

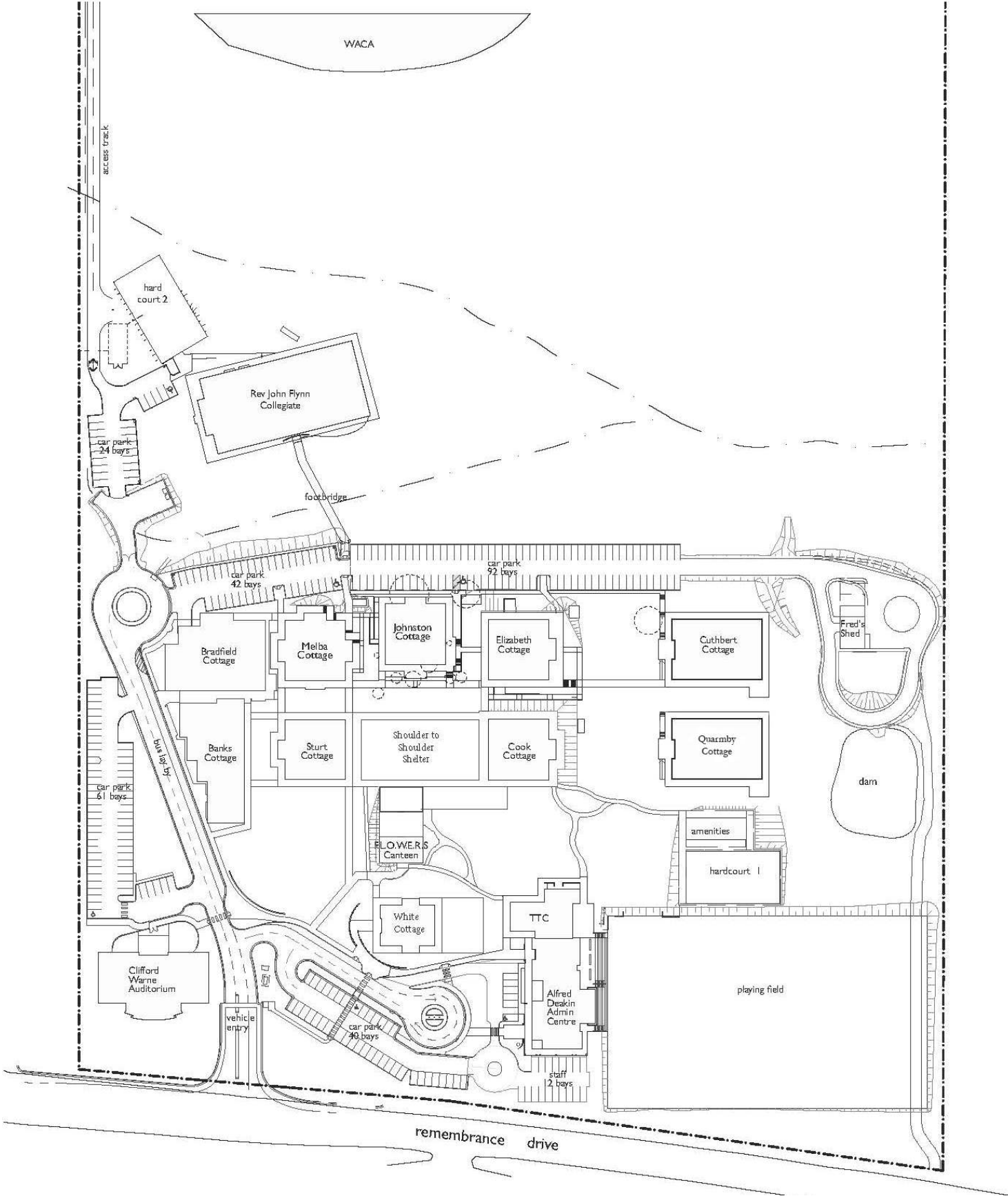
Wollondilly

Anglican College



PARENT HANDBOOK

College Map



From the College Headmaster

Welcome to Wollondilly!

Our College was conceived out of the need to provide Christian education, an environment encouraging excellence and an independent school alternative for families in the Wollondilly Shire and surrounding districts.

