

PORT MACQUARIE PUBLIC SCHOOL

Established 1852



Quality learning in a safe and happy environment.

Respect, safety, responsibility and co-operation are the values we acknowledge and practise in our school.

PARENT HANDBOOK

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FOREWORD

This handbook is designed to provide information concerning the school and its operation. It focuses primarily on the processes which occur in Years K-6. It is hoped that the information available will contribute to the welfare of students. The process of education is a combined operation with school and home each playing an important part. Parents are asked to read the handbook and to discuss it with their children, where appropriate, to ensure clarity of purpose between school and home.

SCHOOL GOVERNANCE AND MANAGEMENT

The P & C Association supports the school executive through discussions and decisions regarding policies, curriculum implementation, the educational and welfare needs of students and the operational budget of the school as submitted by the Principal.

The implementation of the Department of Education policy and the overseeing of school life are the responsibility of the Principal. The Principal is assisted in this by the School Executive team which includes the following positions:

- Assistant Principal (Early Stage 1)
- Assistant Principal (Stage 1)
- Assistant Principal (Stage 2)
- Assistant Principal (Stage 3)
- Deputy Principal (Special Education)

Parents should feel free to contact any member of the school executive team or school P & C if they have comments or suggestions they think could be beneficial to the operation of the school.

PARENT AND CITIZENS' ASSOCIATION

The P & C Association has always given the school great support raising funds each year to enhance the educational resources in our school.

Meetings are held at 6.30pm on the first Monday of the month in the school staff room. All parents are welcome.

ADMINISTRATION OFFICE HOURS

Administration Office hours are from 8.30am to 3.00pm.

WEBSITE AND SCHOOL COMMUNICATIONS

All information sent home from the Administration Office is available in the 'Newsletter' section of the school website - www.portmac-p.schools.nsw.edu.au .

Newsletters and most school notes will be emailed directly to you. You need to subscribe to the school Enews or download the app. Visit the administration office if you need assistance.

1. Visit our website - www.portmac-p.schools.nsw.edu.au
2. Click the 'Newsletters' and 'Notes' tab on the top right.
3. On the left, under 'Email Subscribe' tick the relevant boxes and enter in your name and email address. Click 'Subscribe'.
4. IMPORTANT: An email will be sent to your email address, you MUST click the 'Activate Now' inside the email that is sent to you. You can also download an app for your iPhone, android and iPad at <http://ios.schoolenews.com.au>.

ARRIVAL AND DEPARTURE

- ❖ Children should arrive at school between 8.30am and 9.00am - staff supervision commences at 8.30am.
- ❖ When early arrival cannot be avoided pupils must remain seated in designated areas until the 8.30am bell.
- ❖ Students arriving by car, bike, scooter, skateboard or on foot should use the Grant Street entrance whilst bus arrivals should use the School Street entrance.
- ❖ At 8.30am when the bell rings pupils are to leave school bags tidily outside designated areas and walk to the playground where direct teacher supervision begins.
- ❖ Orders for lunches are collected in the classroom before 10.00am.
- ❖ Students requiring special transport leave at 2.30pm from the turning bay at the School Street entrance.
- ❖ Children are not to leave the school grounds before 2.45pm.
- ❖ When the 2.45pm bell sounds all children are escorted by staff to designated exits which are:

K - 6 walkers	- Bottom gate Grant Street
Bicycle/scooter/skateboard riders	- Bottom gate Grant Street
Bus passengers	- School Street
K - 6 parent pick up	- COLA/Main entrance Grant Street
- ❖ Children waiting for parents remain in the COLA until taken by a supervising teacher to our Grant Street entrance.
- ❖ Students may enter a classroom only if a teacher is actually in the room.
- ❖ In wet weather students remain under cover after the 8.30am bell.
Teachers will take students into classrooms when three (3) bells are rung.

BICYCLES/SCOOTERS/SKATEBOARDS

Only students who have given the designated teacher a signed permission note and have received their licence may ride bikes, scooters or skateboards to and from school.

Students must observe the following rules:

- ❖ Walk bikes, scooters or skateboards across the road at the traffic lights.
- ❖ Ride slowly as you approach the school.
- ❖ Walk bikes, scooters or skateboards through the school playground.
- ❖ Leave bikes, scooters or skateboards in the appropriate area.
- ❖ Do not touch any other person's bike, scooter or skateboard.
- ❖ Do not return to the bike area after leaving your bike until ready to go home in the afternoon.
- ❖ Kinder, Year 1 and Year 2 children may not ride bikes, scooters or skateboards to school as advised by the Road Traffic Authority.
- ❖ Helmets are compulsory.

BELL SCHEDULE

NOTE

There is no supervision of students prior to 8.30am.

8.30am Bell	Students place bags in assigned areas - Kindergarten on the lines painted in the COLA; Years 1-2 in lunch eating area. Years 3-6 outside classrooms and special education students in their classrooms. Students in upstairs rooms to return to playground immediately. All students to be in Areas 3 and 4. No playing on fixed equipment.
8.57am Music	Play to stop. Students and staff to prepare to be at morning assembly.
9.00am Bell	Teachers and students move immediately to class lines in assembly area. Teachers to actively supervise own class unless specific alternate arrangements have been made.

Student Expectations:

- ❖ Seated in class lines on morning assembly area.
- ❖ Focussed on speaker - no speaking or playing with belongings.
- ❖ School hats on heads.

