



# Public School

## Information Booklet

248A Ellerslie Road, Ellerslie NSW 2648

Phone: (03) 5027 9242

Fax: (03) 5027 9342

E-mail:

[palinyewah-p.school@det.nsw.edu.au](mailto:palinyewah-p.school@det.nsw.edu.au)

Website:

[palinyewah-p.schools.nsw.gov.au](http://palinyewah-p.schools.nsw.gov.au)

Facebook:

[Palinyewah Public School](https://www.facebook.com/PalinyewahPublicSchool)



### ***Vision Statement***

We strive to provide learning experiences which will inspire the students to become resourceful and resilient citizens who can confidently collaborate, think creatively and problem solve.

### **School Motto:**

Participate Persevere Succeed

### **School Expectations:**

**Be Wise**

Responsibility

**Be Kind**

Respect

**Be True**

Integrity

### ***Staff - 2019***

Mrs Debbie Francis:

Teaching Principal

Mrs Jann Lawrence:

Teacher

Mrs Leanne Hunt:

Teacher

Miss Belinda Schilling:

School Administration Manager

Mr Chris Lawrence:

Student Wellbeing Support Officer

Mr Mark Francis:

General Assistant & Cleaner



This A-Z guide provides quick access to many features of Palinyewah Public School. It is updated each school year. Minor changes to this information may take place during the year.

## **Art**

The school supplies aprons for the students to wear when undertaking art activities. Most paints and materials used in art can be washed out of clothing using *cold* water.

## **Asthma Friendly School**

Palinyewah Public School is recognised as an asthma friendly school. This means that staff members are trained in procedures for dealing with asthma awareness in students as well as raising awareness in students and parents. This training is updated according to the requirements of the Asthma Foundation NSW.

## **Assemblies**

A morning assembly is held each day commencing at 9:00am. Brief information may be given or sought at this time.

Formal assemblies are conducted in the main classroom each week. At these assemblies students are given the opportunity to share their learning and school expectations are explicitly taught. Merit awards and any special achievements are presented to the students.

## **Attendance**

Regular attendance at school makes learning easier for your child and is important to ensure satisfactory progress is being made in all aspects of school development. By law, parents are required to provide an explanation for their child's absences from school within **seven school days** of the first day of any absence period. For short absences, explanations can be provided by note, email, advice via the *Skool Loop* app or phone call from a parent.

Although cheap travel and accommodation makes family holidays during school terms appealing, families are asked to carefully consider the educational impact of travel during learning time. The Department of Education does not accept family holidays and travel as reasons for exemption from school.

Where possible, advance notice of an absence is greatly appreciated to assist with planning learning activities.

Parents of students who are absent from school for unexplained periods may be referred to the Department of Education Home School Liaison Officer.

## **Bell Times**

School Commences:	9:00am
Recess:	11:15am - 11:45am
Lunch:	1:00pm - 1:45pm
School Concludes:	3:00pm

The school bus drop off is around 8:15am and pick up is around 3:45pm. Morning supervision commences at 8:30am each day. Only students travelling on the school bus should be at school before 8:30am. Students are to sit on the seats in the COLA area until the 8:30am bell.

## **Book Club**

Families are offered the opportunity to purchase books through Scholastic Book Club. Forms are sent home with students eight times a year. If families wish to purchase any of the titles available, information is provided on the form for placing orders online for delivery to the school, or forms can be returned to school with payment. The school receives points from all orders which can be used to acquire additional library resources.

## **Birthdays**

Birthdays are a wonderful time of celebration with peers at school. Families are very welcome to send a cake or other food item for the birthday person to share with the school. Please note – candles cannot be used at school.

Please keep birthday presents for a party or family event, not at school. This assists in ensuring all students feel included, and prevent embarrassment from not bringing a gift for a friend.

## **Bus**

The School Student Transport Scheme (SSTS) provides eligible school students with free travel from home to school. Applications for a school travel pass are completed online.

Students travelling on buses are bound by the Code of Conduct for travel by bus.

