



Woden School

Independence and Responsibility

2019 Hand Book

127 Denison St. Deakin ACT 2600

(02) 61420200

tw@thewodens.act.au

www.thewodens.act.edu.au





Useful School Information

Welcome to The Woden School

Dear students, families/carers,

I look forward to getting to know each of you over your time at The Woden School and hope you will enjoy your learning opportunities within our small school community.

The high school years are an important time. It is the time when students become young adults and we look forward to working with you to support our students to:

- ❖ adjust to changes: physical, social, emotional and intellectual
- ❖ grow toward independence
- ❖ gain experience in decision making, and in accepting responsibility for decisions
- ❖ develop positive self-confidence through achieving success in significant events
- ❖ progressively develop a sense of self and of personal and social values
- ❖ experience social acceptance and gain affection and support among peers
- ❖ establish or maintain relationships with other adults

It is the core priority of all staff to support our students to develop and grow towards adulthood and future independence. We are committed to providing high quality learning to support students to develop the skills necessary to be active participants and contributors to the complex world that we live in. The small size of our school means that we are uniquely placed to build a supportive and nurturing environment.

Best wishes,

Ian Copland, Principal



Our School

The Woden School works in partnership with parents/carers and the community to empower our students to live in a changing society. We aim to maximise students' quality of life through programs that develop independence and responsibility.

The Australian Curriculum is an important focus and there is an emphasis on personal development and living skills. The curriculum provides educational, recreational, vocational and social experiences to support students to achieve a satisfying quality of life. Pastoral Care classes operate in all year groups and a range of elective options are available. Senior students enrol in courses of study approved by the ACT Board of Senior Secondary Studies (BSSS), Post-school options and supported pathways to the future are a priority and are planned with teachers, students, families/carers, Disability ACT and other agencies.

All staff work collaboratively with students and their families to develop meaningful individual learning plans. The safe and supportive environment supports students to develop skills to participate as active members of their community acknowledging the importance of education based on relevant and negotiated curriculum. Small class sizes ensure that students receive a high level of individual instruction.

The high school enrolls students from year 7 to 10. The eligibility criteria for years 11 and 12 is slightly different. Some students meet the criteria and elect to stay in this college program and transition to college programs at the end of year 10. This move reflects the transitions that other students make in our community. These are collaborative transitions.

The school has a proactive behaviour support framework of school wide, classroom and individual approaches. This supports academic achievement and healthy social development. Restorative Practices are used to promote responsibility and harmonious relationships and students are supported and taught to take responsibility for themselves and their actions. The school expects and encourages parents and carers to work with students and staff to reinforce considerate and acceptable behaviour as well as collaboratively negotiated learning goals. Verbal and physical harassment on gender, racial and other grounds is not tolerated.

The school actively pursues an inclusive policy in this community for all students. Our students belong in this community and our existing, new and developing links with the immediate and wider community are very important to us. We welcome opportunities to extend these links.

Position	Name
Principal	Ian Copland
Deputy Principal	Tabatha Kellett
Executive Teacher 7/8	Gonzalo Donoso-Lopez
Executive Teacher 9/10	Peter Taylor
Executive Teacher College	Rowena Van Ballegooyen
Executive Teacher/Pastoral Care	Sasha Posthuma-Grbic
Youth Support Worker	Luke Ferguson
School Psychologist	Justine Rainey
Business Manager	Jenna Blake
Building Services Officer	David Field
Front Office	Narelle Leonard/Melinda Harrison
Front Office	Sandra Cusack
Teacher	Elisma van zyl
Teacher	Dorothy Peisley
Teacher	Taylor Jane(TJ) Martin
Teacher	Joanna Muller
Teacher	Haydn Dobson
Teacher	Kari Crofts
Teacher	John Bowyer
Teacher	Alice Ziolo
Teacher	Tessa Yvanovich
Teacher	Lyndall Nash
Teacher	Rendall Wagner
Teacher	Jason Vaggs
Teacher	Rebecca McLeod
Teacher	Ronald Marquardt
Teacher	Julie Loudon

