



# OAKLANDS CENTRAL SCHOOL



Parent Information  
Handbook  
2024

# Principals Welcome

On behalf of the students, staff and parents of the school, may I welcome you and your family to our wonderful school.

Oaklands Central School has been providing a co-educational, comprehensive public education since 1885. Luceat Lux Vestra (Let Your Light Shine) is our school motto and reflects the school's core beliefs, that every student has the strength to thrive and shine.

Oaklands Central School is part of the Riverina Access Partnership which includes 5 other schools across the Riverina and provides access to a broad curriculum for our Stage 6 students. This quality partnership provides an educational opportunity for Stage 6 students by using a combination of virtual and face to face lessons, through utilising expertise of staff from all the schools to drive HSC results and achievement. Our Primary section has strong connections with our local Primary schools. Staff work together providing a number of educational excursions, broadening the knowledge and understanding of our students K to 6.

The school has excellent facilities which include well maintained grounds, a comprehensive library and access to high quality technology devices to support student learning. Every student from K to 12 has access to a school laptop to support their learning.

In addition to the academic pursuits, the school provides a broad range of activities including the performing arts, leadership and sporting experiences and has a strong focus on quality education.

At Oaklands Central School, we pride ourselves on the close relationships that we hold with the families who support our school. The school works in partnership with a variety of stakeholders including Student Representative Council, Parents and Citizens Association (P&C), Federation Council and local businesses.

As a result of the school's situational analysis, it has been determined that a whole school approach, including all members of the school community, is required to achieve improvement in student performance.

Over the next four years (2021-2024) this approach will include:

- Providing professional learning with a focus on enhancing teaching practices
- Using evidence and assessment to understand our students
- Authentic partnerships with the community
- Student wellbeing and engagement

Our Strategic Improvement Plan and the initiatives outlined in it will be regularly evaluated and adjustments to meet the needs of the school will be made accordingly.

Our school vision statement is 'Our school empowers all staff and students to embrace academic learning, achieve their personal best and build their emotional, social and physical wellbeing.'

Welcome to Oaklands Central School.

**Josh Webb**  
**Principal**

## Contacting the School

Address: Coreen St Oaklands 2646

Phone: 02 6035 4290

Mobile: 0472 832 195

Fax: 02 6035 4382

Email: oaklands-c.school@det.nsw.edu.au

URL: <http://www.oaklands-c.schools.nsw.edu.au>

## Staff 2023

### Principal

Head Teacher Secondary Studies

Assistant Principal

Assistant Principal Curriculum & Instruction

Kindergarten/Year 1/2 Teacher

Years 3/4 Teacher

Years 5/6 Teacher

Generalist Teacher

SLSO's

Secondary Teachers

School Chaplain

School Administration Manager

School Administration Officers

Farm Assistant

General Assistant

### Joshua Webb

Melinda Elith

Jacqueline Nagle

Tracey Southam

Jacqueline Nagle

Tracey Southam

Vincent Gambuti

Mark Fitzsimmons, Gillie Arnold

Jenny Barratt, Garron Farrell

Melinda Elith, Karen Davis, Gillie Arnold,  
Stuart Pearsall, Kerri Ryan, Tom Dore

Garron Farrell

Frances Kerr

Janelle Day, Amy Doyle, Bethany Moloney

Kylie Arnold

Kelly Harvey

### Term Dates for Students - 2024

**Term 1** - Thursday 1 February - Friday 12 April

**Term 2** - Tuesday 30 April - Friday 5 July

**Term 3** - Tuesday 23 July - Friday 27 September

**Term 4** - Monday 14 October - Wednesday 18 December

(staff return to school two days before students in Terms 1 and one day before in Terms 2 & 3)



# Enrolment and School Hours

## Enrolment

Please ensure you have completed an online enrolment form and submitted this to school. A Birth Certificate and Immunisation History Statement must also be provided when submitting the enrolment. To access the online enrolment form, visit our website:  
[www.oaklands-c.schools.nsw.gov.au](http://www.oaklands-c.schools.nsw.gov.au) (paper copy enrolment forms are still available upon request).

