

Information Book for Parents 2017/18

Our goal is to provide a rigorous, caring and disciplined learning environment where learning and self discipline are nurtured and students individual needs are identified and met.

We believe significant learning outcomes are achieved best when parents, teachers and students work collaboratively.



Exeter Public School

47-59 School Lane

Exeter 2579

2017 Staff

Principal:	Mr Andrew Barnes
Kindergarten Teacher:	Ms Kristen Froome
1/2 H Class Teacher:	Mrs Wendy Howard
1/2 W Class Teacher:	Mr Sam White
2/3 Class Teacher:	Mr James Freeman
3/4 Class Teacher(s):	Mrs Amanda Nash (Mon. Tues & Wed) Mrs Christy Hutt (Thurs. Fri)
5/6 Class Teacher:	Mr Rob Griffith
Librarian:	Mrs Amanda Nash
Learning & Support Teacher:	Mrs Kathryn Schaefer (Mon)
Administrative Manager:	Mrs Judi Schofield
Administrative Officer:	Mrs Regina Pertout

Telephone: 4883 4280

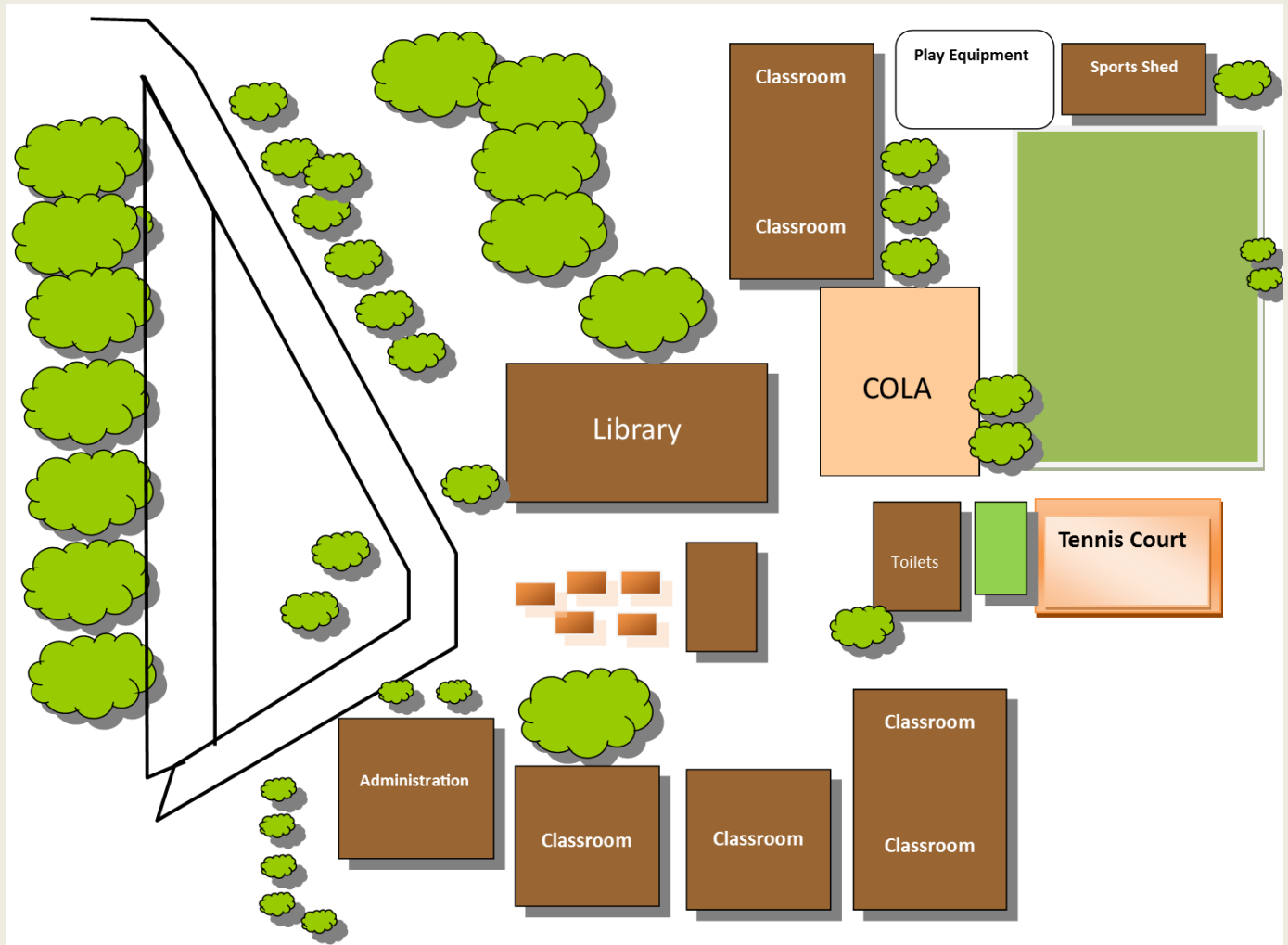
Fax: 4883 4085

Email: exeter-p.school@det.nsw.edu.au

P&C Association:

President:	Anne MacKay
Secretary:	Helen Phillips
Treasurer:	Eleanor Sainsbury
Uniforms:	Belinda Vogels





ACCIDENTS AT SCHOOL

At school every care is taken to avoid accidents. This is achieved by both the enforcement of school rules and the provision of safe, supervised play areas. In the event of accidents involving children at the school, first aid is administered by the relevant first aid officer. If the child is admitted to the "Sick Bay" the condition will be monitored by staff until the child feels better or the parent has arrived to take the child home. In the case of serious injuries, parents are immediately notified by telephone and medical advice or parental direction sought. An ambulance may be called in some situations. Please ensure all phone numbers held at the school are current.

ADDITIONAL RESOURCES – Text Books

Each year additional resources are purchased to facilitate classrooms programs. These usually take the form of textbooks and the school makes a bulk purchase. Requirements differ from class to class. Parents will be advised of the cost and any additional equipment requirements within the first few weeks of the year. Payment plans can be co-ordinated through discussion with the Principal.

ADMINISTRATION

The front office is open from 8.30 am through to 3.45 pm on Monday to Friday.

AMBULANCE