Position	Name
Teacher	Irena Loeffler
Teacher	Ranjeet Sahi
Teacher	Sarah Wyatt
Teacher	Rebecca Manley
LSA	Helen Ballard
LSA	Max Ostell
LSA	Delma Tipton
LSA	Dahlia Cerro
LSA	Erin Flux
LSA	Harriet Lee Robinson
LSA	Linda Favelle
LSA	Kathy Howard
LSA	Stuart Lambert
LSA	Linda Charlton
LSA	Sajee Mahaarachchi
LSA	David Mills
LSA	Nat Burke
LSA	Debbie O'Brien
LSA	Nathan Rollins
LSA	Michelle Wright
LSA	Ben Zywczak
LSA	Sue Baker
LSA	Jake Blackshaw
LSA	Donna Langbein
ASBA	Max White
ASBA	Lexi Bennett
ASBA	Brooke Gil

Starting High School

Starting school is an exciting time for children and families. Your support and encouragement are critical to a successful start in a new learning environment.



ParentLink aims to increase the confidence and skills of parents by linking them to information, ideas and community services. ParentLink guides are full of practical information and tips to manage parenting challenges, including sibling rivalry, sleeping, blended families and grandparenting.

Whatever your child's age, you will find lots of good ideas. Visit the [Parentlink website](#).

Enrolling in School

Students currently enrolled in a Disability Education program may apply directly through the Department of Education Web site. Students from interstate, independent schools or overseas must have eligibility confirmed before applying for a placement. Online enrolment packs must be completed and submitted. https://www.education.act.gov.au/school_education/enrolling_in_an_act_public_school

Information about enrolment Enrolling/Transferring - ACT Public Schools is also available from the [Education Directorate](#) website.

Please contact the school in your area to discuss enrolling your child or for more information:

Telephone: 6205 5429

Education in the ACT

High quality education is vital for every child and young person to give them the best start in life. The ACT Government has committed significant funding to public schools to develop and extend programs to ensure your child will have the best possible foundations for learning.

In recent years, this has included a renewal of school curriculum across all ACT schools so that what is taught is relevant and important for students to know, understand and gain skills to equip them for lifelong learning. In addition, specific funding has allowed schools to grow and develop the use of the latest digital learning technologies. This includes extending the

opportunities for families to follow their young person's learning development online.

Your child will participate in a range of programs to develop their intellectual, emotional, social and physical skills. A typical school day will involve a variety of activities such as reading and writing tasks, learning about numbers, shapes and patterns, lessons in science and how things work, physical education activities, art and music activities, visiting the library and using information technologies. Developing your child's literacy and numeracy skills will be a key focus across all learning areas as these skills are the essential platform for their future success. Your child's teachers will provide a range of lesson experiences to challenge and stimulate their learning while scaffolding them to meet their individual needs in becoming confident learners. The learning at school builds on the learning you do together at home.

Policies and Guidelines

The ACT Education Directorate provides policy advice to public schools. This is available from the Directorate website or from your school. Each school also has a range of policy guidelines providing advice on how the school is conducted. These are often found on the school's website or are available from the front office.

Grievances

Please remember we always appreciate direct contact about any problems. We follow departmental guidelines for the resolution of disputes. These guidelines operate under the principal of procedural fairness and the right to respond to allegations. Formal disputes and concerns should be provided in writing and discussed with the Principal.

Attending School

Children are required to attend school each day, Monday to Friday 9am to 3pm. It is important for your child to attend school each day for their intellectual development. It assists their reading, writing and numeracy skills development, as well as their social, emotional and physical development.

If your child is unable to attend, please notify The Woden School and Special Needs Transport. This can be done by diaries, phone, email or writing.

Playing with peers is important for a child's social and emotional development as they learn to get along with others and respond appropriately to various situations. The teacher will assist your child to deal with conflict and will appreciate being

told of any circumstances you are aware of that may be affecting your child.

The Woden School – 61420200

Special Needs Transport - 62059196

Unique Student Identifier USI – All students require a USI number. Instructions can be found on the following link. <http://www.usi.gov.au>. Please let the front office know your USI number and we will put on the file.