Parent/Carer Expectations:

- ❖ Stand near/sit on seating on eastern side of assembly area.
- ❖ Modelling of appropriate listening behaviour - focussed on speaker.

9.00am is CLASS TIME. This is not a time for teacher/parent or parent/child discussions as it disrupts learning. Any incidental/important discussions need to be prior to 9.00am. All other parent/teacher communication by prior appointment or written in note form.

10.55am Bell	Recess - students to be seated in class areas whilst eating and supervised by class teachers. All rubbish is to be placed in bins. Classes are to ensure their eating area is free of rubbish.
11.00am Bell	Students move to playground areas. No food is to be taken on to the oval or basketball court.
11.27am Music	Play to stop - students prepare to go to class line up areas.
11.30am Bell	Students to be at class line up area. Direct supervision by class teacher. Classes are to ensure their eating area is free of rubbish.
1.00pm Bell	Students to be seated in class areas whilst eating and supervised by class teachers. All rubbish is to be placed in bins. Classes are to ensure their eating area is free of rubbish.
1.05pm Bell	Students dismissed from class eating area and proceed to playground. Class eating areas are to be left free of rubbish. Those students who have not finished eating must sit in class eating areas as at recess. Students wishing to access the Library wait quietly at the bottom of library stairwell for the supervising teacher. Time Out students wait for the duty teacher on the seat in the yellow area.
1.32pm Music	Play to stop - students prepare to go to class line up areas.
1.35pm Bell	Students to be at class line up area. Direct supervision by class teacher.

2.45pm Bell

Teachers to actively supervise classes leaving classrooms. Bus students walk immediately to bus stop and sit in designated bus lines. Bicycles to be walked off the school premises via the bottom gate in Grant Street. Students who walk home leave through the bottom gate in Grant Street. Rostered staff to supervise students crossing Grant Street safely. Sport dismissals from assembly area. Teachers to check that chairs are stacked, lights, fans and heaters switched off, windows locked, blinds pulled down and door locked.

HOMEWORK

The purpose of regular homework is to reinforce work that is occurring in the classroom and to develop sound work habits in readiness for senior years.

Therefore:

- ❖ Homework should be a purposeful learning experience designed to cater for the child's needs and be structured to fall within the level of the child's capability.
- ❖ Homework tasks may include:
 - reading;
 - home readers, bedtime stories with Mum and Dad;
 - spelling - practising strategies used at school;
 - learning mathematical table facts;
 - cutting out pictures from newspapers etc.;
 - watching a particular TV program/news bulletin;
 - collecting plant specimens, science materials etc.;
 - discussing a particular topic with parents and other adults;
 - visiting local library to research topic;
 - projects, report writing;
 - completion of work;
 - family games; and
 - hobbies.
- ❖ Projects must fall within the level of the mastery of research skills of individual pupils. Instructions should be clear so children know exactly what is required.
- ❖ Teachers will formulate their own class homework practices.
- ❖ Completion of homework is encouraged in the classroom through positive reinforcement strategies.

Note: Social, sporting and family activities and commitments form a very important contribution to the development of a child and these activities should be encouraged.

REPORTING

Class programs, procedures and expectations are outlined to parents so they can work together, with the class teacher, to achieve maximum outcomes for each student.

A written report will be sent home at the end of Terms 2 and 4.

Parents can make an appointment to talk to teachers at any time and are, in fact, encouraged to do so by contacting the class teacher either via the communication book or by note.

INDIVIDUAL EDUCATION PLANS

At the beginning of each year individual education plans are developed as required. A meeting is held for each student where all the people involved in that child's learning are invited to attend. At this meeting the plan is jointly written to reflect the student's learning for a twelve-month period.

A draft copy is sent home to parents for comment after the meeting. This plan may be changed through the year if student needs change. Individual Educational Plans are reviewed and discussed several times throughout the year.

LIBRARY

The aim of the library is to provide a positive and inviting place for all members of the school community.

To achieve this aim students are encouraged to develop a responsible and co-operative approach to using the school library services and to comply with policies which are as flexible as possible.

The library collection includes books, videos, DVDs, newspapers, journals and the worldwide web. Students are expected to use all of these and respect the varying conditions which pertain to their use.

Guidelines for library use and borrowing

Students have open access to the majority of resources within the library and to those available through the school's computer network.

When borrowing resources certain guidelines apply:

- ❖ Students can generally borrow books for a period of two weeks. This applies to fiction and general interest non-fiction. If these books are needed for a longer period and are not in high demand they can be renewed by bringing the books back to the library desk.
- ❖ Non-fiction materials which are needed to meet curriculum demands can be used in the library but are unable to be borrowed. This ensures that the materials are available for other students to use during the school day.
- ❖ Periodicals can be borrowed overnight.
- ❖ The library also has on-line access to the internet.

We would like students to use the greatest possible range of resources in their education but this can only occur with everyone's co-operation. If there are any problems we would like students to discuss the matter with their class teacher or the librarian.

INFORMATION TECHNOLOGY FACILITIES

Port Macquarie Public School offers students access to the school network and the internet with computers in each classroom and the Computer Lab in the library. Interactive whiteboards offer students and teachers a greater scope of learning prospects and the integration of technology into the curriculum.

