

Information Book

Our goal is to provide a rigorous, caring and supportive 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.

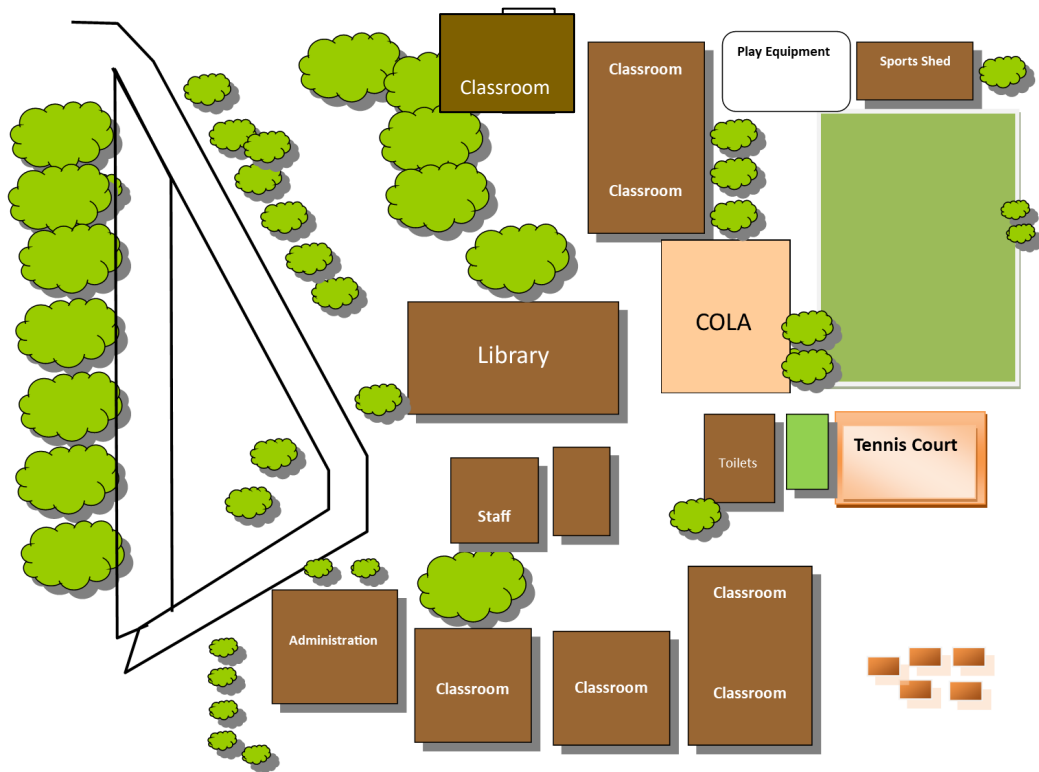


**Exeter Public School
47-59 School Lane
Exeter 2579**

Telephone: 4883 4280

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



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 – Textbooks

Each year additional resources are purchased to facilitate classroom 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 coordinated through discussion with the Principal.

ADMINISTRATION

The front office is open from 8:55 am through to 3:45 pm, 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 may be followed up with parent, and teacher meetings. 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 Act 1990, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 17 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 17 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 notify the school via SchoolBytes or 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 SchoolBytes or 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.

BEFORE AND AFTER SCHOOL CARE

Country Children's Early Learning

This external provider- 'Country Children's Early Learning' has Department of Education approval to use our library, COLA and kitchen facilities to provide this much needed service for our school community. Please contact 'Country Children's Early Learning' if you have any questions regarding this service on enrolments@ccl.com.au or 6236 8305.

BIRTHDAYS

Birthday Celebrations

Birthdays are special celebrations and we like to acknowledge them within each class, however, parents are asked respectfully to not send in birthday cakes or treats for students to share within the class. Many students have special dietary requirements and parent expectations on the supply of cakes and treats varies widely across the school. The impact of COVID-19 has also raised the issue of how food is prepared, and by whom. As a school we follow the '*Nutrition in Schools Policy*' and are committed to helping educate our children as well as reducing childhood obesity.

With all these considerations in place, we ask parents to pre-arrange with the classroom teacher, a drop off of 'sugar free' ice blocks or other pre-packaged healthy options to be shared with their class on their birthday, if you choose to supply a treat.

BUILDING FUND

Our school has a DGR (deductible gift recipient) Building Fund, which allows individuals or businesses to make tax deductible donations to our school for future use in building permanent structures such as a school hall.

The Exeter Public School Building Fund has been endorsed by the Australian Taxation Office as a Deductible Gift Recipient under Subdivision 30-BA of the Income Tax Assessment Act 1997. You are entitled to claim your donation as a tax deduction. Your donation can be made by cash or cheque to Exeter Public School or by direct deposit. Details for the bank deposit can be found on our school website.

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. Applications for student bus passes are 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 click on the link for application forms and further information. <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel>

CHANGE OF ADDRESS AND/OR PHONE NUMBERS

It is most important to notify the school of any changes, including contact details, residence and Emergency Contacts, so that our records can be kept up to date.

CLASS DOJO

Class Dojo is a safe, online global community of 50+M teachers and families who come together to share kids' important learning moments, through photos, videos, messages and more. At EPS, we use Class Dojo schoolwide. Our teachers communicate with families regularly using their class story, and our administration team update our school story with important messages, events and newsletter items daily. We ask that ALL families subscribe to Class Dojo on enrolment to start receiving school communication. Please read the guidelines following on how to sign up.