## School Hours 2024

### Primary

8.30am - 8.55am	Before school playground supervision
8.55am - 9.00am	Roll Call
9.00am - 10.00am	Period 1
10.00am - 11.00am	Period 2
<b>11.00am - 11.30am</b>	<b>Recess</b>
11.30am - 12.30pm	Period 3
12.30pm - 1.15pm	Period 4
<b>1.15pm - 2.00pm</b>	<b>Lunch</b>
2.00pm - 3.00pm	Period 5
3.00pm	Home
<b>3.05pm</b>	<b>Buses Depart</b>

### Secondary

8.30am - 8.55am	Before school playground supervision
8.55am - 9.00am	Roll Call
9.00am - 10.00am	Period 1
10.00am - 11.00am	Period 2
<b>11.00am - 11.30am</b>	<b>Recess</b>
11.30am - 12.30pm	Period 3
12.30pm - 1.30pm	Period 4
<b>1.30pm - 2.00pm</b>	<b>Lunch</b>
2.00pm - 3.00pm	Period 5
3.00pm	Home
<b>3.05pm</b>	<b>Buses Depart</b>

- on Fridays - Secondary Lunch is 1.00pm - 1.30pm

# General Information

## SENTRAL for Parents

We are using the communication app, Sentral for Parents. All school families are provided a username, password and family key to access Sentral. The Sentral app can be downloaded onto your smart phone or via their web address [www.ocs.sentral.com.au](http://www.ocs.sentral.com.au). We have instructions on our school website to help guide you in this process. This is our main form of communication with our school families.

## Absences from school

If your child is away from school, please submit an absence via Sentral. A message via Sentral will be sent if an absence has occurred without an explanation, which you can then action upon.

## Explaining Absences

The NSW DoE requires all absences that have not been explained within SEVEN school days to be permanently recorded as 'unjustified'. The school is permitted to add a notation to these records that indicates that the absence was explained after the seventh day, but the actual roll entry must remain as 'Unjustified'. This will affect a student's attendance figures on their semester school report.

Parents and caregivers should therefore be aware of the following actions in regards to explaining their child's absences:

- On each occasion your child is absent from school and not on school business, the rolls will have an ABSENCE recorded.
- If this absence is not explained within SEVEN school days, the recorded ABSENCE will automatically be adjusted by the roll system to UNJUSTIFIED.
- When an explanation is received by school within seven school days, and with a valid reason, then the record will be adjusted accordingly.

Following are examples of reasons that cannot be validated.

SAMPLE EXPLANATION	DECISION	REASON FOR DECISION
"My son was away from school on Friday 18th March 2023."	Unjustified	No reason stated.
"My daughter was late to school because she slept in."	Unjustified	Not a valid reason.
"My son was away from school today because it was his birthday."	Unjustified	Not a valid reason.
"My daughter was absent from school for family reasons."	Unjustified	Insufficient information regarding the family reason.
"My son has an appointment to attend."	Unjustified	Insufficient information regarding the appointment.
"My daughter was absent because the family is going to Albury."	Unjustified	Insufficient information.
"My son will be absent today because we are going to buy him shoes."	Unjustified	Not a valid reason when school finishes well before shops close.
"My daughter missed the bus this morning."	Unjustified	Not a valid reason.
"My son attended a cultural performance."	Unjustified	Insufficient information regarding the cultural event.

# General Information

## Late to school

Late students are required to report to the school office as soon as they arrive at school, where they will be marked as present. We request families call or text the school office or submit a response into Sentral to provide a reason for the late arrival.

## Leaving school early

All students must be signed out by a parent or guardian prior to leaving school grounds. An early departure for students is before 2.55pm. A reason for early departure is also required.

## Sick or injured children

Sick and injured children are rested and/or treated in the sick bay under the supervision of the office staff. If it is considered that more than rest or basic first aid is needed, the school will contact the parents, or the person nominated as emergency contact on the enrolment form. If your child is sick at home, it is best to keep them at home until they are fully recovered and 24hrs after their last symptoms.

