

Portland Central School

Information pack



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Find us on 

Welcome to Portland Central School

Portland Central School supports students in a K-12 environment, providing a seamless and supportive transition between primary and secondary school.

We have highly competent and dedicated staff who are committed to providing a range of high-quality learning experiences.

Learning is tailored to include opportunities for extension with high interest projects and individual learning plans for all students.

There are opportunities for flexible learning approaches in senior years, including distance education pathways, career education and trade training opportunities.

Our School Wide Expectations (SWE) underpin education at our school. We believe every student has the right to learn in a safe, respectful environment. We know that when students feel safe and are respected their learning outcomes improve.

We look forward to working with you in close partnership to make a difference and promote student opportunities that align with individual goals and aspirations.

Please book an appointment to discuss your child's education at any time.

Mr Matt Quirk
Principal



Our staff

Principal	Mr. Matthew Quirk
Deputy principal (relieving)	Mrs. Leigh Mclean
Assistant principal (Primary)	Miss Jodie Mason Ms. Kelly Gurney (relieving)
Primary teachers	Miss Jacinta Robb Ms. Emma Francis (DCO) Mrs. Alissa Curran (APCI) Miss Carolyn Eves Ms. Kate Blackwell Ms. Megan Davey Ms. Namaste Ossig-Bonanno Mrs. Anna Ossig-Bonanno
Head teacher – teaching & learning	Mrs. Jess Worley
Head teacher – wellbeing	Mrs. Hannah Kelly
Head teacher – strategic support	Mrs. Rosie Galloway
Secondary teachers	Mr. Anton Kumariah Ms. Katherine Sutton Ms. Kathryn Yeo Ms. Fiona Paton Ms. Kate Whitaker Mr. John Bawden Mr. Ieuan Batchelor Mr. Greg Dempsey Ms. Jess Leffley Ms. Rhiannon Walding Mr. Patrick Brandon Mr. Mark Campbell Ms. Kylee Seabrook Ms. Allison Couchman
Support class teachers	Ms. Jacqueline Double Ms. Rebekah Ravesi
Librarian	Ms. Ali Kim
Library Assistant	Mrs. Leeann Whitelock

School counsellor	Ms. Suzanne Collum
School administration manager	Ms. Cathy Loadsman
SLSOs secondary	Mrs. Kerrie Sheehan Mrs. Yvonne Tilley Mr. Jake Lewis Ms. Caroline Stevenson Ms. Erin Naden Ms. Chloe Hann
SLSOs primary	Ms. Narelle Dray Ms. Mickaylah Puckeridge
School administration officers	Mrs. Donna Ford Mrs. Jenny Sewell Mrs. Lia Jennings Ms. Hannah Pender Ms. Kerrie Carter
Technology support officer	Ms. Lisa Woodward
General assistant	Mr. David Tilley
Agriculture assistant	Mr. Ken McDonagh
Cleaning staff	Ms. Leila Richardson Mrs. Jill Oakes Ms. A Bon



Learning

Our curriculum is designed to ensure that students are engaged in learning within the NSW Education Standards Authority (NESA) requirements.

At Portland Central School, we prioritise cross-curriculum options to enable students to develop understanding about and address the contemporary issues they face.

The general capabilities encompass the knowledge, skills and behaviours that work together with curriculum content to assist students to live and work successfully.

The Australian Curriculum includes seven general capabilities:



Assessment

Assessment is an opportunity for students to show what they know and what they can do. Assessment tasks help both students and teachers to identify strengths and weaknesses so teachers can focus on what students need to learn to be successful at school. Students also find out about areas they should concentrate on to improve.

Assessment tasks are designed to measure how well students have achieved the outcomes of a particular course/subject area. Student achievement of these learning outcomes will be presented in their academic report each semester.

Reports

Written reports on your student's progress are sent home twice per year. These reports provide you with an overview not only of your student's academic achievements, but of their social and personal development.

Parent-teacher interviews are the most effective method for parents and carers to obtain information about their child's progress. These are held in Terms 1 and 3, but can be arranged at any time throughout the year. Do not wait until report time if you have a concern about your student.



Excursions

Excursions are valuable educational experiences that supplement the learning completed in the classroom.

Permissions notes are distributed digitally via the Sentral for Parents app. Payment can be made online via our website or at our front office.

School uniform is required for every excursion unless otherwise stated on the permission slip. Students will not be able to attend if they are not in the correct uniform on the day. No refund will be given.

School-wide expectations

Our school core values are **safe, respectful learners**. These apply across the school in every circumstance and setting. They assist students to have positive learning experiences at every opportunity and support them to reach their full potential.

