

Glenreagh
Public School

"Learn by doing"
"in a safe and caring environment"



Established 1887

Information Booklet

2014



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Please Note:

The information in this booklet will change from time to time. Please see the School Administration Manager if you have any queries.

Welcome to Glenreagh Public School

Our school motto is:

“Learn by Doing”

Our motto is reflected in our mission statement:

“Learn by doing in a safe and caring environment”

Through quality teaching and student welfare programs, Glenreagh Public School aims to provide:

A safe, caring, learning environment, created and nurtured by the staff and the community that provides quality programs and experiences which will enable students to achieve their potential and empower them to meet the challenges of the future.



School Context

Glenreagh Public School was established in 1887. Over the past 126 years, it has seen tremendous change and growth in response to society's demands and developments in technology.

Glenreagh Public School is unique in:

- * the students it serves;
- * the people who work within it;
- * the community of which it is a part; and
- * the education system within which the school operates.

The core focus of the school is "*excellence in education*". Our experienced team of teachers delivers a quality curriculum. Their continual involvement in on-going professional learning provides the ideal balance of experience and innovation. Strong programs in literacy and numeracy are an important basis for every child's academic growth.

The school focuses on social skills, tolerance and shared decision making. Programs which support a healthy lifestyle and focus on physical activity are a significant part of the curriculum offered to students in our school.

State of the art technology, music programs, peer support and an active Student Representative Council make the school environment both engaging and interactive.

Parent involvement is vital for this to occur and we enjoy working with parents as partners in the process of educating our students towards these outcomes.

The information contained within this booklet provides current information about the school. It includes outlines of policies, personnel and student expectations. Specific details can be gained from class teachers. Variations may occur during the school year due to the reactive nature of procedures and policies.

I wish all a happy school year and look forward to much success from our continued efforts.

Mr Peter Buckley

Principal

Glenreagh Public School

A proud member of the Orara Valley Learning Community

THE SCHOOL

Physical Environment

Glenreagh School was established in 1887. It was originally sited at the northern side of the Tallawudjah Creek to the east of the present bridge and was moved to its current site in 1930, on the southwest corner of the Glenreagh Township.



The original main building was extended to its present size in 1962. Demountables supplied between 1981 and 1994 were replaced in 1995 with a permanent building containing two classrooms.

No one quite knows when the music room first appeared. It is owned by the P & C Association and maintained by the Department of Education and Training. During 2002 a permanent classroom/library was built and the staff room was relocated to the original building.

Currently, the school has four classrooms, a library, offices and administration area. There is a music/drama room, a special programs room that has in interactive whiteboard, storage facilities and a canteen. The playground has a covered outdoor learning area, basketball court, cricket pitch, practice wall, fixed play equipment and a sandpit.

The school has also a Munch 'N' Crunch garden and a chicken coop built by the students and volunteers using recycled materials.

A school environment management plan (SEMP) has been developed. A detailed 'LearnScapes' plan was created in consultation with students, teachers and parents. The aim of the plan was to provide an area where teachers and students can interact with the environment in a natural holistic educational setting. A copy of the SEMP and LearnScapes plan is available in the office and on our school website.

School Terms for Student Attendance – 2014

Term 1 - Tuesday 28 January – Friday 11 April

Term 2 – Monday 28 April – Friday 27 June

Term 3 - Monday 14 July – Friday 19 September

Term 4 - Monday 7 October – Friday 19 December

School Start and Finish Times

Start	9.10am
Crunch n Sip	10:10-10:20am
Recess	11:10am – 11:30am
Lunch	1.10pm - 2.00pm

PLEASE NOTE:

The first day of Term 1, Term 2 and Term 3 are School Development Days.

In Term 4 the last two days are School Development Days.

Students **DO NOT** attend school on those days.

New 2014 Kindergarten students will commence on Monday 3 February 2014

Best Start Assessment for Kindergarten will take place from Tuesday 28 January 2014
You will need to make an appointment.

Finish

3.10pm

SCHOOL STAFF

Teaching Staff

During 2014 the anticipated school's enrolment entitles it to have the following staff:

Teaching Principal
Three Classroom Teachers
Library / RFF Teacher

Administration Staff

School Administration Manager (full-time)
School Assistant (part-time)
General Assistant (part-time)
Cleaner

School Education Director

The School Education Director is:

Mrs Jennifer Murray
Rose Avenue
COFFS HARBOUR NSW 2450
PH: 6652 0500

Enquiries / Concerns / Complaints

Inquiries and concerns regarding school matters should be directed to the following persons or committees: NB; During a meeting in 2010 a motion was passed to place the School Council into recess.

Fund raising	P & C
General school information	
Canteen matters	
Uniforms	

School administration and management	Principal
Class structure	
Financial matters	
Staffing	
Matters that are confidential	
Complaints / Grievances	
Other	

Matters relating to a specific child:

Academic progress	Class teacher
Welfare issues	Class teacher
	Principal
Discipline	Class teacher
	Principal

COMMUNITY PARTICIPATION

Glenreagh Public School welcomes parents and the community to assist in achieving many of its aims and to help in a range of student learning experiences. Parent and community members might choose to participate in P & C or volunteer in the canteen, school sports days, working bees or with class related literacy activities.

Active and positive support of a school by parents leads to a child who:

- has a more positive outlook on their education;
- is more effectively engaged in activities; and
- can achieve greater success at school.



Parent participation also gives parents a better understanding of their child's school environment and the type of learning experiences provided.

Parent helpers are in a privileged position and therefore must respect the privacy of any personal information which they may see or hear from teachers and students. They are required to sign a Prohibited Employment Declaration upon commencement of work in the school.

Parents need to sign the attendance book in the office foyer, when they are in the school fulfilling any of these roles, for insurance and emergency purposes.

Parents & Citizens Association



The P & C Association is a support organisation for the school. It has its own constitution and executive structure consisting of President, Vice-President/s, Secretary and Treasurer. Glenreagh Public School has a long history of close parent involvement and, as a result, has had a strong P&C Association. It supports the school, not only in financing particular items, but also

through the provision of personnel for particular school programs such as canteen co-ordinator and bookkeeper. The P&C have been responsible for many of the school's additions and improvements over the years, such things as; shade tents (above), shade cover sails over the fixed equipment area and courtyard area, school signage board (right), sand pit, *Munch N Crunch* garden and chicken coop. Furthermore the P & C



supports school programs such as; Kids in the Kitchen cooking program and financially supports school excursions for students through subsidies.