## Accidents

Accidents are dealt with in a similar manner as above. Parents or the emergency contact person will be notified if the school considers treatment beyond simple first aid is required.

## Medical Emergency

All children are required to have two contact people for medical emergencies. The school is covered for ambulance transportation.

## Communication

Sentral is our primary and preferred communication method to school families. Communication can also be via email, text or phone call.

## Excursions/Sporting Trips

Parents will be issued with notification via Sentral of the details of all school-endorsed excursions. Permission must be submitted by a parent/guardian and all money paid before the student will be permitted to attend the excursion.



# General Information

## Parents & Citizens Association (P&C)

This organisation meets once per term. Please visit the Oaklands P&C Committee Facebook page for current information regarding their meetings. All families are encouraged to support the school through the P&C. Your attendance at the meetings is most welcome.

## Student Welfare Program

The school's Welfare Policy is a comprehensive document that covers Achievement, Recognition, Support, Discipline and associated procedures.

It includes policies on:

- Behaviour Support and Procedures
- Responding to Inappropriate Behaviour
- School Uniform
- Anti-bullying
- Inclusive Education
- Aboriginal Education
- Child Protection
- Leadership
- Attendance
- Reward System
- Positive Behaviour Program
- Work Health and Safety



## Newsletter

Our school and local community newsletter "The Central Chronicle" is published fortnightly. Each family receives the newsletter via email. The newsletter is available on Sentral and our website.

## Food at school

Currently, the school does not have a regular canteen facility. From time to time the school coordinates it's own lunch orders. Families will be notified via Sentral if and when this occurs, along with all relevant information. Families will be advised if there are any changes to this arrangement in 2024.

# Rights and Responsibilities

## Rights and Responsibilities

Rights and Responsibilities go together. Rights can only be received when responsible action is continually displayed. All members of the school community have responsibilities and rights, which everyone must respect. When all responsibilities are carried out and respected, the school will run smoothly.

### RIGHTS

- To experience success in academic, physical and social areas
- To enjoy a safe, healthy and pleasant environment
- To expect to be able to be taught, learn and work without being disturbed
- To be treated with politeness, respect and understanding
- To be able to expect property to be safe
- To expect the local community to support, respect and have pride in the school
- To have individual rights respected by everyone

### RESPONSIBILITIES

- To assume responsibility for your own actions
- To put in the work and application to ensure that success is possible
- To act rationally and to treat others with respect and politeness, the way you would like to be treated
- To cooperate during lessons, try to learn and keep up to date with the required work and not to interfere with the learning of others
- To treat others with understanding - not to laugh at others, tease others, or try to hurt their feelings
- To discuss without being rude or verbally attacking other people
- To look after and care for the school and its equipment
- To behave so that the community will respect the school
- To make sure our behaviour and standard of dress will always produce a good image of the school to the community
- To respect the rights of others
- To attempt to understand the reasons for, and follow rules and decisions of the school





# Primary Uniform

## Girls - Summer

- Maroon Jumper or Jacket (logo optional - available from Brunella's Corowa)
- School Dress (only available from Brunella's)
- Light Blue Polo Shirt (logo optional - available from Brunella's)
- Navy Skort or Shorts or Pants
- White/Navy/Black Socks
- Black Shoes/Boots or Runners
- Navy Hat (bucket or broad brim)

## Boys - Summer

- Maroon Jumper or Jacket (logo optional - available from Brunella's)
- Light Blue Polo Shirt (logo optional - available from Brunella's)
- Grey Shorts
- Grey/Navy/Black Socks
- Black Shoes/Boots or Runners
- Navy Hat (bucket or broad brim)

## Girls - Winter

- Maroon Jumper or Jacket (logo optional - available from Brunella's)
- Light Blue Polo Shirt or Skivvy (logo optional - available from Brunella's)
- Navy Tartan Tunic or Skirt (only available from Brunella's)
- Navy Tights
- Navy Pants
- White/Navy/Black Socks
- Black Shoes/Boots or Runners
- Navy Hat (bucket or broad brim)

