

Floraville Public School



School *Information*

K-6 Handbook

PRINCIPAL'S MESSAGE

Since 1967, Floraville Public School has offered outstanding educational facilities and a caring learning environment to the children from our local area. This booklet has been designed as an introduction to our facilities in preparation for your child's enrolment in Floraville Public School.

We are a community school in which significant, quality partnerships between students, staff and parents are highly valued. We believe that meaningful relationships are at the heart of how we operate as a school. We are staffed by a team of dedicated teachers and diligent administrative staff who provide quality teaching and exceptional service to all children. We all share the same philosophy. The teachers and auxiliary staff trust that you, as an involved parent will enjoy sharing in your child's educational journey here at Floraville Public School.

An 'open door' policy operates at our school. We actively encourage parental participation and we welcome parental involvement in any number of activities. We regularly seek comment from parents and encourage input regarding the programs we implement. We believe in a three-way partnership where every person is a valued member.

The school looks forward to a pleasant and harmonious relationship with you so that in partnership we are able to provide a happy learning environment where your child feels safe and secure and is able to work towards reaching their emotional, social, physical and academic potential.

Simon Mulready
Principal

GENERAL INFORMATION

Phone Number	(02) 4945 4845 (02) 4947 7669 (fax)
School e-mail address:	floraville-p.school@det.nsw.edu.au
School Web page:	www.floraville-p.schools.nsw.edu.au
Address:	78 Floraville Road, Floraville 2280
School App:	Download: Floraville Public School

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Acknowledgement of Country

Before we begin I would like to take this opportunity to acknowledge the traditional custodians of this land, the Awabakal people and pay our respects to the elders both past, present and future for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia. We must always remember that under the concrete and asphalt this land is, was and always will be traditional Aboriginal land.

BASIC SCHOOL INFORMATION

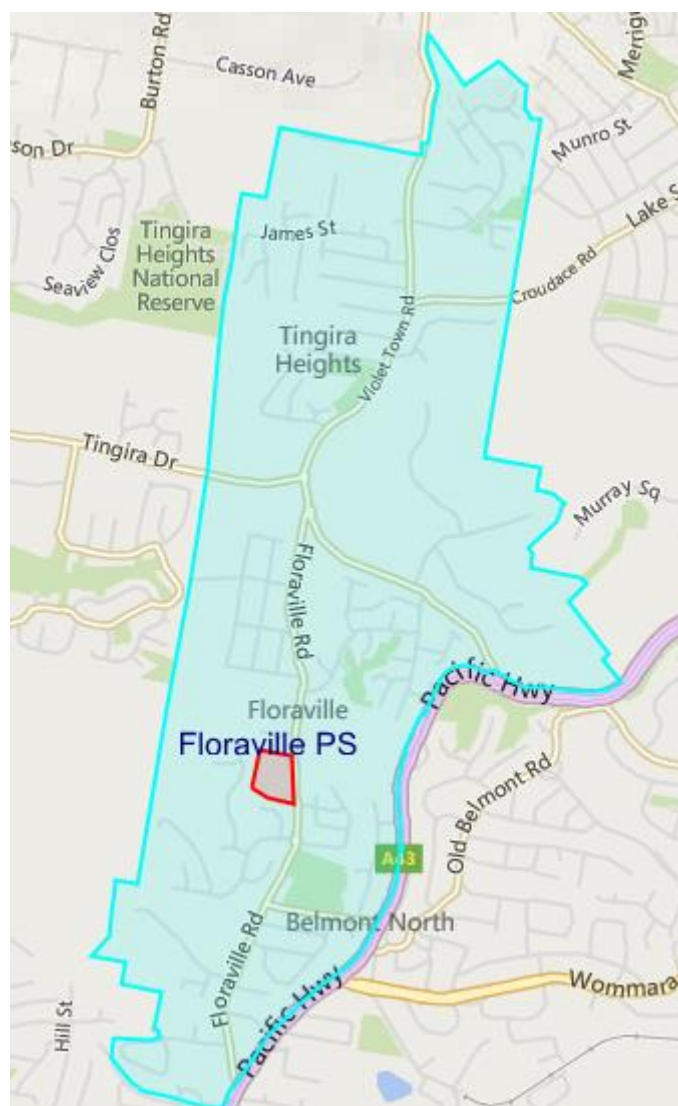
A BRIEF HISTORY OF FLORAVILLE

Floraville is a suburb of the City of Lake Macquarie in New South Wales, 17 kilometres from Newcastle's central business district on the eastern side of Lake Macquarie and north of the town of Belmont. It encompasses an area of 1.7 square kilometres with a population of over 1500.

