

WONGARBON PUBLIC SCHOOL

INFORMATION BOOKLET







Useful websites

education.nsw.gov.au/useful-websites

Aboriginal Education Consultative Group NSW Health aecg.nsw.edu.au health.nsw.gov.au **Aboriginal Outcomes and Partnerships** Parents and carers resources education.nsw.gov.au/teaching-and-learning/aec education.nsw.gov.au/parents-and-carers A strong start to school **Road safety** education.nsw.gov.au/early-learner-animations education.nsw.gov.au/safe-travel A-Z quick guide for parents **School Community Charter** education.nsw.gov.au/parent-guide education.nsw.gov.au/school-community-charter **Complaints, compliments and suggestions** Translated school information education.nsw.gov.au/your-feedback education.nsw.gov.au/translated-documents **Disability, learning and support** Other useful websites education.nsw.gov.au/ education.nsw.gov.au/useful-websites starting-school-with-additional-needs

Enrolment

education.nsw.gov.au/enrolment

High potential and gifted education

education.nsw.gov.au/teaching-and-learning/ high-potential-and-gifted-education

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Download the NSW Education Parent App Scan the QR code

We acknowledge the homelands of all Aboriginal people and pay our respect to Country.

Say hello

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education.nsw.gov.au



Wongarbon Public School Expectations



Education Public Schools





Wongarbon PS Kindergarten 2025

Welcome to Wongarbon Public School

Wongarbon Public School focuses on creating a positive and productive learning environment for its students.

- 1. **Commitment to Learning:** The school emphasises the importance of a commitment to learning, suggesting that both students and educators are dedicated to the educational process.
- 2. **Responsibility:** Teaching responsibility is a valuable life skill, and this implies that students are encouraged to take responsibility for their actions and learning.
- 3. **Self-esteem:** Developing the self-esteem of all pupils indicates a focus on building students' confidence and self-worth, which can positively impact their overall well-being.
- 4. **Maximising Potential:** Encouraging all children to achieve their maximum potential signifies a commitment to helping students reach their academic, social, and personal best.
- 5. Individualised Learning: Recognising and providing for individual differences among pupils acknowledges that each student is unique and may require tailored approaches to learning.
- 6. Behavior and Courtesy: Promoting acceptable standards of courtesy and behavior creates a respectful and harmonious school community.
- 7. Appreciation of Efforts: Fostering the appreciation and worth of others and their efforts encourages empathy, respect, and a supportive school culture.
- 8. **Positive Learning Atmosphere:** Maintaining a cheerful and pleasant learning atmosphere both within and outside the classroom contributes to an overall positive school environment.
- 9. **Community Involvement:** Encouraging students to contribute to the school, community, and society through involvement teaches civic responsibility and engagement.
- 10. **Parental Involvement:** Involving parents in the school signifies a partnership between the school and families, promoting a collaborative approach to education.
- 11. **Staff Development:** Providing strategies for staff members to develop suggests a commitment to continuous professional growth and excellence among educators.
- 12. **Resource Management:** Efficiently managing available resources is essential for the effective operation of the school and ensuring that students have access to the best educational opportunities.



Wongarbon Public School, emphasises not only academic success but also the development of character, responsibility, and community involvement. This approach can contribute to the well-rounded growth of its students and the overall success of the school.

Nikki Mudge Principal



How to contact us

Telephone:	6887 8242
Postal Address:	28 Railway Street Wongarbon NSW 2831
Email:	wongarbon- <u>p.school@det.nsw.edu.au</u>
Website:	http://www.wongarbon-p.schools.nsw.edu.au



School Staff

Principal:	Ms Nikki Mudge
Assistant Principal C&I:	Ms Maddi Parker
School Administration Manager:	Mrs Michelle Dunn
Class Teachers:	Mrs Sophie Jeffery (K/1)
	Ms Nikki Mudge (Year 2/3)
	Mrs Megan Rich (Year 4/5/6)
	Mrs Karen Farley-Tucker (3 days per week)
School Learning Support Officer:	Mrs Kim Bell
	Mr Isaiah Towney
General Assistant:	Ms Sarah Edgecombe

Bell Times

School commences:		
Recess:		
Lunch:		
School concludes:		
School Office Hours		



9:00am 11:00am – 11:25am 1:15pm – 2:00pm 3:00pm 8:30am – 3:30pm



Every Day Matters

A day away from school here or there doesn't seem like much, but absences add up.