## Boys - Winter

- Maroon Jumper or Jacket (logo optional - available from Brunella's)
- Light Blue Polo Shirt or Skivvy (logo optional - available from Brunella's)
- Grey Pants
- Grey/Navy/Black Socks
- Black Shoes/Boots or Runners
- Navy Hat (bucket or broad brim)

## Sports Uniform - Girls & Boys

- Maroon Jumper or Jacket (logo optional - available from Brunella's)
- School Sports Polo Shirt (only available from Brunella's)
- Navy Shorts or Skirt or Pants
- Runners
- Navy Hat (bucket or broad brim)

## House Colours

Innes - **Gold**      Zanoni - **Maroon**



# Secondary Uniform

## Girls - Summer

Maroon Jumper or Jacket (logo optional - available from Brunella's Corowa)  
School Dress (only available from Brunella's)  
Light Blue Polo Shirt (logo optional - available from Brunella's)  
Navy Shorts or Skirt  
White/Navy/Black Socks  
Black Shoes/Boots or Runners  
Navy Hat

## Boys - Summer

Maroon Jumper or Jacket (logo optional - available from Brunella's)  
Light Blue Polo Shirt (logo optional - available from Brunella's)  
Grey Shorts  
Grey/Navy/Black Socks  
Black Shoes/Boots or Runners  
Navy Hat

## Girls - Winter

Maroon Jumper or Jacket (logo optional - available from Brunella's)  
Light Blue Polo Shirt or Skivvy (logo optional - available from Brunella's)  
Navy Tartan Woolen Pleated Skirt (only available from Brunella's)  
Navy Tights  
Navy Pants  
White/Navy/Black Socks  
Black Shoes/Boots or Runners  
Navy Hat

## Boys - Winter

Maroon Jumper or Jacket (logo optional - available from Brunella's)  
Light Blue Polo Shirt or Skivvy (logo optional - available from Brunella's)  
Grey Pants  
Grey/Navy/Black Socks  
Black Shoes/Boots or Runners  
Navy Hat

## Sports Uniform - Girls & Boys

Maroon Jumper and/or Jacket (logo optional - available from Brunella's)  
School Sports Polo Shirt (only available from Brunella's)  
Navy Shorts or Skirt or Pants  
Runners  
Navy Hat

## House Colours

Innes - **Gold**      Zanoni - **Maroon**

# Uniform continued

## Custom Items

Items only available at Brunella School Wear in Corowa made specifically for our school will be:

- Primary Winter Tartan Tunic
- Secondary Woolen Tartan Skirt
- Girls Summer Dress
- Maroon and Gold Sports Shirt with logo
- Logo

All other uniform items are available at Brunella or Big W, Target, Kmart and Best & Less.

## Sun Safety

In line with Sun Safe good practice, hats must be worn in the playground or during outside activities. If a child does not wear their hat, they will be required to stay in a shaded area. A navy blue wide brim hat for Years K-3 or bucket hat for Years 4-12 with the school logo. These hats can be purchased from Brunella School Wear in Corowa. A name or initials can be embroidered at an additional small cost.



# General Information

## School Contributions

Primary Student	\$35.00 ea
Secondary Student	\$35.00 ea
Family with 2 or more students	\$60.00 maximum
P&C Subscription	\$5.00 (paid to P&C - covers parents when working for P&C)

