

*Excellence, innovation, opportunity – student success
in a caring environment*

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Relieving Principal: Theresa Kane



Thurgoona Public School

Information Booklet



Est. 1862

Where.....

TOGETHER we LEARN TO LIVE and LIVE TO LEARN



Introduction

Thurgoona Public School is an inclusive K-6 school that caters for the wide variety of student academic, social, emotional and cultural needs.

This booklet has been produced to provide families – especially those enrolling for the first time – with information about our school, its organisation, our facilities and activities relating to our school.

Thurgoona Public School extends a warm welcome to you and your family.

STATEMENT OF PURPOSE

Excellence, innovation, opportunity- student success in a caring environment.

Thurgoona Public School –

- Providing the foundations for life-long learning.
- Valued partnerships with parents and the wider community.
- Highly experienced and enthusiastic teaching and support staff.
- Successful sporting teams with focus on healthy life-style.
- Developing leadership skills and social responsibility.

School Information

Executive Staff

Principal

Relieving Principal Mrs Theresa Kane

Assistant Principal Mrs Kerry N Nolan

Assistant Principal

Relieving Assistant Principal Mrs Alison Maguire

Administrative Manager Mrs Marion Fitzpatrick

Address

11 Bottlebrush St
Thurgoona
NSW 2640

Telephone

Facsimile

02 6043 1244

02 6043 2045

02 6043 1620

Email

thurgoona-p.school@det.nsw.edu.au

School Hours

9:00am – 3:00pm

Lunch: 11:00 -11:45

Students eat with their class for 15 mins prior to play starting at 11:15.

Recess: 1:15 -1:45

Students are supervised for 10 min seated eating time

Thurgoona Public School

School Song

**We come from Thurgoona, the school on the hill,
Midst wattles and gum trees, we work with a will.**

In classrooms and on sports fields,

For the best we all yearn.

As we all learn to live, let us all live to learn.

As we form our friendships and plan out our lives,

We establish the values that will last all our lives.

Truth, Honour and Virtue,

To these we will turn.

As we all learn to live, let us all live to learn.

SCHOOL RULES

My responsibility as a student at Thurgoona Public School is to:

Be Safe

Be Respectful

Be a Learner

SCHOOL BACKGROUND

HISTORY

Thurgoona School has a long and colourful history. The first school started in 1860. It served an area which was a thriving community of fruit growers, wine makers and graziers. The school began in a slab and bark room twenty feet long and fifteen feet wide and was used for church services on Sundays and for school lessons during the week. It was situated beside St John's Anglican Church on the spot where the present Sunday School stands. The first teacher was Rev Potter, Vicar of Albury.

In October 1862 the school began to function as a public school and in 1869 a new school building with residence attached was constructed by Mr R Owen at a cost of 390 pounds. This was built on a piece of land behind the cricket oval on a spot where there are now two netball courts. Two large pine trees which were originally planted in front of the school still remain today.

The enrolment fluctuated between 38 and 85 until 1900's when enrolment declined to reach the low 20's in 1938. In 1952 the school moved to a new position on higher ground in Bowna Road.



By 1977 the enrolment had dropped to 12 and the school was in danger of closing. However, with the development of Thurgoona as part of the Albury-Wodonga Growth Centre, enrolments began to climb and the new buildings were completed in 1987 providing 7 classrooms, an administration block, library, food service unit and communal space for the 191 children enrolled.

Significant major capital works in 1995/6 added four classrooms and expanded the library, hall and administration facilities. A community funded student technology annex was constructed in 1997 and equipped with a modern computer network and internet access. A further three classrooms were added as a result of BER funds in 2010.

GROUNDS

The school is surrounded by lawns with extensive tree plantings. The natural bush setting to the side and rear of the school was left untouched during the construction of the buildings and is a favourite area for the children as well as the many different bird species which frequent the area. The Regent Honey-Eater (an endangered species) is a frequent visitor to our area.

Further development, planning and planting to enhance our natural environment is an on-going commitment from students, staff and parents.



SCHOOL ORGANISATION

CLASS ORGANISATION

In any single year level class there is a wide age range, students with diverse learning styles, varying maturity and academic levels. At similar ages, students learn at different rates and in different ways.

Kindergarten classes are single grades - ie only Kindergarten. Our classes from year 1 to year 6 are stage based multi-aged classes.

Research indicates that tests of academic achievement consistently show either the same or slightly improved scores from children in multi-age classes. Social and emotional benefits gained from composite or multi-aged class exposure include students being:

- better able to make friends across age groups with a wider choice of friends
- exposed earlier to opportunities for leadership and mentoring roles
- more confident and assertive, and more comfortable in groups
- more adept at problem-solving and independent learning
- in learning environments where social and life skills such as co-operating, sharing and tolerance are enhanced
- able to work with others at times who have similar or different capabilities, needs and interests to deepen and extend understandings and make links between prior and new experiences
- in a learning environment where learning is scaffolded in a range of settings and contexts for learning using explicit and diverse techniques

Working in stage groups provides teachers the opportunity to work together as a team, share their own expertise, support implementation of curriculum and development of stage based programs.