In 1885, Henry Marks secured a land grant in the Kahibah Parish. This land of 187 acres was surveyed a year later and included Evelyn, Harold, Holloway, Victoria, Elizabeth and Jordan streets. However, it wasn't until 80 years later in 1966 that any substantial building occurred.

Floraville Public School was opened in 1967.

SCHOOL IN-ZONE MAP



SCHOOL PROFILE

Situated in a pleasant bush setting Floraville Public School has 542 students organised into 21 classes from Kindergarten to Year 6. It has a dedicated teaching staff of experienced teachers. There is a strong commitment to outcomes based learning through stage based teaching teams and whole school programming, assessment and reporting strategies.

Current school priorities are:

- enhancing the quality of student learning,
- fostering quality teaching and leadership, and
- developing relationships and partnerships.

A range of sporting, cultural and environmental activities ensures student participation and learning across diverse curriculum activities. There is a positive school culture and a high level of parent and community support for, and participation in, school activities at Floraville Public School.

OUR CHALLENGE

Our challenge is to meet the highest expectations of parents and the broader community through the provision of high quality education for every child, catering for individual learning styles and abilities and keeping abreast of technological, curriculum and methodological change in best teaching and learning practices.

OUR PURPOSE

Through the delivery of the six Key Learning Areas in a safe, happy and secure learning environment, our purpose is to provide students with the knowledge, skills and understandings:

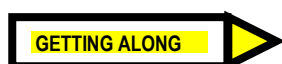
- to make informed personal decisions
- to become independent thinkers able to articulate their thoughts, and
- to take responsibility for their choices, decisions and actions.

OUR VALUES

At Floraville Public School, we espouse the values of:

- honesty and trust
- education as a lifelong process
- knowledge, curiosity, critical and logical thinking
- tolerance and respect for the rights, feelings and needs of others
- equal opportunity for all
- the pursuit of personal health and fitness
- a sense of personal, environmental and civic pride

These values are incorporated in the attributes of:



SCHOOL HOURS

9.00	-	11.00am	
11.00	-	11.30am	- Lunch
11.30	-	1.30pm	
1.30	-	2.10pm	- Recess
2.10	-	3.00pm	

1. Parents are asked to ensure that children arrive after 8.30am as no supervision is provided before this time.
2. For those students who need supervision out of school hours, before and after school care is available on the school premises through *FLORAVILLE COMMUNITY OOSH*.
3. In Term 1, Kindergarten students leave at 2.30pm for the first 3 weeks.

MORNING ROUTINE

1. All students are regularly instructed to remain seated under the COLA and not engage in active play before the bag bell at 8.40am.
2. On the 8.40am bell, students put their bags in designated areas and move to the basketball court or COLA to play.
3. In extremely wet weather three bells will sound to signify students to move to their classrooms.

AFTERNOON ROUTINE

1. Students are dismissed at 3pm and are expected to leave the school immediately by the most suitable gate, going directly home.
2. Students are required to cross the road using the lights.
3. Students and parents are requested NOT to use car parks as entry or exit points. Using car parks place students in danger.
4. It is illegal to park across the school driveway.
5. Parents are obliged to observe the limited parking zones in front of the school. Parking zones are regularly patrolled and fines issued.
6. A teacher is on duty until the last bus leaves.
7. In the event of a parent being late, students will be supervised until collected. Parents or emergency contacts will be notified if the delay is prolonged. Please make sure your details are up to date.