In the case of a serious accident, an ambulance is organised and the school contacts the parent(s) as soon as possible. The student would normally be taken to Bowral Hospital. There is no cost to parents, as the Department of Education pays the annual membership costs for this procedure.

ASSESSMENT

Assessment is ongoing throughout the year and does not depend entirely on formal assessment. Across grade tasks are set, checklists and work samples are kept and observational records are maintained. It is through a variety of C.T.J (Consistent Teacher Judgement) assessment procedures that an accurate profile can be kept of each child. Written Reports will be sent home in Terms 2 and 4 and followed up with parent, student and teacher conferences in Term 2. The class teacher and/or the Principal will be happy to talk with you at any mutually convenient time throughout the year. It is recommended that you phone the school for an appointment.

ATTENDANCE AT SCHOOL

Under the Education and Public Instruction Act 1987, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 16 years.

Is regular attendance important? - Yes

If students miss the basics in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the infants and primary years often leads to the development of poor attendance and a poor attitude to learning at High School.

Must children be sent to school? - Yes

All children between the ages of 6 and 16 years are required by law to attend school regularly.

Must children be sent to school every day? - Yes

Unless:

- the child is too sick to leave the house;
- the child has an infectious disease like chicken pox, mumps or measles;
- the child is incapacitated by injury preventing movement around the school;
- the child has to honour a religious commitment or
- the child is accompanying his or her parents on a family holiday which cannot be arranged in school vacations. (Please discuss this with the Principal)
- Wherever possible, dental, medical and other appointments should be made out of school hours.

Must the school be notified if a child has been away? - Yes.

- Parents/guardians are required to ALWAYS send a note to explain the reason for any absence.
- When a child is to be absent for more than two days, parents/guardians are requested to inform the school verbally as well as by note.

Should the school be notified if a child refuses to go to school? - Yes

- Parents/guardians should contact the Principal and seek assistance as a matter of urgency.