## School Library

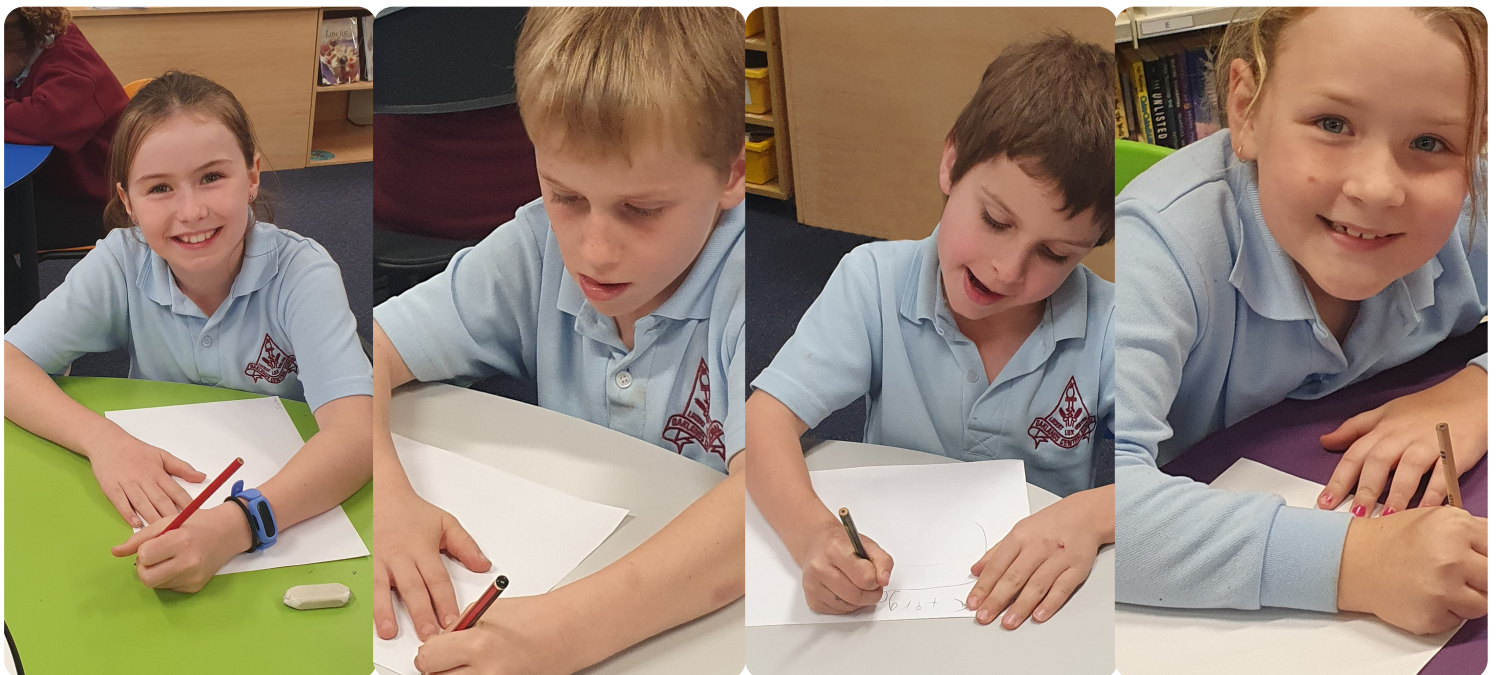
Primary students borrow books during their weekly library lesson, Secondary students borrow from the school librarian.

## Assessment Reporting to Parents

The assessment of student achievement is an on-going process that teachers use throughout the year to determine the level of achievement students are making. A variety of assessment strategies are used and include portfolios of student work, tests, assignments and oral tasks, to mention a few. Reports are available twice per year via Sentral. These reports contain comments and a grading that clearly explains student achievement over a two term period (semester). Semester 1 reports are made available in the last week of Term 2 and Semester 2 reports are made available in the last week of Term 4.

## Parent Teacher Interviews

Parent/Teacher interviews are held twice each year, near the end of Term 1 and again at the end of Term 3. This provides an opportunity for teachers to discuss the individual progress each student is making in class with their parents, as well as an opportunity for parents to ask questions. Further details of exact dates and times will be provided prior to these Parent/Teacher interviews. Of course, parents are encouraged to contact the school at any time throughout the year to make an appointment to discuss their child's progress with the classroom teacher and/or the Principal.