SCHOOL TIMES

The school is in the process of trialling a variation to traditional session times. The following times show the breakdown of our daily times.

On Mondays after lunch a whole school assembly is held in the quad for student messages.

<i>Supervision in the quad</i>	<i>8:30 am to 8:40am</i>
<i>Morning Play</i>	<i>8:40am to 8:55am</i>
<i>Classroom Organisation</i>	<i>8:55am to 9:00am</i>
<i>Roll marked</i>	<i>9:00 am</i>
Session 1:	9.00 am to 11.00 am
<i>Lunch:</i>	<i>11.00 am to 11.45 am</i>
Session 2:	11.45 am to 1:15 pm
<i>Recess:</i>	<i>1:15 pm to 1.45 pm</i>
Session 3	1.45 pm to 3.00 pm

Playground duty and formal supervision commences at 8:30am. The school office is open from 8.30 am to 3.30 pm daily.

INTERVIEWS

Parents are encouraged to meet with their child's teacher to discuss any matters relating to their child/children. Teachers can often be caught before or after school, but please be mindful if they have duties, meetings or the bell has gone they will be unable to stop and talk. Parents can contact the school office to arrange an interview time which is both suitable to parent and teacher.

The Principal is always available to discuss any matters of concern.

ENROLMENT PROCEDURE

As with all NSW public school we have a defined local enrolment area. This means that your child is designated to a school based on the permanent residential address of the primary caregiver. Every public school reserves enough places within their school for students in their local enrolment area.

Proof of residence will be asked for on enrolment.

Parents may apply to enrol their child at a school outside their enrolment area. Non-local applications may be considered by the school's enrolment panel, according to the department's policy and subject to selection criteria such as availability of appropriate staff and classroom accommodation. Contact us to find out more about our out-of-area selection criteria. Parents are asked to contact the Principal of their designated school to ensure an out-of-zone application can be considered.

Kindergarten - Children are eligible to enrol in Kindergarten if they turn five years of age before 1st August in the year of enrolment. All eligible children are encouraged to commence school at the beginning of the year.

Applications for Enrolment are available from the school office.

Proof of age and immunisation status will be required before children commence school.

SCHOOL CURRICULUM

The Board of Studies, Teaching & Educational Standards NSW (BOSTES) is responsible for developing syllabuses to be taught in New South Wales schools, from Kindergarten through to Year 12.

BOSTES has developed new NSW K–10 syllabuses for English, Mathematics, Science (including Science and Technology K–6), History and Geography incorporating Australian curriculum. Phased implementation of the new syllabuses began in 2014.

The following is an overview of the rational and aims of each key learning area to meet the needs of students across Early Stage 1 to Stage 3.

ENGLISH

Our school develops the skills students need to:

READ widely with understanding and enjoyment

SPELL accurately

WRITE grammatically in a variety of forms and a range of purposes

LISTEN and **SPEAK** effectively in a variety of situations

APPRECIATE Literature

Literacy sessions are based on the Daily 5™ framework designed to structure literacy time so students develop lifelong habits of reading, writing and working independently. Students select from five

authentic reading and writing choices, working independently toward personalized goals, while the teacher meets individual needs through whole-group and small-group instruction, as well as one-on-one conferring. These choices include

- Read to Self,
- Work on Writing,
- Read to Someone,
- Listen to Reading, and
- Word Work.

A variety of extension and support programs are implemented to assist students to reach their potential.

MATHEMATICS

Mathematics provides students with knowledge, skills and understanding in Number and Algebra, Measurement and Geometry, and Statistics and Probability. It focuses on developing increasingly sophisticated and refined mathematical understanding, fluency, communication, logical reasoning, analytical thought and problem-solving skills. These capabilities enable students to respond to familiar and unfamiliar situations by employing strategies to make informed decisions and solve problems relevant to their further education and everyday lives.



Extension programs and support programs are implemented to assist student academic development.

SCIENCE AND TECHNOLOGY

Science and technology are of increasing importance and integral to our rapidly changing world. A student's sense of wonder and curiosity about the natural and made world is fostered through actively engaging in the processes of Working Scientifically and Working Technologically.

Through questioning and seeking solutions to problems, students develop an understanding of the relationships between science and technology, and the significance of their contribution to and influence on society.

COMPUTER EDUCATION

The school has a well equipped computer laboratory to which students have regular access. Structured computing lessons are incorporated into the school program.