What kind of assistance is available?

The Home School Liaison Program is a supportive resource to students, parents/guardians and schools. It aims to ensure the full participation of all students in education.

What is the role of a Home School Liaison Officer?

The Home School Liaison Officer:

- is a contact between the home and the school when there are attendance problems;
- finds out why the child is not attending school and arranges appropriate help; **and**
- encourages regular attendance of students.

BELL TIMES

(Monday to Friday)

9.00 am	Playground supervision commences
9.25	Assembly / Morning session commences
11.25	Morning Tea
11:55	Mid-session commences
1.35 pm	Lunch
2:15	Afternoon session commences
3:25	School finishes
3:45	School Bus

Parents are requested to ensure that children are at school **no later than 9.25am**. **Late arrival is disruptive** for others and should be avoided.

BIRTHDAYS

If you wish to send cakes to celebrate your child's birthday, please send items such as cup cakes, crackles, sweet bags, lamingtons etc rather than large cakes that require cutting as these small items are easier and more hygienic for handling. Please do not send candles, matches or knives for birthday cakes. Please be advised that we have a number of students with food allergies i.e. nuts or eggs and it is requested that you also consider including them in the celebration by providing these options as well.

SCHOOL STUDENT TRANSPORT SCHEME

Bus Travel

For details on local bus services contact Mr James Larsen & Ms Catherine Fraser (48834948 or 4883 4450). Catherine & James need to be informed of any change in a student's bus routine - not the school.

Berrima Buslines (48713211) also operates a bus from Moss Vale & Bundanoon Railway Station, as well as a mini bus from Canyonleigh picking students up along the way to the school. Applications for student bus passes are now to be completed online.

Private Vehicle Conveyance

Private Vehicle Conveyance (PVC) subsidy is available for eligible school students, who are residents of NSW, where there is no public transport for all or part of the journey. Please see the office for application forms and further information.

CANTEEN

Each Monday students are able to have lunch delivered from the Exeter General Store. Healthy sandwiches, pies, sausage rolls and drinks are available. Orders should be written on a paper bag and money (correct if possible) placed in the bag. Orders are placed in a box left on the school canteen room steps first thing on Monday morning. A price list is sent home at the beginning of Term 1 and again in Term 3. More information about Exeter General Store will be sent home early next year.

CHANGE OF ADDRESS AND/OR PHONE NUMBERS

It is most important to notify the school of any changes, so that our records can be kept up to date.

COMMUNICATION

Open lines of communication are crucial for effective management. The school expects that, should a parent have a concern or is seeking clarification on a particular issue, it will be discussed with the member of staff concerned or the Principal.

The school operates on information that is shared, directly, with all involved parties. Our central focus is the **child** and his/her learning, self esteem and confidence. If we all work in a partnership to this end, maximum potential is more likely to be reached.

COMPUTERS AND THEIR ROLE IN THE SCHOOL

Computers are an indispensable element of learning. Students are introduced to them from Kindergarten onwards. Students are encouraged to view computers as a tool or a resource to be used across all subjects, and not to be viewed as a subject in themselves.

In support of this view, computers are widely distributed throughout the school and software resources are spread across all Key Learning Areas.

CURRICULUM

The curriculum is defined in terms of Key Learning Areas (KLA's)

The 6 KLA's are:

- Creative Arts ... Music, Visual Arts, Drama, Dance
- English (Literacy)
- History and Geography
- Mathematics (Numeracy)
- Personal Development, Health and Physical Education (PD/H/PE)
- Science and Technology (S & T)

EXTRA CURRICULA LESSONS

All students participate in extra-curricular lessons. Dance, gymnastics and music as well as interest groups covering diverse areas such as horse grooming, ukulele playing, golf, journalism and kite making etc. have been offered during 2017. These opportunities will continue in a similar form in 2018.