Property at School

Please help us by naming all personal items. We do not have private insurance cover to automatically compensate for the loss, damage or theft of personal property. We encourage students to secure their wallets, purses, keys, mobile phones and other valuable items. Students should avoid bringing valuable items to school as these are brought at the personal risk of the owner.

Label all Belongings - Label all your child's belongings including your child's lunch box, drink bottle, hat, clothing etc. Encouraging your child to dress themselves will help develop independence and to recognise their own belongings.

Assessment and Reporting

Term 1- unit outlines are provided for all subjects. These explain exactly the content, learning outcomes and assessment requirements. Students, families and Pastoral Care teachers meet for the first ILP meeting.

Term 2 – Semester 1 reports are issued at the end of this term. These reports show student progress and achievements in individual curriculum areas. ILP review meetings occur as required.

Term 3 – Unit outlines provided for all subjects. Families and students are invited to Parent Teacher afternoon to meet with class teachers to discuss students' progress and achievements in semester 2. ILP review meetings occur as required.

Term 4 – Semester 2 reports are issued at the end of Term 4. ILP review meetings occur as required.

Meet and Greet and Parent Teacher Interviews

– interviews will be held on Thursday 21 February 2019 and the Parent Teacher Interviews are held in Semester 2, 2019. Teacher are available throughout the year to discuss any issues or concerns.

Student Centred Appraisal of Need (SCAN) -

The Student Centred Appraisal of Need provides a consistent approach in determining the educational need of individual students so that

resources can be allocated to schools on an equitable basis. You will be guided through the process by a trained moderator from the Education Directorate. At the end of your appraisal meeting you will receive a copy of the meeting record form detailing the student profile.

Individual Learning Plans (ILP) – Students in care, indigenous students and students receiving additional support who have a disability confirmation sheet are required to have an ILP. An ILP is a working document designed by teachers in collaboration with students, families and others. The document identifies transition priorities, ongoing planning, delivery and evaluation of students and parents/carers are key members of the ILP team and are encouraged to participate in these.

NAPLAN – NAPLAN (National Assessment Program Literacy and Numeracy) is for all students in Years 7 and 9. Most Students at The Woden School are eligible for exemption and most parents/carers elect for their students not to sit the test. Please contact the school directly if you would like further information.

Moderation Days – are for all college teachers to work together to review all subject areas. These days take place twice a year, usually in early March and August. No school programs are running at school for all Year 11 and 12 students. This is a pupil free day and students are to stay at home.



School Subjects

Pastoral Care – Teachers provide pastoral care for the students in individual year groups for four hours each week. Your student's Pastoral Care teacher is the point of contact for any day to day issues. If you would like to email any of the teachers, you will need to use the following format firname.surname@ed.act.edu.au. Educational programs are designed to support the social and emotional development of all students. Supporting and implementing transition programs is a significant part of this role.

Electives – units of study reflect the Australian Curriculum in year 7-10.

Some of our electives are Water Skills, Cooking, Woodwork, Art, Outdoor Ed, Music, Dance, Sport and Leisure.

Camps and Excursions – provide experiences of life beyond the classroom and they are a regular

feature at The Woden School. Some excursions are extra-curricular and not compulsory. Written consent is required from parents/carers before students can participate in excursions. In some cases, the school may be able to provide financial support for families experiencing financial hardship. Parents/carers are asked to approach the Principal directly if this is the case.

Library – is available for all classes to come and use. It is a popular at lunchtimes and students are encouraged to borrow books and use the space. Different year groups access the library at different times to ensure fair access.

Board of Senior Secondary Studies (BSSS) – a Statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the ACT. They provide Year 12 certificates and transcripts of student attainments.

Road Ready – year 10 students participate in the ACT Government Program. They are involved at the pre-learner stage which involves students as passengers learning about road safety and driving. Students may also move onto driving and participate in the Road Ready test which could make them eligible for a learner licence.

Indigenous – perspectives are included in all classes as specified in the Australian Curriculum and we celebrate NAIDOC day with some fabulous activities. It is a priority to improve learning outcomes for all indigenous students. The SRC (Student Representative Council) always includes representatives from our Indigenous Torres Strait Islander students.