## **Child Protection Education**

The aim of child protection education in primary schools is to assist students in developing skills to recognise and respond to unsafe situations, seek assistance effectively and establish and maintain relationships and strengthen attitudes and values related to equality, respect and responsibility. The program is positive and preventative – designed to assist children to appreciate normal relationships and identify possible assault situations. If you wish to know more about the Child Protection Program, please contact the school.

## **Class Dojo**

The *Class Dojo* app is used as a means of keeping families informed of student learning activities. Each student is given a unique log in code for families to access their child's learning portfolio. Parents may pass on the log in details to extended family if desired.

## **Communication**

The *Skool Loop* app is used as a means of communication to assist all families with keeping up to date with school activities with information being added weekly. Student absences can also be communicated via the app.

## **Curriculum**

Key Learning Areas (KLA's) for K-Year 6 are:

- English
  - *Speaking and Listening*
  - *Writing and Responding*
  - *Reading and Viewing*
  - *Spelling*
  - *Grammar, Punctuation and Vocabulary*
  - *Handwriting and using digital technologies*
- Mathematics
  - *Number & Algebra*
  - *Measurement and Geometry*
  - *Statistics and Probability*
- Science and Technology
- History & Geography
- Creative and Practical Arts
  - *Visual Art*
  - *Music*
  - *Drama*
  - *Dance*
- Personal Development, Health & Physical Education

## ***Emergency Contact & Ambulances***

On enrolment, parents are required to provide an emergency contact should the main caregiver be unavailable when the need arises. This information needs to be kept up to date.

Palinyewah Public School contributes to the NSW Ambulance Fund covering the cost of transporting students with urgent medical needs within NSW and Victoria where necessary. An ambulance will be called if staff believe that a student's health is at risk. Parents or emergency contact persons will also be contacted as soon as possible with regard to the child's health concerns.

Ambulance cover is not provided for non-school events or adults volunteering at school, and it is advisable that families consider their own ambulance cover where possible.

## ***Emergency Evacuations***

The Department of Education has instructed schools to devise a school emergency plan. In order for students and staff to become familiar with procedures, practice evacuations are organised at least once every 6 months. All families are encouraged to develop their own plans in case an emergency arises at home.

## ***Enrolment***

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31 in that year. A birth certificate or other identity documents providing proof of age and an immunisation history statement is required on enrolment.

Students transferring from other schools can enrol at any time.

Families will need to complete an 'Application to Enrol' form. This form is available online. This supplies the school with your child and family details as well as medical information which the school may need in an emergency.

If your family name, address, phone numbers or doctor changes, please inform the school.

## ***Excursions and Incursions***

Our school participates in excursions and incursions to enrich the children's learning experiences. These activities may be as part of a whole school activity or in smaller group situations, and include sporting, cultural and academic activities.

Prompt return of permission notes and any associated costs is appreciated to assist with organising transport. If there are any concerns related to the costs of an activity please contact the school.

At present Year 3, 4 and 5 students participate in a major overnight camp with students from Buronga. Year 6 students participate in an excursion to Canberra with students from the Sunraysia schools.

## ***First Aid***

The School Administration Manager is designated as the school's first aid officer with responsibility to assist students, visitors and staff requiring attention due to illness or injury. Children who are injured or ill before they come to school should remain at home. Children presenting for very minor injuries will be treated and returned to class. For all other injuries or illnesses, the school will contact you to collect your child.

## ***Food at School***

The students are encouraged to bring food which is healthy and 'wrap free' for recess and lunch. Please do not send lollies or chocolates to school – these are best kept for treats at home. Students are not allowed to share or swap food at school.

Students participate in "Crunch and Sip" at 8:50am where they can eat a piece of fruit or vegetables along with drinking some water.

Parents are asked to notify the school of any food related issues their child might suffer.

As we are a small school, students are able to use the fridge to keep food cool and have food from home heated in the microwave.

The P&C run a canteen one day each week where students may order hot food and / or cold drinks. Price lists are sent home at the beginning of each year or as prices change.