CUSTODY OF CHILDREN

*The Principal should be informed of the conditions of custody when parents are separated. If this involves a court order, a copy must be sighted and kept at the school. If these orders are changed through the courts, an update must also be sighted and a copy kept at the school. The school must follow Departmental Policy and guidelines and cannot act only on parental **verbal advice** regarding custody orders.*

EMERGENCY INFORMATION

Emergency information is kept at the school office. When enrolling a pupil, parents will be requested to complete the Student Information Sheet in the Enrolment Pack. Please ensure that all details are filled in correctly and that it is returned promptly to the school office. The school should be advised **immediately** should any details change. Only contacts that live close or reasonably close to the school should be included.

ENROLMENT

Children can be enrolled at the school from Kindergarten to Year 6. Enrolments are taken at the main office in the Administration Block.

A Birth Certificate and a recent Immunisation Certificate are required for all enrolling Kindergarten children.

Children transferring from another school should present a transfer certificate from their previous school (if possible) together with a recent school report and any other relevant school documentation.

EVACUATION PROCEDURES

From time to time, the school organises an evacuation and lockdown drill so that students are aware of procedures. Classes vacate rooms and assemble in our specified Evacuation area where rolls are checked. Evacuation plans are on display throughout the school.

EXCURSIONS

Educational excursions are encouraged and supported at the school. Parents receive detailed information and a permission note for each excursion. Children's experiences beyond the classroom contribute to their growth and development. For some children such experiences, organised and implemented by the school, are the most significant opportunities they have for integrated learning of living skills.

All excursions must have the approval of the Principal, who will have sighted a risk assessment and considered the educational value of the proposed excursion in relation to the child's needs and the total learning program.

Permission by the Parent/Guardian for a child to participate in a specific excursion is ALWAYS required in writing. Medical information may also be required for a child to participate in some excursions or camps. Children may be excluded from any excursion for unacceptable behaviour prior to an excursion, but only following consultation between the Student, Parent, Teacher and the Principal.

In the case of an excursion involving payment of money for fares or entry, all money is to be paid prior to the excursion, on the due date. Where financial hardship would prevent a student participating in an excursion the parent/guardian may approach the Principal in confidence, and the school may provide financial assistance to enable the student to attend.

HEALTH

Good health is vital to school progress. Please check that your child has been immunised against diphtheria, whooping cough, poliomyelitis, measles and tetanus, and be sure he/she has had his/her booster before commencing school.

When enrolling, parents must provide full immunisation records for their child. If this is not produced, your child will be excluded from school if there is an outbreak of any of the diseases for which he or she is not immunised.

The school also needs to be notified immediately of any other special health care issues (eg allergies, asthma, diabetes, etc). A health care plan may need to be devised in consultation with parents and health authorities to assist the school in caring for your child.

It is possible that at some time during your child's school career, he/she will contract one of the common childhood diseases.

The **NSW Dept of Health** produces a detailed brochure on
Childhood diseases and their treatment.

HOMEWORK

Homework is considered to be an important and integral part of the children's education at this school. Homework will take many forms but is always intended to be based on class work.

Homework set by the school usually fulfils one or more of the following purposes:

- to practise and consolidate work given at school;
- to encourage organised and self directed methods of home study, and
- as preparation for future work.

No matter what other homework is set, each child should, every night, learn tables, practise spelling and do at least 10 minutes of reading. The amount of time involved in homework assignments will vary according to age and ability and is not intended to be laborious.

Homework provides parents with the opportunity to see the type of work being covered by their child in class, the standard of work their child is achieving and, assist in the learning process.

Parents have a real and valuable role to play in encouraging and supporting their child and the school. For this reason parents are encouraged to guide children with their homework and to provide assistance where necessary.

As a general rule, homework is set each Monday and is due each Friday. Students are asked to use a Homework Folder which the weekly homework and their Home Reading Book goes in.

Parents with concerns or questions are always welcome to arrange an appointment with the class teacher to discuss the matter further.

INTERVIEWS WITH THE PRINCIPAL OR TEACHING STAFF

Parents are encouraged and are welcome to visit the school and discuss any relevant matters with their child's class teacher or the Principal.

Parents should ring the school (48834280) and make an appointment or write (or email) requesting an appropriate time to meet with the relevant staff member. The staff is aware that parents are busy and will make every attempt to accommodate parents' requests in this regard.