Alfred Deakin High School partnership – The Woden School has an ongoing partnership with Alfred Deakin High School. Alfred Deakin Students spend time working with students in a peer support capacity as part of their Disability Awareness Program'. Deakin Students are given a buddy and assist them in classes. Woden school student may attend a variety of classes and/or events at Alfred Deakin High School. We also have a joint year 10 Formal.

Assemblies – are coordinated and planned by Pastoral Care classes. Every second week, students and teachers take turns to organise and participate in the running of our fortnightly event. Everyone is more than welcome to attend. Dates can be found in our newsletter or on the web site.



Sexual Health and Family Planning programs (So Safe) – programs are incorporated into the Pastoral Care curriculum to ensure that students have clear information about their bodies,

safety, protective behaviours, reproduction and other associated issues. This reflects the PE curriculum in all ACT schools. There is a school-wide focus on So Safe in term 1 every year.

Excursions – are designed to enhance the educational programs and emphasise the development of person and social skills. Excursions enrich the learning environment for the students by moving into the wider community. Every attempt is made to keep the cost of excursions to a minimum. Parents/carers can contact the Principal directly if assistance is needed with excursion costs.

Work Experience – is strongly encouraged and forms an integral part of post-school options planning for our senior students. Your assistance to find placements is always welcome.

Formals – Year 10 and 12 students are invited to attend formal celebrations. Graduating year 10 students will attend the Alfred Deakin High School formal and the year 12 students will have their own function.

Special Olympics



Special Olympics – The Woden school has been affiliated with the Special Olympics organisation since 2012. Participating students are provided with sporting opportunities in numerous different sports. Professional coaches conduct training sessions, competitions and functions for all participants.

Racism

Racial discrimination and vilification are against the law and against ED policy. Anyone who engages in racial harassment will be dealt with according to ACT mandatory procedures. All students have a responsibility to act in a way that contributes to a safe and positive environment at school. This includes bystander behaviour. All incidents or concerns should be reported to the appropriate contact officer/s as soon as possible. We really appreciate and welcome Parent/Carer support with this. We urge you to report any concerns to us.

Wodenstock



Wodenstock will look like a traditional music festival. Held on campus, the school will be transformed to include performance stages hosting a wide range of musical and dance acts. Throughout the day the schools very own student events team "Party Down Productions" will be spinning the DJ decks and hosting DJ sets and rap performances. The school's music and dance classes will be performing and facilitating workshops and interactive experiences for festival goers to engage with. Many prominent local/interstate musicians and dance companies will also be in attendance to perform and run interactive activities. Art displays and workshops, food vendors and Wodenstock merchandise stalls will add to the festival atmosphere to make this event one to remember for everyone. Families/carers are welcome to come and enjoy the day.

Lost Property

Please help us to reduce lost items by ensuring that **all personal possessions are clearly named**. Lost property is available for students and parents to check for missing items. Clothing not claimed is regularly donated to charity.

Stationery requirements

All students will provide their own individual pencil-cases containing essential pens, pencils, biros, glue sticks, sharpeners, coloured pencils and texts.



Road Safety and Buses

Schools can be a busy traffic environment. Drivers need to ensure they abide by the traffic rules and car parking arrangements. Be aware of school buses. The buses will line up outside the front of

the school. Please do not park in front of the school building from 8am to 9:30am and 2:30pm to 3:30pm. Be especially careful when reversing your vehicle. Please let the School and Special Needs Transport if your child is away from school or not needing transport to or from school.

Special Needs Transport – transport is now organised as part of your NDIS package. Special Needs Transport will assist you with transport. If successful, your student will be transported from home to school and return to the same address, unless otherwise arranged. Contact 62059196 or <https://www.transport.act.gov.au/getting-around/bus-services/school-services/special-needs-transport-program>

MyWay Cards – all Students at The Woden School require a MyWay card, with credit. These will be used when travelling on excursions and bus training. MyWay cards can be ordered on line or bought in person from a Canberra Connect or a MyWay recharge agent (newsagents). Students with a concession cards can apply for concession fares. Please contact the Front Office for forms and/or further information. https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2193/~myway-card-purchase

Action Bus Travel – during year 9/10, independence is encouraged. Whenever appropriate and after discussion with you, students are guided and supported in independent action bus travel. In some cases, this is used in conjunction with Special Needs Transport to travel to and from school.