The immediate and overwhelming response from the community for student positions in our foundation year resulted in the creation of two extra classes. In an educational environment that seeks to provide modern, technology focused, comfortable, air-conditioned, learning facilities, we deemed it important to accommodate these extra classes without the use of portable or demountable buildings. Since then, nothing has changed. In defiance of the odds, the College continues to be one of the fastest growing Independent Schools in NSW, just as it has been for each of the formative years.



The College will continue to espouse the virtues of traditional Australian Christian values. These include a Christ-centred education, freedom for students to shine and develop God given gifts and a family environment exemplified by quality pastoral care and high parental involvement.

The spectacularly presented grounds and immaculate presentation of students, are testament to our staff, students and parents' pride in belonging. There is an emphasis on a safe environment where students have a right to personal security and a responsibility to ensure the safety of others.

The College has a focus on academic excellence. There is regular, meaningful homework to develop sound study habits provided by an experienced staff of dedicated professionals, selected from many applicants. There is a strong emphasis on a differentiated curriculum, higher order thinking skills and a focus on technology, sports and the arts.

God bless.

A handwritten signature in black ink, appearing to read 'Trevor Norman'.

Mr Trevor Norman
College Headmaster

2022 College Term Dates

Term 1 – 31 January to 8 April	
Tuesday, 25 January	Executive Staff Meeting
Wednesday, 26 January	Australia Day Public Holiday
Thursday, 27 January	Professional Development Day – All Staff
Friday, 28 January	Professional Development Day – All Staff
Monday, 31 January	First day Term 1 for T3, Kindergarten, Year 7, Year 11, Year 12
Tuesday, 1 February	All students
Friday, 8 April	Last day of Term 1
Friday, 15 April	Good Friday Public Holiday
Sunday, 17 April	Easter Sunday Public Holiday
Monday, 18 April	Easter Monday Public Holiday
Monday, 25 April	ANZAC Day Public Holiday
Term 2 – 26 April to 1 July	
Tuesday, 26 April	First day of Term 2
Monday, 13 June	Queen's Birthday Holiday
Friday, 1 July	Last day of Term 2
Term 3 – 25 July to 23 September	
Mon-Fri, 18-22 July	Professional Development Week (<i>Pupil Free</i>)
	Work Experience Week (Year 10 students)
Monday, 25 July	First day of Term 3 for students
Friday, 23 September	Last day of Term 3
Monday, 3 October	Labour Day Public Holiday
Term 4 – 10 October to 8 December	
Monday, 10 October	First day of Term 4
Thursday, 17 November	Professional Development Day for staff (<i>Pupil free</i>)
Friday, 18 November	Professional Development Day for staff (<i>Pupil Free</i>)
Thursday, 8 December	Last day of Term 4 for students
Friday, 9 December	Professional Development Day for staff (<i>Pupil Free</i>)

College Contact Information

General College Enquiries	Mrs Leanne Molluso
College Nurse	Mrs Sally Lloyd
Enrolments	Mrs Kristy Biddle, Miss Grace Tamme
Information Resources/Library	Mrs Justine Colombo
Property & Maintenance	Mr Daniel Warland
Transport	Mr Liam Toland
Sport	Mr James Gooden (Years 3-6) Mr Mark Goldsbrough (Years 7-12)
Classroom Queries	Classroom Teacher (Years T-6) Subject Teacher (Years 7-12)
Pastoral Care Queries	Classroom Teacher (Years T-6) Year Patrons (Years 7-12)
Advanced Learning/Support	Mr Stuart McIntosh
Significant Queries – Pastoral/ Curriculum	Mrs Tracey Turner (Transition-Kindergarten) Mrs Kim Reid (Years 1-2) Mr Michael Matthews (Years 3-4) Mrs Lisa Maher (Years 5-6)
Significant Queries – Pastoral	Mr Stuart Houweling (Years 5-8) Mr Tim Van Netten (Years 9-12)
Significant Queries - Curriculum	Mrs Sarah Wellington (English) Mr Doug Hewitt (Humanities) Mr Simon Denley (Creative Arts, Languages) Mrs Sarah Talbot (Performing Arts Coordinator T-12) Dr Andrew Eaton (Science) Miss Emily Taylor (Technology) Mr Joemon Philip (Maths) Mr Craig Russell (Christian Studies) Mr Joshua Hewitt (PDHPE)
If still concerned - Curriculum	Mrs Kelly Evans (Years 7-12) Ms Jacqui Huxtable (Years T-6)
If still concerned – Pastoral Final Concerns	Mr Liam Toland (Years T-12) Mr Paul Burns, Deputy Headmaster Mr Trevor Norman, Headmaster

