

**WINDSOR SOUTH**  
PUBLIC SCHOOL



# Information Booklet 2025



Dear Parents/Caregivers

Welcome to a new year. We have listed below some information, which may be helpful to you throughout the year.



### **Arrival**

All students are to enter the school through the main gates on Church Street at the pedestrian crossing. Staff will be at these gates to welcome your children from 8:15am each morning. Kindergarten to Year 2 students will play on the infant's playground (near the hall), and Years 3 to 6 students will play under the COLA (outside the library). When the bell song plays, Year 3-6 students will assemble in class lines outside their classrooms and K-2 students will line up on the blue court in their class lines.

On Fridays, all students assemble in the hall for the weekly merit awards to be handed out. The morning bell rings at 8:43am and all students are to be lined up with their class by the end of the bell song if they are to be marked present and on time. It is vital that your child arrives on time each day as the morning session is the most productive learning time and sets the tone for the rest of the day. If you are late, your child must go to the office to get a late note which they give to their class teacher.

### **Departure**

The end-of-school bell rings at 2:43pm. Pick-up arrangements will remain the same as last year. KC, KD and KN will exit from the small Church Street gate near their classrooms. 1C and 1M will exit from the Campbell Street gate, and 2S and 2W will exit from the Cox Street gate. All other primary classes will exit from the main gate on Church Street at the pedestrian crossing. Students with younger siblings will go to the gate of the youngest child, so parents do not have to move from gate to gate. The James Street Kiss & Drop gate is also open for students in primary grades. Bus students will be collected and lined up near the flag poles and escorted onto buses by a staff member. Please note teachers are involved in learning and support meetings and professional development after school most days so we appreciate the prompt pick up of your children.

*Collith Avenue Before & After School Care* provides quality care to school-age children from the surrounding area. They will pick up from the school each afternoon and drop off in the morning if required. You can contact them on 4577 3480.

### **Appointments**

Parents wishing to talk with their child's teacher are asked to make a time that suits both parties. Messages can be left for your child's teacher in the front office in person, by telephone or Seesaw message.

## Personal Property - Lost Property

Please label **EVERYTHING**, including hats, lunch boxes, drink bottles (school drink bottles are available for \$5.00), jumpers, jackets, track pants, library bag, school bag etc. We have a lost property box in KN classroom and on the library verandah, so please check there for any lost belongings. Staff will post regularly to the parent Facebook page any remaining lost property.



## Canteen

This year, the breakfast program will be coordinated by Lisa Heather from the canteen with parent volunteers. Children will be able to have breakfast cereal, toast, or fruit from Monday to Friday between 8:15am and 8:40am. There is no cost for students to have breakfast. Please note, the canteen will be open for recess and lunch on Wednesdays, Thursdays and Fridays. Recess and lunch orders can now be placed online using the **QuickCliq** app and you will need to place your order before 9am. You will need to sign up first.



## Uniform Shop

The uniform shop will usually be open on Wednesday, Thursday and Friday mornings from 8.15 am till 9.15 am. The uniform shop is located in the cottage behind the office, near the hall.

## Administration of Prescribed Medication

Anyone requesting that medication be dispensed during school hours needs to provide a **copy of the prescription or a letter from the prescribing doctor and complete the appropriate medication forms** available from the office. Medication is not to be stored in school bags, but must be taken to the office labelled with your child's name and dosage instructions.



## School Events, Payments and Permissions

All notes from the school about school events, such as excursions, will be emailed to parents and carers. Click on the email link to complete the permission and payment by **BY THE DUE DATE** through School Bytes.

## Birthdays



We love celebrating birthdays at Windsor South. If you wish for the class to celebrate your child's birthday, please bring a commercially pre-packaged treat e.g. individually wrapped cakes or chocolates. Our fabulous canteen also sell birthday buckets of ice-blocks for you to purchase ranging in price from \$18.00 – \$24.00 they are available on canteen days (Wednesday, Thursday, Friday) and can be ordered on QuickCliq.