Aside from discussing and organising fundraising to support school programs and infrastructure, meetings are an opportunity for parents to contribute to the development and direction of the school, and to be directly involved with their child's education.

All parents and care-givers are welcome to join the Parents and Citizen's Association and helps the school maintain its special place in our community.

Meetings are on the fourth Tuesday of each month at 6.00pm in the school library. Items for discussion at P & C Meetings will be open for debate in accordance with their area of responsibility.

Canteen

The School Canteen is operated by the Canteen Committee, a sub-committee of the P & C Association. Students are able to purchase lunches and morning teas at reasonable prices.

The School Canteen is presently only open on Monday, Wednesday and Friday of each week. There is a constant need for volunteers, one day per term for approximately four hours. If you can help out, please leave your name at the office This will ensure that the Canteen stays open.



The Canteen Committee is very conscious of the quality of the foods it sells to students. It is a healthy canteen and currently holds a Silver Accreditation with the NSW Canteen Association. The School Canteen menu consists of healthy snacks which are seasonal. All food is low in salt and fat.

The School Canteen is a valuable resource as all profit is spent on school programs at the discretion of the P & C. Regularly updated price lists are sent home to families in the school newsletter and are available on the school's website.

Active After School Program



Glenreagh Public School has participated in the Australian Government's Active After-school Communities (AASC) program since 2008. This is a national initiative that provides primary school children with access to free sport and other structured physical activity programs in the after-school time slot of 3.10pm to 4.30pm.

The program aims to engage children in sport and other structured physical activities and through a positive and fun experience develop

a love of sport that inspires them to join a local sporting club.

STUDENT WELFARE INFORMATION

Our school has a comprehensive Student Welfare Policy. It includes the following components.

Student Attendance

The Education Reform Act 1990 requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided.

Schools must maintain a record of enrolments (the Register of Admission) and a record of daily attendance.

The parent or care-provider is required to supply a written explanation for absences of up to 3 days. A medical certificate is required for 4 or more consecutive days absence due to illness. If no advice is received an Unexplained Absence Form shall be sent to the child's home.

Parents may offer verbal advice of non-attendance (telephone) on or before the intended absence and a record of such will be recorded and filed.

Verbal advice will not be acceptable as a response to an Unexplained Absence Form sent to the home. Written advice must be returned to the school. If the school does not receive the written advice the Home School Liaison Officer will be informed of the absence for further investigation.

Late arrivals must report to the office and complete a late note. This becomes a partial absence.

Parents or care-providers of early leavers must complete an early departure note obtained from the office. The note must be given to teachers. This becomes a partial absence.

School Counsellor

The School Counsellor is responsible for assessing and counselling students. Teachers or parents can refer students to the School Counsellor for advice about learning or behavioural matters. Parents may access this free service by making an appointment at the school office. Confidentiality is valued and expected.



School Support Services/Personnel

The following is a list of services to which the school has access to assist students:

1. School Education Director, Mrs Jennifer Murray
2. School Counsellor, Trevor Redman
3. District Guidance Officer, Ms Robyn Avery
5. Home-School Liaison Officer, Mr Paul Farrell

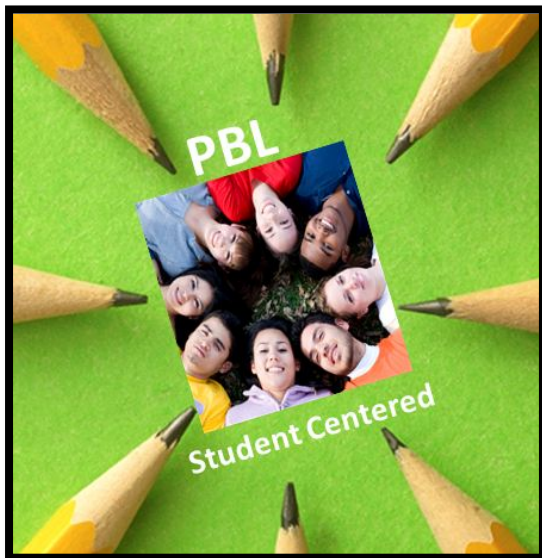
Responsibilities

Teachers are required to accept responsibility for children at school between 8.40am and 3.10pm. Children who catch buses home will be supervised until they leave the school grounds. Children engaged in school activities outside the school grounds are the responsibility of the teachers until they return to school or are dismissed into their parents care.

Where special custody arrangements are to be enforced at a parent's request, it is the parent's responsibility to inform the school in writing which must include court documented evidence of these arrangements.