Please make an appointment with the person concerned directly or through the College Office on (02) 4684 2577 or at pa@wac.nsw.edu.au.

For appointments with Mr Burns, Mr Toland, Mrs Evans or Ms Huxtable, please contact Mrs Deborah Cook. For appointments with Mr Norman, please contact Mrs Rhonda Hay.

College Communication

The Waratah Weekly

The Waratah Weekly is our College weekly newsletter and is the primary form of communication between the College and families.

It is published each Friday and is available on the College website and through the College App. Parents are asked to ensure they read the Waratah Weekly each week.

The College Diary

The College Diary is a primary form of communication between the teachers and parents relating to student matters. Students are to ensure they are showing parents their Diary and having it signed each week. The Diary contains information about homework, assessments, awards, events and discipline/uniform matters.

College Website & Social Media

Find us online at www.wac.nsw.edu.au or on Facebook and Instagram for news and events.

Wollondilly Anglican College App

The Wollondilly Anglican College App is an extension of our Parent Portal and provides you with a number of functions conveniently on your smart phone. These functions include:

- Ability to acknowledge & verify absences
- Approve excursions
- View events and tasks
- WAC Communications (with Push Notification)
- Your child's daily timetable
- College Calendar
- Waratah Weekly

Instructions on how to download the App are on the next page. Your Parent Portal log-in will be required for the log-in. Once you download the App, please go to 'Settings' and ensure the notifications are 'On'.

We will require at least one Parent/Carer to download the App to ensure you receive all correspondence. Please note that you will receive correspondence via the App and emails to allow everyone time to transition (if applicable). Individual teacher to parent/student emails will continue to be sent via regular email at this time.

Edumate Parent Portal

Parents need to become familiar with the Edumate Parent Portal so they can be informed about their child's learning. With their own Parent Portal, information is tailored to what they want to know about their child's wellbeing, actions and learning progress.

They can have visibility of their child's assignments, performance and activities so the learning journey can continue at home. The Parent Portal also streamlines and simplifies administrative tasks such as managing College fees and monitoring attendance. Students should not be given access to the Parent Portal.

Access to the Edumate Parent Portal

Username

Your Username comprises your first initial, your surname and your account number combined together - eg jsmith7600001.

Password

Your temporary password will be **wac** and you will be prompted to change this at your first log in.

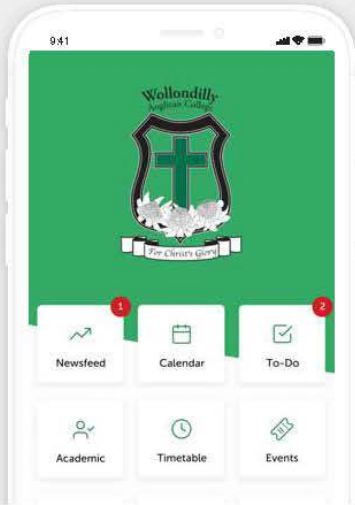
Assistance

For assistance with the Parent Portal, please send your query via email to portal@wac.nsw.edu.au including your child's name and your family account number.

A quick guide to the Edumate Parent Portal is available on the College website.

Edumate Student Portal

Students have access to their own Student Portal. Through this they have access to the College calendar, broadcast notifications, their timetable as well as formal assessment test results. Students will also use this to reflect on their learning and set goals. Students should check this daily during Term time.



How to get your new Wollondilly Anglican College app

Follow these simple steps to quickly and easily set up your new app.



STEP 1

Search & Download

Search for your school on the Apple App Store or Google Play to download the app.