Senior students also organise ice blocks and toasted cheese sandwiches for purchase on various days. The funds raised go towards the Year 6 farewell dinner each year.

## ***Hats – Sun Smart Policy***

In accordance with Department of Education Sun Safety guidelines, children are to wear their school broad brimmed hat when outside throughout the year. Hats are available from the school. The school "NO HAT - PLAY IN THE SHADE" policy is designed to restrict exposure to damaging UV rays. As a further preventative measure, sunscreen (SPF 30) is available for children's use.

## ***Headlice***

Headlice are sometimes found in children's hair and, while they do not present a major health concern we ask that headlice be treated before children come to school. Various treatments are available – a pharmacy can provide advice regarding appropriate treatment.

Please notify the school if your child has headlice so that appropriate advice may be issued to other families. Information about your child is kept confidential.

## ***Home Learning / Home Reading Scheme***

Home Learning is a valuable part of schooling. It allows for practice, extension and consolidation of work done in class. Home Learning provides training for students in planning and organising time and develops a range of skills in identifying and using information sources. Also, it establishes steady habits of study, concentration and self-discipline, while strengthening home-school links.

Home Learning may vary in nature, but an expectation that children read at home each night exists across all grades. Kindergarten - Year 2 children will be able to select from a variety of readers to take home each night, while children in Years 3-6 are encouraged to select items from the readers, Library or utilise other reading material available at home. All students are encouraged to read aloud each night for at least part of their reading time.

Parents are requested to support their child's reading development by reading to their children regularly. This is important in developing an enjoyment of books, increasing vocabulary and developing a broader general knowledge.

Home Learning is a home-school partnership in the teaching / learning process, with the child being responsible for his / her own work while parents provide a supportive, encouraging role.

The Home Learning Policy is available on the school website.



## ***Illness***

From time to time infectious diseases become evident in schools. The school will follow Department of Education procedures in dealing with such an outbreak. The information provided by families as to the immunisation status of children at enrolment is used in circumstances such as this.

Sometimes it's hard to know if your child is really coming down with something or just suffering a bout of 'Monday-itis'. For safety's sake, if your child seems unwell you should always keep them home from school and seek medical advice.

Children who are ill need to be kept at home to allow them to rest and recover, whilst also helping to stop the spread of the illness to other students. If your child has an infectious disease please notify the school so that appropriate information can be provided to all families.

The "Too sick to go to school?" page linked to <https://education.nsw.gov.au/> will help answer questions about common childhood illness and how long sick children need to miss school. PLEASE NOTE: This information has been supplied by NSW Health and is not intended to replace a visit to your doctor if anyone in your family is unwell.

## ***Kindergarten Orientation Program***

An orientation program is conducted during Term 4 for children starting school the following year.

This time is beneficial in a number of ways. It allows the children to become familiar with the formal routines of the school, and to start to form relationships with other students. It also allows the teachers to assess each child's readiness for the following Kindergarten year.

## ***Library***

The students have Library time every week. Students can borrow up to three books at any one time from the library. A durable library bag is essential for transporting borrowed books to and from school, and also provides a storage place at home.

Regular borrowing provides students with an opportunity to expand their imagination and interests. The school library has a wide range of materials to suit the varied student ages.

Books may be borrowed for up to two weeks. Parents are asked to ensure books are treated with respect and any damage reported to the school when the book is returned.

## ***Medical Information and Medication***

On enrolment, you are asked to advise the school of any special medical conditions that may impact on your child at school. Separate medical information is requested for attending excursions. Health care plans are required for students who suffer from asthma, anaphylaxis, diabetes or other life-threatening conditions.

Should your child require medication for an illness, and it is appropriate for your child to be at school, the medication should be delivered to the school with a note of explanation. The medication must be provided in the original labelled container. Even if requested, non-prescription medication cannot be administered more frequently than indicated on package labels without confirmation from a medical practitioner.

Any prescription medication must be in the original packaging with the child's name and dosage on the chemist label.

Medication is not kept at school, apart from asthma relievers which are used in emergencies.