# General Information

## School Assemblies

Whole School Assemblies consisting of all students from Kindergarten to Year 12 are held twice each term. These assemblies are conducted by the students and are used to promote the sense of being a whole school from K-12. Performances, speeches and displays of work are made as well as achievement and special awards are presented at these assemblies. The dates are published in the school calendar on Sentral and are also published on the front page of the school newsletter.

## Roll Call/Mentor

Students will start the school day by attending a formal roll call session where teachers will check for absentees. Students will then proceed to their lessons.

## School Photographs

School photos are taken by visiting professional photographers each year. Parents may elect to purchase school photos, although the purchase is not compulsory. Order forms are sent home with students prior and payment is to be made in advance.

## Bicycles and other equipment

Bike and scooter racks are provided for children who ride to school. However, the school cannot accept any responsibility for security or safeguard of the bikes, scooters or other equipment whilst they are left at school. Students are not to ride any of their equipment on school grounds or in the bus zone and must also wear an approved helmet to and from school.

## Change of routine

If you plan to change the way your child travels home after school, please notify the school in advance. This will ensure that the message has been received in time and the classroom teacher and teacher on duty will know exactly what is to be done with travel arrangements for that day. Please provide as much notice in advance to the school where possible.

## Labeling Property

Please name all clothing and belongings (eg; bags, lunch boxes & lids, pencils, etc.) clearly and check regularly to ensure the name has not faded. If you receive property that does not belong to your child, please return it to school and contact the office to ensure it is returned to the owner.

## Money Collection/Online Payments (POP)

Please send all monies to school in a sealed envelope or plastic snaplock bag, clearly marked with name, class, amount and purpose. This is to be handed into the school office upon arrival to school. Where specified, online payments may be accepted. To access online payments, enter via the OCS website. Select the "Make a payment" tab on the top toolbar and complete the required information.

# Curriculum

## Primary Curriculum

The Primary curriculum addresses six Key Learning Areas (KLA's):

- English - writing, speaking, listening
- Mathematics - number, space and measurement
- Science & Technology - design & making, investigating and technology (incl. computers)
- Human Society and its Environment - incl. social studies and languages other than English
- Creative and Practical Arts - visual arts, music and drama
- Personal Development, Health and Physical Education

## Secondary Curriculum

The Secondary school is grouped into Stages of Learning:

Stage 4 (Years 7 & 8)

Stage 5 (Years 9 & 10)

Stage 6 (Years 11 & 12)

There are eight KLA's:

- English
- Mathematics
- Science
- Human Society and its Environment (HSIE)
- Personal Development, Health and Physical Education (PD/H/PE)
- Creative and Performing Arts
- Technology & Applied Studies (TAS)
- Languages other than English (LOTE)

Subjects studied this year in Stage 4 include:

English, Mathematics, Science, History, Geography, Technology Mandatory, Visual Arts, Music, PD Health & PE and Italian.

Subjects studied this year in Stage 5 include:

English, Mathematics, Science, History, Geography, PD Health & PE, and three electives.

## School Development Days (SDD's)

Classes do not operate on these days. Teachers meet to discuss different aspects of the curriculum and develop school policies and programs, as well as undertake professional development. School Development Days are held at the beginning of Terms 1, 2 and 3 (there are two School Development Days in Term 1 and one, sometimes two at the end of the term 4). Administration staff also attend SDD's and are available if you need to contact school.



In 1966 a school badge/logo was designed and the Parents and Citizens Association selected the motto "Luceat Lux Vestra" which means "Let your light shine".

The triangular shape was chosen to represent the Oaklands township, which is built within a triangle of streets, as well as representing the triangle of unity between pupils, parents and teachers.

The central motif is the torch, it is a symbol of enterprise and learning and the triumph of truth over the darkness of ignorance. It is also a reminder to keep alive the rich heritage of the past, passing it on from one generation to the next.

At the base of the torch is found recognition of the major industries of the district - the ram's head, the ears of wheat and the miner's pick and shovel.

The break in the line over the word "Central" represents the break of gauge in the railway lines and also the development that has occurred in Oaklands because of this.