STEP 2

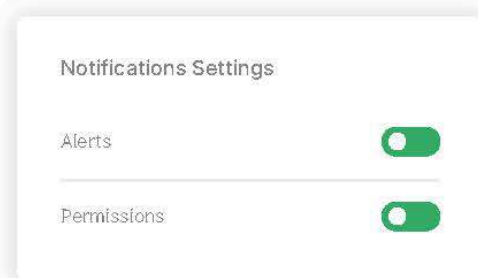
Sign In

Sign in using your Wollondilly Anglican College login details.

STEP 3

Turn On Notifications

Log in to your Edumate settings, click Notifications and turn on the Notifications that you would like to see in your app.



Stay Connected

You will now receive the latest updates and information from your school. Everything you need to stay in the loop is all in one handy place.

College House Groups

Students are organised into five Houses.

Following the theme of the College crest, these are named after Australian native plants.

The Houses compete against each other in Swimming, Athletics and Cross Country Carnivals each year, as well as other non-sporting competitions.



ACACIA | GOLD



GREVILLEA | MAROON



SOLLYA | BLUE



TELOPEA | RED



WOLLEMI | GREEN

College Administration

The Alfred Deakin Administration Centre comprises of our Visitor Reception and Student Reception.

Student Reception

Student Reception is open from 7.30 am to 4.30 pm, Monday to Friday.

Student Reception should be used for all student related enquiries eg student attendance, late arrivals, sick bay and first aid, lost property including uniform and text books, all student administration matters, appointments with the Deputy Headmaster, appointments with the Director of Pastoral Care, administration of student medication plus all day-to-day College administration.

Visitor Reception

The Visitor Reception is open from 8.00 am to 4.30 pm, Monday to Friday.

The Visitor Reception should be used for all appointments and enquiries with the Headmaster, payment of fees, all enrolment enquiries and all marketing enquiries.

Student Information

Bell Times

Students are allowed to arrive at the College from 7.30 am.

8.10 am	Roll Call
2.30 pm	End of day Years T-4
2.35 pm	End of day Years 5-12

Roll Call

If a student arrives after the Roll Call Teacher, and after 8.10 am, they are considered to be late and will need to go to Student Reception to be signed in as late and have their diary stamped.

Absentee

If a student is absent from the College, parents are required to update the attendance data using the Parent Portal or Wollondilly Anglican College App and verify the student's absence.

Late Arrivals

Students arriving late are required to sign in at the Student Reception. Parents will then receive an automated email notification of their child's absence or late arrival.

Parents are required to update the attendance data using the Parent Portal or Wollondilly Anglican College App and verify the student's absence.

Early Leavers

Students are required to sign out at the Student Reception.

Verbal or written consent by the parent/carer is required prior to a student signing out.

Student Medication

Medication is only given to students if parental permission has been given. For students in Years 5-12, medications such as Paracetamol, Ibuprofen, Antihistamine (the College will stock Loratadine only), and Ventolin can be pre authorised via the Parent Portal only, and given to your child if they are required whilst they are at the College . If your child requires any of these medications, the parent will be notified via SMS. Medication authority can be updated or amended at any time via the Parent Portal.

For any other medications, a 'Medical Authorisation' form must accompany all medications kept at the College. Regular medications should be held and administered by Student Reception. Prescription medications must have a pharmacy label with the child's name and clear administration instructions.

In some circumstances medications will remain with the student (for example, EpiPens, Insulin and Ventolin). Loose tablets or medications such as Nurofen, Panadol should not be carried by students at any time.

It is the responsibility of the parent to ensure that all medications kept at the College are well within their expiry date. Parents must update any medical conditions, allergies or concerns (physical or psychological) via the Parent Portal. Medical documents may need to be provided to help the College best support the child. Any Medical Action Plans will need to be given to Student Reception for the College Nurse to review and upload to Edumate. Any medical correspondence can be made to medical@wac.nsw.edu.au.

Please ensure you and your child's details are updated or checked annually via the Parent Portal. Please also ensure your parent/carer details and emergency contacts are checked and updated.

