



K-12

INFORMATION PACK







PORTLAND CENTRAL SCHOOL

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HOW TO REACH US

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 Email	portland-c.school@det.nsw.edu.au
 Phone	(02) 63 555 233
 Website	www.portland-c.schools.nsw.gov.au

WELCOME



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. Matt Quirk
Deputy Principal	Mrs. Leigh Mclean
Assistant Principal (Primary)	Miss Jodie Mason Ms. Kelly Gurney (Relieving) Mrs. Alissa Curran (APCI)
Primary teachers	Miss Jacinta Robb Ms. Carolyn Eves Ms. Ali Kim Ms. Megan Davey Ms. Namaste Ossig-Bonanno Mrs. Anna Ossig-Bonanno
Head Teacher – Stage 6	Mrs. Jess Worley
Head Teacher – Stage 5 (relieving)	Mrs. Rosie Galloway
Head Teacher – Stage 4	Mrs. Hannah Kelly
Head Teacher – Support	Mr. Daryl Dinger
Secondary teachers	Mr. Anton Kumariah Ms. Kathryn Yeo Ms. Fiona Paton Ms. Kate Whitaker Mr. John Bawden Mr. Ieuan Batchelor Mrs. Sharon Laurence Ms. Rhiannon Walding Mr. Patrick Brandon Mr. Peter Doherty Ms. Allison Couchman Ms. Teagan Edwards Ms. Tracey Borg
Support class teachers	Ms. Jacqueline Double Ms. Rebekah Ravesi
Library Assistant	Mrs. Leeann Whitelock
School Counsellor	Ms. Suzanne Collum

School Administration Manager	Ms. Cathy Loadsman
School Learning Support Officers (Secondary)	Mrs. Kerrie Sheehan Mrs. Yvonne Tilley Mr. Jake Lewis Ms. Caroline Stevenson Ms. Erin Naden Mrs. Chloe Hann Ms. Tina McClintock Ms. Michelle O'Toole
School Learning Support Officers (Primary)	Ms. Narelle Dray Ms. Mickaylah Puckeridge Ms. Katrina Walsh
School Administration Officers	Mrs. Donna Ford Mrs. Jenny Sewell Mrs. Lia Jennings Ms. Hannah Pender
Digital Support Officer	Ms. Emma Francis
Technology Support Officer	Ms. Lisa Woodward
General Assistant	Mr. David Tilley
Agriculture Assistant	Mr. Kenny McDonagh



LEARNING

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

Portland Central School has a strong commitment to delivering high quality, inclusive programs in all subject areas. Our experienced staff regularly engage in professional learning opportunities to enhance current teaching practices. Our school curriculum offers a broad and balanced range of subjects delivered in well equipped, engaging learning environments.



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 across K-12 involves formal and informal assessment activities. These are designed to measure student achievement against the outcomes of a particular course/subject area. This assessment data is presented to families in student academic reports each semester.

REPORTS

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

Parent-teacher-student meetings are conducting in Term 1 each year. During this meeting, students and their parents will develop an individual learning plan and set goals for the year. Additional meetings can be arranged at any time throughout the year. You are welcome to contact us at any time if you have a concern about your child.

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. Parents give permission through the app. Payment can be made online via our website or as a cash/EFTPOS payment at the 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 refunds are given for excursions.



ATTENDANCE

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. Our school works in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

YOUR LEGAL RESPONSIBILITIES

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age of 17 years. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the NSW Education and Standards Authority for home schooling. Once enrolled, children are required to attend school each day it is open for students.

THE IMPORTANCE OF ARRIVING ON TIME

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day.
- Helps students learn the importance of punctuality and routine.
- Give students time to greet their friends before class.
- Reduces classroom disruption.

Lateness is recorded as a partial absence and must be explained by parents.

WHAT IF YOUR CHILD HAS TO BE AWAY FROM SCHOOL?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral).

Following an absence from school, you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens, the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long-term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

Days missed = years lost

A day here and there doesn't seem like much, but...



SCHOOL WIDE EXPECTATIONS

SWE 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.

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.
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SWE REWARDS

Teachers provide reward points to students who work hard and try their best every day. Students use these points to purchase prizes through the SWE online shop when they reach the required number of points.

The top 20 earning students are invited to attend a rewards excursion at the end of each year.

READY TO LEARN

At Portland Central School, we have adopted the Berry Street Education Model as a strong foundation for behaviour management in our school.

WHAT IS READY TO LEARN?

Ready to Learn is a behaviour management strategy used to improve the quality of learning for all students and to ensure that every child can achieve academic and social progress. This initiative aims to support students, minimise low-level disruption in the classroom and reinforce our need for every student to be ready to learn.

RESTORATIVE PRACTISE

Reducing friction in the classroom and maintaining a positive atmosphere requires skills and techniques which support the culture of the school.

Restorative practice takes place at the classroom level, with lower-level incidences, and is aimed at building relationships between teachers and children. We aim to support students in developing positive self-regulation. Staff also have open conversations to ensure students understand that it is okay to feel different emotions on any given day. We encourage Ready to Learn strategies as a positive approach to managing behaviour and to prevent low-level occurrences turning into major behaviours that are more difficult to manage. This proactive approach allows students to feel known, valued and cared for whilst at school.

HOW DOES IT WORK?

'Ready to Learn' strategies are available to use in every classroom K-12.

At the beginning of the year, each student chooses at least 3 Ready to Learn strategies they can use at any time during the school day. If required, students have 5 minutes to use their strategies and then are expected to re-join the class and be back on task. If a student refuses to re-join the class, the strategy they have chosen will be changed as it is not an effective strategy and not being used for the intended purpose of being ready to learn. Primary classrooms are set up and equipped with strategies and calm spaces. Secondary classrooms have posters that show what strategies can be used.