Positive Behaviour for Learning

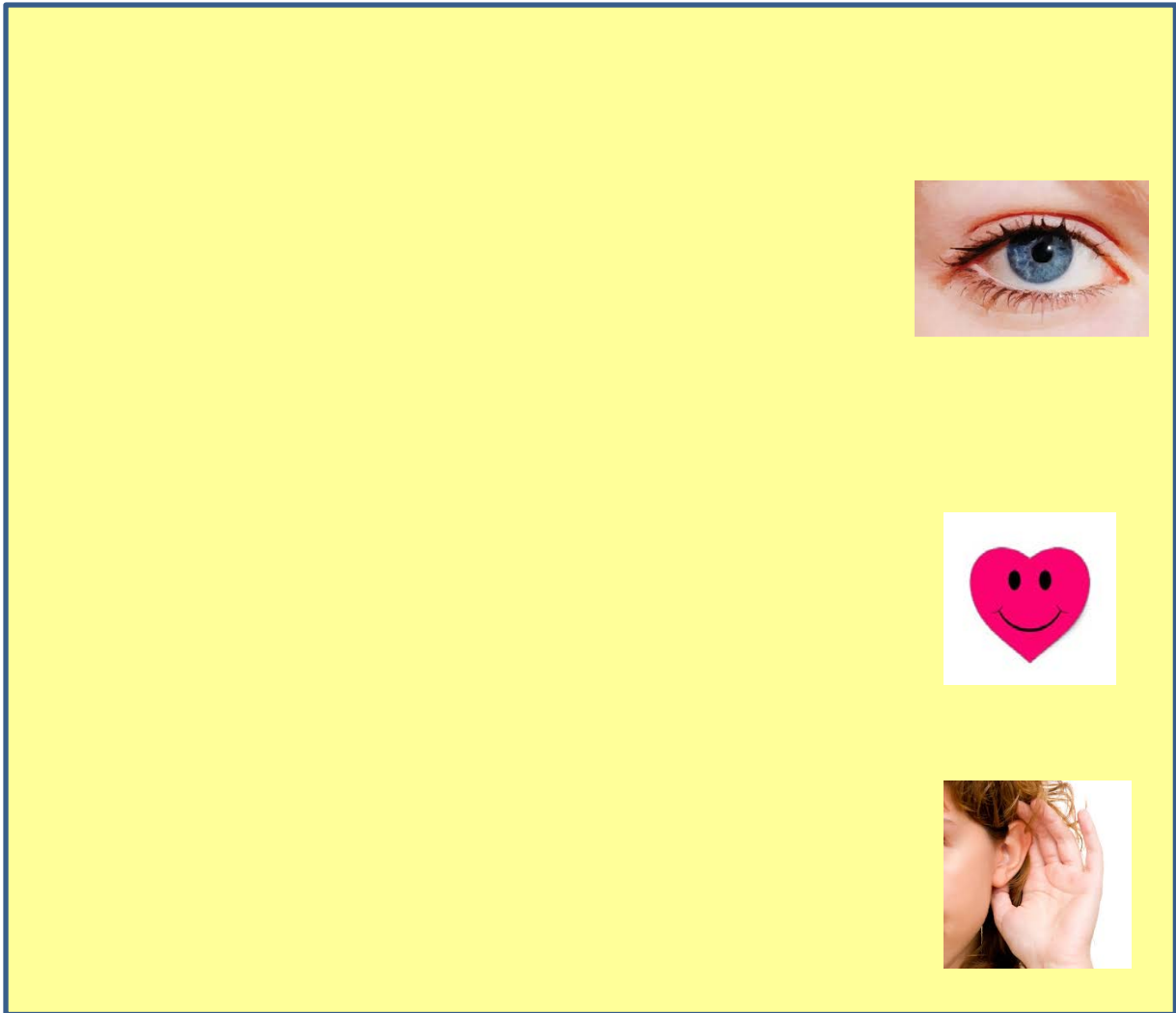
Positive Behaviour for Learning (PBL) is a school wide framework supporting student behaviour, staff behaviour, supporting decision making, improving social competence and academic achievement.