Internet access in schools is provided through an authenticated login. All students and staff at a school are supplied with a DET User ID and password which must be used to access filtered internet browsing and email at any DET location. Authentication to the DET's internet services ensures that users can be provided with the appropriate level of internet filtering and are accountable for responsible use of the internet.

A personalised learning space is provided to all students and staff in schools and TAFE through the DET Portal. The portal acts as a gateway to a range of educational and curriculum resources and provides staff and students with access to a personal DET email account.

The DET Portal can be accessed from anywhere with an internet connection and a web browser, eg. from home or public libraries. Students and teachers access desktop PCs at Port Macquarie Public School through a personal login.

Email in the school is provided for family contact. The school's email address is portmac-p.school@det.nsw.edu.au. The schools' website is www.portmac-p.schools.nsw.edu.au. The monthly calendar, school newsletter and most notes sent home from the administration office are available on the website.

SPORT

The aim at Port Macquarie Public School is to provide students with the opportunity to play sport at any level. The main objective is to participate at the level where each individual is challenged, has enjoyment and has success. Success is not measured by winning or losing but by a sense of achievement. Sport is provided at a class, grade, interhouse, interschool and representative level throughout the year. The school provides a varied sporting programme within the constraints of staffing and expertise.

Interhouse Carnivals

Each year Port Macquarie Public School Years 3-6 students compete with pride for their house, whether it be Hastings (yellow), Oxley (green), Macquarie (red) or Innes (blue).

These carnivals provide a tremendous opportunity to foster the values of the school, build school spirit and have fun. As such, it is compulsory for all students to attend and compete at these carnivals. Parents are more than welcome to attend and lend support to their child.

Interhouse Sporting Events

Swimming (Years 3-6)
Athletics (Years 3-6)
Athletics (K-2)
Cross Country (Years 3-6)

Interschool Carnivals

Students representing Port Macquarie Public School do so with the expectation that they are fully prepared to compete to the best of their ability. School squads are selected from the interhouse carnivals and members are expected to participate in a training programme leading up to the interschool carnivals.

Interschool Sporting Events

Swimming
Athletics
Cross Country

State-wide Knockout Competitions

The school enters a variety of state-wide knockout teams every year.

Representative Sport

For chosen sports students in Years 3-6 have the opportunity to compete for selection in representative teams.

District - Hastings Camden Haven

Zone - Lower North Coast

Region - North Coast

State - New South Wales

National - Australia

SPORTING CODE OF BEHAVIOUR

This Code of Behaviour serves as a practical guide for all the key parties to ensure these educational experiences keep several key principles of the school firmly in perspective. The goal is to respect a balanced development of students with the ideals of fair play, good sportsmanship, friendly rivalry and sound skill development being paramount.

Guidelines for players

- ❖ Players are expected to be modest in success and generous in defeat. Players are also expected to acknowledge, willingly and openly, good play by either school.
- ❖ Players should be whole hearted in their approach to games and should adhere strictly to the letter and the spirit of the rules or the laws. The referee or umpire's decision is, of course, final and the captain of the team is the only one who may ask for clarification of a decision.
- ❖ Players shall never resort to verbal or physical abuse.
- ❖ Players should be punctual and presented in accordance with the specific sport uniform. At the conclusion of the game, staff, referees, umpires and other officials (scorers, touch judges, etc.) should be thanked.
- ❖ Players should not applaud the opposition's mistakes.

Guidelines for spectators

- ❖ Barracking should be enthusiastic and positive but not designed to heckle, denigrate or unsettle opponents.
- ❖ Good play by either team should be recognised by applause.
- ❖ It is never right to express disapproval of a referee or umpire's decision, irrespective of his/her age.
- ❖ Vocal support for any team should never encourage violence or rough or illegal play.

- ❖ Coaching by spectators from the sideline is to be actively discouraged by the official present and encroaching on the field of play is totally unacceptable and must be dealt with by the officials immediately.
- ❖ Adults must remember that games are at school level and are organised for the benefit of the students.
- ❖ Adults - parents, students and others - are expected to set an example by their self-control and deportment at matches.
- ❖ Recognise and support the value and importance of coaches. They give of their time and resources to provide recreational activities for students.

MUSIC AND CULTURE

Students in Years 3-6 have the opportunity to enrol in the instrumental music program. The lessons are conducted by tutors from outside the school and are held on a Wednesday. Parents need to complete the appropriate form available from the administration office.

Fees

Fees are set annually and are payable on a term basis. Students entering the program after the beginning of the year will be charged on a pro-rata basis. Failure to pay fees will result in tuition being discontinued.

Lessons

It is the responsibility of the student to know when the lesson is scheduled. It is not the responsibility of the tutors to collect students from the classrooms.

Practise

In order to participate effectively in the instrumental music program all students are required to engage in regular practise on their instruments. Parents may need to establish and supervise a regular routine.

Punctuality

Punctuality is important to the successful operation of the instrumental music program.

Cancellation

It is important that if a student wishes to cease instrumental lessons a note from parents is sent to the Music Co-ordinator as soon as the decision to quit is made. If hiring a school musical instrument it should be returned along with the note.

Rental of Instruments

The school has a number of musical instruments for hire at an added cost.

STUDENT WELFARE

Each year level of the school is under care of a Stage Co-ordinator who has as his or her primary concern the welfare of the students within the particular stage group. Stage Co-ordinators also work closely with class teachers in ensuring consistency of the values and standards of the school as a whole.