### Attendance Matters at Windsor South

If your child is absent or will be absent for a period of time due to illness, please inform the class teacher with a written note, seesaw message or communication via the School Bytes parent portal text message system as to why your child was away on the first day of their absence. Staff will be contacting you on the second day of an unexplained absence, if they have not received communication regarding the reason your child is away. This is recorded in the class roll. As we are focusing on all students achieving an attendance rate of 90% or above, our Aboriginal Education Officer or a staff member, may also check in with an informal phone call on a daily basis.



## Keep Connected

*Windsor South Public School Group 2025* is a fantastic way to keep informed and to connect with other families and parents on Facebook. Please join this group and be connected with our wonderful school community.

### Windsor South Public School Group 2025 Facebook page

Scan the QR code to join the Parent Facebook page

Please answer the prompt question to ensure your request to join is approved.



## School Calendar

The school calendar can be found here:

[https://online.schoolbytes.education/calendar\\_page/2245/230/add3db9a-704d-4095-a441-6addc4de6660](https://online.schoolbytes.education/calendar_page/2245/230/add3db9a-704d-4095-a441-6addc4de6660)

## School Bytes Parent Portal

Our school uses School Bytes and My Family Hand as our main source of communication with you.

How to access School Bytes

- Method 1 - Parent Portal - accessed via this link:  
<https://portal.schoolbytes.education>
- Method 2 - Parent App
- App Store - <https://apps.apple.com/us/app/school-bytes/id6463097826>
- Google Play - <https://play.google.com/store/apps/details?id=education.schoolbytes>

The School Bytes parent portal will allow you to see your child's attendance, send sick notes, make changes to your personal information, access school reports, view the school calendar, track and monitor payments and permission notes for school events. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

You will also receive a notification from WSPS at 9:15am if your child has not been marked in attendance. You will be able to reply directly to this message to give an explanation for non-attendance at school.

The School Bytes payment portal is linked with the Westpac parent online payment (POP) system. Once fees are selected to pay in the School Bytes payment portal, you will then be prompted to enter your card details and finalise your payment.

To set up your parent portal, follow the steps via this link:

<https://portal.schoolbytes.education/auth/login>



**School Bytes**

## P&C Meetings

P&C Meetings are held in weeks 4 and 8 of each term, on Wednesdays at 9am. The exact dates are on the school calendar. P&C Meetings are held in the Cottage near the school hall.

By coming to P&C meetings, you'll get an insight into the decision-making processes, upcoming projects, and collaborative efforts that shape our community. It's a valuable opportunity to stay informed, voice your opinions, provide feedback and actively contribute to the positive development of our school culture.



## Homework

Homework for K-2 students may include home reading, camera word or phoneme revision, homework booklets and worksheets containing revision on phonics/spelling, maths and/or comprehension activities.

Homework for 3-6 students will be assigned on Seesaw or by the class teacher in the form of a Homework Grid, projects or worksheets. Homework is designed for students to practise what they are learning at school to master their knowledge and skills in English and mathematics. Students may also receive project-based assignments.

## Toys

We do not encourage children to bring toys to play with at school as breakages cause unhappiness. At lunchtime there are a variety of activities and equipment for students to enjoy on the playground and in the library (such as balls, skipping ropes, hoops, colouring-in corner, building blocks, puppets, soft toys and Lego). We ask parents to remind students to keep their much loved belongings at home.

No trading cards, Pokémon or playing cards are allowed at school to prevent conflict.



## Super Stars Homework Club (morning tuition)

This year we will continue our **Southie Super Stars** Morning Learning Program. This initiative allows our students to receive extra small group learning support and/or extension before school on Mondays and Tuesdays. Every student is welcome to attend the morning program from 8:15am till 8:40am and will be rewarded with canteen vouchers and Blue Star Awards. What a wonderful way of gaining additional teaching time to assist with reading, mathematics and homework projects.



## Whole School Assembly

Windsor South will hold a whole school assembly in the hall twice a term on a Friday morning from 9:00am. We will aim to hold all special functions like the Easter Hat Parade, NAIDOC Day and Multicultural Day Celebrations as a part of these assemblies. Classes will also perform a small item at some of these assemblies. Our Southern Stars Bronze, Silver and Gold medals, as well as other special acknowledgements, will be announced at the whole school/family assemblies. Please check School Bytes Parent Portal Calendar for information and dates. Weekly Merit and Blue Star Awards will be handed out weekly on a Friday morning and published on Facebook.