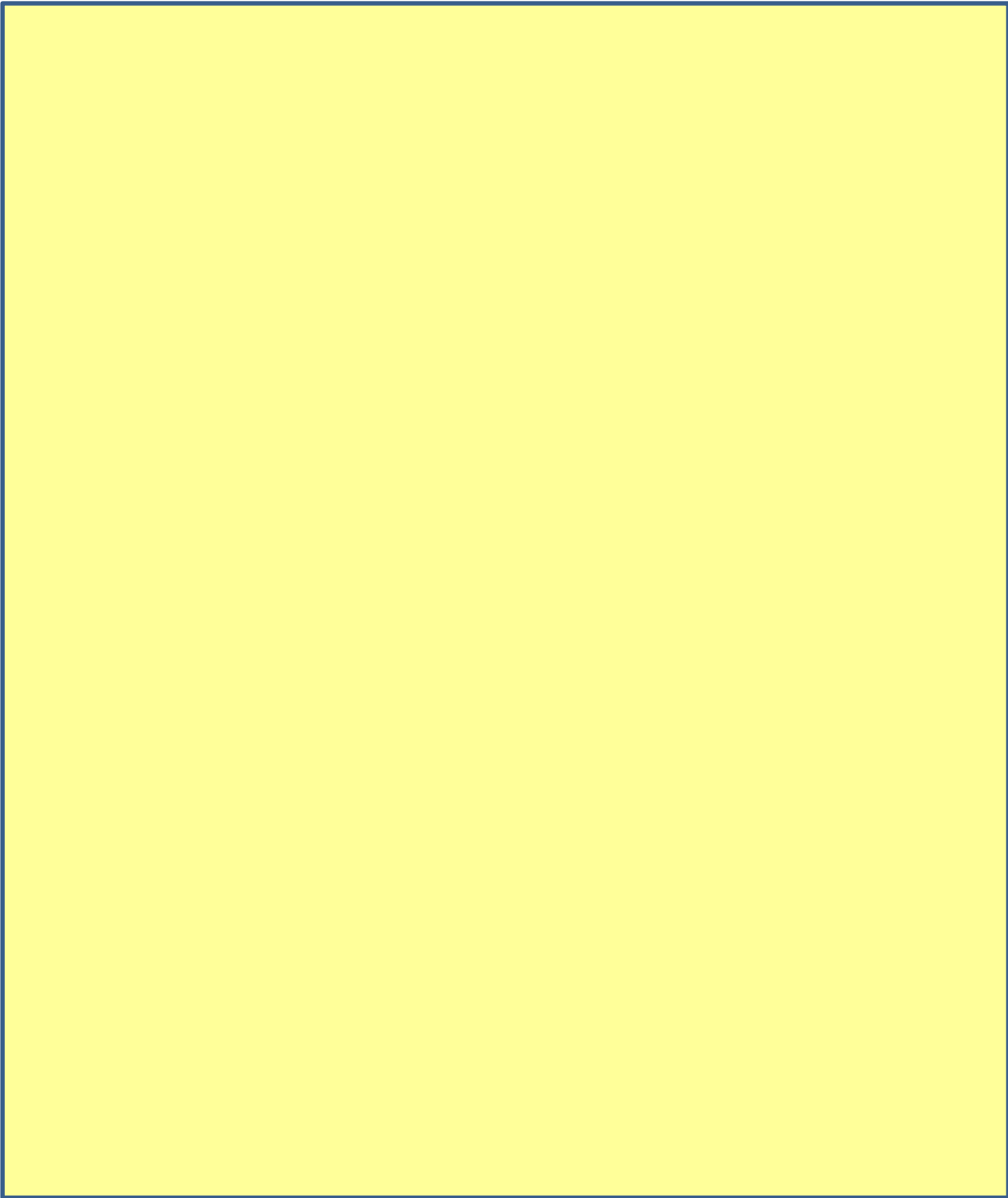


In 2014 Glenreagh School will introduce PBL to the students and community. The focus over a 3-5 year period is to improve and sustain a safe and orderly learning environment for students and staff. The school has high expectations of behaviour. These expectations are taught and reviewed frequently throughout the school year. A system of positive reinforcement and recognition underpins student welfare within the school. The school has identified core values to be explicitly taught in all settings of the school.

Core Values

At Glenreagh Public School we “Learn by Doing” through being responsible, respectful and resilient learners and we focus on these core values.





GLENREAGH PUBLIC SCHOOL AWARD SYSTEM

Parents and community members are encouraged to attend all assemblies at which these awards are presented.

- Teachers will give out *Cool Kid Card* for positive behaviours, as outlined in our core values, being “Respect” “Resilience” and “Responsible”. Students are responsible for collecting and storing of their Cool Kid Cards. Once students collect 10 Cool Kid Cards they can then exchange them for 1 Achievement Award.
- Canteen vouchers to the value of \$1 will be given out to 1 student per week from their classroom teacher
- Students to collect and exchange Achievement Award for Merit, Bronze, Silver, Gold and P&C Awards
- The accumulation of Achievement Awards carries over from year to year until the student completes Year 6.
- Once the student has received the required number of cards or awards to reach the next level, he/she is to submit the awards to the Classroom Teacher for checking.
- Students are to monitor and keep their own collection of cards and awards, even though it is monitored and recorded at school.
- The Presentation of each new award will take place at a Whole School Assembly.

		Examples
Behaviour <i>Cool Kid Card</i>	<ul style="list-style-type: none"> • Being Responsible, • Doing Your Best - participating well in school activities • Resilience – recovering quickly from change, or misfortune, being a good loser, having a go • Respecting the rights and helping of others 	
Academic	<ul style="list-style-type: none"> • consistent classroom effort in learning • returning completed homework • improvement or achievement or excellence in subject areas 	
Value	Award	What happens?
10 cards traded for 1 Achievement Awards	Cool Kid Card	Students collect cards and trade throughout their schooling
10 Achievement Awards (10 in total)	1 Merit Award	Name published in the school newsletter.
+ 10 Achievement Awards (20 in total)	Bronze Award	Principal/delegate will present the award at the Whole School Assembly
+ 15 Achievement Awards (35 in total)	Silver Award	
+ 20 Achievement Awards (55 in total)	Gold Award	
+ 10 Achievement Awards (65 in total)	P&C BOOK AWARD	Book presented by the P&C President at the Presentation Day Assembly

GLENREAGH PUBLIC SCHOOL **ANTI-BULLYING POLICY**

Introduction

Bullying is not tolerated in NSW government schools. Students have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation.

Public schools are inclusive environments, which support diversity and respect individual differences. The focus of quality education is for students to learn and grow with confidence in a secure, ordered and supportive environment.

The wellbeing, safety and health of students inform school policies, programs and practices. Students develop best in schools where teaching and learning occur in a context of positive student welfare.

Partnership with parents, caregivers, students and the wider community is central to the success of eliminating bullying.

This plan sets out the requirements, operational guidelines and framework for preventing and dealing with bullying at Glenreagh Public School.

Statement of Purpose

Bullying will be taken seriously and is not acceptable in any form.

Any inappropriate behaviour that gets in the way of teaching and learning at the school and interferes with the wellbeing of students and staff will not be accepted.

Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying. They work together to address bullying and to be consistent in the prevention of and dealing with bullying.

Definition

Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure.

Bullying involves the abuse of power in relationships.

Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination and intimidation of others.

Bullying:

- devalues, isolates and frightens;
- affects an individual's ability to achieve; and
- has long-term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the onlookers or bystanders.

Bullying behaviour can be:

- **verbal** - name calling, teasing, abuse, putdowns, sarcasm, insults and threats
- **physical** - hitting, punching, kicking, scratching, tripping, spitting, pushing, hair-pulling, and biting
- **social** - ignoring, excluding, ostracising, alienating and making inappropriate gestures
- **psychological** - spreading rumours, telling lies, make one the brunt of a joke, blaming others for things they didn't do, dirty looks, hiding or damaging possessions and encouraging others to bully.

- **Cyber** - harassing and threatening messages eg 'text wars', 'griefers'

Denigration – sending nasty SMS, pictures or prank phone calls, 'Slam books' (websites or negative lists)

Impersonation - Using person's screen name or password eg message to hate group with personal details

Outing or trickery – sharing private personal information, messages, pictures with others

Ostracism – Intentionally excluding others from an online group eg knocked off buddy lists

From Cyberbullying information for

Staff https://detwww.det.nsw.edu.au/policies/student_serv/discipline/bullying/cyberbully.pdf

Implementation Strategies

Teachers, students and parents will:

- promote positive relationships that respect and accept individual differences and diversity within the whole school community;
- contribute to the ongoing development and implementation of the Anti-bullying Plan and support it through words and actions; and
- actively work together to prevent bullying and resolve incidents of bullying behaviour when they occur.

Each group within the school community shall perform a specific role in preventing and dealing with bullying.

1. Bullying will be dealt with quickly, effectively and consistently by school staff.
2. Data will be gathered to recognise the repeated and recurring nature of bullying and to identify patterns of repeated offending.
3. Students, their parents and caregivers will be encouraged to be proactive in dealing with bullying, so that appropriate support can be provided to those students involved in any incident.

Monitoring, Evaluation and Reporting Requirements

The Anti-bullying Plan will be reviewed on a regular basis, so that all members of the school community are aware of and remain committed to it. The review will provide opportunities for reflection and renewal.