Parents are asked, in the first instance, to contact the class teacher.

BULLYING

The United Nations Charter of rights for children states, in part, that

- ❖ every child has the right to an education and
- ❖ every child has the right to be safe.

Bullying is complex behaviour which is difficult to define and describe but may include verbal attacks, threats, violence and physical intimidation. Bullying is unacceptable at Port Macquarie Public School. The school has a zero tolerance policy with respect to bullying. However, when addressing a bullying incident the school reserves the right to differentiate and address each incident accordingly.

Parents should address concerns regarding bullying with the class teacher.

The school has a Child Protection Policy regarding care and protection of children.

This school is committed to protecting children from harm.

QuEST - QUALITY ENVIRONMENT FOR STUDENTS AND TEACHERS

This program is co-ordinated by Year 6 student leaders who have been trained as QuEST Leaders. The program involves strategies to address anti-bullying, peer support and student leadership. The school adopts a 'No Go Bully' and 'It's OK to Tell' ethos.

ASSERTIVE DISCIPLINE PROGRAM

Port Macquarie Public School implements an Assertive Discipline Program throughout the school. In order to grow academically, socially and emotionally children need to be in an environment in which there is a concerned teacher who will set firm, consistent and positive limits while providing warmth and support for

appropriate behaviour. The Assertive Discipline Program has the support of students, staff and community. We ask for your support and co-operation by discussing this program with your child.

The aim of this program is to develop and maintain more productive learning time in the classroom. It is based on a series of positive rewards for appropriate behaviour, combined with consequences for inappropriate behaviour which are enforced if any student reduces the quality of this learning time. The strategies are also aimed at enhancing our playground environment. These strategies and consequences are uniform across the school.

Class rewards vary from class to class as they are negotiated with the children by the class teacher and are open to revision where it is found necessary. There are three (3) types - Individual Rewards, Class Awards and Value Vouchers.

If a student chooses to make inappropriate choices in any one day the following consequences will uniformly apply to all students. Parents will receive communication outlining the behaviour of concern.

CLASSROOM

First time	A warning - this gives the student a chance to fix the problem.
Second time	5-10 minutes time out in the classroom - student's second chance to fix the problem.
Third time (yellow referral)	10 minutes in another classroom - student's third chance to fix the problem.
Fourth time (orange referral)	The student is sent to the Stage Co-ordinator and negotiates a plan to re-enter the classroom - student's fourth chance to fix the problem.
Fifth time (red referral)	Stage Co-ordinator refers student to Principal for immediate action. The student has now shown that they are not willing to fix the problem - consequences will be applied.

NOTE If a student regularly makes inappropriate choices at school an interview will be arranged to discuss these concerns and to determine a plan to support the student in making better choices.

PLAYGROUND

Children who display continued inappropriate behaviour or moderate levels of verbal or physical abuse in the playground shall be sent to the Time Out Room. Whilst in Time Out they must construct a plan to assist them in making better choices in the playground. This will be communicated to parents. These instances will be documented and if a child is placed in the Time Out Room on three (3) occasions the child's teacher will contact the parents to discuss the situation or arrange an interview. Where necessary, a program will be implemented with the aim of ensuring that more appropriate actions occur to keep our school a safe and happy environment for all students.

In cases of severe insolence or an action that endangers others or property the student will be sent to the Principal and parents will be contacted.

Individual Behaviour Plans are developed for children who are exhibiting significant behaviour problems. These children may, at times, follow different procedures.

Special activity days are organised in recognition of those children who continually display appropriate behaviour in class and in the playground. Only children who always make correct behaviour choices participate in these activities.

EDUCATIONAL SUPPORT

Port Macquarie Public School recognises that a number of students have special educational needs for who provision of effective intervention programs and related services are required. Access to educational support is on a referral basis through the Learning Support Team.

- ❖ **Community Tutors** - Students who need extra assistance with literacy learning are greatly assisted by our Community Tutors (trained at Port Macquarie Public School). These community volunteers are highly valued by our school and new recruits are very warmly welcomed.
- ❖ **Learning and Support Teachers** - We have two LaST teachers. The support teachers work in liaison with the class teachers and parents to cater for students with learning difficulties in a variety of ways. The LaST also works in consultation with the School Counsellor and other appropriate professionals in the community e.g. Speech Therapists and Occupational Therapists. The purpose of Support Teacher assistance is to help plan and implement appropriate programs which will develop children's confidence and self-esteem by enabling children to experience success, take into account

individual learning needs of pupils and increase the level of teacher pupil interaction by providing small group instruction.

Emphasis is on early intervention (Kindergarten - Year 3). Parents of children referred to the LaST will receive a letter.

The LaST also designs and monitors programs which can be implemented by teachers, parents and volunteer tutors.

- ❖ **Reading Recovery** - some Year 1 children are targeted and receive intensive 1:1 assistance in reading.
- ❖ **School Counsellor** - the School Counsellor visits the school regularly each week. Children who have problems at school, or learning difficulties, will be referred by the Learning Support Team to the School Counsellor. If your child is to be tested by the Counsellor permission will be requested beforehand. Parents may also request Counsellor support for their children.
- ❖ **School Chaplain** - is here to help care for the whole of our school community- students and their families, as well as the staff at our school. We all at times need someone who is non-judgemental to listen to us, to comfort us or to help us work things out. This special role is new to our school and it is expected that the chaplain will interact with all students in a variety of informal and group situations and also in the playground. The role of the chaplain is being developed to meet the specific needs of our school community.