Anaphylaxis

For students with anaphylaxis, one auto injector is required to be stored at Student Reception. The second auto injector will remain with the student (whilst in or out of home). This is per the recommendations from ASCIA.

In the upper Primary and Secondary Years (5-12), the student may feel more comfortable to carry their auto injector in a hip pouch. In this instance, care needs to be taken during activities such as sport or during breaks where the student may be involved with physical activity.

For students in Years K-4, the auto injector should be stored in the College backpack in an insulated pouch. This is beneficial if the student has altering transport arrangements such as bus transport or after College hours care.

Best practice would be that a student is able to carry their own auto injector according to their age, maturity and ability to use their device. If you do not wish your child to carry their auto injector please contact the College Nurse for further discussion.

For students in Transition, their 'student carried' auto injector and action plan is to be left with the class teacher unless otherwise discussed with their teacher and the College Nurse. Updated ASCIA Action Plans should be renewed when a student is reassessed by their Doctor or Nurse Practitioner, and each time they obtain a new adrenaline auto injector prescription, which is approximately every 12 to 18 months.

Asthma

As per the recommendations from Asthma Australia, children with asthma should have immediate access to their reliever in the event that they may experience asthma symptoms, or if they require their puffer before attending sport. Students with asthma are required to carry their reliever, spacer and Asthma Action Plan in their College bag and this should remain in the student bag each day. If the student requires their reliever they will be assisted by College staff or will be sent to Student Reception for assistance or assessment due to exacerbation of asthma symptoms.

Updated Asthma Action Plans are requested annually. In the absence of an Asthma Action Plan, or if the Asthma Action Plan is outdated, College staff will follow the Nationally recognised Asthma First Aid Plan, that is, four separate puffs or a reliever via spacer, repeated three times if required. Please check your child's Ventolin regularly to ensure it is in date and has adequate available doses.

Diabetes

Students with diabetes are required to carry a fully stocked 'Hypo' kit packed in their College backpack each day.

Parents are to provide an additional diabetes kit to be stored in Student Reception. This should include Blood Glucose Strips, Ketone strips, Hypo Treatments and Glucagon. Diabetes Action and Management Plans prepared specifically for their child are required annually. This is to be prepared by the student's Diabetes Educator or treating Medical Team.

Student Travel Procedures

Wollondilly Anglican College is provided bus services by Berrima Buslines and Picton Buslines.

Bus drivers are not required to, and will not necessarily have, a first aid certificate. The bus driver will render assistance from emergency services if required.

The College recommends that students who use the public bus service with anaphylaxis, asthma or diabetes carry their own personal auto injector/ventolin and/or diabetes hypo

management kits in their College backpack, for use in an emergency while travelling to and from the College.

1. Students should carry their bus pass with them at all times and produce it when requested.
2. Sensible, safe behaviour is expected from students on all occasions.
3. Students must wherever possible be seated.
4. The College uniform is to be worn neatly by students to and from the College.

Student Identification Cards

1. Students from Years 3-12 are issued each year with an Identification Card.
2. These are required for borrowing books from the Libraries.
3. They are also used for signing your child in or out should they arrive late or leave early.
4. Students can use these for identification purposes when using public transport.

College Assembly Days

Primary	WAC App / Waratah Weekly	
Secondary	Years 7-12	Monday

Chapel Service Days

Junior	Years T-4	Friday
Middle	Years 5&6 - Week A	Years 7&8 - Week B
Senior	Years 9-12	Once a term

Sport Days

Years K-2	Monday & Friday	Students wear their House coloured polo shirt
Years 3-6	Wednesday	Students wear their white polo shirt
Years 7-12	Tuesday	Students wear their white polo shirt

K-12 students wear their House coloured polo shirt to the Swimming Carnival, Cross Country Carnival and Athletics Carnival. Parents are also encouraged to wear the College House coloured polo shirt and register a point for their House.