*S*ay to the bully 'Leave me alone or I will tell a teacher'.



*T*ell a teacher.



*A*lways help someone being bullied.



*M*ake friends with others.



*P*lay nicely



GLENREAGH PUBLIC SCHOOL – Behaviour Level System



The Level System provides recognition for all students in the school. It also provides a pathway to support those students experiencing difficulties in making positive behaviour choices.

GREEN LEVEL



All students commence on GREEN level at the beginning of the school year and/or upon first enrolment in that year. Green Level means children are showing consistently good behaviours reflecting the school rules.

Evidence of Green Level behaviour includes: following our school rules, displaying responsible behaviour, participating well in school activities, respecting the rights of others and being courteous and co-operative.

Teachers understand that all children at various times will not be attending to their behaviour for various reasons. Not all matters of a minor nature are required to be reported to parents therefore in the event of low level behaviours teachers will use their discretion to resolve the problem in the classroom or playground.

Teachers can:

- Give verbal warnings
- Restate the rule and redirect the student's behaviour
- Give short periods of time out
- Orange slips – identified as a major incident results in proceeding to orange level

ORANGE LEVEL



Students are placed on detention for persistently ignoring rules OR their behaviour is of a serious nature. Parents may be informed either by a phone call or detention note. The principal is informed that the student has been placed on detention. All correspondence and notes from meetings shall be kept on file. Detention occurs during first half lunch and can be of one or more days depending upon the severity of the matter. Detention takes place in an area to be decided by the referring teacher and Principal.

Examples of behaviours include:

- Bullying (NB this includes physical and verbal bullying)
- Physical aggression
- Disrespect to teachers/adults
- Persistently interfering in the learning of others
- Dangerous play
- Theft
- Damage to property
- Abusive language

- 3 orange slips (identified as a major incident) within a term, results in proceeding to red level.

RED LEVEL – Behaviour/Risk Management Plan



The student is repeatedly placed on detention OR behaviour is continually causing concern or interfering in the learning of others or disrupting the playground and/or school programs.

In consultation the principal, teachers and student's parents/carers form an action plan to determine appropriate behavioural expectations. If required a Risk Assessment of the student's conduct will be undertaken leading to the development of a Risk Management Plan. Regular meetings are scheduled to consider changes and updates to the plan.

The student can be withdrawn from the playground at recess and lunch and can be required to complete work in another teacher's classroom. While the student is withdrawn from the playground, he/she will not attend any extra curricula activities inside or outside the school grounds.

A referral to the School Counsellor or other agencies may be requested or required.

SUSPENSION

Suspension is implemented by the Principal in accordance with DECS School Suspension Policy.

Any student who:

- is in possession of a suspected illegal drug
- is violent or threatens serious physical violence
- is in possession of a prohibited weapon



or any student who:

- is persistently disobedient
- engages in criminal behaviour related to the school may also be suspended consistent with the DET's "Procedures For The Suspension and Expulsion of School Students" Policy, 2004.

A student returning from suspension must attend an interview with their parent/s and the Principal to resolve the suspension.

A student returning from suspension may be placed on a Behaviour Management Program for a given time period.



Playground Procedures



General

1. No child is to be at school before 8.40am or after the last school bus departs.
2. No child is to be in a classroom without a teacher's permission.
3. All injuries are to be referred to the School Administration Manager (the First Aid Officer).
4. Any violent behaviour is to be reported IMMEDIATELY to a teacher.
5. No child is to leave the school grounds without the knowledge and permission of the Principal. (If a ball goes over the fence, the teacher on duty may supervise its collection).
6. Students who do not have a hat must play in the shade. Sharing of hats is not permitted.
7. Parents will be informed if a student(s) does not have recess or lunch or if injured in the playground.

Before School - 8.40 - 9.10am

1. On arriving at school children sit on the blue seats opposite the Office and wait for the Duty Teacher.
2. The Duty Teacher directs students to take their bags to their classrooms then all students remain under that teacher's supervision until the bell rings.
3. Children are only allowed on the concrete area near the canteen to hand in their lunch order.
4. No sports equipment is loaned out at this time.

Recess – 11.10 – 11.30am

1. Children are to SIT to eat in the eating area.
2. Children are allowed to move off when they -
 - a) have finished eating and cleaned their area
 - b) then been given permission by the teacher to leave.

Lunch - 1.10 – 2.00pm

1. All children are to sit in the eating area for the first 10 minutes.
2. Children may play on the grassed playground and fixed equipment according to the roster.

After School 3.10pm

1. Children catching buses line up. They WALK down to the buses, upon the teacher's instruction.
2. Bicycle riders and walkers are to sit in a line and wait. Upon the teacher's instruction they will leave the school.

Canteen

Lunch orders must be taken to the canteen before school on canteen days.



Permission Notes

Before children participate in any additional activities to the normal school routine they must return a permission note to the school. It provides a parent or guardian's approval for participation in a particular event. Children who do not return permission notes cannot be allowed to take part in that activity.

Medication at School

In accordance with the Department's policy, the School Administration Manager administers medication on a voluntary basis. Parents of students with conditions that require regular medication must consult with the school to determine if it is possible to administer the medication at school. Health Care Plans are to be completed.

No child will be permitted to take any medication without authority from their parent. All medication to be taken by children must be stored at the school's office with dosage times and amounts clearly marked. Staff will not administer non-prescribed medications (this includes cough lollies).

Head Lice

Parents will be informed if head lice are detected at school.



Treatment will be required to rid the hair of lice and nits (eggs) before the child is able to return to school. Solutions for treatment are available from a local chemist.

Regular checks of all children will be made in the case of an outbreak of head lice. If you detect head lice at home in your child's hair, please notify the school and treat the head lice before your child returns to school. It is a good idea to have the solution on hand at home. Follow-up treatments/inspections and the removal of **all** eggs are necessary to eradicate this problem.

Personal Hygiene

For general health, hygiene and self-esteem reasons, each day we ask students to attend school in a clean and tidy manner. Children are requested to bring a handkerchief or tissues for their own use. Personal hygiene habits such as washing of hands, toilet usage, care with winter coughs and colds and wearing of appropriate clothing are continually reinforced.