Safe

- Keep hands and feet to ourselves
- Remain in the right place at the right time
- Use devices appropriately
- Use resources correctly
- Keep objects in suitable places
- Wear our uniform with pride

Respectful

- Speak quietly and politely
- Use appropriate language
- Acknowledge and uphold the rights of others

Learners

- Allow learning to happen
- Listen to and follow instructions
- Remain on task and work hard
- Be prepared and positive
- Do your personal best
- Ask for help when required

SWE Rewards



SWE (School Wide Expectations) is a fundamental part of Portland Central School's behaviour policy. It was created to ensure all students understand and abide by same appropriate standard of behaviour.

Teachers provide rewards to students who work hard and try their best every day!

The top 20 earning students will be rewarded at the end of each term with a special award – with a big reward for the yearly top 20 earners.

Students may also shop a selection of prizes when they reach a certain amount of SWE points.

Safety and wellbeing

School counsellor

Our school counsellor has a thorough knowledge of the educational needs of young people, but can also provide specialised psychological assessment, counselling and intervention services. Ammie can be reached by contacting the front office to schedule an appointment.

Travel to school

Buses travel to and from Lithgow and the surrounding areas. Teachers supervise bus students after school until the bus arrives.

Students who ride bikes, scooters or skateboards should wear helmets and must not ride within school grounds.

Supervision

All students should leave the school grounds promptly at 3 pm (Primary) and 3:15 pm (Secondary). We ask that parents/carers wait outside the gate to collect their students after school as a safety measure. Parents and carers of infant/primary students are asked to ensure that students do not arrive before 8:40 am, as teachers are not on duty before this time. If students arrive by bus before this time, they are required to sit in the lunch area until 8:40 am.



Immunisation

Good health is vital to school progress. Immunisation is a wonderful way of safeguarding health. We suggest that you consult your doctor concerning protection against diphtheria, whooping cough, poliomyelitis and tetanus if your student has not already been immunised.

NSW Health works in partnership with schools to offer vaccines recommended for adolescents by the National Health and Medical Research Council (NHMRC) in a school-based vaccination program. Parent-information kits are sent home to families early in the school year. To consent to vaccination, parents are advised to read all the information provided, complete and sign the consent form and return it to the school.

Medication

Any student on medication, including analgesics and antibiotics, must have the appropriate forms completed (Ventolin is accepted) before medication will be issued by staff. These forms are:

- a parent's/carer's form
- a doctor's form
- a Deed of Indemnity.

With the exception of asthma and/or severe allergy medication (i.e. EpiPen), at no time should students carry any form of medication at school. Asthma medication should be carried by all asthma sufferers at all times.

After completion of appropriate paperwork, all prescribed medications are to be handed in their original containers to the designated personnel in the school. It is the preferred option for all medication to be administered outside of school hours. Health Care Plans are required for identified health issues and medications.

Sick or injured students

Students who become sick during the day will be sent to the office. If students need to be taken home, parents/carers will be contacted by phone. It is important that you provide us with your current address and phone number, as well as an emergency contact.

Theft or damage

Students bring their phones and technology to school at their own risk. Portland Central School will not accept responsibility for any loss or damage of mobile phones or technology whilst in a student's possession.

Mobile phones

Mobile phones are not to be used during school hours. Primary students are not permitted to bring phones to school. Secondary students are permitted to bring their phone, however it must be in a Yondr pouch at all times.

At the beginning of the school year, every student will be assigned a personal Yondr Pouch with an ID Number. Phones are placed in the pouch and the pouch is locked during roll call. The students keep their phone with them in the pouch for the day, and they are unlocked at the end of period 5. While the Yondr Pouch is considered school property, it is the students responsibility to ensure that the Yondr pouch is being used correctly, is free from damage and is returned at the end of each school day.

Communication

There are a number of ways to keep up to date on what is happening at Portland Central School:

- Sentral Parent App: download from the App Store or Google Play Store.
- Email: our school provides most communication via email to parents. Please make sure your address is kept up to date.
- Our website: <https://portland-c.schools.nsw.gov.au>.
- fortnightly newsletters: accessible via our website or Sentral parent app.
- Facebook: <https://www.facebook.com/PortlandCentralSchool/>
- Our digital school billboard, located on the corner of Wolgan and Vale Streets.



Assemblies

Families are encouraged to attend our school assemblies and celebrate their child's progress.

The Infants/Primary assembly is held fortnightly on Fridays at 2:20 pm. A whole school assembly is held twice a term in the Community Hall: Friday in Week 5 and Thursday in Week 10 at 2:30 pm.



