

TEA GARDENS PUBLIC SCHOOL



Information Booklet **2015-2016**



Education

Welcome to Our School

We would like to extend a warm welcome to you and your family to Tea Gardens Public School and thank you for enrolling your child / children with us. We look forward to working with you so that your association with the school will be a happy and rewarding one and hope that you will quickly become part of our school learning community.

The purpose of this booklet is to provide you with information that may assist you in meeting the needs of your child as he / she begins learning at our school. Please do not hesitate to contact any member of staff if we can be of assistance to you in ensuring that your child enjoys a challenging and fulfilling start to his / her school years at Tea Gardens Public School.

Address	25 Witt Street Tea Gardens NSW 2324
Telephone	02 4997 0286
email	teagardens-p.school@det.nsw.edu.au
website	www.teagardens-p.schools.nsw.edu.au

Principal Mr Mark Clemson

Assistant Principals Mr Ross Weightman
Miss Christine Maloney

Administrative Manager Mrs Lindy Hammond

School Motto Honour before Honours

School Hours

Morning bell	8.55am
Lunch	11.10am – 11:50am
Snack Attack	1:35 – 1:55pm
Home time	2.55pm

Term Dates for students 2016:

Term 1	Thursday 28 January (Years 1-6) Monday 2 February (Kindy)	to	Friday 8 April
Term 2	Tuesday 26 April	to	Friday 1 July
Term 3	Tuesday 18 July	to	Friday 23 September
Term 4	Monday 10 October	to	Friday 16 December

A-Z School Information

Administrative Staff

The administrative staff provide support to maintain the smooth operation of the school. This involves a variety of tasks including preparing materials for classrooms, supporting students with First Aid needs, enrolment of students, administration of finances and other clerical duties. Specialist learning support officers are employed to assist students with disabilities. A General Assistant is employed and the school also enjoys the benefits of a volunteer Site Handyman (AKA Merv Nagle).

Ambulance

Our school contributes to the NSW Ambulance Fund covering the cost of transporting students within NSW where necessary. An ambulance will be called if it is felt that a student's health is at risk. Parents or emergency contacts will be contacted as soon as is possible.

Anaphylaxis

All government schools have a general use adrenaline autoinjector (an EpiPen) for their first aid kit. We have two- one to take offsite for excursions etc. This does not replace the need for parents to continue to provide the school with an adrenaline autoinjector and ASCIA Action Plan for Anaphylaxis signed and dated by their doctor when their child has been diagnosed with anaphylaxis. These plans are to be updated annually.

Instead the general use adrenaline autoinjector is intended to be used if:

- ✓ An undiagnosed student has an anaphylactic reaction at school
- ✓ There is a misfire of the adrenaline autoinjector that has been prescribed for a student
- ✓ A student requires further adrenaline autoinjector to be administered after his or her own adrenaline autoinjector has been administered.

Annual School Report

The school is committed to a process of continuous improvement. Each year a school self-evaluation committee reviews the school's programs and achievements, as well as data about the progress of students on national assessments. Annual school reports are available from our school website or in hard copy from the office. Please contact the principal if you are interested in being part of our school self-evaluation team.

Assemblies

Assemblies occur each Friday, from 9:10am. Parents are most welcome to attend assemblies.

Assessment and Reporting

Assessment in academic areas is a continuous process. Consideration is given to general class work, weekly exercises, stage tasks and student interviews. Observations are made of student work habits and social development. Written reports are issued twice each year at the end of term 2 and term 4. Parent / teacher interviews are conducted at the end of term 1 and then upon request.

Asthma

Our school is an Asthma Friendly School, with the support of the NSW Asthma Foundation. Please complete a Student Asthma Record to provide details of asthma management and emergency care plan signed and dated by your child's doctor if your child has been diagnosed with asthma. These plans are to be updated annually.



Attendance

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. Children should attend school on time each day unless there is a reason for the absence. When a child returns, a note is required to explain the reason for the absence, the date of the absence and a signature from the parent / caregiver. A reminder letter will be sent home after 3 days requesting a note for any absence. The school participates in a Phone Intervention Program (PIP), it is more than likely, that a call will be made on the day to check the wellbeing of the student. Wherever possible, dental and medical appointments should be made out of school hours. Doctors Certificate may be required for long term absences.

Basic Items

At the start of the year routines are established for classrooms as well as school activities. During this time teachers inform students and parents about items they will need in the classroom. Below is a general list of items. Some classes may require others as well. The teacher will advise parents.