Some components of the role of Port Macquarie Public School Chaplain is to:

- ✚ work with students going through stress at school or at home;
 - ✚ assist students with their work in the classroom;
 - ✚ take children for group work;
 - ✚ provide a connection between student and welfare services both in and out of our school;
 - ✚ assist students with social problems in the playground;
 - ✚ assist with anger management and self-esteem issues; and
 - ✚ be part of the student welfare team.
-
- ❖ The chaplain is a Christian presence at the school and anyone can also talk with her about anything spiritual, religious, what is morally right or wrong or they may like to explore their own beliefs.

- ❖ The chaplain is not here to convert anyone to a particular belief but to provide a consoling and listening ear to anyone who may need it. If you do not wish your child to be seen at any time by our chaplain please inform your child's teacher in writing. It is hoped that this additional role will further enhance the social and emotional growth of all our students.
- ❖ To access our chaplain you may contact the Principal or your child's classroom teacher.

SCHOOL PROCEDURES AND POLICIES

ASSEMBLIES

A whole-school assembly is held each morning at 9.00am where notices of the day are given.

Stage assemblies are held in the school hall each Tuesday. Students' achievements are recognised through the presentation of awards for written work, classroom behaviour and general attitude to school. Assemblies of Achievement are held in Terms 1 and 3; an Assembly of Excellence in Term 2 and an Annual Presentation Assembly in Term 4 to recognise students from each class who have excelled throughout the year.

CODE OF CONDUCT

All members of the school community, both as individuals and in groups, must maintain acceptable standards of behaviour. At all times, students must show consideration for others, courtesy, and a respect for the school environment.

Port Macquarie Public School exists as a place where a complete education may be undertaken in a helpful and co-operative environment. It is important that an atmosphere exists which will foster the development of the mind, body and character. It is essential, therefore, that all associated with the life of the school regard themselves and other persons with dignity and respect. It is important all learn the importance of co-operating in a community with many diverse interests. Students are encouraged to develop a common concern for the wellbeing of all members of the school community.

The school values of respect, safety, responsibility and co-operation are acknowledged and practised in our school.

Expected Standards of Behaviour for Students

All students are expected to comply with the 'Core Rules for Students in NSW Government Schools'. They are:

- ❖ Attend school every day unless they are legally excused, and be in class on time and prepared to learn.
- ❖ Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- ❖ Behave safely, considerately and responsibly, including when travelling to and from school.
- ❖ Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and co-operating with instructions and learning activities.
- ❖ Treat one another with dignity and respect.
- ❖ Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

These core rules are supported at Port Macquarie Public School and are reflected in our values of respect, safety, responsibility and co-operation.

5 Fair Rules

1. I can follow instructions.
2. I can listen.
3. I can use my hand and wait.
4. I can work quietly.
5. I can control what I do and say.

Excursions

- ❖ All school activities in which children leave the school grounds require suitable behaviour and an increased emphasis on the importance of complying with teacher directions.
- ❖ Roads are to be crossed only under direct teacher supervision.
- ❖ Students must remain seated and wholly within vehicles while being transported.
- ❖ Students must remain with their school group unless given direct permission from their supervising teacher to leave the group.
- ❖ Students should comply with reasonable directions by any adults who assist in the supervision of students during excursions.

- ❖ Students whose school behaviour is unacceptable will be refused permission to accompany out of school excursion groups. These students will complete work at school which relates to the educational outcomes to be explored by the excursion.

Permission to represent the school in sporting and cultural groups will also be refused if standards of behaviour are not acceptable.

Standards of Dress

- ❖ It is the policy of this school and its supporting community that students are to wear the correct school uniform.
- ❖ The wearing of school uniform unites the students as a team and strengthens the protection and supervision of students whilst at school.

Attendance

- ❖ All students are expected to attend each day on which the school is open.
- ❖ Students are expected to attend for the whole school day and to arrive at classes punctually.
- ❖ A complete attendance policy exists within the school to support positive student welfare practice.

Expected Standards of Behaviour for Staff

As employees of the Department of Education NSW the staff at Port Macquarie Public School is bound by a Code of Conduct set by this department. This code clarifies the type of conduct expected of staff in the performance of their duties in a professional manner.

Expected Standards of Behaviour for Parents and Community Members

- ❖ You are a welcome member of our school community. Show due respect to students, staff and fellow school community members.
- ❖ Support the judgement and integrity of school staff. Procedures are available to address issues at an appropriate forum.
- ❖ Appreciate the contribution and commitment of staff and other community members. They give of their time and resources to provide an education for your child.
- ❖ Encourage all children to participate in school activities without the use of force or threatening behaviour.
- ❖ Encourage children to be honest and to conduct themselves within the school rules.
- ❖ Encourage children to attempt all tasks to the best of their ability and recognise their efforts. Never ridicule a child. Have realistic expectations.

- ❖ School staff, students and parents are expected to be appropriately dressed whilst at school or at school functions.
- ❖ Intoxicated or drug affected persons are not permitted at the school. Schools are drug and alcohol-free zones as per guidelines set down by the Department of Education and Training.

ABSENCES

All students are expected to attend regularly and promptly all advised school days and hours. Parents should send in a written note, or email, explaining all absences separate to the Communication Book.