ENVIRONMENTAL EDUCATION

Students understand, appreciate and demonstrate a commitment to maintaining and improving their school and community environment through recycling programs, tree planting and community environmental activities.

HISTORY

History is a disciplined process of inquiry into the past that helps to explain how people, events and forces from the past have shaped our world. It allows students to locate and understand themselves and others in the continuum of human experience up to the present. History provides opportunities for students to explore human actions and achievements in a range of historical contexts. Students become aware that history is all around us and that historical information may be drawn from the physical remains of the past as well as written, visual and oral sources of evidence.

GEOGRAPHY

Geography is the study of places and the relationships between people and their environments. It is a rich and complex discipline that integrates knowledge from natural sciences, social sciences and humanities to build a holistic understanding of the world. Students learn to question why the world is the way it is, reflect on their relationships with and responsibilities for the world and propose actions designed to shape a socially just and sustainable future.

CREATIVE AND PRACTICAL ARTS

Students use their imagination, express their thoughts and feelings and develop understanding of themselves and their culture through dance, drama, music and visual arts. They understand the way their bodies work and act in ways that will promote their all round health.



Music

Music is a component of all classroom learning.

Opportunities are offered through audition to participate in our school choir.

Students also have the opportunity to learn a musical instrument in Years 2 to 6 from a visiting specialist teacher (Keyboard) on a user pays basis.

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

Personal Development, Health and Physical Education is concerned with supporting the development of the student as a whole person.

Students participate in a structured program to develop healthy minds and bodies. They participate in regular sport and physical education activities.

SPORT

Thurgoona School participates in the Albury Primary Schools Sports Association (P.S.S.A.) competitions. Organised sporting competitions for children in Years 3 to 6 are played each Friday during Terms 2 and 3.

Those pupils not involved in P.S.S.A. competitions participate in a variety of games and skills activities at school. Children in Years K to 2 participate in Sport activities each week.



Children in Kindergarten and Stage 1 participate in a one term gymnastics program.

Learn to swim programs are offered to non-swimmers in Year 2 towards the end of the year.

All classes participate in the Premier's Sporting Challenge throughout the year. You can assist them with this challenge by encouraging them and providing opportunities for participate in sporting activities on a regular basis.



SPORTS HOUSES

Children are organised into a sporting house for school carnivals and house competitions:

BANJORAS Koala	Red	WAREENS Wombat	Green
TAMAROOS Possum	Blue	BOOLGANAS Kangaroo	Yellow

ACROSS CURRICULUM POLICIES

Through its policies, programs and practices the school promotes anti-racism, non-sexist and non-violent attitudes within the school community to ensure an equitable and just education for all students.

ASSESSMENT AND REPORTING

During the year children are continuously evaluated in all areas of the school's curriculum. This evaluation includes the academic, social and personal aspects of the child's development.

Evaluation is carried out using a variety of methods including tests, work samples, observation and standardised measurement.



Early Stage One children complete a Best Start assessment prior to starting school. Parents receive this information during Term 1 and follow-up information during the year. During Year 3 and Year 5 children participate in a National Program Assessing of Literacy and Numeracy skills (NAPLAN).

Reports are sent home at the end of Semester 1 and Semester 2. Parents are encouraged to ask for an interview with your child's teacher to discuss progress.

EXCURSIONS AND VISITS

School excursions and visits are arranged to compliment and support educational programs and provide first hand information that is important to learning.

Permission notes are sent home for special activities at school and for all activities outside the school environment. A specific parent/carer permission note is always required for students to take part in any excursion which takes the student away from school/normal classroom activities. Unfortunately students may not participate without signed written consent.

Parents are asked to sign and return these **prior to closing dates**.

Permission notes will not be accepted after that date.

Where **only** a permission note is needed - students return signed notes to class teachers.

Permission notes are on blue paper with a payment envelope attached. **All money goes to the office.** Children post envelopes with payment and permission notes in the money slot at the office. Receipts are sent home via students. EFTPOS facilities are available at the office as well as The Parent Online Payment (POP) option.

Excursions are a privilege. Students demonstrating poor behaviour may be excluded from excursions.

HOME LEARNING

Any task set by a teacher for students to carry out during non-school hours is home learning. Students are encouraged to also participate in a range of activities and have diverse experiences outside of school hours that will enhance their learning.

Home learning should:

- be manageable (for both students and teachers)
- take into account students' access to resources and technology
- be clearly communicated to students
- provide some flexibility and options to allow for different student circumstances
- consider students' other commitments, such as sport, cultural activities, tuition outside of school hours, part-time employment and home responsibilities.

The quality of the home learning assigned is more important than the quantity

Quality home learning is well planned and feedback is provided by teachers to students on completion.