## Excursions in 2025

We are planning for exciting excursions for K-6 students in 2025.

- Kindergarten plan to visit the Golden Ridge Farm, approximate cost \$40.00.
- Stage 1 will be attending NSW School House Museum excursion during term 1 with an approximate cost of \$40.00.
- Next term, Stage 2 will be studying space and the solar system. We will be having a 'Space Camp' incursion that integrates visual arts and science activities. Students will enjoy the Planetarium super dome, a 3D immersive experience. Students will have the opportunity to sleep over in the hall. The cost of the Space camp is \$80 to cover food and hire costs.
- As part of our history unit *Australia as a Nation*, Stage 3 students will be attending a 3-day, 2-night camp to Canberra in Term 2 (June 4-6<sup>th</sup>). This is a wonderful opportunity for our students to see and learn about our national capital city. Students will receive a subsidy of \$30 keeping the camp affordable at \$400. This includes accommodation, coach travel, food and entries into the various venues. A \$50 deposit is required by the end of March.



## Animals on School Premises

Due to legislative requirements all animals are not allowed on school grounds without the express permission of the principal.



## No Hat/No Play – Sun Safety Priority



As part of our **Sun Safe Policy** – No Hat/No Play, we enforce that student who forget their school hat remain in a designated shady area of the playground where they are to play quiet activities. All students at Windsor South are expected to wear a school hat and encouraged to wear their school shades. Our school hats and shades are affordable and designed to maximise sun safety.

School bucket hats and senior caps are \$18.00 all available to purchase from the uniform shop. We will continue to teach and promote sun safety to our students and our community in 2025.

## Crunch & Sip

Our school is committed to improving children’s health through education and by supporting the Department of Health’s Crunch&Sip® initiative. Time will be allocated in the day for students to eat fruit or salad vegetables and drink water in the classroom. We encourage you to support your child to participate in our Crunch & Sip program by providing a clean water bottle and a piece of fruit or vegetable each day.



## Seesaw

As of late 2022 Seesaw does not meet the Department of Education's cyber security guidelines and that there is no other communication app that currently has the approval of the Department.

The Department will allow us to use Seesaw, only if parents give consent for us to use this third-party software. (The school currently pays a subscription fee for us to have the use of Seesaw). Please be on the lookout over the next week, if you have not already given permission, as we'll be emailing a consent form for your approval to use Seesaw as a tool for communication.

Seesaw will give you a window into your child's classroom and their learning progress. You will need to download the Seesaw App for iOS, Android, or alternatively you can use the web to view your child's learning.

When there are new Seesaw posts, you can be notified via app notifications, email or SMS. You will only be notified about your own child's work. You can also directly message your child's teacher or the Assistant Principals to arrange appointments.

You will receive the school Seesaw policy and log-in hand out, with directions to download and sign up for your child's Seesaw journal.

Please read the Seesaw platform's privacy policy.





## Positive Behaviour for Learning

Windsor South Public School has adopted the Positive Behaviour for Learning reward and behaviour structure to promote positive outcomes for all aspects of school life. Positive Behaviour for Learning, otherwise known as **PBL**, focuses on ensuring every person at the school is able to reach their full potential by creating a positive and safe environment. It employs a whole school systems approach to address problem behaviour and reduce its effects on student outcomes and on the school community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their self-esteem and motivation to learn.

At the heart of our school's PBL approach are three core expectations or values:

- Respect (*treating yourself and others in a considerate and caring manner*)
- Responsibility (*taking ownership of your actions and their consequences*)
- Safety (*behaving in a manner that is safe for yourself and others at school*)



The key features of the program are:

- A common purpose and approach to discipline
- A clear set of positive expectations and behaviours
- Procedures for teaching expected behaviour
- Continuum of procedures for encouraging expected behaviour
- Continuum of procedures for discouraging inappropriate behaviour
- Procedures for on-going monitoring and evaluation
- Whole school involvement
- Visual display materials around the school

**Windsor South Public School's**  
**ALL SETTINGS** expectations are:

**BE RESPONSIBLE**  
At Windsor South I will:

- take responsibility for my own actions and accept consequences

Windsor South Public School logo and cartoon turtle illustration.