Allergy Aware College

Wollondilly Anglican College is an “Allergy Aware College”. We have a number of students at the College who are anaphylactic to different foods. In order to assist these families, the College has a number of risk minimisation strategies. This includes adequate training for staff to be able to quickly recognise and treat an allergic reaction, including anaphylaxis, reminding

students to wash their hands before and after eating and sharing of food. The College requests that parents clearly label lunch boxes/drink bottles and do not include the following foods in their child's lunch:

- Nuts of any kind
- Peanut butter, Nutella or nut based spreads
- Any food products that contain nuts ie Muesli bars or biscuits

Teaching and Learning Assessment

Students in Years 7-12 will receive an information booklet outlining the College expectations around assessment. It is important that students and parents familiarise themselves with these expectations. All formal assessment tasks will appear on the student's Edumate calendar.

Benchmark Testing

On enrolment students will undertake benchmark testing through the ACER PAT Tests. These help to establish a benchmark through which academic progress can be monitored.

MyTech

MyTech is a program that involves secondary students bringing their own computer device to the College. Please refer to the brochure enclosed in this pack or our website www.mytech.wac.nsw.edu.au for information and specification requirements.

Reports

Students will receive an academic progress report in Term 1 and full reports, including exam results where appropriate, in Terms 2 and 4 with the exception of Years 11 and 12. Reports are available on the Edumate Parent Portal.

Parent-Teacher Evenings

Parent-Teacher Evenings are held in Term 2 for Primary, Years 11 and 12 and early in Term 3 for other Secondary years. They provide valuable opportunities for teachers and parents to discuss the progress of students.

Parent Helpers

Parent helpers are welcome at the College. If you are interested please contact either your child's class teacher directly or the Advanced Learning & Learning Support Coordinator, who often needs assistance with reading groups, exam supervision and other duties within our Support Services curriculum.

All parent helpers must sign a parent helper agreement and volunteer undertaking form which are available from Student Reception. Parent helpers are also required to obtain a voluntary Working with Children Check. Once these forms are completed the parent will need to see the Business Manager prior to commencing.

After College Care

The after College care program is operated by Little Elves Childcare Centre.

After School Care operates out of the Warne Auditorium classrooms commencing after the College day until 6.00 pm.

To enquire or enrol with Little Elves for their After School Care program, please contact Jennifer at littleelvesoosh@gmail.com or call on 0418 814 031.

College Lockers

A locker is available for your child to hire for the duration of 2021. Lockers are compulsory for students in Years 7-10 and the cost is covered in your College Service Charges. For students in Years 11 and 12 lockers are optional and are available subject to the payment of the \$60.00 hire fee.

All lockers require your endorsement of your child's agreement with the Conditions of Hire set out below.

Conditions of Hire

- Students must use the locker provided by the College.
- Students understand that the locker remains the property of Wollondilly Anglican College and may be inspected from time-to-time by Senior Staff.
- At the end of each Term, the locker must be emptied, the lock removed and the door left open.
- Lockers once issued are not transferable.
- Students must not leave items of value in lockers overnight.
- Students must not leave perishable items in the locker, damage the locker, write on or mark the locker in any way, or attach any item to the inside or outside of the locker.
- For students in Years 11 and 12, upon request, \$20.00 will be refunded at the end of the year if the locker is kept in excellent condition. This may be rolled over to form part of a subsequent year's rental fee.
- The Headmaster reserves the right to cancel a student's hire of a locker at any time.

Locker agreements are available at Student Reception.

Music Tuition

The Wollondilly Anglican College Music Tuition program offers quality tuition in:

- Guitar (Classical & Contemporary) and Bass Guitar
- Woodwind instruments - Flute, Clarinet, Saxophone, Oboe, Bassoon etc
- Piano and Keyboard
- Brass instruments - Trumpet, Trombone, Cornet, Euphonium, Tuba etc
- Strings - Violin, Viola, Cello
- Singing/Vocal
- Drums

The program is timetabled throughout the College week, and allows students to attend instrumental lessons during class time.

Times for Music Tuition will be displayed in the window of the Melba staffroom and included in the Daily Notices on the day of the lesson.

Participation in the Music Tuition Program is considered a privilege with the following expectations:

- Students must catch up on all class work and homework set by the classroom teacher;
- It is the responsibility of the student to attend their instrumental lessons;
- Students must maintain suitable respect and behaviour whilst in their instrumental lesson.

Failure to comply will see the student lose this privilege.