Why is attendance important?

Attending school every day gives your child the best opportunity and access to a wide range of learning, wellbeing and social connections.

Each day of school builds on what was learned the day before.

Your school is here to support you in getting your child ready and motivated for school every day.

When your child is absent it is important you let your school know, including the reason why, on the day or the day before. This helps make sure schools know where their students are and offer support for you and your family if needed.

Please contact your school if your child needs to miss school for any reason, so they can plan continued support for your child's learning and well~being.



Keeping children safe and happy

ABSENCES: IT'S NOT OK TO BE AWAY!

All students are expected to attend every school day (unless they are legally excused) and be in class on time and prepared to learn. Regular school attendance builds a sound foundation for a good education.

If your child is unable to attend school on a particular day or part of day due to illness or a family commitment, it is important to notify the school as soon as possible. This helps us keep track of student attendance and ensure that we are aware of any absences.



We use a system called School Bytes to manage student absences efficiently. Here's how it works:

- 1. Notification Process: When your child is absent, you can inform the school through the School Bytes platform. This allows you to quickly and easily communicate the reason for your child's absence.
- 2. Types of Absences: You can specify whether the absence is due to illness, a family commitment, or any other reason. Providing this information helps us understand the context of your child's absence.
- 3. Record Keeping: By notifying us through School Bytes, we can accurately record the absence in our system. This is important for maintaining compliance with attendance policies and ensuring that your child's attendance record is up to date.
- 4. Follow-Up: If your child is absent for an extended period, or if we notice patterns of absenteeism, we may reach out to discuss how we can support your child during their time away from school.

Classes commence at 9:00am and finish at 3:00pm. Parents/Caregivers of children arriving late are required to complete and sign a note of explanation or if leaving early are to sign the early leavers register at the school office. Students who miss the start of the lesson find it very difficult to catch up.

We appreciate your communication and cooperation in helping us manage student absences effectively. If you have any questions about using School Bytes or the absence reporting process, please feel free to contact the school office for assistance.

ASSEMBLIES

To maintain unity among the pupils, a whole school assembly is held three times a term on a Friday at 2:30 pm at the Community Hall. Parents are encouraged to attend. Please check the School Bytes calendar for dates.

The aims of the assembly are to:

- Permit students to display suitable examples of their work
- Be a vehicle for commendation of student effort
- Encourage values among students
- Promote the feeling of belonging

BREAKFAST CLUB & READING ROOST

Monday to Friday in the school library
Start the day with breakfast and a book

Engaging with your child's education

11

Relationship building is the most important part of transitioning to school. Your school is committed to working with you to ensure you have all the information and support you need to help your child get the most out of school. In addition, you have the right to feel welcome at school, be treated fairly and be able to actively participate in your child's schooling.

Parents can play a crucial role in the day-to-day operations of a school by:

- 1. **Contacting Classroom Teachers:** When issues or concerns arise concerning their children, parents should reach out to their child's classroom teacher first. Teachers are familiar with the day-to-day activities and incidents in the classroom, making them better equipped to provide information, address concerns, and work collaboratively with parents to find solutions.
- 2. Labelling Children's Property: Ensuring that children's names are clearly marked on their belongings, especially school uniforms, helps prevent items from getting lost or mixed up. This simple step can make it easier to return lost items to their rightful owners.
- 3. **Supporting Fundraising Activities:** Many schools rely on fundraising activities organised by the Parents and Citizens Association to supplement their budgets. Parents can contribute by participating in these activities or volunteering their time and skills to help raise funds for school projects and initiatives that directly benefit the students.
- 4. **Maintaining a Positive Influence:** Parents should focus on the positive aspects of the school and its activities. Highlighting the good things happening in the school environment can create a more positive atmosphere for both students and staff. Children respond well to a positive and supportive school culture.
- 5. Promoting Respectful Interactions: Parents, teachers, and children should all treat each other with respect, kindness, and courtesy. Modelling this behaviour is essential for creating a respectful and inclusive school community. When everyone in the school community interacts with empathy and consideration, it sets a positive example for students and fosters a more harmonious environment.

The best education happens when families and schools work together.

BICYCLES

- Children who ride bicycles/scooters to school must wear a safety helmet and their bicycle should be roadworthy.
- Children under ten years of age riding bicycles must be accompanied by an adult.
- Children must observe the road safety rules.