**BE RESPECTFUL**  
At Windsor South I will:

- listen carefully and follow instructions
- speak politely to others

Windsor South Public School logo and cartoon turtle illustration.

**BE SAFE**  
At Windsor South I will:

- keep my hands and feet to myself
- behave in a safe manner

Windsor South Public School logo and cartoon turtle illustration.



**Students who demonstrate the three core values or expectations at Windsor South Public School will be acknowledged and rewarded for their efforts.**

### **Southern Star Rewards**

At Windsor South Public School, we take great pride in rewarding students who demonstrate consistently positive attitudes to learning and behaviour. Southern Stars is the school wide reward system that reinforces positive behaviour and encourages students to try their hardest at all aspects of their schooling.

Respectful, Responsible and Safety Star Tokens are handed out in class to students who demonstrate the key values and expectations at school. Students accumulate these tokens (class teachers keep a tally) and are awarded a Blue Star Award at assembly when they reach 10 points.



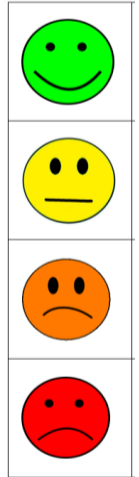
Every time a student achieves 5 Blue Star Awards, they receive a principal's medal award, and an email will be sent home prior to invite parents to attend this special assembly:

- 5 Blue Star Awards achieves a Bronze Star Medal
- Another 5 Blue Star Awards achieves a Silver Star Medal
- Another 5 Blue Star Awards achieves a Gold Star Medal
- Another 10 Blue Star Awards achieves a Platinum Star Trophy at the end of year Presentation Day assembly and have their name engraved in the honour board.



## 1,2,3 Magic Behaviour Management

Being a teacher can be one of the most rewarding professions but also one of the most frustrating. Experienced educators know that if challenging behaviour goes unchecked, the entire year can be disrupted. 1-2-3 Magic in the classroom is a whole school approach to establishing and maintaining effective discipline habits to ensure all students maximise their learning opportunities. The 3-warning system is designed to regulate students' behaviour and train their brains to make appropriate choices consistently.



The 'Buddy' system is used within the classroom as time out away from their fellow classmates. If students make wrong choices within the classroom, they will be given a warning (yellow). After the 3<sup>rd</sup> warning (red) they are given a 10-minute time out within the classroom. If the student continues to make wrong choices and are given another 3 warnings in the same session, they will be sent to their buddy class for about 10 minutes to think about their actions. This also provides the class a break and reset from the disruptive behaviour. If the student has been sent to the buddy class on 3 occasions within the fortnight, they will spend a lunchtime in the *Planning Room* to discuss their behaviour with an Assistant Principal. The *Planning Room* is a restorative approach to support students learn strategies to improve their behaviour choices in the future.

## Class Library & Sport Days:

Tuesday – Odd weeks KC, KD and 5/6M

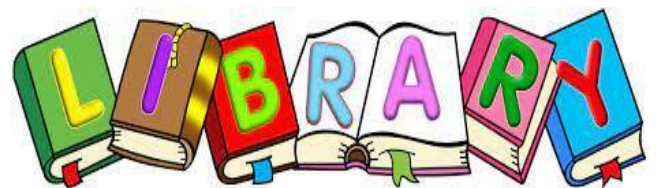
Tuesday – Even weeks 2S, 2W and 4E

Wednesday – Odd weeks 1M, 1C and 5/6N

Wednesday – Even weeks 3M, 3/4S and 4/5W

Thursday – Odd weeks KN

We are fortunate enough to have a very large, well-resourced library. Mrs Towner is our Teacher-Librarian, she encourages all students to borrow at least once a fortnight. The library is open most mornings and lunchtimes too. Please send a library bag to school on your child's library day so they can participate in the borrowing spirit. Developing a love of reading is the best way for students to improve their skills in literacy.





## Class Organisation for 2025

Windsor South has 13 mainstream classes this year and an Early Intervention Unit (preschool). We are proud to announce the continuation of our Pre-K class called **Southie Sprouts**, which will operate every Wednesday in terms 3 and 4 for any student enrolled to start kindergarten in 2026 at Windsor South. This is a school readiness program that is funded by the school (FREE to parents)!