Parents can help children at home by:-

1. *Discussing what learning challenges and strategies students have attempted during the day.*
2. *Encouraging children to read daily.*
3. *Listening to their child read and ask questions that require children to infer - eg*
 - ▶ *Why did that happen?*
 - ▶ *What would you have done?*
 - ▶ *Why do you think.....?*
 - ▶ *What is the problem?*
 - ▶ *Why did the character....?*
 - ▶ *How would you feel if.....?*
4. *Sharing an interest in whatever they are doing and providing a quiet place for them to complete written tasks.*
5. *Setting a good example by following routines and being positive about their own responsibilities.*
6. *Remaining calm. Being anxious may lead to a stressful situation which can only be harmful to both you and your child.*
7. *Arranging to see your child's teacher if you need clarification on any points concerning either the school or class home learning policy.*

The following sites are available on the Department of Education's website. They are designed to assist parents to help with children's homework, their wellbeing and other growing needs and understanding technology

<http://www.dec.nsw.gov.au/parents> and <http://www.schoolatoz.nsw.edu.au>

At Thurgoona Public School our home learning experiences for all stages consists of:

- ▶ shared reading with a focus on Daily5 and CAFE activities - **Comprehension** (*I understand what I read*), **Accuracy** (*I can read the words*), **Fluency** (*I can read accurately with expression, and understand what I read*), and **Expression** (*I know, find, and use interesting words in my writing*).
- ▶ comprehension activities from reading activities which develop inferential comprehension skills
- ▶ project based learning throughout the year relating to class learning

RESOURCE CENTRE



Children are asked to bring a named library bag to school to enable them to protect the books they borrow from the Resource Centre. Library bags can be purchased from the Canteen.

STAFF

During their time at school children will come into contact with a number of different teachers.



CLASS TEACHERS

At the commencement of the school year teachers are appointed to the class. Classes are identified by the stage level and Australian Flora.

ITINERANT TEACHERS

Schools have access to specialist teachers for students with vision and hearing.

LEARNING and SUPPORT TEACHER

Our support teacher works with children requiring additional assistance with their learning in English or Maths. Our support teacher supports groups and individuals both within the classroom setting and/or by withdrawing from the classroom – usually in a small group situation.



READING RECOVERY TEACHER



Students in Year 1 experiencing difficulty in learning to read may be selected to participate in the Reading Recovery Program.

As this program depends heavily on children being at school every day, and daily follow-up at home, parents will be consulted prior to children being considered.

STUDENT LEARNING AND SUPPORT OFFICERS

Student Learning and Support Officers (SLSO) under the supervision and direction of a teacher, assist in classroom activities, school routines, and the care and management of students with special needs. Generally, their role includes assisting teachers in school to implement individual education programs, provide opportunities for students to develop personal, social and independent skills, attend to the personal care needs of identified students and clerical duties.

SCHOOL ADMINISTRATIVE STAFF

The school administrative officers (SAO)- Mrs Diane Williams, Mrs Karin Mackay and Ms Maree Clark - may be the first person to greet you when you arrive at a school. School administrative officers support the principal and the supervisor (SAM) - Mrs Marion Fitzpatrick - to maintain school routines. Their duties include assisting in the school library and undertaking an administrative role in the school office. After appropriate training, the school administrative officer can also volunteer to administer first aid or prescribed medications to students.

STUDENT WELFARE

Student Welfare:-

- encompasses everything the school community does to meet the personal, social and learning needs of students
- creates a safe, caring school environment in which students are nurtured as they learn
- is achieved through the total school curriculum and the way it is delivered
- incorporates effective discipline
- incorporates preventive health and social skills programs
- stresses the value of collaborative early intervention when problems are identified
- provides ongoing educational services to support students
- recognises the diversity within the school community and provides programs and support which acknowledge difference and promote harmony
- recognises the role that the school plays as a resource to link families with community support services
- provides opportunities for students to: - enjoy success and recognition - make a useful contribution to the life of the school - derive enjoyment from their learning.



(Student Welfare Policy Statement, NSW. Department of Education 1996.)

Schools provide effective learning and teaching within secure, well-managed environments, in partnership with parents and the wider school community.

Through its Student Welfare Policy, Thurgoona School aims to establish a climate in which its pupils will develop:

- *caring attitude towards others*
- *sense of dignity and worth of each individual*
- *respect for others, honesty and fair play*
- *sense of enjoyment and satisfaction from learning in a safe and happy environment*
- *sense of personal and social responsibility for their actions and decisions; and*
- *team spirit*

Our school works towards the realisation of these aims through a combination of well designed programs in three major areas:

- Effective learning and teaching
- Positive climate and engaged students
- Community participation

STUDENT WELFARE



It is important that schools implement fair, consistent and balanced welfare and discipline procedures, ensuring consistency in application and recognition of achievement, developing a positive and supportive school environment.