BREAKFAST CLUB

Breakfast Reading Roost operates five days a week from 8:15 to 8:50 for all students. This is an important activity for the school and is supported through the school budget and sponsorship from the Foodbank Australia School Breakfast 4 Health Program and Little Big Dairy.

CAPTAIN AND STUDENT REPRESENTATIVE COUNCIL

The Captains and Vice Captains are elected from Year 6. If there are too few students in Year 6 then Year 5 students may be elected.

Office bearers are presented with their badges at the schools Presentation Day the previous year.

CARNIVALS - Athletics and Swimming

Wongarbon Public School belongs to the Dubbo - Wellington Small School Sports Association. This association, which is affiliated with the Dubbo Primary School Sports Association conducts a swimming carnival in February and an athletics carnival usually in Term 3. Both carnivals are held in Dubbo. During carnivals, parents MUST see their child's teacher if they collect their child before he/she has been officially dismissed. School sport uniform is to be worn.

DROP OFF AND PICK UP - All children are expected to leave and enter the school by the back gate unless accompanied by parents.

Parents who drive vehicles to pick up their children please observe the following safety precautions:

1. FRONT GATE

- Parallel parking on the school side of Railway Street. Angle parking is only allowed if it is in a specifically designated area. No child will then be in danger of having to cross the road.
- Children are not to step off the grass verge.

2. BACK GATE- No parking in the bus zone

- Please reverse park towards the back fence on the school side of the road.
- Parking on the other side of the road is parallel.
- Parents must collect children from the gate before crossing the road.
- Children must enter vehicles on the safe side, kerb side of the vehicle.
- Pedestrians to keep off roadway.
- All children riding bicycles to school must wear helmets.
- Children under ten years of age riding bicycles must be accompanied by an adult.
- Seatbelts must be worn by all passengers





EMERGENCY INFORMATION

Please ensure that you have provided your latest address and telephone numbers to the school office. If you change your address or telephone number during the year please let us know via the School Bytes parent portal or in writing. Please supply the names and phone numbers of two emergency contacts in case we are unable to contact you in an emergency.

EXCURSIONS

NO child is allowed on an excursion without a correctly completed permission note signed by a parent or caregiver. Any parent who intends picking up their child during an excursion, must send a written request to the school prior to the excursion date.

FIRST AID

It is the responsibility of staff to ensure that the safety and wellbeing of all students is maintained at all times. Students who become ill or injured at school will be cared for to the best of our ability. When a child is unwell or hurt, staff will make every effort to contact parents in order for the child to be collected from school. Should the student require a quiet place to rest or recover, a bed is available in the sick bay. Our office staff, have first aid qualifications, as do many of our staff. Staff have also been trained in the management of anaphylaxis and asthma.

LATE ARRIVALS AND EARLY LEAVERS

If you need to collect your child during school hours, please visit the office and sign your child out and the early departure will be entered into the student administration system. If your child arrives after 9:15am please present to the office.





MONEY SENT TO SCHOOL

All money sent to the school is to be in an envelope (used or new), marked with the child's name, the amount and the purpose for which it is to be used and placed in the secure drop box located in the office foyer.

NEWSLETTERS

The school newsletter is published fortnightly on Thursday and can be viewed or downloaded from the School Bytes Parent Portal or our website.

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

This newsletter is a major communication link between school and home and contains information of upcoming events and other matters we wish to bring to your attention. Please read the newsletter carefully and keep it for referral.

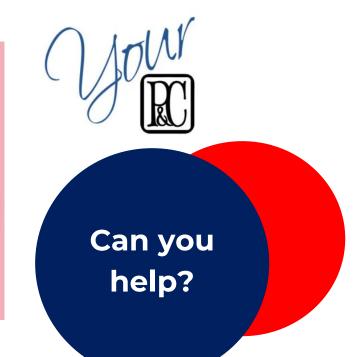
PARENTS AND CITIZENS' FEDERATION (P&C)

The Parents and Citizens (P&C) Association is a formal organisation for parents and members of the community to support their school. The P&C might source equipment for the school, organise fundraisers, help with public events (such as fetes and concerts) or encourage parents and citizens to work closely with teachers. As the principal attends P&C meetings, there is an opportunity for families and community members to be involved in school education matters. The P&C usually has a budget which can come from voluntary donations and sources such as uniform shops, canteens or public fetes and carnivals.