If you have a child starting Kinder in 2026, [please fill in the online enrolment form](#) and we will be in touch during Term 2.



## Learning Support:

Mrs Hassan, Miss Telfer, Mrs Towner and Mrs Tracey (learning support teachers) will be running a targeted support program focused on improving reading and spelling for students across the school, as well as support and extension in numeracy. There is also additional support from School Learning Support Officers (SLSOs) to ensure all classes are receiving targeted intervention where needed. Our targeted support program is called **SWAT** (which stands for *South Windsor Achievement Team*).





## Synthetic Phonics

Synthetic phonics is a technical name and has nothing to do with being artificial. The synthetic part refers to synthesizing or blending sounds to make a word. Phonics is a method of teaching children how spoken words are made of speech sounds called 'phonemes' and how the letters in words relate to those phonemes. The process of reading involves decoding or 'breaking' words into separate phonemes, so that meaning can be gained. The process of spelling requires the writer to recognise all the phonemes in a word and then use their knowledge of the phonemic code to write or 'make' the word.

English is a code that can be encoded (written) and decoded (read). We need to teach children this code with as much importance as possible on the rules and regularities of the written language. We can make a word from the sounds and then break it apart again when we want to spell it. You will find that the teaching of spelling goes hand in hand with the teaching of reading; once you know the alphabetic code and how to listen for each phoneme then spelling becomes as easy as reading.

Written English is known as being a difficult language. We have 26 letters but 44 phonemes in the spoken language. There are a huge number of letter combinations needed to make these 44 phonemes (a phoneme is the technical name for the smallest unit of sound). We teach a group of phonemes together and right from the start children are making words and decoding simple consonant-vowel-consonant (c-v-c) words such as c a t and d o g. It is the speed, the efficiency and the effectiveness that characterises this approach.

At a glance, Synthetic Phonics teaches children:

- ✓ That spoken words are composed of phonemes (speech sounds)
- ✓ The 44 phonemes of the English language
- ✓ All the different ways each phoneme can be represented, e.g. the phoneme /a/ as in 'apron' can be spelled ('ay' like in 'pay', 'ai' like in 'paid', 'a' like in 'apron', 'eigh' like in 'eight' and so on...)
- ✓ To blend phonemes in a word to read
- ✓ To listen for phonemes in words to spell
- ✓ Irregular, high frequency words (camera words), which are essential to help children progress the quality of their writing and move onto reading full sentences
- ✓ The phoneme first and then the letter name

Phoneme pronunciation is key to accurate blending. It is 'sssss' not 'suh'. We want a pure sound, without the 'uh' at the end. Please visit the following websites for further information and demonstrations on synthetic phonics pronunciations:

<https://vimeo.com/389879840>

<http://www.getreadingright.com.au/synthetic-phonics-glossary/>

<https://www.youtube.com/watch?v=543w1idMYHo>

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## Decodable Readers

Decodable readers are texts that contain specific knowledge which the students have been taught. This knowledge consists of phonics (letter-sound code), the blending strategy and irregular, high frequency words often known as tricky words. At Windsor South, we now call these camera words. Decodable readers teach students to use their letter/sound knowledge to decode words instead of relying on picture cues or guessing.

They are systematic and structured providing the students with a reading platform to practise and transfer the skills learned in their explicit phonics lessons. The early decodable readers tend to only contain simple phonic knowledge. No tricky words are introduced so that students can focus on sound-symbol knowledge and the blending strategy to gain meaning from the text.



**Please remember to send your child to school wearing their Windsor South school hat.**



## 2025 CLASSES

As this is the International Year of the Quantum Science and Technology, our classes have been named after quantum technologies, innovations and natural wonders.

### **KC (Comets) with Mrs Carpenter**

Comets will have Mrs Tracey for English every Thursday morning (8:45-10:45am).  
Library and sport day is Tuesday.

### **KD (Dynamites) with Miss Dimech**

Comets will have Mrs Tracey for Maths every Thursday (11:15-1:20pm).  
Library and sport day is Tuesday.