Most students are eligible to receive student concession, allowing students to travel free during the school term.

The Woden School has two school buses that are used for excursion. One is equipped with wheelchair access. To help cover the running costs there is a \$3.00 fare.

School Canteen

Our school canteen is open Wednesdays. Students prepare and serve nutritious meals, snacks and drinks for students and staff to purchase at recess and lunch. Lunch orders should be written on a bag/envelope and placed in a box on the front counter, first thing Wednesday morning. Healthy eating is encouraged in ACT public schools. Please see our canteen list for menu items. http://www.thewodens.act.edu.au/information_for_parents/?a=418525

A Healthy Breakfast and Lunch

It is vital that your child begins their day with a nutritious breakfast. Participation in school activities will burn up their energy and a hungry Student will lose concentration and become tired. Useful information for parents on how to provide a healthy breakfast is available from the [Raising Children Network](#) website. Specific dietary advice is also available from the [Dietitians Association of Australia](#).

Breakfast Club is held in the canteen area, one morning a week. Students can help themselves to toast, fruit and juice.

Tips for School Lunches

- Organise food and drink according to the timetabled breaks
- Let your child help prepare healthy lunches and snacks.
- Pack food that is ready and easy to eat and not too messy. Pre-cut items such as oranges, celery and carrot are ideal.
- Use a lunch box that keeps food cool and ensure all items are clearly labelled.
- Ensure your child can open containers such as cans or plastic tubs.
- Limit sweets, chips and treats.



Medical Advice

Healthcare Access at School (HAAS) - supports children who have a complex or invasive health care need to attend school through the provision of nurse-led care during school time. The nurse's role provides a link between parents and the school and ensures carers at the school have appropriate instructions and ongoing support.

First Aid - there are five designated First Aid Officers in the in the school. In the event of a child becoming ill during the day or having an accident, every attempt will be made to contact the Parent/Carer or the emergency contact person. If

this is not possible staff will seek professional medical assistance when necessary.

Please keep students at home when they are sick. If your child is sick while they are at school, you will be asked to collect them. For some health issues, (eg: suspected impetigo, conjunctivitis or head lice) you will be asked to seek and confirm treatment. This protects the wider school community from infection and illness.

Medication – all students taking medication while at school are required to have documentation from a doctor before the medication can be given by school first aid officers (forms are available from the front office). Students are not permitted to self-medicate.

Medication is to be sent into school in either a Webster pack or weekly plastic medicine container, these will be sent home each week for refilling. Medication is distributed by a first aid officer. Please contact the front office for further information.

Asthma – we are an asthma friendly school and all staff have been trained in dealing with asthmatics. You must notify the school if your son/daughter has asthma and complete an asthma plan available from your GP.

Allergies - It is vital you let your school know if your child is allergic to anything. Anaphylaxis is a severe allergic reaction. Our schools will not have nut products available from the canteen.

Please provide lunches free of nuts or nut products such as 'Nutella' and Peanut Butter.

Head Lice - is a common occurrence in childhood. Head lice are only found on the human head and are not found in furnishings or classroom carpets. Head lice are usually transmitted by close head-to-head contact.

An outbreak of head lice can be annoying but is not harmful to your child's health. Schools take measures to limit the spread of head lice including requesting that affected children not attend school during the treatment period. A useful head lice fact sheet on how to treat head lice is available from the ACT Health website at www.health.act.gov.au

Immunisations – are conducted at The Woden School by the ACT Department of Health. Students are required to return a signed form to have any immunisation. A reminder and any documentation will be send home closer to the date. 2019 Immunisations are given to students in Years 7 & 10.

2019 Immunisations Date:

Wednesday 13 March – yrs 7 (round1) & 10

Wednesday 4 December – yr 7 (round2)

Canberra public schools provide a range of supports for students with disability. If your child has additional needs, please make an

Electronic Devices

These can be disruptive to the learning environment and may be used for unsociable purposes. The potential for negative communication through personal devices to disrupt and/or distress students is a concern to us all. Students who elect to disrupt learning for others may have their devices confiscated and parents may be contacted.