Our Rainbow System recognises students who consistently participate in an appropriate, co-operative and positive manner, rewarding student achievement in academic, citizenship, sporting endeavours and community involvement.

A level system is used for students experiencing difficulty in displaying appropriate behaviour in the playground or classroom; it aims to assist students to participate in an effective and co-operative manner.

Each year a booklet called ***Student Welfare*** is distributed to families so that all parents, students, and staff share a common expectation and understanding of the behaviour and learning expected by students at the school.

STUDENT LEADERS

Student Councillors and Captains are elected annually by students in Years 2 to 6 and staff members.

The elected students' tasks involve representing the school at community functions, organising and leading assemblies, caring for visitors, and leading and being responsible for a variety of school based activities.

Captains and Councillors provide positive and supportive role models for younger students.

STUDENT REPRESENTATIVE COUNCIL

Class representatives are elected from Year 2 to 6 to represent their class at SRC meetings.

These groups of students meet regularly to discuss school and student issues. They assist in charitable, social and fund raising activities.

SCHOOL COUNSELLOR / STUDENT WELFARE TEACHER

A school counselling service is maintained by the Department of Education. In 2016, the school psychologist visits one day each week and the Student Welfare Teacher two days a week. Referrals can be made to the Learning Support Team by class teachers and parents.

The School Psychologist and Student Welfare Teacher provide assistance with assessing needs of students, accessing additional support and providing counselling services.

They are also available - by appointment, to assist parents with educational progress and management of children.

HOME SCHOOL LIAISON PROGRAM

The Home School Liaison Officer – Mrs Helen Goodacre - is a contact person between the home and school when there are attendance issues.

In the first instance the school will work with parents to overcome any attendance concerns. If attendance issues persist the HSLO finds out why the child is not attending school and implements a program to ensure regular attendance of students.

The Home School Liaison Program is a supportive resource to students, parents and schools and is conducted by the NSW Department of Education with support from the Department of Community Services.

RELIGIOUS INSTRUCTION

Weekly lessons are conducted of an ecumenical or Catholic nature. These are instructed by volunteer community members trained in the delivery of these. The ecumenical material is provided by the Joint Board of Christian Education and is not affiliated with any particular church, but presents a general Christian education. Scripture lessons are held on Fridays preceding or following assembly.

SCHOOL UNIFORMS

One of the most effective ways of developing school pride and feeling of belonging is to encourage the wearing of school uniform. The school uniform is a practical solution to the school clothing problem which allows active participation in school activities whilst at the same time encouraging positive self-image on visits away from school. *Our school community considers the wearing of uniform to be highly desirable and strongly encourages uniform to be worn on a daily basis.* We believe that the wearing of uniform encourages inclusiveness, belonging and pride in our school.



Thongs, t-shirts or jumpers with slogans, jewellery, nail polish and colourful hair ribbons/accessories are not part of our uniform and are discouraged. Students with pierced ears should wear appropriate sleepers or studs.

SUMMER UNIFORMS	
GIRLS	BOYS
Blue and white check, princess line dress with Peter Pan collar, short sleeves and navy tie	Grey shorts
Pleated navy shorts with royal blue polo shirt with school logo	Royal blue polo shirt with school logo
Black/brown sandals or black school shoes with white socks	Black/ brown sandals or black school shoes with grey socks
WINTER UNIFORMS	
GIRLS	BOYS
Plaid skirt or slacks	Long grey trousers
Long sleeved polo shirt with school logo	Long sleeved polo shirt with school logo
Navy windcheater with school logo	Navy windcheater with school logo
Navy and white stripe taslon school jacket, fleece jacket or vest with school logo.	Navy and white school jacket, fleece jacket or vest with school logo.
Black school shoes with white socks, grey or navy tights	Black school shoes with grey socks
SPORTS UNIFORM -To be worn by boys and girls on Sports/Gym days <u>ONLY</u>	
Navy knit shorts or track pants Short or long sleeved white T-Shirt with School Logo White sports shoes with white socks	
HATS	
Navy wide brim / Navy bucket hat with school logo Navy beanie Hair ties of plain white or navy, school check or plaid	
SCHOOL BAGS	
Navy bag with Logo Library bag with Logo (can double as a wet pack)	
<p><i>Quality second-hand items are available from the school uniform shop which is open Friday 8:45am - 9:15am on set days advertised in our newsletter.</i></p> <p><i>Lowes Albury is the main suppliers of our school uniforms.</i></p> <p><i>Our canteen stock - school hats, library bags, reader bags and PSSA sport socks.</i></p>	

Uniform display and current prices are available from the office.