Sleep and Rest

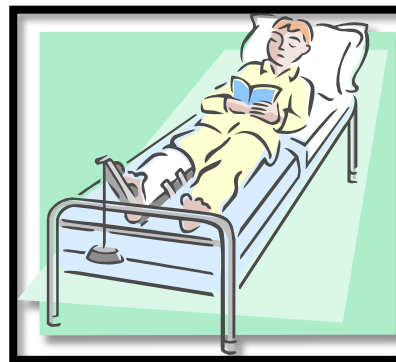
Students are 'on the go' throughout each school day. For them to perform at their best we ask that you ensure they are in bed early (according to their age) to get adequate rest every night prior to school.

Skin Protection

Students are expected to wear the school hat to protect the face, neck and ears. They must play in shaded areas of the playground if they do not have a hat with them. As well, it is recommended they apply sunscreen before outdoor activities.

Student Illness - Compulsory Exclusion

Some illnesses require compulsory exclusion from school. Such illnesses and conditions, include chicken pox, hepatitis, measles, mumps, conjunctivitis, whooping cough, impetigo(school sores), head lice, ring worms and scabies. Parents of children suffering from infectious diseases/conditions should check with the school as to exclusion and re-entry. Children not immunised will be excluded from school during an outbreak of some infectious disease even though they may not show symptoms.



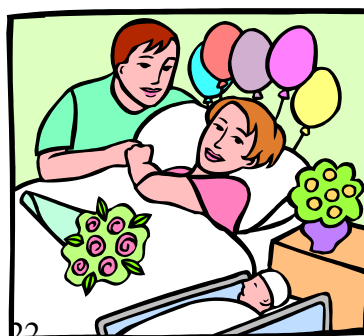
Some infectious diseases

The information listed below is intended as a guide to parents. The list does not include all infectious diseases or infestations for which children may be recommended to stay home from school. If you are in doubt, ask for advice from your doctor. Incubation period time is the time between infection and illness. Consult a doctor if your child presents with any unexplained rash.

Condition	Incubation	Symptoms & Signs	Isolation and Exclusion from School
Conjunctivitis	Variable	Redness of the white part of the eye, discharge which may be watery mucus or pus.	Until all discharge has ceased.
Chicken Pox	14-21 days	Small raised rose-pink spots may appear in successive crops on scalp, face, trunk, arms. Spots are followed by small blisters which then form crusts.	Until fully recovered – for at least seven days after the first spots appear.
Diphtheria	1-5 days	Child is usually dull, listless and pale and has some soreness of throat, bad smelling breath and slight fever. May be breathless and choking. Diagnosis by a doctor is essential.	Isolate immediately. Take to hospital if possible. It is necessary to stay away from school until the doctor gives a certificate.
Glandular fever	From 1 week to several weeks	Headache, sore throat, aching joints, swollen glands, mental and physical fatigue, severe weakness and symptoms of influenza. Skin rashes may also occur.	Until recovered or until a medical certificate is produced.
Infectious	Approx. 28	Fever, loss of appetite and nausea. Tiredness,	Until all symptoms have

Hepatitis	days	aches in back and limbs. Tenderness of the liver and sometimes jaundice (yellowing of the skin).	disappeared or until a doctor issues a certificate of recovery.
Measles	7-14 days. The average is 10 days	Fever with sneezing, runny nose, redness and watering of the eyes, dry cough. Rash appears 4 days after early symptoms	At least 5 days from appearance of rash.
Mumps	12-18 days The average is 18 days	General upset for one or more days. Pain or soreness in jaw and neck. Swelling and tenderness just below and in front of one or both ears, extending to cheek and down neck behind angle of jaw.	Until fully recovered. For at least 10 days after the swelling has occurred.
Rubella (German Measles)	14-21 days	Begins with headache, sore throat, runny nose and fever. Small pink spots are seen on face, rapidly spreading over arms and body.	Until fully recovered. For at least 5 days after the rash disappears.
Whooping cough	7-14 days	Starts as ordinary cough with a short dry cough & perhaps sneezing. Cough becomes more sever. Characteristic "whoop" is a series of short, rapid coughs following by a crowing sound.	Isolate immediately. Exclude from school for at least three weeks from the onset of the whoop. Until fully recovered or a medical certificate is issued.
Impetigo ("Scabby sores")	Variable About 4-10 days	Commences as small red spots which quickly change to blisters. The sores enlarge and become pus filled and crusted. When scabs fall off a temporary scar remains. The face and hands are most often affected but other parts of the body may be affected.	Doctor should be consulted. If the sores are not covered and are on exposed parts of the body such as scalp, hands or legs, exclusion is necessary until sores have healed.
Pediculosis (Head lice)	Eggs hatch in 1 week, reach maturity 2 weeks	Itching of scalp. Lice and eggs are found in the scalp. Scratch marks may become infected and swelling of the glands of the neck may occur. Nits look like tiny white specks stuck to the hair.	Isolate until treatment with anti-lice lotion has been undertaken. Hair should be free of all nits.
Ringworm	10-14 days	Begins on the scalp as a small bald scaly patch. Ringworm of the skin begins as a small scaly patch with faint pink ring around the edge. Inflammation with crusting is quite common.	Until appropriate treatment has begun. The school may ask for a medical certificate to say that this has happened.
Scabies	Several days. Sometimes even weeks	Severe itchiness continuing for days or even weeks and becoming worse at night. Itching is caused by a tiny mite which burrows under the skin. Affects warm parts of the body i.e. wrists, arm pits, waist, buttocks, groin. Secondary infection may occur.	Until proper treatment has begun. The school may ask for a medical certificate to say that this has happened.

N.B. Contacts are people who have been close to the patient for some time and who could catch the disease.



Transport To and From School

If, at any time, your child needs to go home with somebody other than the usual person, or via a different means of transport please let the teachers know (telephone or send a note), so we have no cause to worry about the child being with strangers. No variation to normal afternoon routine will be allowed unless we receive notification.