Get connected with Class Dojo in 3 easy steps:

1./ Download the app- Class Dojo is free!

2./ Sign up as a parent.

3./ Use the appropriate class link- type in your child's name and the teacher will approve your connection.

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. Exeter Public School use Class Dojo and SchoolBytes to communicate with parents and the wider community.

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)

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 considered.

ENROLMENT

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

Proof of residential address, a Birth Certificate and a recent Immunisation Certificate are required for all enrolling Kindergarten children. If relevant, any family law or other court orders. 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. 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.

EXETER EXCEL VALUES

Our school Excel Values are Respect, Responsibility and Safety and all students are working at showing these values and concepts both in the classroom and playground. Class teachers are providing explicit examples of what these values look like and students who show these consistently, are being rewarded with a sticker on their own individual Excel Values chart.

Students are working towards achieving a Bronze, Silver, Gold and Platinum Award. A bronze award will receive a certificate, a silver award will receive a certificate and silver badge, a gold award receives a certificate, badge and a morning tea with the Executive staff and a platinum award receives a certificate, badge and a morning tea off site at a location of the students choice!

In addition to individual rewards we are also working towards whole school rewards- the whole school will receive a reward when a set number of students achieve a bronze award. These rewards will also be negotiated with the students.

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 (e.g. 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 Department of Health** produces a detailed brochure on childhood diseases and the appropriate treatment.

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 email requesting an appropriate time to meet with the relevant staff member. Staff are 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 - BEST START

This Kindergarten assessment is carried out before your child begins at school. An appointment will be arranged early in Term 1.

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, Assistant 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 program for preschool aged children called *Little Bookworms*. This runs once a fortnight for an hour. A commencement date will be communicated through our school calendar and our school story on Class Dojo. The program involves children and their parents/carers (we have lots of grandparents accompanying the children), coming along to the school library where they listen to a story and then complete a fun craft activity.

Little Bookworms helps children become familiar with the school environment and routines which often leads to a more settled start to Kindergarten.

LOST PROPERTY

All lost property is held in the administration office. Parents are requested to check these as soon as possible after an item is lost. Items not claimed within a week are given to the clothing pool.

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. An administration of medication form will need to be completed and signed by a parent for the school office staff / teacher to administer.

No medication will be administered without this paperwork . **It is found in the School Bytes portal/App.**

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 and clearly marked with name, class and what the money is for.

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 2011* 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 to sign in when they arrive at the school. It is the volunteer workers or visitor's responsibility to ensure that they sign in and out when on site. A member of the executive staff will also need to meet and discuss our volunteer agreement form with all volunteers prior to commencing.

REMEMBER: All parent helpers **must** complete a Declaration for Volunteers form (available from the school office) and contact the office to confirm the exact identification requirements for the role you will be undertaking.

PARENTS AND CITIZENS' ASSOCIATION

The P&C Association meets every 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 exeterpublicschool@pandcaffiliate.org.au

PAYMENT OF SCHOOL EXPENSES

From time to time pupils attend cultural activities, travel for excursions or require money for specific activities and items not funded by the Department of Education & Communities. 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 3.25pm

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 grounds 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 publishes news items on Class Dojo on a weekly basis. Dates of coming events are published 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 BYTES

SchoolBytes is the primary form of communication with parents and the wider community. School information, permission notes, notes of absence and important information regarding any changes to the routine are sent through the SchoolBytes Parent Portal allowing details to be relayed quickly.

Please ensure that you sign up to the SchoolBytes parent portal. If you need assistance, please let us know.

SCHOOL CONTRIBUTION *(Classroom Supplies Package)*

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 to all students through a referral from their classroom teacher.

SCRIPTURE & SPECIAL RELIGIOUS EDUCATION

Scripture lessons take place at 2.35pm-3:15pm each Tuesday. These lessons are given by local Catholic and Anglican Church educators. If your child is in non-scripture they will be supervised in another classroom.

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 held each week on a set day. 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. 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 Exeter Excel Values
- 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
- Second Step social and Emotional wellbeing program

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. 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 fleece tracksuit pants
Navy trousers
Navy fleecy/ knitted jumper
Navy tights
Navy skirt
White long socks
Black enclosed shoes
Beanie

Winter Uniform for Boys

Red printed polo shirt
Navy fleece tracksuit pants
Navy trousers
Navy fleecy/knitted jumper
Navy socks
Black enclosed shoes
Beanie

Summer Uniform for Girls

Red printed polo shirt
Navy culottes/pleated skirt
White socks
Black enclosed shoes
School Tunic
Hat

Summer Uniform for Boys

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

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 through the Flexischools app or by emailing an order form to exeter.uniforms@gmail.com. It is very important that all clothing is clearly labelled. School uniforms are 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 backpack is also available for purchase through the uniform coordinator.

WEBSITE

Our school website has important information about our school and policies 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 form and provide Proof of Identity; <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

However, parents who help in the classroom, along with volunteers who help with other activities, e.g. school sport, P&C discos etc, are **NOT** required to have a WWCC but **DO** need to complete a *Declaration Form* which is available from the school office.