K-2 classes	Years 3-6 classes each semester
Glue stick	2 HB pencils and soft eraser
Box of tissues	2 blue pens and 1 red pen
Coloured pencils (Years 1,2 – not required in Kindergarten)	coloured pencils
Library bag	Library bag
Waterproof shirt / smock for art	glue stick
	box of tissues
	homework book

Bus Passes

Your child may be eligible for subsidised travel through the School Student Transport Scheme (SSTS). Bus pass applications are available from the school and are issued by the transport operator. Busways is the operator for our school. See also www.transport.nsw.gov.au. To be eligible a student must be:

- ✓ a K-2 student regardless of the distance between their home and school
- ✓ a primary student (Years 3-6) who lives more than 1.6 kms (radial distance) from school, or 2.3 kms or more by the most direct walking route to the entry point to the school.

Bicycles

Students must be 10 years or older to apply for permission to ride a bicycle to school. An application form is available from the office. The school's Riding Bicycles to School Policy provides full details.

Breakfast Club

Red Cross runs a Breakfast Club each Tuesday to Thursday most weeks of the school term. Parent volunteers to assist with service are welcomed. Access to this service is open to all students and is free of charge.

Canteen

A 'Healthy Schools' canteen operates each Wednesday to Friday each week. Menu changes and updates are included in the newsletter and on the website. Lunch orders should be written on a paper bag or envelope and left in the class lunch order box as school begins. Students may purchase from the canteen between 11.10-11:40 and 1:35 – 1:55. The P&C employs a canteen supervisor and relies on parent volunteers to operate efficiently. Please see the canteen supervisor if you can assist.

Classes

Classes are organised to enable the Board of Studies syllabus requirements to be met and implemented effectively. Classroom teachers are appointed by the NSW DEC based on a formula of:

Kindergarten	1 teacher for every 20 Kindergarten students
Year 1	1 teacher for every 22 students
Year 2	1 teacher for every 24 students
Years 3-6	1 teacher for every 30 students

The number of classes that may be formed each year is based on the staffing entitlement, meaning that multi age, or multi-stage classes may be established if enrolment numbers so dictate.

Class Names

Our class names each year are based on a theme. For example: "The International Year of ..."

Common Communicable Disease Control

For a speedy and safe recovery from the majority of diseases children should be kept at home. To further stop the spread of infection it is wise to insist that hands are washed before eating and after using the toilet. Encourage your child not to share food or drinks. Teach your child to use a handkerchief correctly and ensure that they always have a handkerchief or tissues handy. With some diseases, the department requires you to exclude your child, for others there are basic health requirements. See <http://www.health.nsw.gov.au/Infectious/controlguideline/Pages/default.aspx> for further information.

Communication

Regular and open communication between home and school is an essential part of effective learning. Formal communication occurs through the P&C Association, weekly communication card, publication of the school newsletter and through interviews set up between teachers, parents, caregivers and other specialist staff.

If you have a matter to discuss with your child's teacher, it will be necessary to make an appointment with the teacher at a time that is mutually convenient and outside regular teaching times. Please contact the office.

Smaller issues of concern or daily arrangements can be conveyed on an informal basis by a telephone call, letter, or by speaking with a staff member. If you have any questions or concerns, contact us. A small problem can often be misconstrued and magnified when discussed amongst well meaning friends. Please give the school an opportunity to answer your questions in the first instance or provide information to which you do not have access. We genuinely seek to find positive solutions to problems for the benefit of our students.

Crunch and Sip

Students are encouraged to bring a piece of fruit or salad vegetables and water each day. These are consumed during class in the middle of the morning session. This encourages brain activity and promotes healthy eating habits.

Curriculum

Our school offers educational opportunities for students from Kindergarten to Year 6 covering the six Key Learning Areas Courses of study are taught in accordance with the K-6 syllabuses developed by the Board of Studies. The Board of Studies website www.boardofstudies.nsw.edu.au contains useful information and overviews of each key learning area for parents.

Syllabus outcomes are organised in stages of learning. They include descriptions of performance expected to be gained by most students by the end of each stage of learning and are the basis of what is being taught in each classroom.

Early Stage 1	Stage 1	Stage 2	Stage 3
Kindergarten	Years 1 and 2	Years 3 and 4	Years 5 and 6

Most students will achieve outcomes of each stage in the years listed above. However, some children will be working at a later or earlier stage, depending on their individual learning needs.