Parents are asked in the first instance to meet with the child's class teacher if they have any concerns regarding their child's schooling. If the parent wishes to seek further advice, or the matter cannot be resolved, an appointment can be made with the Principal.

JEWELLERY, ELECTRONIC GAMES, TOYS. MOBILE PHONES etc

Children should **not** wear jewellery to school. Earrings, (except small sleepers or studs) and other adornments are banned to prevent injury, loss and emotional upsets. I-Pods, electronic games, mobile phones and other toys should not be brought to school, or used on the bus.

KINDERGARTEN

All children entering Kindergarten in 2018 should start school on Thursday 1 February, 2018. Children are asked to arrive between 9:00 and 9:25am. It is usually wise if parents leave the school grounds quickly. Emotions are contagious and so parents are asked to contain their tears until after they have left the school grounds!

KINDERGARTEN - BEST START

This Kindergarten assessment is carried out before your child begins at school. An appointment will be arranged on either Tuesday January 30 or Wednesday January 31.

Equipment your child will need in Kindergarten

Please have all items clearly labelled with your child's name

- school bag
- raincoat or waterproof jacket
- lunch container and plastic drink bottle
- old shirt or smock to protect clothing during art and craft lessons
- library bag as provided at Orientation by our P&C
- Plastic A4 envelope for home reading

A note will be sent home at the beginning of the year with information regarding any other requirements.

LEARNING SUPPORT TEAM

The Learning Support Team, comprising the Counsellor, the Principal, the Learning Support teacher and class teachers meet on a regular basis in order to discuss planning and programs for specific target groups of students.

LIBRARY

All classes have library lessons each week. A library bag is required by all children for borrowing books from the school library.

LITTLE BOOKWORMS

We run a programme for pre-schoolers called Little Bookworms. This runs once a week for 1 hour (It has been held on Thursday afternoons in 2017 but this may change). Pre-schoolers and their parents/carers (we have lots of grandparents accompanying the children), come to the library where they listen to a story and then have great fun completing a related craft activity.

Little Bookworms helps children become familiar with the school environment and routines leading to a much more settled beginning in Kindergarten at Exeter School.

LOST PROPERTY

All lost property is held in bins on the verandah of the classrooms. Parents are requested to check these as soon as possible after an item is lost. Items not claimed are given to the clothing pool at the end of each Semester.

**PLEASE MAKE SURE ALL ITEMS OF CLOTHING ARE CLEARLY LABELLED
WITH YOUR CHILD'S NAME.
(Please alter names if items of clothing are passed on to family/friends.)**

MEDICATION

If your child needs to take medication during school time could you please ensure that it is clearly labelled with the child's name, class, the **correct** dosage and at what time it is to be given. Please send a signed note giving permission for the school office staff / teacher to administer.

No medication will be administered unless a signed note giving all relevant details is on record at the school.

MONEY

Children should be given only the minimum amount of money required for purchases or school activities. To safeguard any money brought to school it should be kept in a zippered pocket.

All money collected at the school for excursions, visiting shows, purchases, donations, etc. is handled through the class teacher or office staff.

OCCUPATIONAL HEALTH & SAFETY

Procedures are in place to ensure the safety of all members of the school community and visitors. Implementation of the *W.H.& S. Act 2000 and the W.H.& S. Regulations 2001* is strictly adhered to. It is the responsibility of the school community and visitors to ensure a safe working environment. Parents, Staff, Students and Visitors are asked to report to the Principal any unsafe conditions within the school.

PARENTAL INVOLVEMENT

Parents are encouraged to become involved in school programs and special projects. Mothers, fathers, grandparents and carers help with parent organisations, functions, listening to children read, excursions, camps, sporting functions, craft lessons, etc.

If you can help in any way, your time and effort would be most appreciated. Please speak with the Principal or class teacher.

All helpers in the school, including parents helping with educational programs, are required, for insurance purposes, to sign in when they arrive at the school.

The attendance sheets for this purpose are located in the main office. It is the volunteer worker's or visitor's responsibility to ensure that they sign this book, as it is essential for successful insurance coverage.