SUN PROTECTION

The school supports a **NO HAT STAY IN THE SHADE** policy which aims to make students aware of the severe damage that can be caused to skin without adequate protection. In Terms 2 and 3 the P & C have endorsed a **NO HAT, NO PLAY IN THE SUN** policy. Children are to have their school broad-brimmed hat in their bag at all times.

These policies is enforced during Terms 1 to 4 and supported by the P&C.

SCHOOL AND COMMUNITY

The community shares with the school and the home the responsibility for providing educational experiences for the child. The school maintains close links with its community so that the best attitudes and values of that community are reflected within the school.



In seeking an involvement with our community we wish to provide opportunities for two-way communication to be maintained.

Through a weekly School Newsletter we seek to inform parents of the activities of the school and its policies. Parents are encouraged to participate in the whole range of school activities wherever and whenever they are able to do so.



The school newsletter is sent home on Tuesday of each week via email or collected from the front office. This is our major means of communication between school and parents. It is important that every family receives a copy and reads it to enable all parents to be informed of school activities. Copies of the newsletter and notes are available on our school website and updated each week.

School website: www.thurgoona-p.schools.nsw.edu.au

The newsletter contains items of interest to parents, notices of meetings, functions and reports and community information. Additional copies are available at the office on request.

If you wish to receive the newsletter via email please contact the office to provide your email address.

CONTACT WITH THE SCHOOL

We believe that the best interests of your child are served when there is close cooperation between home and school. Whenever you would like to discuss progress or concerns with your child's teacher, please contact the school on 60431244 to arrange a suitable time to meet.

Where you have concerns that require the attention of the Principal or Assistant Principal, again, please don't hesitate to make a phone call to arrange a suitable time to meet.

Please don't leave concerns until they are a major issue - talk to us early!

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school immediately if a change of telephone number or address occurs.

The school office maintains a computerised information system which is dependent on accurate information from home. In the event of sickness or an emergency it is extremely important that we have current information available.

Emergency information – Parents are asked to advise the school of any changes to emergency contacts in the event the primary caregiver cannot be contacted.

CHANGED FAMILY CIRCUMSTANCES

Changing family circumstances in the form of marriages, deaths, births and separations are of course personal, however, often cause changes to student behaviour patterns and affect learning. We ask that in these circumstances you advise your child's class teacher so that the best interests of the student can be better served.

In some cases it may be necessary for the Principal to sight court orders concerning custody or other family circumstances. Parents are requested to inform the Principal of any such orders.

In the absence of notification to the contrary, it will be assumed that both parents retain shared and equal parental responsibility for their children. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving the school

Up-to-date Information required includes:-

- **Name, address and phone number - Home and / or Business and / or Mobile.**
- **Name and phone of persons to be contacted if you are unavailable (maximum 2)**
- **Doctor's name and phone number**

PARENTS AND CITIZENS ASSOCIATION



There is a well-established branch of the P&C Association within the school which provides a forum for parent involvement in the school as well as contributing significantly to the school's resources.



Parents also assist with classroom activities such as reading, story writing, craft, sporting activities, running the canteen and maintaining and improving the grounds.

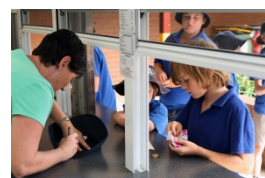
Special events are organised throughout each year and this brings teachers, parents and children together, sharing in the enjoyment and responsibility of school life.



P & C meetings, which are notified in the weekly newsletter, are held on the second Monday in the Month at 7.30 pm and parents are invited to attend.

CANTEEN

Our school canteen is run by our P&C. It operates as a result of parents volunteering their time to provide reasonably priced and nutritious lunches for our students.



Lunch orders are posted in the order box in the administration foyer prior to 9am. Orders should be written on a paper bag or a re-useable lunch bag (available from the canteen) clearly showing the child's name, class, order and with correct money enclosed.

CLOTHING POOL

The school P&C operates a clothing pool, selling pre-loved school uniforms, at extremely competitive prices.

VOLUNTARY SCHOOL CONTRIBUTION

At the commencement of each school year parents are encouraged to pay the voluntary school contribution, which will be set by the P&C at their February meeting.

This money directly assists the school to purchase essential classroom items and supplies. Check out our thermometer on the office door to see how contributions are accumulating.

It is only through the regular contributions of these funds by parents that we are able to maintain the variety and quality of our programs.

SCHOOL ROUTINES and PROCEDURES

ACCIDENTS

In case of a sudden illness or accident at school, we endeavour to contact parents immediately using the information on your child's enrolment forms /emergency contact records.

If we are unable to contact you directly, a message is left for you and necessary steps are taken to ensure the safety and well being of your child.