All student's will be supported to complete a formal agreement prior to logging on to the network Teachers will explain it and students have a responsibility to ensure that they comply. Access to Information Technology may be blocked for serious infringements to this agreement. The school does aim to work with students to ensure that they are safe users of IT

iPads - The Woden School is committed to the ongoing use of iPads to support the education and social needs of students. We work in a coordinated way in collaboration with families to develop student skills and staff expertise in the use of these devices.

Chrome Book – The Woden School was given Chrome books as part of the ACT Government roll out. These are available for students to use in classes.

Proloquo2go – we teach and use this program in a coordinated way to support selected students to communicate about day to day events, engage in conversations and discussions and to contribute ideas, information and questions.



Youth Support Worker

The Youth Support Worker (YSW) is an advocate for students. They work closely with school teams

to contribute to the overall effectiveness of the school and its programs. Specialised programs are organised, identifying groups of students and offers individual support. Students may be referred or may seek the youth support worker out individually or in groups.

Schools Psychologist/Therapists

Our school Psychologist is available to support and provide information about a range of issues including transitions, program/school eligibility, community support, respite care, secondary bursaries and disability allowances and pensions. They are available to meet with students individually and with parents/carers. Please contact the front office to make an appointment. Through the NDIS many parents/carers engage and pay for external therapists to support your person during school time (such as private occupational therapist or psychologist). Woden staff value the input from therapists and work collaboratively with them to support students.

Newsletters

Newsletters are emailed to parents/carers, twice a term. All our newsletters can also be found on the school web site. Staff and students are encouraged to provide items for publication. Parents/carers, community organisations and other interested groups or professionals are also invited to submit information for inclusion in the newsletter. We are happy to accept private advertisements (Please contact the school for prices).

Discos

Discos are held regularly at lunchtimes and sometimes at Alfred Deakin High School to promote support and encourage social experiences with great dance music. Our Youth Support Worker works with student DJ's to select and deliver the music. P&C discos are held throughout the year in the evenings.

Payments/Voluntary Contributions

Payments can be made to the school through cash, cheque, bank transfer or credit card (via the school website).

No EFPOS AVAILABLE at the office.

BSB: 032777

Account No:001893

Account name: The Woden School Account

Reference: please use the 'Fee Code' & 'child's name'.

The fee code will be on the excursions note. If you are unsure, please use 'event details' & 'child's name' Eg: Formal, H Brown.

The School Board of a government school asks parents to make a financial contribution to the school. The Woden School contributions are \$100 for Voluntary contributions and \$60 for stationery payment. Payments can be made in small amounts throughout the year.

Schools charge for additional activities such as excursions, swimming lessons, camps, school photos etc. Student equity funds are maintained in all public schools to facilitate access to additional activities for all families.

Refunds to Parents/Carers from the school are provided by direct deposit only. Please ensure that the school has your current bank details.

Credit Card link:

<http://www.thewodens.act.edu.au/payment>

Dress Standards and Uniform



Dress standards and school uniforms are determined by schools in conjunction with the School Board. Items of clothing that are considered inappropriate for school include tank tops, thongs and heavy boots. We have a school polo shirt, school hoodie and a zipper school hoodie that are available from the front office. Blue jeans/track pants/skirts/shorts etc are acceptable to wear with school shirt.

It is useful if your student is wearing a school polo shirt and/or jumper, as this helps with identifying students, especially on excursions.

Short sleeve polo top - \$40

Hooded Jumper (with or without zip) - \$48

Hat (bucket/cap) - \$13

All come in Junior sizes 8-16 and Adult sizes Xsmall – XXXlarge. Uniforms can be purchased through the front office.

NO EFTPOS AVILABLE

Much of the sun damage to skin occurs in childhood and adolescence. In Canberra, sun protection is required for part or most of each day between August and May. Canberra public schools encourage children to play in shady areas and require children to wear a SunSmart hat (e.g. broad-brimmed, bucket with deep crown or legionnaire hats) when outdoors.