SAFETY AND WELLBEING

SCHOOL COUNSELLOR

Our school counsellor, Suzanne Collum, has over 11 years teaching experience as a Secondary English teacher. She retrained as a school counsellor, completing the department's School Counsellor in Training program. Being trained as both a teacher and a psychologist means that she not only has a thorough knowledge of the educational needs of young people and can also provide specialised psychological assessment, counselling and intervention services. Suzanne 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. All students travelling on the bus require a bus pass which is applied for online through transport NSW.

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 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 via email and consent for vaccinations is provided online. 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/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/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.



FACILITIES

LIBRARY

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, Stile 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 CAFE

The Save the Day Cafe is open every day for recess and lunch for secondary students and school staff. Slushies, milkshakes, coffee, hot chocolate, chai and teas are available with a choice of full cream, skim, oat or soy milk.

Toasties, pies and sausage rolls are available every day as well as a variety of other specials. Some days we offer lunches that are made by senior students. The cafe 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.

TIMBER, METAL AND FABRICATION

Our school provides students with the opportunity to complete a range of technology and applied studies (TAS) courses, including Timber, 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 market or cook produce as part of the course.



STAY CONNECTED

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

THE SENTRAL FOR PARENTS APP

The Sentral for Parents App is an essential tool for communicating with our school. It allows parents/carers to manage their child's absences, give permission for excursions, make payments, view newsletters and upcoming events, and so much more. The app can be downloaded via the App Store or Google Play Store. Family/student keys to access your child's personal information are issued on enrolment.

OUR WEBSITE

Our website is a resource for essential school information.
<https://portland-c.schools.nsw.gov.au>

FACEBOOK

Facebook is where we share what is currently going on at Portland Central School.
<https://www.facebook.com/PortlandCentralSchool/>

ASSEMBLIES

Families are encouraged to attend our school assemblies and celebrate their child's progress. A whole school assembly is held twice per term on Thursday in Weeks 5 and 10, at 2:15 pm, in the Community Hall.



PARENTAL 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'S 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 OPEN AND HONEST DISCUSSION AT HOME

Encouraging your child to learn about and understand other points of view is a valuable life skill. If you stop discussion about topics that you are uncomfortable with (for example: religion, politics, racism, drugs, extremism or terrorism) your child may find it even more interesting and may try to find information without you knowing. This could lead them to inaccurate information.

■ 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 parent focus groups.



FOCUS GROUPS

Portland Central School's Parents and Community Focus Groups are designed for parents, caregivers, teachers and community members, to come together and discuss key school planning priorities. Focus groups will be held during Weeks 4 and 8 of each term in the staff common room of the administration building. The focus groups aim to bring together key stakeholders of our school and community to gather valuable insights and promote and strengthen relationships to ensure that students gain the maximum benefit from their time at Portland Central School.

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 next page. Uniforms can be purchased at the our uniform shop.

Polo shirt (Primary)	\$27
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Polo shirt (Secondary)	\$26
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Polo shirt (Senior)	\$45
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Navy Skirt (Secondary)	\$29
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Navy skort	\$22
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Cap/bucket hat	\$10
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PRIMARY

BOYS

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

GIRLS

- Navy skort/shorts/pants
- Red school polo shirt/skivvy
- School jumper/jacket
- School beanie/hat
- White socks
- Black shoes

SPORT

- Navy shorts/trackpants
- School tracksuit
- School jumper/jacket
- White socks
- Joggers

SECONDARY

YEARS 7-10

- Navy shorts or trousers
- Navy skort/skirt (with navy tights in winter)
- Navy tracksuit pants
- Navy & red polo shirt
- Navy school jumper/hoodie
- Grey/white socks
- Black shoes

SENIORS (YEARS 11-12)

- Navy shorts/trousers
- Navy skirt/pants
- Navy senior polo shirt
- Year 12 jumper/hoodie
- Grey/white socks
- Black shoes

OFFICAL OCCASIONS

Men:

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

Women:

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

PAYMENTS

All payments to the school can be made via the Sentral for Parents app, or our front office accepts cash and EFTPOS.

SCHOOL CONTRIBUTIONS

Kindergarten - Year 4	\$40 per year
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Years 5-8	\$50 per year
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Years 9-12	\$60 per year
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Families	\$100 per year
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ELECTIVE FEES

Agriculture	\$80 per year
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Food Technology	\$80 per year (Years 7-10) \$120 per year (Years 11-12)
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Hospitality	\$140 per year
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Timber/Metal	\$80 per year (Years 7-10) \$120 per year (Years 11-12)
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Primary Industries	\$80 per year
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Visual Art (Years 9-12)	\$50 per year
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TERM DATES

2025			
Term 1	Tuesday 4 February	Friday 11 April	11 weeks
Term 2	Tuesday 29 April	Friday 4 July	10 weeks
Term 3	Tuesday 22 July	Friday 26 September	10 weeks
Term 4	Monday 13 October	Wednesday 17 December	10 weeks



BELL TIMES

PRIMARY

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

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 am - 12:45 pm
Period 3	12:45 - 1:45 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
Afternoon break	1:35 - 2:05 pm
Period 5	2:05 - 3:00 pm

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 128-PAGE BOOKS
- SCISSORS
- 2X LARGE GLUE STICKS
- COLOURED PENCILS
- ERASER
- RULER
- SHARPENER
- SCIENTIFIC CALCULATOR
- GEOMETRY SET
- HIGHLIGHTERS
- HEADPHONES
- USB