Collecting Students

When collecting your child from school at the end of the day, please wait in the designated areas which are: the blue seats in the undercover courtyard, or near the canteen. Please do not wait outside classrooms as it is disruptive to end of day routines.



Riding Bikes to School

Parents allowing students to ride a bike to school must consider bike road worthiness, bike size and appropriate clothing including the compulsory wearing of a helmet. Bikes are only to be walked inside the school grounds. **Please Note:** It is recommended students under the age of ten do not ride bikes to school.

Bus Travel

If your child misses a bus, please tell them to return to the school office and home will be contacted. If a child thinks they are to be collected by a parent but there is no note/phone call before their normal bus leaves, the child will be sent home on the normal bus run. There is an eligibility criteria for free student transport. Please contact the school office for information and applications.



Private Cars

Students being picked up are requested to wait inside the school fence until their parent arrives. Parents are requested to be alert to student movement and not to drop off/pick up in the No Standing Zone. All vehicles are to be reversed parked so the driver can see any children in front of them. Children rarely have good, reliable road safety sense and we request that you drop off/pick up on the school side of the road at all times.

Walkers

Students walking to and from school must walk straight home once they leave the school grounds unless they have special permission from their parents and their teacher is informed.



TEACHING AND LEARNING

The School Curriculum

Primary school education is based on six Key Learning Areas (KLAs). The learning experiences in these areas are provided according to the stage of development and potential of each individual student. It is mandatory that these key learning areas are planned in each teacher's program. Computer Education, Multicultural Education, Aboriginal Education, Environmental Education and Gender Equity are integrated across the KLAs providing students with a well-rounded and diverse curriculum.

ENGLISH:

- Reading
- Writing
- Talking and Listening



MATHEMATICS



- Number
- Space and Geometry
- Measurement
- Working Mathematically
- Data
- Patterns and Algebra

SCIENCE AND TECHNOLOGY

- Designing and Making
- Using Technology
- Investigating

HUMAN SOCIETY AND ITS ENVIRONMENT

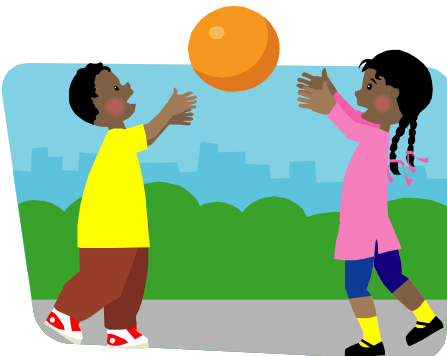
- People, cultures, societies and environments

CREATIVE ARTS

- Music
- Visual Arts
- Dance
- Drama



PERSONAL DEVELOPMENT/HEALTH/PE



- Personal Development
- Health Education
- Physical Education
- Child Protection
- Drug Education

Assessment and Reporting of Student Progress

All students K-6 are continually assessed throughout the year. To assess the children, professional judgements using curriculum standards are made with paper and pencil tests, work samples and observations of student knowledge in lessons.

Teaching staff are always willing to discuss student progress and welfare with parents. Formal reports are handed out at the end of terms 2 & 4. Formal interviews are held in term two; however, an interview may be requested at any time by the parent or teacher. Parents wanting an interview with a teacher should request one by approaching the class teacher concerned. A suitable time will be negotiated.



The School Library

The Library plays an important role in students' learning within the total program of the school. We have an extensive library for the size of our school and we are very proud of it.

Students are encouraged to borrow regularly from the library. A library bag is required.

Books are loaned weekly, but if a child wishes to extend this time he/she may return the book(s) and re-borrow it/them the same day.

Your support in developing the habit of regular borrowing, reading and returning of library books is greatly appreciated. To ensure maximum use of our library and the retention of our great selection of books a note will be sent home requesting the return of books long overdue.

The library resources have been continually upgraded each year, to enable student's access to quality literature and current information. The annual P&C contribution is vital to the maintenance of a high standard of books in our Library.



Technology

The school has an integrated technology program using a variety of the most up-to-date equipment and resources. Each classroom is equipped with an interactive white board to support innovative teaching practices. In addition, there is a bank of computers in the Library which are accessed by all students and an array of lap tops that are connected via wireless a network. The school is looking to purchase Android Tablets at the next departmental computer roll-out which occurs later on in 2014.

Homework

Homework develops a link between school and home learning environments. It increases parents' awareness of school curriculum and develops positive study habits in the students.

Students are expected:-

- * to complete assigned homework to the best of their ability and to submit such work by the due date;
- * to seek help from the teacher if the work is not understood.

Parents are expected:-

- * to provide a quiet place at home your child can concentrate uninterrupted;
- * oversee the completion of homework;
- * be supportive and encouraging of your child's efforts.

The School Assembly

The School Assembly is a vital link between the school, students and the community. It is prepared and presented by school captains with teacher guidance and offers an opportunity for students to develop public speaking skills, for parents and citizens to participate regularly in a school activity and for students to present extracts and summaries of their class work.

The assembly is held each second Friday afternoon at 2.30pm.

Excursion Program

Excursions are an important part of every child's development. The school curriculum is designed to include some major and minor excursions. Students are expected to participate in all excursion programs.

Excursions are an important part of primary education that provide valuable social and emotional experiences, as well as the opportunity to broaden your child's outlook, are just some of the benefits of school excursions. Parents are asked to encourage your child's involvement.

Parents will be informed when an excursion is planned and written permission from a parent/guardian must be given before a child can attend.

Our Excursion Program includes the following:

1. Years 5/6 attends a week-long excursion every even year and every odd year an outdoor camp from 3-5 days.
2. Years 3/4 attends an overnight camp at a chosen venue.

3. Children from Kindergarten to Year 2 have the opportunity to participate in local excursions of one day's duration.

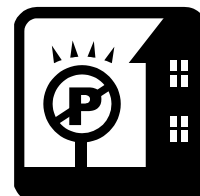
GENERAL INFORMATION

Access

Access to the school grounds is via Bridge Street. Vehicle access is available through a gate in Dorrigo Street. No vehicles are to be parked in school grounds during school time without permission from the Principal.