Facilities

Library/Independent Learning Centre

Our school has a well-equipped library that caters for the needs of all students. The library includes a large selection of reading materials and resources for students. Individual rooms are set up for independent work and tutoring options.

Technology

Our school regularly uses online-learning programs to assist students with literacy and numeracy. This includes Reading Eggs and other cloud-based programs.

The school uses Google Classroom and Microsoft Teams to facilitate learning.

Our school is very well resourced with interactive panels utilised in every classroom. The school also has iPads, laptops and a computer lab to support teaching and learning.

Industrial kitchen

Our school has a fully operational industrial kitchen that can accommodate large groups and allows the school to offer a range of curriculum options, including Hospitality and Food Technology courses.

Save the Day Café

The Save the Day Café is open most days of the week for recess and lunch for secondary students and school staff. Milkshakes, coffee, hot chocolate, chai and teas are available with a choice of full cream, skim, oat or soy milk.

A different meal menu is available each day, including toasties and a variety of other snacks and lunches. Some days we offer lunches that are made by senior students.



Students and staff are encouraged to purchase coffee and food cards for \$20, which gives 10 hot drinks, snacks, or lunches. The café accepts cash and EFTPOS payments.

Students who work in the café develop skills in using an industrial coffee machine to make quality coffees, practice customer service skills, hygienic practices, taking orders and managing money.

Money is raised to make improvements to the café and to provide opportunities for students to obtain employability skills through certified barista courses.

Woodwork, Metals and fabrication

Our school provides students with the opportunity to complete a range of technology and applied studies (TAS) courses, including woodwork, industrial technology and metal subjects for Years 7-12.

Agricultural farm

Our school has a fully functioning agricultural farm that provides the opportunity for our students to participate in production agriculture, learn the theory behind animal and plant management, as well as access local enterprises to connect learning and make links with prospective employers.

We participate in The Merino Wether Challenge and Cows Create Careers to give students access to agricultural competition and test their skills. We also hatch and grow a range of poultry breeds and regularly access beef cattle for husbandry operations. The focus of our plant enterprises is paddock to plate and students will grow and cook produce as part of the course.



Parent support

The role of schools is to work in partnership with parents to provide an environment that encourages students to connect with each other and their community so they can succeed and thrive. Parents, teachers and the community all play a role in fostering this environment.

Supporting your child in learning

- Be cyber aware. Regularly monitor what your child is looking at on the internet and do what you can to reduce their exposure to inappropriate content. Place the computer or device in a common area of the house so your child is less likely to try and access inappropriate websites or use social media inappropriately. Consider using content filters to help control what your child can access.
- Encourage positive outlets for your child's energy. Sports, performing arts, hobbies and organised clubs all provide a sense of belonging and somewhere to focus interests, though it may take a few attempts to find the right interest for your child.

Assisting in school activities

Parents/carers are invited to become involved in many school activities. Some activities that could benefit from parental assistance include:

- helping to supervise excursions
- transporting students to and from school activities
- providing expertise and knowledge
- joining the P&C.



Parents and Citizens Association

Portland Central School's Parents and Citizens Association (P&C) is a group of parents, caregivers and teachers that work together to assist the school in fundraising and student support, as well as playing a role in the general running of the school.

The P&C is responsible for the Mother's Day and Father's Day stalls, Easter and Christmas raffles, as well as other fundraising activities during the year.

The P&Cs aim is to promote the parent teacher relationship to ensure that students gain the maximum benefit from their time at Portland Central School.

P&C meetings are held on Tuesday at 5:30 pm in Week 4 in the staff common room of the administration building, with an additional focus group held in Week 8. The annual membership is \$5 per person.

For more information, contact Richard Evans on 0488 188 786 or visit the dedicated Facebook page www.facebook.com/PortlandCentralPC.



Payments to the school

All payments to the school can be made online via our school website, or our front office accepts cash and EFTPOS.

School contributions

School Contributions allow the school to purchase important resources for students and are an important part income for the school. Your payment of these contributions is greatly appreciated.

Kindergarten-Year 4	\$40 per year
Year 5-8	\$50 per year
Year 9-12	\$60 per year
*Family rate	\$100 per year

Elective fees

Agriculture	\$80 per year
Food technology	\$80 per year (Year 7-10), \$120 per year (Year 11-12)
Geography	\$50 per year
Hospitality	\$140 per year
Metals & woodwork	\$80 per year (Year 7-10), \$120 per year (Year 11-12)
Primary Industries	\$80 per year

All elective fees pay for materials, food and other consumables and are compulsory. Students who fail to pay for these consumables will not qualify to participate in practical sessions where such consumables are required and may be requested to move subjects.