## ***Newsletter***

Palinyewah Public School produces a fortnightly newsletter, the "Palinyewah Post". The newsletter aims to promote school activities, recognise student achievements and provide information about coming events or activities.

A printed copy of the newsletter is sent home to each family. The newsletter is also published on the school website, the school Facebook page and on *Skool Loop*. Previous newsletters are archived on the website.

## ***P&C Association***

The Palinyewah P&C Association meets once a term. All members of our school community are encouraged to attend these meetings.

The P&C undertakes a variety of fundraising opportunities throughout the year. Your support of these events is encouraged and appreciated. The funds raised go back into the school to support the students.

The AGM is held in Term 1 each year. The Executive for 2020 was:-

President: Mrs Rachael Litchfield

Secretary: Mrs Mel Strachan

Treasurer: Ms Katie Hullah

## ***Parent Helpers and Volunteers***

Parents as partners in education are appreciated. Your skills are valued. Help can be given in many areas: reading, craft, maths, sport etc. If you would like to help, please contact the school.

Palinyewah Public School welcomes volunteers who come into class to help teach specific skills to the students or assist with lessons. Special projects scheduled from time to time require the assistance of parent or community members who have special expertise.

Parents are also needed at various times to assist with transport to and from excursions. This helps to greatly reduce costs to families. Parents transporting students must show a current driver's licence and car registration on each occasion they transport students (other than their own children).

Volunteers are required to complete the NSW Working With Children Check through the RMS, and should sign the visitor's book at time of visit.

## ***Parent - Teacher Interviews***

All families within our school are encouraged to contact the school at any time during the school year to arrange an appointment to discuss their child's progress. Teachers welcome discussion with parents in the interest of the children. The best time for an interview is generally after school, however where this is not convenient, attempts will be made to arrange a mutually acceptable time.

As an important part of our annual reporting system, parents are invited to attend an interview with the class teacher and their child at the end of Terms 1 and 3.

## ***Personal Development Program***

This program deals with sensitive issues relating to 'growing up' which is part of the Stage 3 section of the PDHPE syllabus and in line with the Board of Studies requirements for all schools. Involving health professionals, this program is offered once a year to students in Years 5 and 6.

## ***Photographs***

School photographs taken by professional photographers are arranged each year and families are given the opportunity to purchase these if they so wish. These are usually taken during Term 3 although times may vary.

Photographs of students are often included in newsletters, the school website, on Facebook or local publications. Parents give consent to such use when enrolling.

## ***Positive Behaviour for Learning***

Palinyewah Public School is a PBL school. Each week, during assembly, students are explicitly taught behavioural expectations for school. These behaviours also assist the student in developing positive lifelong social behaviours, assisting them to become responsible citizens.

## ***Presentation Night***

Presentation Night is held in December each year. All students are involved in a performance on the night.

Prizes and awards are presented to students for various achievements and accomplishments throughout the year.

Presentation Night is enjoyed by the wider school community. The school receives valuable donations for the purchase of awards to support this activity.

## ***Reports***

Student progress and achievement is communicated to parents in the form of written reports. These are sent home at the end of Semesters 1 (Term 2) and 2 (Term 4). These reports provide an indication of student achievement as assessed and noted by the classroom teacher. Comment on individual student effort in learning and overall contribution to the school community is included.

Written school reports use the grading system required by the NSW Department of Education.

## ***School Counsellor***

Help is available for concerns that you may have about the development of your child. Our School Counsellor is available to follow up on the needs of children referred by teachers for assessment of learning difficulties, behaviour and/or social adjustment problems. Parents are informed in writing when the School Counsellor is going to work with their child. The Counsellor usually contacts parents after student assessment.

## ***School Equipment Requirements***

The school will supply:-

- a Home Reading carry bag to facilitate the transporting of readers to and from school
- a library bag
- stationery items e.g. exercise books, coloured and lead pencils, erasers and rulers, pens

Please keep textas, coloured pens and markers for home use.