Email address is: portmac-p.school@det.nsw.edu.au.

TEMPORARY LEAVE

If a student has to leave the school during the day the parent must call via the Administration Office to complete a Student Leave Form prior to collecting student from the classroom. Students are unable to wait in any other areas because of child safety issues.

Only people named as the student's emergency contacts are authorised to collect a child from school unless special arrangements have been made with the school.

Children will not be sent home unsupervised.

Situations occasionally arise whereby parents request their child leave the school before the end of term - holiday bookings, extended holidays, etc. All requests for such leave should be directed in writing to the Principal. While a reasonably liberal position is taken on approving parents' requests for early leave the responsibility for all missed work and assessment rests exclusively with the family. Students taking early leave will not be favoured by special arrangements for early testing.

MEDICAL AND DENTAL APPOINTMENTS

Parents are encouraged to arrange medical and dental appointments out of school hours where possible. If this is unavoidable then parents should follow the procedures outlined above in applying for leave of absence.

MEDICAL CONDITIONS

Parents are asked to advise the school of any medical conditions or allergies their child may have. Due to departmental regulations extra forms may be required.

MEDICATION

Medication will only be given on a long-term basis if the required documentation has been completed and the supply of medication is kept up-to-date without staff reminders.

Interim medication can only be administered on completion of the relevant documentation from the Administration Office.

Children who suffer from asthma or anaphylactic allergies are to have their medication with them at all times.

MONEY

Whilst not all collections can be paid online via the POP system it is our preferred method of payment when the note indicates it can be paid online. Detailed instructions are on the next page - pop into the Administration Office if you need assistance.

The process for collections not able to be paid online is:

All money should be sent to school in an envelope clearly marked with your child's name, and all other children's names if you are making a family payment; class; name of teacher; name of excursion/activity; amount enclosed and the date. It is also a good idea to sticky tape the ends of the envelope to avoid losing the coins.

eg.

Joe Bloggs KMR 20/02/14 Mrs Rosenbaum Puppet Show

Unfortunately closing dates will be adhered to due to any or all of the following: venues needing confirmation by a certain date; risk assessments to be finalised; payment prior to event; and allocation of appropriate supervision.

Financial assistance is available under special conditions - please contact Bronwyn Simpson in the Administration Office. Part payments for any excursion or activity are encouraged - please contact the Administration Office if you wish to discuss this method. Receipts will be returned to your child by the class teacher.

PARENT ONLINE PAYMENT INSTRUCTIONS - MAKING ONLINE PAYMENTS

Payments can be made using either a Visa or MasterCard credit or debit card. *American Express, Diners Club or EFTPOS cards are not accepted. PayPal is not a payment option using this process.*

You will always be advised which payments can be made online as not all payments are suitable for this method. Please do not use this system unless you have received an invoice or note otherwise your payment may not be receipted to your child.

Currently the following payments can be made online:

OPTION TO SELECT	REFERENCE TO USE
Voluntary school contributions	2017 Contribution
Excursions	2017 Myuna Bay
Creative and Practical Arts	2017 Music Tuition
Sales to students	2017 Workbooks
Other	

When paying for more than one (1) student the "Make Another Payment" option should be selected on the Online Payment Receipt screen after the first student's payment has been completed.

Go to the school website www.portmac-p.school@det.nsw.edu.au

Select the **\$Make a payment** link and you will be taken to a secure Westpac QuickWeb payment page. Enter the payment details. It is critical that the correct information is entered to ensure the right student is credited for the right items.

Student Details

Enter *given name, *surname and class

Enter *Date of Birth (dd/mm/yyyy)

The school does not use SRN or invoice numbers

Payer Details

*Full Name

*Contact Phone Number

*Contact email address

Payment Options

Please select the most appropriate payment option. Enter the **reference stated on your statement or note** and then enter the amount you would like to pay.

Click NEXT to proceed to the payment page where you can enter card details for your payment.

When completed select NEXT to move to the Confirm Payment Details screen. This page will display the information that has been entered. By selecting *Modify Payment Details* the student or payment details can be modified. The credit card details can be changed by Selecting *Modify Credit Card Details*.

If the information is correct enter the Captcha Verification Code displayed and Select *Make Payment*, wait while the payment is processed.

The Online Payment Receipt is displayed indicating that the payment was successful. This receipt may be printed for your records or emailed to yourself. To make another payment for another student select *Make Another Payment*.

SICK CHILDREN

If your child is obviously too sick to attend school please do not send him or her to school. You may have to make other arrangements for your child if you cannot be at home.

Children must have permission from a member of staff before reporting to the Administration Office or sick bay for any reason. The school policy is that if a child is sent to Sick Bay parents are required to collect their child in order for proper care and attention be given.

CHANGE OF ADDRESS OR NORMAL HOME ROUTINES

The school needs to know any change of address, telephone numbers or family relationships immediately. In line with departmental policy, please provide change of address with supporting documentation eg rates notice, lease agreement, telephone or electricity account to the Administration Office.

It would be helpful if parents would notify the school of any change in the normal running of the household. In cases of accident, illness, death or separation, teachers can adjust expectations and make allowances for changed behaviour and performance of students in their care. Confidentiality will be respected.

UNIFORM

The wearing of the school uniform is a unifying influence for the school community. Wearing our uniform reflects school honour and pride. It also affects the perception of the school held by the general community. Our school colours are blue and gold. The staff, parents and community support its compulsory wearing.