At Wongarbon Public School the P&C meets on the fourth Wednesday of each month at 6:30pm. Being involved in the P&C can give you a better understanding about what happens at our school, as well as an opportunity to get to know others in our school community. You don't need to do anything to join – just come along and get involved!

If you've got ideas for activities or would like to meet more parents and families at the school, then we look forward to seeing you there!







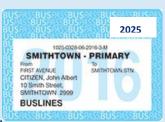
SCHOOL BUS TRAVEL

Most children who live more than 2 kilometres from school have access to the school bus each day. This service is free to those children in all classes.

Children living within the 2 kilometre limit but are attending the infants classes may access the bus from its pickup points free of charge. Children living within the 2 kilometre limit and are attending primary classes may access the bus from its pickup points but must pay for the service.

How to apply for a school travel pass

To apply for a school travel pass, go online and complete the application form. @ https://apps.transport.nsw.gov.au/ssts/#/howToApply



Step 1. Parents (or students aged 16 or over) first fill in the online application form.

Step 2. Note down your N or UN number

Step 3. Follow the steps provided on the screen to submit your application to your school for endorsement.

Processing your application - Transport for NSW will process the application. Issuing free school travel passes - If your application is successful:

- For travel in rural and regional areas, a school travel pass is sent, if the operator issues passes. For rural/regional students, please contact the operator(s) directly to find out when and where the student's pass(es) will be sent. Note: some operators in rural/regional areas
- do not issue passes.

The application process may take several weeks and you will be informed of the outcome of email.

<u>SPORT</u>

Sport days will generally be on Friday unless otherwise indicated through the newsletter or School Bytes.

STUDENT HEALTH

If your child gets sick or injured at school, the school will contact you. If your child is ill, they will go to an area where they can lie down and be monitored. You will be called to come and collect your child if they are too sick to go back to the classroom. For this reason, it is important to keep your contact details up to date with the school, including an alternative contact – such as a relative or neighbour – who the school can call if you are unavailable.



If your child is sick at home

From time to time your child may get sick. If they display any of the following symptoms, they should stay at home and see a doctor:

- a fever of 38°C or above
- vomiting or diarrhoea
- cough or respiratory symptoms
- cold or flu symptoms
- rashes of an unknown origin.



ALLERGIES and ASTHMA

It is important for you to inform the principal and the school if your child has asthma or allergies – not just those diagnosed as severe or food allergies. Anaphylaxis is a severe and sudden allergic reaction to allergens such as nuts or shellfish, or insect bites. If your child is diagnosed with asthma or at risk of an anaphylactic reaction, you must provide the school with information from your child's doctor, including an Action Plan for Anaphylaxis in accordance with the Australasian Society of Clinical Immunology and Allergy.

The school will develop an individual health care plan to describe your child's needs and how the school plans to meet them during the school day, on excursions and in other school activities such as sport. Schools and parents work together to put arrangements in place for health care support. Information from the child's doctor that you provide will inform the planning process.

HEAD LICE

Head lice spread when children are in close contact. They are easily treated and are not harmful to your child. Having head lice is not a reflection on the level of your child's personal hygiene. NSW Health advises that there is no need for students to be sent home or excluded from school because of head lice. health.nsw.gov.au/environment/headlice

IMMUNISATION

When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement or the NSW Health Immunisation Certificate.

Infectious Diseases

Chicken pox

Children must stay away from school for the following conditions.



Or at least until blisters have all crusted. While there's a discharge from the eye. Conjunctivitis At least 24 hours after diarrhoea stops. Gastroenteritis Four days after rash appears. German Measles Two weeks after first symptoms or one week after onset of Hepatitis A jaundice. Until treatment starts. Sores should be covered by a watertight Impetigo dressing. (School Sores) Measles Five days after rash appears. Nine days after swelling occurs. **Mumps** Head Lice Until the head is treated with anti-lice treatment from a chemist.

It is advisable to treat all family members and to notify the school.

At least five days after first spots appear

All the above rules are made by the NSW Health Department.

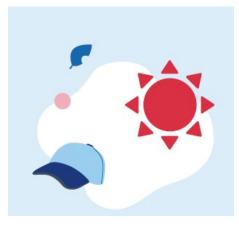
SUN SAFETY

To ensure the safety and well-being of all children, **all students must wear a school sun hat** (a hat that provides protection for the neck, ears, and face) during outdoor activities. Children who do

not wear a hat will not be permitted to play in the sun. Hats can be purchased at the school office or the P&C Uniform Shop.