## ***Special Religious Education***

Non-denominational scripture lessons may be provided by visiting presenters at different times of the year. Parents and caregivers will be informed of the timing of these sessions through the newsletter. Parents and caregivers can choose to opt out of this program by informing the school in writing.



## ***Sport and PE***

Sport is held once each week, with PE lessons occurring on the other four days. These activities form part of our PE/Health/PD program in which all children are required to participate.

Sports uniform is to be worn on the timetabled sports day.

All students from K-6 participate in Swimming and Athletics as part of the Small Schools Carnivals. Students 8 years and older also participate in a Cross Country Carnival.

Opportunities arise at various times to participate in specialist coaching clinics with visiting trainers.

Students in Years 2-6 have the opportunity to participate in a number of sporting activities in the Murray Darling PSSA Region.

Our intensive swimming lessons are held in Term 4 each year. All children attend ten swimming sessions usually held over five days.

Sporting Schools Australia assists in meeting the costs of specialist sports coaches and clinics. Availability of this funding enables Palinyewah students to undertake a wide variety of sporting activities to help develop their fundamental motor skills and knowledge of the skills needed.

## ***Stewart House***

Stewart House is a unique experience for children. It is a residential program providing a two-week stay at Curl Curl in Sydney, including dental and optical attention if it is needed. It also provides a respite from family problems, lots of exercise, healthy food, visits to places of interest and a chance to feel secure and make friends.

Each year, approximately 14 students from schools across Sunraysia are invited to participate in the program and care is given at no cost to the children or their families.

The school participates in the Stewart House fundraiser each year. Families are encouraged to assist Stewart House through donating to this appeal.

## ***Student Clothing and Property***

- Please make sure all articles, especially food containers, drink bottles, jumpers and jackets are clearly and permanently marked.
- It is best to leave treasured and valuable toys, jewellery and books at home. They are easily damaged or lost. If your child wishes to bring something special for 'News' please inform the teachers and the item can be stored safely during the day.
- Encourage your child to take responsibility for their belongings by ensuring items are put away after use. Staff will encourage students to place items inside their school bags when not being used.
- Every effort is made to return any 'lost' property to its owner.

Any dangerous items such as pocket-knives MUST NOT be brought to school. Additionally, toy replicas of dangerous items, such as guns and knives, must not be brought to school.

## ***Technology***

Palinyewah Public School well equipped with computers and interactive screens. All students have access in the classroom on a daily basis to a variety of technology, such as computers and iPads. Instruction in use of digital devices occurs from the early stages of school. Learning about technology is integrated into other key learning areas. Specific skills are taught also across KLAs.

## ***Uniform***

It is school policy and community expectation that children wear school uniform. Palinyewah Public School colours are maroon and white.

### Summer

Maroon polo shirt with school logo\*  
Black shorts or skirt  
White socks  
Black closed in shoes

### Winter

Black trousers or tracksuit pants  
Maroon polo shirt (short or long sleeved) with school logo\*  
Maroon fleecy jumper or jacket with school logo\*  
Black closed in shoes  
Maroon anorak jacket – for additional warmth\*

### Sports Uniform

Maroon and white polo shirt with school logo\*  
Black shorts or skirt  
White socks  
Joggers  
Black tracksuit pants  
Maroon jumper or jacket with school logo\*

A maroon broad brimmed hat is worn throughout the year when outside.

\*The P&C organises the purchase of polo shirts, jumpers and jackets through LW Reid.

Other clothing items are also available for order through LW Reid or may be purchased from suppliers such as Kmart, Lowes or Target.

A limited clothing pool is available at the school.

Non-uniform days are held throughout the year, often in association with minor fundraising activities, particularly for charities. Details of planned non-uniform days will be communicated through the newsletter.

## ***Year 6 – Placement into Year 7***

Students attending Palinyewah Public School in Year 6 have the opportunity to attend Coomealla High School for a variety of transition activities.

Additional activities are held at Coomealla High each year to assist in the transition to High School.

## ***Any Questions or Concerns***

If you have any further questions about school life at Palinyewah Public School, please ask any of the staff. They will be happy to assist you.