Parents are asked to ensure the correct uniform is worn and that the uniform is kept clean and presentable at all times. Worn items should be replaced when they become noticeably faded, damaged or dirty to the point where they draw undue attention to the wearer. Uniform items should always be worn in the correct manner and function for which they were designed, eg. shoelaces tied.

Students are expected to wear school uniform at all times and on excursions unless otherwise notified. If uniform is unable to be worn a note to the class teacher is required.

The same uniform is worn winter and summer with navy track pants to match the school sloppy joe if the student needs something warmer to wear in winter.

Girls: Navy/gold polo shirt with embroidered school logo; navy skort or navy tailored shorts; navy sloppy joe with embroidered school emblem or navy/gold taslon jacket with embroidered school emblem; navy track pants.

Boys: Navy/gold polo shirt with embroidered school logo with either: navy shorts; navy sloppy joe with embroidered school emblem or navy/gold taslon jacket with embroidered school emblem; navy track pants.

Socks: Navy or white

Shoes: Black

Hats: Bucket hat with school emblem

Other Suppliers: Boys' shorts, girls' skorts - most outlets including Lowes, Best & Less, Big W and Target etc.

UNIFORM SHOP

Uniforms are available from 8.30am - 10.30am Monday to Friday. Order forms are available from the Administration Office.

SCHOOL UNIFORM/SUNGLASSES

Eye protection is an important component of Sunsmart practice and exposure to ultra violet radiation (UVR) is associated with both skin cancers on the eyelids and the development of degenerative changes to the eye surface.

Whilst sunglasses are an important protective device, fashion sunglasses are not appropriate in the context of our philosophy of a school uniform. Students who wish to wear sunglasses should select glasses that are a dark blue or black in colour with non-mirrored lenses.

JEWELLERY AND MAKEUP

Our expectations in relation the wearing of jewellery are based predominantly on safety issues. These expectations have been endorsed by parents, staff and students.

What can be worn

- watch
- studs or sleepers in earlobes
- necklace - worn under shirt - not to be visible or hanging outside shirt
- hair accessories in school or neutral colours (no fluoro or excessively bright colours)

What can't be worn

- rings
- bangles or wrist bands
- anklets
- colouring in hair
- long fingernails or fingernail extensions
- fingernail polish
- nose or body piercing
- makeup

LOST PROPERTY

Lost property is located in the Administration area of the school. Any item of equipment or clothing found should be taken there. **Parents are asked to ensure that all items of equipment and clothing are clearly labelled with the student's name.** This will assist in ensuring their prompt return.

STUDENTS AND THEIR PERSONAL TECHNOLOGY

Mobile Phones

As a school community we recognise that some families require their children to have mobile phones for before or after school communication. We also are very aware that mobile phones can often be the catalyst for inappropriate behaviour. If you provide a mobile phone for use before or after school the following must be adhered to:

- No mobile phones are to be used or visible during school hours;
- Phones must be stored in school bags and switched off;
- Phones can only be taken out of bags and turned on after students have left school premises; and
- No responsibility will be taken for lost or damaged items.

Any student in breach of the above will be asked to explain their actions to the principal.

Other Electronic Devices (eg: I-Pads, I-Pods)

Very simply, these items are not to be used at school. If you provide these items for use during travel time after school, the same expectations apply as outlined above for mobile phones. These items are only allowed at school if a class teacher has endorsed their use as part of a class party or teachers have negotiated their use as part of Individual Learning Plans. This will always be communicated to parents.

Any I-Pads which are used for any other educational program will be provided by the school.

OBJECTS BANNED FROM SCHOOL

The following are banned and are not to be brought to school:

- ❖ bubble gum and chewing gum;
- ❖ hard balls such as golf, cricket balls, etc.;
- ❖ toys, particularly expensive toys, or articles that have special value or are irreplaceable;
- ❖ jewellery except as outlined in the school's Jewellery Policy; and
- ❖ knives or any form of weapon.

Students are asked not to bring large sums of money to school. If, for any reason, a student needs to do so the money should be given to the Principal for safekeeping during the day.

SMOKING

The school buildings, grounds and any school event at any location have been designated a smoke-free zone. No smoking by teachers, visitors or students is allowed in these areas.

CHEWING GUM

Chewing gum should not be brought onto school grounds at any time.

SCHOOL CANTEEN

The school has a P & C operated canteen which is at the rear of the school hall. A range of nutritious and popular hot and cold goods are provided at recess and lunchtime. The school is committed to healthy food practices. In line with this policy, 'red zone' food and drinks are not available except on designated occasions. The canteen relies on the voluntary help of parents under the supervision of a paid supervisor. The canteen is open from Monday to Friday.

EXCURSIONS

Parents will normally be informed of excursions with respect to information relevant to the particular excursion. Parents, when completing the Medical Information Note should ensure that teachers are informed of particular ailments or medication conditions which may affect the student's capacity to participate in the given excursion. Any life-threatening allergies or the like should similarly be communicated to the teacher taking the excursion.

SCHOOL PHOTOGRAPHS

School photographs are taken each year with a variety of options available to parents by the photographer.

RELIGIOUS INSTRUCTION

Non-denominational scripture classes are held each week by visiting religious teachers. If you do not wish your child to attend please advise the class teacher in writing.