Parents are encouraged to ensure children apply sunscreen before leaving for school. Schools will ensure sunscreen is available for re-application throughout the day.

We have two water/drink stations installed in the playground for students to access at any time.

Toilets

Help your child with going to the toilet by themselves and ensure they can make their needs known to the teacher. Accidents can happen so a change of underwear and clothes can help your young person manage the accident with the least amount of fuss.

Menstruation – A small private package/pencil case is a recommended addition for all female students. It should include a change of underclothes and appropriate sanitary products. Assistance can be given when needed.

Sexual Harassment and WH&S

The Department of Education Policy states that any form of sexual harassment is against the law and will be dealt with according to ACT mandatory procedures. All students have a responsibility to act in a way that contributes to a safe and positive environment at school. This includes bystander behaviour. All incidents should be reported to the appropriate contact officer/s as soon as possible. We really appreciate and welcome parent/carer support with this. We urge you to report any concerns.

The school has a trained WH&S officer and a SASCO contact. All teachers and support staff are trained in correct handling techniques. Parents are asked to notify the school immediately if there are concerns about any potential risks. Physical management procedures are planned with input from Occupational Therapists and it is an absolute priority for us to protect the physical well-being of staff.

Student Behaviour and School Discipline Procedures

Schools use a range of approaches to promote positive student behaviour in collaboration with families.

Bullying is a type of harassment and is against the law. All reported cases will be dealt with according to the Education Directorate, Mandatory Procedures and the Safe Schools Policy. Please be sure to talk to a staff member about anything to do with bullying. We rely heavily on your support to detect and follow up incidents.

Decisions to suspend students are not taken lightly. Seriously unsociable actions may result in suspension. In all cases of external suspension, Departmental Policy is followed, and the Principal, Deputy Principal or Executive are involved. Students will be given a fair hearing and when appropriate there is a discussion of all implications and consequences. A re-entry meeting involving parents/carers is scheduled at the end of the suspension period and is based on our restorative approach.

Each school has a behaviour management strategy available on the school website or from the school front office.

Lockdown procedures – lockdowns are led by staff and students practice these procedures throughout the years.

Visitors

All visitors to the school must sign in at the front office and receive a pass to make identification easy.

Working with Vulnerable People Card (WWVP) – All staff, volunteers, tradespeople etc. are required to hold a valid vulnerable people card before they can work with or near children.

Parents & Citizens Association (P&C)

The P&C operates in partnership with the Board to support the school community. It is a very important forum and interested members are encouraged and welcome to contact the school if they are interested in joining. Meetings are held monthly at the school.

School Boards

Each school has a School Board as part of its governance structure. The role of the School Board is to establish and monitor school strategic direction and policies. Typically, School Boards have three parent representatives, two elected teachers, two elected students and a member appointed by the Department as well as the Principal.

Parents are encouraged to consider becoming a part of the association and school's welcome parents volunteering their time and skills to support the school. Schools regularly communicate with parents about school programs and activities through the school newsletter and other channels including email, school website, Facebook page and apps.

Communication about Your Child's Progress

Effective teaching and learning is a collaborative partnership between parents and teachers. Teachers will provide feedback about your child's progress and how you can assist them with their learning.



Your child's teacher will assess how your child is progressing individually and in relation to other children. Your school will provide written reports at least twice a year indicating strengths and areas for further development.

Parent-teacher meetings provide a formal opportunity to discuss your child's achievement and progress. Parents may also choose to make an appointment with the class teacher during the school term.

Students Diaries - Diaries are supplied to students by the school. The diaries are one way, Pastoral Care Teachers and parents/carers communicate with each other, indicate events and highlight issues as required. Please record key dates, scheduled appointments or transport variations in the diary. These will be checked by staff daily.

Schools may also send important notices home with students. Please ensure your child's bag is checked to avoid missing these.

Post School Options

Planning is an important focus of student programs, particularly in the senior school. We

can support families and carers to work with the NDIS to ensure an appropriate post-school package/plan.

Emergency Evacuation Procedures

Teachers will direct students in the event of a fire, bomb threat or other emergency. Students are supported to follow the directions of staff members. Staff and students practise evacuation procedures regularly.