We aim to protect children from the harmful effects of the sun's UV rays by offering shaded areas and incorporating hats as part of the school uniform. Your child's hat must be worn at all times when on the playground, or they will be required to stay in the shaded areas. Additionally, children are encouraged to wear sunglasses to safeguard their eyes from sun damage.

Please ensure that sunscreen is applied to your child every morning before they leave for school as part of their daily routine.



School Exclusion Periods



If your child has an infectious condition, you may need to keep them home from day care or school to stop it from spreading. Here's a list of common childhood illnesses and their recommended exclusion periods.



UNIFORMS

The school uniform shop is managed by the Wongarbon P&C. School polos, sports shirts, tunics, shorts, school hats and school jackets can be purchased from the uniform shop by completing a <u>Uniform Order Form</u> and emailing the form to the P&C or sending completed form to the school office.



E wongarbonpspandc@gmail.com

Payment can be made online to P&C or cash. Purchases can be sent home with your child or picked up from the school office.

Summer				
Girls Boys	 Blue and white check tunic with sleeves or blue and white check shorts or skorts, with royal blue polo shirt White socks/black shoes or black joggers /school hat Royal blue polo shirt / grey shorts Grey socks/black shoes or black joggers /school hat 			
	Winter			
Girls	 Girls Navy blue slacks or tracksuit (with no other markings) royal blue polo shirt or skivvy/royal blue sloppy joe White socks/black shoes or black joggers / school hat 			
Boys	 Grey trousers/track pants (with no other markings)/royal blue polo shirt or skivvy/royal blue sloppy joe Grey socks/black shoes or black joggers / school hat 			
	Sport - Summer			
Girls	 Red polo shirt/black pleated skirt or black shorts or black skorts/plain White sports socks/joggers / school hat 			
Boys	 Red polo shirt/plain black shorts with no other markings/plain White sports socks/joggers / school hat 			
Sport - Winter				
Girls &	 Black tracksuit pants (with no other markings)/red polo shirt or skivvy/royal blue sloppy joe/plain 			
Boys	white sports socks/joggers /school hat			

EATING AT SCHOOL



Eating at school will be a different experience for your child compared to eating at home or at preschool. There are sometimes no places to keep food hot or cold. Children often sit on the grass or on benches and balance their food on their knees. They will also need to be able to open everything that their food is wrapped in and they won't want to spend so much time eating that they miss out on playing.

No tinned food – pop into a container at home to ensure student safety.

Tips to help your child

- Encourage your child to practise eating from the
- lunch box at home.
- Pack food that is easy to open, easy to eat and not messy.
- If your child needs utensils like chopsticks or
- cutlery, make sure these are packed with their lunch.
- Write your child's name on their lunch box, water bottle and any other containers.
- Include a frozen drink bottle to keep food cold. Wrap it in a tea towel in case it leaks.
- Use insulated lunch boxes or cooler bags.
- Avoid using plastic wrap as children find it hard to pull apart. Paper bags are better for the environment too.
- Pack tissues or paper around fruit so it won't bruise.
- Remind your child to wash their hands before eating and to use the toilet at recess and lunch.
- Pack a water bottle for your child each day and remind them that they can also get water from the taps or bubblers throughout the day.
- If your child can order food from their school canteen, help them identify healthy food and
- drink choices.

Recess and lunch ideas

- Cut fruit into pieces and put them in a small container. Squeeze some lemon juice on apples or pears to stop them going brown.
- Cut up vegetables such as carrots, celery and cucumber. Put dips or yoghurt in a separate container.
- Make wholemeal muffins and freeze them.
- Try different breads, such as rolls, roti, pita, wholegrain or tortilla wraps.
- If using tomato in a sandwich, slice it thinly and place the slices between other fillings to stop the sandwich going soggy.



Ready for school checklist

This year

- Attend a school orientation or transition to school program and make sure you have the school's phone number (6887 8242).
- Take your child to your local community health nurse or doctor for a health check and make sure their immunisations are up to date before school starts.
- If your child takes medication or has an allergy, a medical condition or additional needs, inform the school as early as possible and make an appointment to speak with school staff.
- Apply for a school travel pass if needed. Go to apps.transport.nsw.gov.au/ssts or phone 131 500.
- Organise out of school hours care.
- Practise safely walking or travelling to and from school.