SCHOOL SERVICE FEE

A general contribution fee is charged each year. It is a voluntary contribution and parents will be advised of this amount at the commencement of each school year.

Money collected goes to the school account to supplement funds donated by the P & C. This money is spent on items of equipment used by all students e.g. computer software and hardware, library resources, reading and mathematics resources etc.

FAMILY FINANCIAL ACCOUNTS

Accounts will be forwarded home each term with the student advising amounts outstanding. If you have queries regarding these accounts please contact the School Administration Manager.

SCHOOL NEWSLETTER/COMMUNICATIONS

A fortnightly newsletter is sent via School Enews at the end of each week. It contains reports on current school happenings and events and planned excursions and activities. To subscribe to School Enews you will need to visit the 'Newsletter' section on the school website and download the app. Pop into the Administration Office for assistance if needed. We ask that you follow our communications via this method as this year we aim to reduce the amount of notes sent home and provide more communication via newsletter. (Please refer to the 'Website' section in this handbook.) Hard copies are available at the Administration Office.

VOLUNTEERING IN OUR SCHOOL

If you wish to assist or volunteer in any areas of our school please call into the administration office to complete the appropriate paperwork.

ENROLMENT POLICY

As required by the Department of Education, prior to enrolment proof of residential address, the child's birth certificate and immunisation certificate must be presented. No enrolment can proceed before this is given to the Administration Office. Students who turn 5 before 31st July are able to enrol in Kindergarten.

SUNSMART POLICY

Australia has one of the highest rates of skin cancer in the world. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first fifteen (15) years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn is a contributor to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is, therefore, preventable. Ultraviolet radiation (UVR) levels are highest during the hours our students are at school.

With this in mind, Port Macquarie Public School realises the need to protect students' skin and educate them about Sunsmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

The school will:

- ❖ provide ongoing education that promotes personal responsibility for skin cancer protection;
- ❖ provide an environment that supports Sunsmart practices;
- ❖ encourage all teachers and staff to act as positive role models of Sunsmart behaviour;
- ❖ seek ongoing support from parents and the school community for the Sunsmart policy and its implementation;
- ❖ encourage children to wear adequate protection against the sun;
- ❖ attempt to ensure school hats are worn at all times by students when they are outdoors. Children without hats will be located in a supervised area off the playground during play periods. Our school bucket hat is the only option.
- ❖ where possible, ensure that adequate shade is provided at sporting carnivals and other outdoor events;
- ❖ sunscreen is available for the students' use - we do recommend that parents ensure their children apply sunscreen before coming to school; and
- ❖ seek the ongoing support of parents in ensuring that their children wear school hats and use sunscreen whilst at school.
- ❖

STUDENT EXPECTATIONS

It is expected that students will:

- ❖ be aware of the school's Sunsmart Policy
- ❖ use shaded or covered areas, where possible, for outdoor activities
- ❖ take responsibility for their own health and safety by being Sunsmart
- ❖ comply with Sunsmart rules and guidelines by wearing schools hats and sunscreen while at school and outdoors
- ❖ act as positive role models for other students in all aspects of Sunsmart behaviour.

STAFF EXPECTATIONS

It is expected that staff will:

- ❖ actively role model sensible Sunsmart practices at all times and
- ❖ be engaged in professional development to increase awareness of issues in the area of sunsmart practices.

EMERGENCY EVACUATION

EVACUATION PROCEDURES

- ❖ Evacuation procedures will be sounded by a continuous siren.
- ❖ On the sounding of the siren all buildings within the school are to be evacuated and people will move to their designated areas. These areas and the routes are displayed in each room within the school.
- ❖ This movement is to be done in an orderly fashion without panic. Students are to move smartly but must ensure they do not run or push - especially in confined areas (corridors and stairs, etc.).

IMMINENT DANGER

- ❖ Lock down procedures will be sounded by continuous bell.
- ❖ All people are to remain in or go to buildings and wait for directions/instructions from the Principal/delegate.

OFF-SITE EVACUATION

- ❖ Off-site evacuation procedures will be sound by William Tell Music.
- ❖ On the sounding of the music all buildings within the school are to be evacuated and people will move to their designated areas. These areas and the routes are displayed in each room within the school.

POINTS TO REMEMBER

- ❖ Do not collect personal belongings, bags, etc. Your personal safety is of prime importance.
- ❖ Do not re-enter a room once you have left.
- ❖ Move quickly and surely to your evacuation area. **DO NOT RUN OR PANIC.**
- ❖ **DO NOT ATTEMPT TO FIGHT A FIRE.**
- ❖ On arrival at your designated area sit quietly in your class group and await further instructions.

CHILD PROTECTION POLICY

The Child Protection Curriculum, a mandatory document, is implemented at this school. All K-6 students are invited to be participants in the programs offered each year.

"Child Protection education is concerned with reducing the incidence of all forms of abuse including sexual assault, physical abuse and neglect and emotional abuse".
- Curriculum, 1987

In implementing the policy in the context of personal development-type programs, areas such as self-esteem, interpersonal communication, assertiveness, feelings, values, decision making, gender stereotypes, sexuality and relationships will be covered. Specific anatomical terms are used when necessary.

Written parental permission is obtained each year prior to programs being developed within classes. Opportunities are provided for parents to discuss the Child Protection Curriculum with class teachers or members of the Welfare Committee.