Key Learning Areas:

English deals with the strands of Reading, Writing, Spelling, Handwriting, Grammar, Talking and Listening.	HSIE includes learning about ourselves, community and the variety of cultures in Australian society. We learn about Australian history and our environment. Being replaced by History 2016 and Geography by 2016
Mathematics consists of strands of: Working Mathematically; Number (whole numbers, addition, subtraction, multiplication, division, fractions, decimals, chance); Space and Geometry (3D space, 2D space, position); Measurement (length, area, volume, capacity, mass, time); Patterns and Algebra; and Data	Health, Personal Development and Physical Education lessons teach students about games and sports, growth and development, interpersonal relationships, personal health choices, safe living and active lifestyles. Child Protection and Drug Education programs are taught each year.
In Science and Technology students develop skills such as investigating, designing and making and using technology.	Creative Arts includes strands of visual arts, music, dance and drama.

Syllabuses also include outcomes for learning values and developing attitudes so that students develop a system of personal values based on their understanding of moral, ethical and spiritual matters.

Custody of Children

The Principal should be informed of the conditions of custody when parents are separated. Please ensure that you inform the school of any change in custody conditions. Court orders must be produced if access is limited to a particular parent or guardian.

Emergency Contact Information

A file of emergency contacts is kept at the school office. When enrolling your child you will be requested to complete emergency information. Ensure that all details are filled in correctly and if details change, inform the school as soon as possible. You may telephone with changes to details or request a form from the office.

Financial Assistance

The State Government provides the school with a Student Assistance grant to assist eligible families with school-related expenses. Assistance is available for school essentials such as excursions and uniforms. The principal or office staff will assist with enquiries on a confidential basis.

Hats - No hat, play Under the COLA

In accordance with Cancer Council guidelines, children must wear a broad brimmed hat (Maroon) / bucket hat when outside. A "No Hat – Play Under the COLA" policy restricts exposure to sunlight.

Head Lice

Head lice can be difficult to eradicate from a school. Unless all children are treated correctly, they will easily re-infest each other. If head lice are observed, parents will be notified and requested to treat the child on the same day. A general head lice notification is also sent home to the class.

Health Care Plans

If your child has a medical or health condition, it may be necessary to complete a Health Care Plan. This will assist the school to ensure that we are adequately prepared to meet your child's needs on a day-to-day basis and in case of emergency. Contact the office to discuss specific issues or requirements.

Home Reading

We encourage all parents to read with, or listen to their children read each night, and to complete sight words for Years K -2

Homework

The individual teacher sets homework on a regular basis. It is intended that completing set tasks at home will help develop better study habit skills. Homework may vary in nature but an expectation that children read at home exists across all grades. As a guide, students in Years 1 to Year 3 should complete about two hours of work at home per week, increasing to about four hours per week in Year 6. The school's Homework Policy provides further details.

Immunisation

All children should be fully immunised before enrolling at school. An Immunisation Certificate is produced upon enrolment. The school will record details of children with and without immunisation. Under the Public Health (Amendment) Act 1992 children for whom proof of immunisation has not been provided may be asked to stay at home during an outbreak of a vaccine-preventable disease.

Jewellery

Except for a wrist watch, stud or sleeper earrings and a signet ring, all other jewellery including dangling earrings, bracelets, anklets, necklaces and facial studs should not be worn.

Late Arrivals / Early Leavers

Children arriving late must be accompanied to the office by their parent / carer to obtain a late arrival pass which is then given to the class teacher and recorded in the attendance roll. Parents / caregivers wishing to collect their child before normal finishing time must collect an 'early leavers' pass from the office to give to the child's teacher and sign the office book.

Library

All students visit the library weekly, as part of scheduled lessons. Students may borrow books every week, using a library bag. Lost or damaged books must be paid for.

Lost Property

The Lost Property box is located outside the senior boys toilet. Please check this box if articles of clothing are lost.

Medication

In accordance with the department's policy, staff may administer prescribed medication to students on a voluntary basis. If medication is required three times a day, parents should endeavour to administer it before school, after school and at bedtime. If medication must be administered during school hours, parents should contact the office to complete an application form. Under no circumstances should students bring medication to school without permission or to keep the medication in their school bags except for asthma puffers.

Money

Children should be given only the minimum amount of money required for canteen purchases or school activities and should be encouraged to keep money on their person (eg. in a zippered pocket). Payments for school activities, such as excursions and sport, are made directly to the office upon arrival at school. If possible, send correct amounts in an envelope with the student's name, class, amount and reason. Receipts will be issued. If you are unable to pay for school activities by the given date, please contact us.

National Literacy and Numeracy Assessment Program (NAPLAN)

Students in Years 3 and 5 sit complete the National Assessment Program for Literacy and Numeracy in May each year. Parents receive results in a personal report issued in September.

