at any time. This is inclusive of 'e cigarettes' and vapes.





Special Religious Education (SRE) and Special Education in Ethics (SEE)

The decision about student participation in SEE or SRE is made by parents/carers annually. Parents and carers may choose an available SRE provider suitable to their families/child's spirituality, or they may choose for their child not to receive SRE. Students not participating in either SRE or SEE will be provided with activities under the close supervision of staff during this time.

At Woollahra Public School, we provide SRE classes in the Anglican, Uniting, Catholic, Bahai and Judaism, in addition to Ethics. SRE and SEE are provided each Thursday by volunteers.

Your child will attend the approved SRE/SEE providers group indicated on the department of Education's SRE/SEE permission form that will be distributed to families annually.

Sport

Students participate in fundamental movement programs to learn the skills required for team sports. The school often engages third party providers to implement these programs.

The school holds a Swimming, Athletics and Cross Country Carnival each year. Parents are invited to come and support their children on these days.

Students 3-6 will have the opportunity to engage in winter PSSA sport during Terms 2 and 3. They will also have the opportunity to represent the school at Zone, District and State levels.

Your child will be allocated a sporting house on enrolment. They are required to wear their House polo shirt on weekly sport days and when participating in sports carnivals. These are:

Gilmore	Purple
Parkes	Green
Bates	Yellow
Wentworth	Red



Student Leadership

Student leadership programs are an important component of the broader learning opportunities provided to our students. The senior student leadership team is made up of two school captains, two vice school captains and a number of student leaders. They work closely with the Principal and staff to contribute to school decision making and improvement as well as lead assemblies and represent the student body at official occasions.

Student Representative Council

Each class from Years 2 to 6 has two representatives on the Student Representative Council (SRC). The School Captains and Vice Captains are also members of the SRC. The main function of the Council is to provide an opportunity for students to express their views on school matters as well as develop leadership, citizenship and organizational skills. The SRC meets weekly and decides and implements fundraising activities and other initiatives to support the school and broader community.

Student Wellbeing

Woollahra Public School is a Positive Behaviour for Learning (PBL) school committed to promoting the values of students becoming respectful, responsible, active learners. We endeavour to create a safe and caring environment that enables students to enjoy learning to the best of their ability. This initiative is strengthened by the social emotional program 'Grow Your Mind' that teaches students how to look after their mental health.

Student behaviour (positive and negative) is monitored to track trends and to assist staff in implementing the correct supports that promote learning and social engagement.

Sun Safety

Children are required to wear a school hat throughout the year when they are in the playground. Our policy is NO HAT, PLAY in the shade.

Teacher Release Program (RFF)

Every teacher is entitled to three hours 'release from face to face teaching' (RFF) each week for preparation, planning, marking student work and attending meetings. This time is provided by an RFF teacher and also through library lessons. The RFF program focus changes from year to year according to school priorities such as: STEM, Italian and dance. This program provides all students with the opportunity to work with a range of teachers each week.



Technology

Our students have access to a wide variety of technology including computers and interactive devices. All classrooms and the library are fitted with interactive smart boards and computers. Children 3-6 are encouraged to use the internet, school portal, class blogs and email as a way to research, access and present information.

Term Overview

At the beginning of each term a learning overview is sent home to parents via the School Bytes app detailing the learning programs to be covered throughout the term.

Valuables

Children should not bring expensive toys, watches, scooters, skateboards or other valuable items to school. No responsibility can be taken for theft or damage to these items.

Woollahra Public School Core Values

Respectful, Responsible, Active Learner

Our school community has committed to three core values that guide our practice and play an integral role in the structure and function of our wellbeing policies and procedures. These core values underpin the interactions between all members of the school community, aiming to guide our students in the development of positive behaviours, attitudes and respectful relationships.