Children at school are covered by the school's ambulance policy.

Please contact the school IMMEDIATELY if the information given at enrolment changes so we can accuracy of our records can be maintained.



ASSEMBLIES

Assemblies are held fortnightly on **even weeks** for all classes. These are enjoyable sessions for the children to show their work, receive credit for their achievements and report on school activities.

Parents (and grandparents) are very welcome to attend assemblies.

Times are:

⇒ Terms 1 and 4

- K and Stage 1:- 1:50 pm to 2:20 pm
- Stages 2 and 3:- 2:25 pm to 2:55 pm.

⇒ Terms 2 and 3

- K and Stage 1:- 11:45 am to 12:15 pm
- Stages 2 and 3:- 12:20 pm to 12:50 pm

Changes are due to Stage 2 and 3 sporting commitments

The times and classes providing the item are advertised in our newsletter.

ATTENDANCE and ABSENCES

Under the Education and Public Instruction Act 1990, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 17 years. Once children are enrolled parents are legally required to send them to school every day that the school is open for instruction and participation in school activities, such as sports days.



Encouraging a pattern of regular attendance is essential from the time your child begins school in Kindergarten. Arriving at school on time ensures that your child doesn't miss out on the important learning activities scheduled early in the day when they are most alert and gives your child time to greet their friends before class. It helps your child to learn the importance of punctuality and routine. Leaving the school grounds during school time is not permitted, unless approved by the school Principal. If you wish your child to go home for lunch each day the school must be notified in writing.

If your child has to be absent from school, it is important to tell the school and provide a reason for your child's absence within seven days. To explain an absence parents and carers may send a note, fax or email to the school, telephone the school, or visit the school. All absences must be explained to the school.

Failure to explain an absence within this time will be recorded as an unjustified absence on a student's record. Schools will inform parents if a student is absent from school without explanation.

Please be aware that 'My child was away' or 'My child was sick' are not satisfactory and more detail of the absence/ illness is required.

If you know in advance that your child will be absent a phone call or letter prior to, is recommended. Explanations for absences can be written, emailed or you can phone the school and leave a message. Families planning to take holidays in the school term should see the office staff for an application for exemption prior to the holiday.

Unsatisfactory attendance patterns by students are referred to the Home School Liaison Officer for follow-up.

LATE ARRIVALS – EARLY DEPARTURES

Lateness is recorded as a partial absence and must be explained to the school the same way as other forms of absence. Children arriving after the 9:00 am bell are classed as late.

Students arriving to school after 9:00 am **must report to the office** to receive a late note. Arrival time is recorded on the computer system and a pass printed to give to the class teacher.

Parents collecting students early from school **must** also **report to the office** and complete sign-out procedures. A pass will be printed for you to give to the class teacher on collection of your child.

BANKING

School banking through Hume Building Society is available at school on Tuesdays each week. If you wish your child to open an account or transfer an account please collect an application form from the school office or through a Hume Building Society branch.

Hume Building Society collects the banking every Tuesday and returns it the next day. The P & C receive a commission from Hume on accounts opened and monies banked.

BOOK CLUB

Each year children have the opportunity to purchase good books at reasonable prices through the Ashton Scholastic Book Club and the school receives bonus books for each order.

Order forms containing information about each book and instructions for placing an order are sent home twice each term. Orders are placed in the 'Book Club' box at the front school office.



A book fair is held once a year.

CARNIVALS

Years 3 to 6 participate in School Athletics, School Cross Country and School Swimming Carnivals. Students in Year 2 who turn 8 in that year and show prowess in the sport are invited to participate in school carnivals.



Successful competitors at these events then have the opportunity to represent the school through the Albury P.S.S.A (Primary Schools Sports Association) at District, Regional and State Carnivals.

Kindergarten to Year 2 have a Picnic Sports Day.



CHARITABLE COLLECTIONS

During the year various charities are supported by activities held at the school. Stewart House is supported each year. SRC select the charities they are going to support at the start of each year.

LOST PROPERTY

PLEASE label all belongings **CLEARLY**.

Every effort is made to return clearly named articles to the owner. Unnamed and unclaimed articles are washed and recycled through the P & C clothing pool.

Lost property can be located in the Lost Property basket. Children are encouraged to look there for lost items. It is also a good idea to check in the classroom for lost property.

The Lost Property basket is emptied on a regular basis.

MEDICATION

If your child requires special medication or treatment you must notify the front office. DET requires that full details are provided on the form supplied by the office, stating times the medication is to be taken and supplying the correct measured dosage in a suitable container. Medication must be in its original packaging. All medication is kept in a secure cabinet in the sick bay. Written authority must accompany both prescription and non-prescription medication.