REMEMBER: All parent helpers **must** sign a Prohibited Employment Declaration form **before** being eligible to assist at the school. These forms are available from the school office. **This is a legal requirement.**

PARENTS AND CITIZENS' ASSOCIATION

The P&C Association meets in the Library on the 1st Monday of each month. Everyone is encouraged and welcome to attend. Meetings are held from 7.00pm.

The role of the P&C Association is to be the parent representative body within the School community. Through its executive and associated committees it provides financial, technical, managerial and other forms of support.

Regular P&C meetings provide one of the main forums for communication between all parents and the school. For more information contact **P&C** exeterpandc.secretary@gmail.com

PAYMENT OF SCHOOL EXPENSES

From time to time pupils attend cultural activities, travel on excursions or require money for specific activities and items not funded by the Department of Education & Community. In cases where this may cause financial hardship, parents are requested to contact the Principal. It is our policy that no child should miss an activity for financial reasons only. All communications in this regard are **strictly confidential.**

PUPILS LEAVING SCHOOL GROUNDS BEFORE 3.25 PM

If parents wish to collect children during school hours, they must call into the Office, where an early leaver's slip will be provided to present to the class teacher. If the Office is unattended, speak directly to the Class Teacher.

If a person other than a child's parent is to collect a child, the parent must notify the school by phone or in writing before this happens.

No child is allowed to leave the school ground on his/her own before 3.25 pm.

Remember to ensure that the school knows the usual arrangements for your child.

REPORTING TO PARENTS

Student Reports

Teachers conduct continuous assessment of all students throughout the year through observatory formal assessment, work samples and discussions. These assessments provide information for teachers to complete formal student reports at the end of Term 2 and Term 4.

Newsletters

The school issues a fortnightly Newsletter (each Thursday) which contains school news and policies, student work samples, P&C news, etc. Dates of coming events are also included to inform parents of functions. Electronic copies are sent to all families; alternatively it can be accessed on our website.

Interviews

The school encourages regular contact with parents. Please make arrangements through the office for any appointment with the class teacher to ensure we can give you the time and attention you deserve.

SCHOOL CONTRIBUTION (Formerly known as School Fees)

There is a voluntary school contribution scheme.

The school contribution scheme helps to provide some of the following:

- | | |
|---------------------------------|-------------------------------|
| * Library books | * Craft material |
| * Consumable classroom supplies | * Software programs |
| * Sporting equipment | * Home reading texts |
| * Guided reading texts | * General classroom equipment |

The current school contribution levy is **\$45** per child, **\$70** for two students or **\$90** for families with 3 or more students.

SCHOOL COUNSELLOR

The school has the services of a school counsellor who is a registered psychologist.

The school counsellor's role is to assist teachers with classroom learning and behaviour management, to test and assess students, to assist parents with advice about their children's education, development and adjustment.

The school counsellor is available fortnightly, on Tuesday or through negotiation with the Principal.

SCRIPTURE & SPECIAL RELIGIOUS EDUCATION

Scripture lessons take place at 2.40pm each Tuesday. These lessons are given by local Catholic and Anglican church educators.

Alternatively the school offers Ethics & accommodates non scripture students.

PHYSICAL EDUCATION & SCHOOL SPORT

Structure

The Sport Program will be Developmental and Sequential. It will consist of:

- Fitness
- Fundamental Movement Skills
- Lead-Up Games
- Modified Sports
- Traditional Sports
- Representative Levels - School - District - Region - State
- Swimming scheme
- Gymnastics / Dance

Sport

PE lessons are each Monday, Tuesday & Thursday. Sport is held on Friday. All pupils participate in regular sports Gala Days. All primary age students participate in School Athletics, Swimming and Cross Country Carnivals.

Pupils who turn 8 in the year of competition and who are in Year 2, will be eligible to compete in the School Athletics, Swimming and Cross Country Carnivals. They are also eligible to proceed further to District, Regional and State levels of competition.

Sport and physical education activities are a compulsory part of the normal school program.