After School Care

After school care is offered at The Woden School from Monday to Friday, 3pm till 6pm.

This is currently run by Koomarri. Please contact them if you need further information. Phone 62806143 or <https://www.koomarri.com.au/3oclockclub>

School Contacts

Web site - <http://www.thewodens.act.edu.au/>

Front office – (02) 6142 0200

Address - 127 Denison street

Deakin, ACT 2600



Term Dates and Events

Schools are closed for all public holidays, including Canberra Day on the second Monday in March each year. New students start school on the Monday of Term 1, with all continuing students returning on Tuesday.

2019	<u>Term1</u> START: New students start on Monday 4 February Continuing students return, Tuesday 5 February FINISH: Friday 12 April	<u>Term2</u> START: Monday 29 April FINISH: Friday 5 July	<u>Term3</u> START: Monday 22 July FINISH: Friday 28 September	<u>Term4</u> START: Monday 14 October FINISH: Thursday 19 December
2019 No School	Monday 12/3 Friday 30/3 Monday 2/4	Monday 28/5 Monday 11/6		

Timetable

Below is an example of The Woden Schools timetable. We have a five period each day, with half hour lunch and recess breaks. In line with the implementation of Australian Curriculum all students will have weekly access to learning areas that will include: English, Mathematics, Science, the Arts, Geography/History and Health/PE.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 9.00-10.00	Elective1	Elective 2	English	Elective 2	Maths
Period 2 10.00-11.00	Pastoral Care	Science	Geography	Elective 2	Science
RECESS 11.00-11.30					
Period 3 11.30-12.30	Physical Education	Pastoral Care	Elective1	Maths	English
Period 4 12.30-1.30	Geography	Pastoral Care	Elective1	Physical Education	Geography
LUNCH 1.30-2.00					
Period 5 2.00-3.00	English	Maths	Physical Education	Science	Pastoral Care

Unit outlines include descriptions of the units of study and a range of learning outcomes. Unit outlines are provided to all students in every subject at the beginning of each semester.

Woden School Canteen Menu Term 4 2018

Food freshly prepared by the student canteen work team.

WEDNESDAYS

Recess only

Muffins/ slices/cakes	\$1.50
Biscuits	.50c
Mini sausage roll / Spinach feta roll	\$2.00
Vegetable hot chips	\$2.00
Bliss Balls	.50c
Mini quiche	\$1.50

Drinks - lunch and recess

Water 350mL	\$1.50
Juices - apple, orange	\$2.00
Flavoured milk – chocolate, strawberry	\$2.50
Dairy free fruit smoothies - made fresh	\$3.00

Lunch only

Sandwiches

Vegemite	\$3.00
Meat, Cheese, Salad	\$4.00

Wraps

Ham, Chicken, Cheese, Tomato, Salad (lettuce, Tomato, red onion, cucumber, Carrot) and mayonnaise Toasted	\$4.50
	\$0.50

Salad Box

Warm Roast pumpkin or beetroot Salad (lettuce, tomato, red onion, feta, dressing)	\$6.00
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Jumbo Spinach and Feta roll	\$4.00
Jumbo Sausage roll	\$4.00

Fruit salad	\$3.00
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*Gluten free, lactose free and vegetarian alternatives provided.
It is important that you indicate food allergies when ordering.*



How to Order

Orders must be placed in the bucket at the front office on Wednesday mornings. Clearly write on a paper bag: name, year, lunch order with amount included.

If purchasing a weekly special, please state your preference for meat or vegetarian option.



WEEKLY SPECIALS

\$6.00

Week 1 – Canteen Closed

Week 2 – Canteen Closed

Week 3 – Stir fry noodles –
chicken or tofu

Week 4 – Spaghetti
bolognaise – beef or veg

Week 5 - Pizza – supreme
or vegetarian

Week 6 – Burgers – chicken
schnitzel or veggie

Week 7 – Burritos – mince
or bean

Week 8 – stroganoff - meat
or veg

Week 9 - Lasagne – mince
or veg

Week 10 – Canteen Closed