Uniform

At Portland Central School, students are expected to wear the official uniform. Uniform provides a sense of belonging and pride. We are proud of our school and our students, and by wearing uniform our students will stand out when representing us in the community.

Students should wear the styles indicated on the following pages. Uniforms can be purchased at the Portland Central School Uniform Shop.

Primary Shirts Red 4-16	\$26.00	Girls Navy Pants	\$35.50
Primary Shirts Red S	\$28.00	Navy School Jumpers 6-14	\$30.00
Polo Shirts White	\$15.00	Canterbury Pants	\$46.00
Polo Shirts Navy & Red 12, 14, 16 (Secondary)	\$24.00	Navy School Jumper S, M, L etc	\$15.00
Polo Shirts Navy and Red S, M, L, etc. (Secondary)	\$26.00	Navy Hoodie	\$56.00
Polo Shirts Navy Seniors S- 3XL	\$45.00	School Jackets	\$35.00
Navy Skort 4 – Medium	\$22.00		
Navy Skirt – Women’s 6-24	\$29.00	Caps/Bucket hats	\$10.00

Primary

Boys

Grey shorts or trousers
Red school polo shirt or red skivvy
School jumper/jacket
PCS beanie or hat
Grey socks
Black shoes

Girls

Navy Skort
Navy shorts/pants
Red school polo shirt or red skivvy
PCS beanie or hat
School jumper/jacket
White socks
Black shoes

Sport K-6

Navy shorts/track pants
 School jumper/jacket
 School tracksuit
 White socks
 Joggers

Secondary: Years 7–10

Boys

Grey shorts or trousers
 Navy shorts
 Navy & red polo shirt
 Navy school hoodie/jacket
 Grey socks
 Black shoes

Girls

Navy skort/skirt with navy tights in winter
 Navy shorts or pants
 Navy & red polo shirt
 Navy school hoodie/jacket
 White socks
 Black shoes

Seniors: Years 11 & 12

Young Men

Grey shorts or trousers
 Navy senior polo shirt
 Year 12 jumper/jacket
 Grey socks
 Black shoes

Young Women

Navy skirt or navy pants
 Navy senior polo shirt
 Year 12 jumper/jacket
 White socks
 Black shoes

Official occasions

Young Men

Grey trousers
 White button up shirt or senior shirt
 Navy school blazer
 Grey socks
 Black shoes

Young Women

Navy skirt and navy tights or navy pants
 White button up shirt or senior shirt
 Navy school blazer
 White socks
 Black shoes

2023 term dates

Term 1	Tuesday 31 January	Thursday 6 April	10 weeks
Term 2	Tuesday 25 April	Friday 30 June	10 weeks
Term 3	Tuesday 18 July	Friday 22 September	10 weeks
Term 4	Monday 9 October	Monday 18 December	11 weeks

Primary bell times

Morning session	9:00 - 11:05 am
Recess	11:05 - 11:25 am
Middle session	11:25 am - 1:05 pm
Lunch	1:05 - 1:45 pm
Afternoon session	1:45 - 3:00 pm

Secondary bell times

Monday, Tuesday, Wednesday, Friday	
Roll call	9:05 - 9:15 am
Period 1	9:15 - 10:15 am
Period 2	10:15 - 11:15 am
Morning break	11:15 - 11:45 am
Period 3	11:45 am - 12:45 pm
Period 4	12:45 - 1:45 pm
Afternoon break	1:45 - 2:15 pm
Period 5	2:15 - 3:15 pm

Thursday	
Roll call	9:00 - 9:05 am
Period 1	9:05 - 10:05 am
Period 2	10:05 - 11:05 am
Morning Break	11:05 - 11:35 am
Period 3	11:35 am - 12:35 pm
Period 4	12:35 - 1:35 pm
Lunch	1:35 - 2:05 pm
Period 5	2:05 - 3:05 pm



Portland Central School School map



Stationery requirements

Primary

There is a variety of stationery and resources available in each of the primary classrooms. The suggestions below are optional:

- coloured pencils
- textas
- glue
- scissors

Secondary

- 4x blue/black pens
- 2x red pens
- 2x lead pencils
- 11x A4 size 128-page books
- Scissors
- 2x large glue sticks
- Coloured pencils
- Eraser
- 1x ruler, sharpener
- 1x scientific calculator
- 1x geometry set
- 2x highlighters
- 1x headphones
- 1x USB