STUDENTS IN SCHOOL GROUNDS

Pupils are not encouraged to be in the school grounds before 9:00am or after 3:45pm as no direct supervision is provided by staff during these times. Pupils on the school premises before 9:00am must remain seated, no games are allowed. Unless special school activities have been arranged, pupils should not be on school premises outside of school hours.

STUDENT WELFARE

The school's Student Welfare Policy aims to meet the educational, emotional and social needs of all students.

Students learn better when they feel safe and happy, feel valued and have sound self esteem.

Through the student welfare program the school aims to help students develop:

- a sense of enjoyment and satisfaction from learning
- strong literacy and numeracy skills
- an ability to communicate effectively
- a coherent set of values to guide behaviour
- a sense of personal and social responsibility for their actions and decisions
- a sense of personal dignity and self-worth
- self reliance
- a sense of identity
- a feeling of belonging to the wider community
- a caring attitude towards others
- an ability to form satisfying and stable relationships with others

The school's student welfare program includes the following features:

- the Positive Behaviour for Success (PBS) program
- the Child Protection program
- a support program for children experiencing learning difficulties
- Life Education, Drug Education, Inter-Relate (Yrs 5&6) Road Safety and Sun Safe program
- Anti violence, Racism and Anti-Bullying policies

STUDENT ASSISTANCE SCHEME

A small amount of money is provided by the Department of Education and Training to assist children of families in financial duress. As the name suggests money is available to **assist** parents in meeting some of the expenses of educating a child.

The money can be used to **assist** parents to purchase school uniforms, school materials and textbooks or meet the cost of school excursions.

SUPERVISION

Supervision of students commences at 9.00am. All students who arrive earlier are not directly supervised and are required to sit on the seats under the covered area.

Students, who catch the bus in the afternoon, are supervised while waiting and when the bus arrives.

TELEPHONE CALLS

All enquiries should be made to the office by telephoning 48834280. If you wish to speak to a member of staff, please call outside of class lesson times.

UNIFORMS

All students are expected to wear full school uniform. Particulars of our school uniform are as follows:

Winter Uniform for Girls

Red printed polo shirt*
Navy fleecy track suit pants
Navy trousers*
Navy fleecy/ knitted* jumper
Navy tights
Navy skirt*
White long socks
Black enclosed shoes

Winter Uniform for Boys

Red printed polo shirt*
Navy fleecy track suit pants
Navy trousers*
Navy fleecy/knitted* jumper
Navy socks
Black enclosed shoes

Summer Uniform for Girls

Red printed polo shirt *
Navy culottes*/pleated skirt
White socks
Black enclosed shoes

Summer Uniform for Boys

Red printed polo shirt*
Navy shorts*
Navy socks
Black enclosed shoes

Sport Uniform for Girls

Navy & red sport shirt*
Red shorts/skirt*
School tracksuit*
White socks
Sandshoes

Sport Uniform for Boys

Navy & red sport shirt*
Red shorts*
School tracksuit*
White socks
Sandshoes

The school uniform can be ordered online or by filling out an order form & leaving it with the office staff where the uniform co-ordinator will collect it. It is very important that all clothing is clearly labelled. School uniform is compulsory. Please send a note if for some reason your child can not be in uniform. **We have a no school hat = play under the COLA policy.**

A school back pack is also available for purchase through the uniform coordinator.

WEBSITE

Our school website has all current newsletters, important notes and pictures of recent events and P&C activities. www.exeter-p.schools@det.nsw.edu.au

Working With Children Check (WWCC)

The *Working With Children Check* is an important part of the Department's recruitment process to prevent unsuitable people from working with children in schools. The department's commitment to ensuring the welfare of students is a paramount consideration when reviewing the suitability of employees. All employees, including volunteers, in Departmental workplaces who are performing work that primarily involves direct contact with children are required to complete a Working With Children Check Declaration and provide Proof of Identity that meets the 100 point check. This includes parents who help in the classroom, volunteer in the canteen and help at other activities, e.g. school sport, P&C discos etc. Forms are available from the school office or on the link below. If you volunteer in any capacity in our school you will need to complete one of these forms.

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>