### **KN (Neutrons) with Mrs North and Miss Packer**

Neutrons will have Mrs North Monday, Thursday and Fridays and Miss Packer Tuesday and Wednesdays.  
Library day is Thursday. Sport day is Tuesday.

### **1C (Cosmics) with Miss Caban**

Cosmics will have Mrs Barker English and PDHPE every Monday (11:15-1:20pm).  
Library and sport day is Wednesday.

### **1M (Matter) with Mrs McCarthy**

Matter will have Mrs Barker for PDHPE, science and sport every Monday and Tuesday afternoons (1:45-2:43pm).  
Library and sport day is Wednesday.

### **2S (Satellites) with Miss Scott**

Satellites will have Mr Izzard for maths and PDHPE every Thursday (11:15-1:20pm).  
Library and sport day is Tuesday.

### **2W (Whirlpools) with Miss Wood and Mrs Hassan**

Whirlpools will have Mr Izzard for PDHPE every Monday and Thursday afternoons (1:45-2:43pm).  
Library and sport day is Tuesday.

### **3M (Matrix) with Mr McCredie**

Matrix will have Mr Izzard for English and PDHPE every Friday (8:45am-10:45am).  
Library and sport day is Wednesday.

### **3/4S (Supernovas) with Miss Schultz**

Supernovas will have Mr Izzard for maths and PDHPE every Friday (11:15-1:20pm).  
Library and sport day is Wednesday.

### **4E (Electrons) with Mrs Eccles**

Electrons will have Mr Izzard for Mathematics and PDHPE every Monday (11:15am-1:10pm).  
Library day is Tuesday. Sport day is Wednesday.

### **4/5W (Wavelengths) with Mrs Waring**

Wavelengths will have Ms Telfer for maths and HSIE every Thursday (11:15am-1:20pm).  
Library day is Wednesday. Sport day is Tuesday.



### **5/6M (Magnets) with Mr Martin**

Magnets will have Ms Telfer for maths and HSIE every Tuesday (11:15-1:20pm).  
Library day is Tuesday. Sport day is Wednesday.

### **5/6N (Newtons) with Mr North**

Nubian will have Ms Telfer for maths and HSIE every Tuesday (11:15-1:20pm).  
Library day is Wednesday. Sport day is Tuesday.

### **Meet the Staff of 2025**

Our Principal – Mrs Bristol  
Assistant Principals – Ms Telfer, Mrs Hassan & Mrs North  
AP Curriculum and Instruction – Mrs Carter & Mrs Tracey  
School Office Manager – Mrs Farrell  
School Office Assistant – Mrs Galea & Mrs Whitehurst  
School Learning Support Officers – Mrs Tate, Mrs McCarthy, Mrs O'Brien, Miss Dec Barnes, Mrs Hendry, Ms Ridge, Mr Read, Mrs Roccon, Mrs Lane, Mrs Collins, Mrs Farrugia, Miss Shannon, Mrs Fuda  
Aboriginal Education Officer – Miss Thomas  
School Chaplain – Mrs Collins  
School Counsellor – Miss Caitlin Whiteley  
General Assistants – Mr Arthur & Mr Roccon  
Teacher Librarian – Mrs Towner  
Learning & Support Teachers – Mrs Towner, Mr Prants, Mrs Tracey, Mrs Hassan & Miss Telfer  
Sport teacher – Mr Izzard

### **Meet the Classes of 2025**

Southie Sprouts – Mrs Tracey & Miss Unsworth  
EIU – Miss Unsworth  
KC – Comets – Mrs Carpenter  
KD – Dynamites – Miss Dimech  
KN – Neutrons – Mrs North & Miss Packer  
1C – Cosmics – Miss Caban  
1M – Matter – Mrs McCarthy  
2S – Satellites – Miss Scott  
2W – Whirlpools – Miss Wood & Mrs Hassan  
3M – Matrix – Mr McCredie  
3/4S – Supernova – Miss Schultz  
4E – Electrons – Mrs Eccles  
4/5W – Wavelengths – Mrs Waring  
5/6M – Magnets – Mr Martin  
5/6N – Newtons – Mr North

We look forward to a wonderful year of learning and personal achievements. We encourage all parents and carers to join us in promoting our positive school spirit and hope to see you engaging with the school as much as possible.