Newsletter

A newsletter is produced each week to promote school activities and student achievements and provide information about coming events or activities. The newsletter is sent home with the youngest child in each family or emailed to the address provided. In order to reduce our environmental footprint, email or electronic viewings via the school website are our preferred newsletter options.

Parent and Community Participation

Parents and caregivers are strongly encouraged to participate as partners in education and learning. Your skills are valued. We welcome the assistance and invite your participation in classroom, cultural or sporting activities, as well as school functions. Opportunities for active and genuine parent and community participation are numerous and include:

- ✓ assisting in classrooms
- ✓ assisting with excursions and special school events
- ✓ participating on school teams
- ✓ joining the P&C. The P&C meets on the third Tuesday of each month. All parents are welcome.
- ✓ completing surveys and questionnaires about our school

School Photographs

Official school photographs are arranged each year. Professional photographers visit the school to take class, individual and family photos.

Sick Bay

Sick bay is located in the administration block. There are beds where children may rest if they are unwell or receive an injury. Students can be monitored from the main office. Parents will be contacted using the emergency numbers you have provided if your child presents to sick bay and does not recover in a short period of time. Parents receive a slip or a phone call from the school advising if a child has visited the sick bay for a serious incident throughout the day.

Sport and Physical Education

All students K-6 participate in regular PE and sport programs. Our Sport Day is Friday. Swimming (8-13 years), Athletics and Cross Country carnivals are held annually for students. Qualifying students may represent the school at zone, regional or state carnivals. We also participate in knock out competitions and gala days in selected sports. Talented students are offered the chance to participate in trials for zone representative teams.

Student Leadership

A Student Parliament is formed each year, led by 8 elected ministers from Year 6 and shadow ministers from Year 5. Parliament meets every three weeks to discuss school and student issues. Class meetings are used to gather information, issues and suggestions for continual improvement in our school. Parliament provides opportunities for student fundraising and the support of various charities throughout the year.

Support for students with disabilities or learning difficulties

If your child has a disability, appropriate support will be sought from the Department to assist your child in the mainstream school environment. Please advise the school if your child receives disability support at their current

school. If your child is experiencing learning difficulties at school, additional support may be available. The Learning Support Team (LST) will coordinate this. Parents or teachers may choose to complete a referral for the LST if there are concerns about progress or development.

Teaching Staff

Every child has a classroom teacher who is responsible for the teaching program. Other teachers who provide educational opportunities as part of the overall program include:

- ✓ Release from Face to face (RFF) teacher (teachers are entitled to 2 hours of RFF per week)
- ✓ Learning and Support Teacher (LaST) who provides support to identified students who require extra assistance in particular areas, with emphasis on behaviour, literacy and numeracy.
- ✓ School Counsellor who is available to assist with the diagnosis of students with learning difficulties and to assist students who may need support with emotional or social difficulties.
- ✓ Reading Recovery Teacher who works with targeted Year 1 students.
- ✓ Teacher / Librarian who works with students and staff to develop research and information skills.
- ✓ Itinerant teachers – the school can access teachers with expertise in providing specialised programs for students with specific disabilities, such as vision and hearing, as required.
- ✓ Special Religious Education (also known as scripture) teachers who visit the school each week to provide religious instruction. Anglican / Protestant and Catholic classes are offered.

Technology

Students have access to computers, iPads and XO's in their classrooms and the library technology room which are linked to the internet enabling world wide research, information gathering and communication. All classrooms are networked for video and data and students have access to smart boards in every room and state-of-the-art equipment. Technology is utilised for teaching and learning across the curriculum from Kindergarten to Year 6. A WiFi network is in place and used across the school environment.

Uniforms

The wearing of uniforms:

- ✓ develops students' sense of belonging to the school;
- ✓ defines an identity for our school within the community;
- ✓ provides opportunities to develop school spirit and promote whole school tone and morale;
- ✓ increases the personal safety of students; and
- ✓ removes the possibility of dress competition.

The school's uniform has been selected in consultation with parents. Please ensure that your child wears school uniform every day.

Useful Websites

www.bosnsw-k6.nsw.edu.au

www.tale.edu.au/tale/live/parents

www.schools.nsw.edu.au/click

<http://www.dec.nsw.gov.au/>

www.schools.nsw.edu.au/news/ezine

<http://www.schoolatoz.nsw.edu.au/home>

Voluntary School Contributions

Each year, the amount of voluntary contributions is set within the guidelines provided by the NSW Government. The voluntary school contribution amount is determined each year in consultation with the P&C. The payment of the voluntary contribution helps to provide additional school based resources.