Parking

Vehicles should park on Bridge Street, rear to the fence beyond the No Standing Zone. All bikes are to be parked in bike racks inside the school grounds off Bridge Street.



Student Enrolments

Children enrolling in Kindergarten must turn five years before July 31st of the year in which they enrol. Children who turn 5 in May, June or July are sometimes regarded as “at risk” in relation to their readiness for school. Parents need to consider their child’s social and emotional maturity. If parents are in doubt it is recommended that they discuss it with the Principal.

Children enrolling in Kindergarten are required to produce documentary evidence of birth. This can be a birth certificate, extract of birth or Baby Health Centre record book.

Immunisation is not compulsory, however if an outbreak of any communicable disease occurs any child not immunised will be excluded from school until such outbreak has been contained. This evidence should be produced at the time of enrolment.

Parents enrolling children for the first time at a NSW Public School will need to complete an application for enrolment.

New enrolments are accepted at any time during a school year. New Kindergarten enrolments will be invited to attend an orientation towards the end of the previous year.

School Uniform

The NSW Department of Education policy states that students “adhere to the standards of dress determined by the school community”. The wearing of a uniform encourages a sense of school pride and student integration.

The staff and parent body of Glenreagh have formulated a uniform policy and it is required that children will attend school in full uniform. Covered footwear is compulsory because of the safety factor/s considering the nature of the playground surface on which the children play daily. A student representing the school in any extra-curricula activity or sporting competition is required to wear school uniform.

ORDER FORMS AND PRICE LIST ARE AVAILABLE AT THE OFFICE
PLEASE LABEL ALL CLOTHING

SUMMER UNIFORM Years K -6

Girls:

- * Light blue polo shirt/ long sleeve shirt available
- * Navy blue cargo shorts knee length – 100% cotton
- * White socks
- * Black school shoes
- * School hat, purchased from the Office

Boys:

- * Light blue polo shirt/ long sleeve shirt available
- * Navy blue cargo shorts knee length – 100% cotton
- * Black socks
- * Black school shoes
- * School hat



WINTER UNIFORM Years K -6

Girls and Boys:

- * Plain navy blue tracksuit pants
- * Navy jumper/jacket with school logo
- * Light blue polo-shirt/ long sleeve shirt available
- * White socks (girls), black socks (boys)
- * Joggers or school shoes.



SPORTS UNIFORM Years K -6

Girls:

- * Yellow sport polo shirt/long sleeve shirt available
- * Navy blue mesh sport shorts
- * White socks
- * Joggers.

Boys:

- * Yellow sport polo shirt/ long sleeve shirt available
- * Navy blue mesh sport shorts shorts
- * Black socks
- * Joggers.



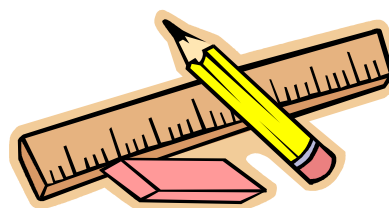
School Fees/Levies

The payment of school contributions is not compulsory. However the contribution assists with the cost of Ambulance cover, yearly PSSA levy, photocopying student work and student resources. The contribution is \$25.00 per student. There is also a book levy of \$25.00 per student. We would appreciate payment at the beginning of the year. Also, your child's teacher may require you to purchase textbooks depending on their class program.

Student Requirements

Students are required to bring to school each day a set of "school tools". These include:

- Years 3-6 – coloured pencils, lead pencils, eraser, glue sticks, highlighters and red and blue biros. It is preferred students use a wooden centimetre ruler.
- Kindergarten – Year 2 - coloured pencils and lead pencils are supplied by the school, however, students will need to have a glue stick.



Students are not to bring "white-out" nor very large pencil cases and huge sets of textas. Our school desks are not designed to cater for them. A school bag is essential.

Some teachers may use text books. These vary in price and further details will be given at the beginning of each year via a teacher classroom note.

Newsletter

A school newsletter is sent home each week on Wednesdays with the eldest member of the family at the school. It is also emailed to parents who have supplied their email address and wish to receive an electronic copy. Information on school events and items of educational value is included. Please check your child brings one home. The newsletter is also available on our website if you would like to read it on-line. The website address is glenreagh.p-school@det.nsw.edu.au

School Bus Service

A morning and afternoon bus service operates to and from the school. The bus services the following locations:-

- West along Tallawudjah Creek Road
- East to Station Heights
- North along the Grafton Road to McGill's Road
- South towards Coffs Harbour to the airstrip



This service is Department of Transport approved and rigid annual inspections ensure the safety of the children who use this service.

Parents of children who normally travel on the bus should inform either the bus proprietor or the school if they do not want their child to travel on the bus for any short period. Students must abide by a code of conduct which is printed on the Application for Bus Travel Form. Please read all information from the RTA relating to parental responsibility.

Scripture

Each week all classes have a Scripture lesson for 30 minutes. Special religious instruction is given by a representative from local churches. If you do not want your child to attend Scripture please tick the appropriate box on the General Consent Form sent home at the start of each year.

School Photographs

Each year a photographer visits the school to photograph classes. Parents and students are invited to purchase photographs. Payment must be made prior to the visit by the photographer. Any purchase is voluntary.



Money at School

Children who bring money for special school activities must hand it to the class teacher when they enter the classroom for lessons. A receipt will be issued for payments by students to the school of over \$10-00. Smaller amounts are recorded on class group receipts.



The security of private money cannot be guaranteed; so except on Canteen days, children should not have money at school. Teachers will not mind money for students.

Use of School Facilities

The Department of Education and Training has developed a Community Use of School Facilities Policy. For further information contact the Principal.

Glenreagh Public School Song Revised 2013

Of all the schools that you've ever heard
Have you ever heard a word?
About a neat little school
Where the one golden rule
Is to make the world a better place

When you do do your very best
And you'll be ready for the test
So keep you thinking cap on
And you'll never go wrong
It's the only way to set the pace

We are ever marching onward
Learning how to lend a helping hand
We are ever marching
We are ever marching
Onward Onward Onward

To a day
When we became part of a better world
Come what may
We'll be part of a better world
And we'll always remember
The lesson that we learnt
At Glenreagh School