To register your interest for the Music Tuition Program please obtain a form from Student Reception.

Flowers Canteen

Providing nutritious food in our Canteen is a vital step in helping kids set up healthy routines and habits for life, as such we proudly operate within the NSW Healthy Schools Canteen Guidelines.

The Canteen is open every day for recess and lunch. Ordering is through the easy-to-use Flexischools system, and must be placed by 8.30 am.

To access the Flexischools ordering system, download the Flexischools app and register an account.

For further information visit the Flexischools' website: www.flexischools.com.au/parents.

Casual Work Available

Our Canteen is run with the help of a network of volunteers from our College community working together.

If you can spare any time to join our network and help prepare and serve food at our Canteen, we would very much appreciate a hand. It's easy and fun work with on-the-job training and you can dedicate as much or as little time as you like.

We have short shifts of one to two hours either in the morning or afternoon – just after College drop-off (8.10 am) or before College pick up (1.00 pm).

All the efforts of our volunteers are rewarded with a healthy snack and plenty of tea or coffee.

If you are interested, please drop an email to canteen@wac.nsw.edu.au.

Eat well, live well.

Parents' & Friends' Association



*Welcome to the Wollondilly Anglican College
Parents' and Friends' Association*

I am proud to be associated with such a group of tireless workers and encouragers who all feel very much a part of our extended community. Our purpose is for Fundraising and Friend Raising and we work with the College Headmaster and College staff in a valued partnership. Some parents have little time to spend whilst others get quite involved (and build great friendships just through the P&F alone). Either way, all help is appreciated. We can't wait to welcome you in person!

Bill Norman – President

“For where two or three are gathered in my name, there am I among them.” – Matthew 18:20

P&F ANNUAL CALENDAR

FEBRUARY

Meet & Greet Evening

MARCH

Monthly Meeting
Annual General Meeting
Working Bee

APRIL

Monthly Meeting

MAY

Monthly Meeting
Mother's Day Stall

JUNE

Monthly Meeting
Working Bee

AUGUST

Monthly Meeting
Working Bee

SEPTEMBER

Monthly Meeting
Father's Day Stall
Country Fair

OCTOBER

Monthly Meeting
Orientation & Open Day
Golf Day

NOVEMBER

Monthly Meeting
Working Bee
P & F Executive Dinner

Come along to one of our Monthly Meetings and find out what it's all about. Alternatively, get in touch with Brandon Cooper, our Vice President, at pandvicepresident@wac.nsw.edu.au for further information.

Clothing Pool



The Clothing Pool runs because of the wonderful generosity of parents who have donated a variety of uniform items over the years. The result is a thorough supply of good quality clothing and other uniform items for sale at a reduced price.

Please note:

- All clothing is donated and the condition of each item varies. The volunteers who operate the Clothing Pool try their hardest to provide the best quality item that is available at the time of request.
- All proceeds from sales go directly to the College Parents' & Friends' Association.
- Most items purchased through the Clothing Pool will have names of previous owners written on them, please write your child's name clearly on purchased items so that, if lost, they can be returned to you.

The following items are available for sale:

- Transition sports uniform
- Primary girls' summer/winter uniform
- Primary boys' summer/winter uniform
- Secondary girls' summer/winter uniform
- Secondary boys' summer/winter uniform
- Senior girls' uniform
- Senior boys' uniform
- Unisex sports uniform
- Shoes, socks hats, bags, ties, swimwear

The Clothing Pool is located in White Cottage (go to the front windows on the west side of the building, behind the Canteen).

This service is operated by volunteers who very generously donate their valuable time to serve the College community. Please see the Student Reception staff for opening hours.

Parents' Checklist

- Try out the Edumate Parent Portal
 - Download the WAC App
 - Diarise the 2022 College dates
 - Review uniform guide and make sure all items have been purchased
 - Visit the Clothing Pool to pick up pre-loved uniforms
 - Visit the College website
 - Apply for a locker
 - Apply for Music Tuition
 - Set up a Flexischools account for online Canteen ordering
 - Volunteer to help in the Canteen
 - Join the P&F
 - Ensure your child's computer device meets the MyTech specifications
-