No medication will be given by class teachers or stored in classrooms.

****Exception:***

Students may on doctor's advice carry personal Asthma or Anaphylaxis medication.

Please inform the school in writing if your child needs to do so.

MOBILE PHONES

Parents may feel students need to bring mobile phones to school for safety purposes before and after school. All student phones are held for safety purposes and security in the administration office, clearly named, during 9am-3pm. Students do not need to have access to their phones during the school day. Students are required to hand their phones into the office on arrival and collect them at 3:00pm.

Should these procedures not be followed the student's phone will be confiscated and returned on either receipt of a note from the student's parent or in person to the student's parent.

OUT-OF-SCHOOL-HOURS CARE - OOSH

Albury City's Out of School Hours (OOSH) program provides after school care for primary school aged children. The programs provide parents with the security of knowing their children are being cared for in a safe, friendly and relaxed environment after school each day. Nutritious snacks based on the Eat Smart, Play Smart Program and drinks are offered to the children, together with a wide variety of interesting play and recreational experiences.

Albury City's OOSH program is located at Albury North Public School and Albury Public School. Students are bussed to the centre.

This is one of a few services utilised by parents. Please ask at the office for other alternatives like 'Goodstart' Thurgoona and 'Family Friendly'.

PARKING

It is extremely important that parents observe road signs and are considerate to neighbours and pedestrians when picking up students. Double parking is illegal.

A car park at the end of Bottlebrush St (top car park) is available for parents dropping off and collecting students from school. There are selected zones for parking in Bottlebrush Street and side streets. The car park at the **front** of the school is for staff and visitors.

A reduced speed limit of 40 kph is in effect around all schools and is enforced between 8:00am - 9:30 and 2:30 - 4:00 pm. **These are regularly policed.**

If collecting children from the pick-up zone please allow 5 to 10 mins after the bell, before arriving. This allows children time to get there from class. Our procedure is that children wait on the seats at the demountable until they see their parent arrive at the entrance of the car park. They then walk to the **yellow-lined zone** in the Pick-up drop off zone to meet you. This is the only area they are allowed to get into cars unless you are with them. This is in accordance with WHS guidelines.

Parents are requested to keep the Drop-Off Zone free and not park/wait for children to arrive from class. We try hard to maintain a constant flow of traffic to avoid traffic jams which prevent buses, parents, local residents, businesses and other community members from leaving the school vicinity.

Children are asked to use the front path or grass area at the front of the school - not walk through the car park. **No child is to walk into any car park without a parent beside them.**

If you are parking and collecting your child, they are to wait on the steps in the quad for you. Please discuss with your child exactly where you will meet them and what to do if you are late. If you are running late please ask children to go to the office to wait until you arrive. No child should be waiting for parents out of the school grounds.

PHOTOGRAPHS

Each year the school chooses a firm to take children's photographs. Information and orders for photographs are sent home in advance from the photographers.

SPECIAL WEEKS AND COMMEMORATIVE DAYS

The school participates in community, state, national and world events. ANZAC Day and Remembrance Day are two special events commemorated each year.



MOVING SCHOOLS

When a child is transferring to another school parents should notify the school office. All Library books and classroom readers must be returned prior to leaving. You may wish to donate uniforms to the P & C clothing pool.

TRAVEL TO AND FROM SCHOOL

If you are going to be late to collect your child/children from school please phone the office **to allow time** for a message to be given to your child. Children will wait in the office for you.

BIKES

Children under the age of 10 years are not encouraged to ride bikes to school unless accompanied by an adult. All children riding bikes or scooters **must wear a helmet.** Students are to walk their bikes to the footpath.



Bicycle racks are provided for children during the day. Children need to chain their bike/scooter to the racks. Whilst we endeavour to safe guard bicycles when left in the rack, the overall security and responsibility rests with the owner. The school accepts no responsibility should bikes be taken during the day.

BUS TRAVEL

All children in Kindergarten, Year 1 and Year 2 are eligible for free bus travel. Bus passes are issued on the understanding that they are used regularly. A new application for travel is required when students move into Year 3.



Primary children (Years 3-6) must live in excess of 1.6 km from the school by nearest practicable walking route to receive free travel.

Applications for bus passes are available on line at transportnsw.info/school-students or call 131 500.

Students are expected to follow the Code of Conduct displayed on the bus application.

Buses service this school both morning and afternoon. Children catching the bus in the afternoon assemble in bus lines and are escorted to the various buses by the teacher on duty.

A bus bay is located on Bottlebrush St. This is for buses **only**.

VISITING PERFORMANCES

Approved performing arts groups present live performances to school children during the year. Permission notes and information about the performance are sent prior to the event. Notes and money need to be returned to class teachers *prior to or by the closing date* on the permission note.