Some things you might need to buy

- ✓ School uniform, (summer, winter, sports, hat (part of school uniform)
- ✓ School shoes, socks and running shoes (try Velcro straps if your child can't tie laces)
- Backpack
- Lunch box (have your child choose one they can open) water bottle
- ✓ Paint shirt (an old T-shirt will do) and library bag

The big day - The first day of Kindergarten is a big event in your child's life – and that of your entire family. To help you make the most of the day and enjoy the experience, here are some helpful tips.

The night before

- Lay out your child's clothes, shoes and socks.
- Make your child's morning tea and lunch and put it in the fridge.
- Help your child pack their school bag.
- Pack a spare pair of underpants, socks and a change of clothes. Let your child know these are there in case they have any toilet accidents at school.

On the day

- Have confidence in your child
- and let them dress themselves.
- Apply sunscreen and get your child to wear their hat on the way to school.
- Remember to take photos!
- Make sure you pick your child up on time.

Saying goodbye

At first, you might like to stay for a while until your child feels secure at school. When your child has settled into school, a short and reassuring goodbye encourages independence.

Let them know who will pick them up at the end of the day, and make sure you or that person picks your child up on time.











Engaging with your child's education

Relationship building is the most important part of transitioning to school. Your school is committed to working with you to ensure you have all the information and support you need to help your child get the most out of school. In addition, you have the right to feel welcome at school, be treated fairly and be able to actively participate in your child's schooling.

In return, we ask that you interact with the school community in a positive way. This includes your child's teacher, school staff, other children and their parents and carers. We are all partners in our children's education.

School staff have the right to feel safe in their workplace without experiencing intimidating actions, language, or inappropriate and unhelpful communications.

All of our interactions and communications – including those about difficult or complex issues – should be timely, respectful, transparent and focused on solutions.

education.nsw.gov.au/school-communitycharter



How to find the right person if you have questions or concerns

If you have questions about your child starting Kindergarten, aim to contact your local school before term starts. You can find information about the enrolment process and find your local school on our website.

schoolfinder.education.nsw.gov.au

Once your child has started school, you may have questions or concerns. Your child's teacher is often the best place to start if you would like to talk about your child's progress. If you aren't sure who to talk to, your child's teacher or school office staff can give you the right contact details.

education.nsw.gov.au/your-feedback





School Bytes Parent Portal

Our school uses the School Bytes Student Management System, which offers a range of features to improve communication and streamline administrative tasks for both the school and parents. Here's a breakdown of some of the key benefits and functions of the School Bytes Parent Portal:

1. Online Permission Notes: Through the parent portal, you can easily access and complete permission notes online, saving time and reducing the need for physical paperwork. This feature makes it more convenient for parents to grant permission for various school activities or events.

2. Attendance Tracking: The portal allows parents to monitor their child's attendance records, helping you stay informed about your child's school attendance and ensuring you never miss important updates.

3. Payments: The portal offers a secure platform for making various payments related to school activities and fees, such as excursions, voluntary contributions, and other expenses. For families with multiple children, the ability to process payments for all siblings in a single transaction is especially convenient.

4. Student Medical Information: The portal allows parents to view and update their child's medical details, ensuring the school has the most up-to-date health information on file. This feature is especially useful in case of emergencies or when organising school activities that require medical

considerations.

5. Academic Reports: Parents can access detailed academic reports through the portal, providing insight into their child's progress and performance throughout the school year. This feature helps keep parents informed and engaged in their child's academic development.

Overall, the School Bytes Parent Portal is a valuable tool that enhances communication and efficiency between the school and parents making it more accessible and convenient for everyone involved in the education process



Register for the Parent Portal via the QR Code or visit https://portal.schoolbytes.education





Parent App

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Available now!

Download on the App Store or Google Play

Key Features

Get real time push notifications from your school.

Stay signed in and save your card for secure payments for fees and excursions.

Store, view and sign permission forms online.





Notes	

Notes	



Wongarbon Public School

28 Railway Street Wongarbon NSW 2831 P 02 6887 8242 E <u>wongarbon-p.school@det.nsw.edu.au</u> W www.wongarbon-p.schools.nsw.gov.au