SCHOOL PERSONNEL

Executive Team:

Mr Simon MULREADY	<i>Principal</i>	Mrs Jenny WHITE	<i>Deputy Principal</i>
Mrs Jenny BARCLAY	<i>Assistant Principal(K)</i>	Mr Ryan COX	<i>Assistant Principal rel(S2)</i>
Mrs Elleina MARTINEZ	<i>Assistant Principal(S1)</i>	Mr Adam O'SHANNESY	<i>Assistant Principal(S3)</i>
Miss Carly ERICH	<i>Assistant Principal(S1)</i>		

Teachers:

Mr Jamie ADLINGTON	Mrs Julie FESTER	Mrs Fiona MELLING	
Mr Reece BAKER	Mrs Kylie FOCIC	Mrs Dottie NASZKA - BALLARDIE	
Mrs Jenny BARCLAY	Miss Dom GEE	Miss Heather O'FRIEL	
Mrs Liane BARDEN	Mrs Susan GU	Mrs Louise O'NEILL	Mrs Louise SOUTHWARD
Mrs Donna BLAKE	Mrs Gemma HADDEN	Mr Adam O'SHANNESY	Mrs Kylie STANBRIDGE
Mrs Casey BOWD	Mrs Coreena HAYLEN	Ms Debbie PHILLIP	Ms Gabrielle THACKER
Miss Alex BRINDLEY	Mrs Skye LEHN	Mrs Shantala ROACH	
Mr Ryan COX	Mrs Liz LINDSAY	Mrs Vicki ROBERTS	
Miss Carly ERICH	Mrs Elleina MARTINEZ	Mrs Kathy SATTler	
Mr Nathan FAULKNER	Mrs Shanon McSWEENY	Mrs Jodie SMITH	

Support Staff:

Mrs Debra MAGANN	Administration Manager	Mrs Jenny HODGSON	SLSO
Mrs Kim PHILLIPS	Administrative Officer	Mrs Janine McDONALD	SLSO
Mrs Lisa ROULSTON	Administrative Officer		
Mrs Julie DANN	Administrative Officer		

- SLSO – School Learning Support Officer

SCHOOL SONG

*At Floraville, we give our best,
 With honesty and pride.
 In fields of sport and scholarship,
 We're working side by side.
 To reach the standards raised for us
 And then together we'll go forward.
 From Floraville, set high above the rest,
 Her faith in us assured.
 We'll go with confidence,
 Knowing we've done our best,
 And the future holds our reward.*

SCHOOL PLEDGE

*I will do my best to live in friendship with my fellows.
 I will respect the rights of others
 I will take a full part in the work and play at this school
 And by my efforts I will help my school and myself to go forward.*

SCHOOL UNIFORM

All students are expected to wear full school uniform at all times in accordance with the school's uniform policy developed and endorsed in collaboration with our parent organisations. School uniforms are available through the P&C. Information and price lists are available from the main office.

Boy's Uniform:

SUMMER

- Two-toned navy/blue polo shirt with school crest
- Grey shorts
- White socks and black shoes
- Navy surf or bucket hat with school crest

Girl's Uniform:

- Check uniform or
- Navy pleated skort with two-toned navy/blue polo shirt
- White socks and black shoes
- Navy surf or bucket hat with school crest



HAT OPTIONS : NAVY SURF or BUCKET HAT WITH SCHOOL CREST



WINTER

- Two-toned navy/blue polo with school crest (long or short sleeved)
- Grey long pants
- Navy & blue jacket or navy polar fleece jumper/ jacket with crest
- Socks, shoes and hats as above



- Check uniform with navy tights or
- Plain navy long pants
- Two-toned navy/blue polo shirt with school crest (long or short sleeved)
- Navy & blue jacket or navy polar fleece jumper/ jacket with crest
- Socks, shoes and hats as above



SPORTS

- Navy sports shorts
- Navy & blue track pants in winter (matches jacket)
- Polo sports shirt in house colour (yellow, royal blue, red or green)
- White socks and predominately white joggers, hats as above



- Navy sports shorts
- Navy & blue track pants in winter (matches jacket)
- Polo sports shirt in house colour (yellow, royal blue, red or green)
- White socks and predominately white joggers, hats as above



SUN SAFE POLICY

As part of the school's sun safe policy, we have a NO SCHOOL HAT, PLAY IN THE SHADE rule. It is expected that all students will wear a school hat when they are outside in order to reduce the risk of sun exposure. Students without school hats are directed to play under a shaded area. All care is taken in educating our students in regard to sun safety.

SPORT HOUSES

COOK
MACQUARIE
PHILLIP
TASMAN



When enrolled, children are placed randomly into one of the four houses ensuring, as far as possible, an equal distribution across the houses of students and genders in each grade. Siblings are placed in the same house.

SCHOOL OFFICE

The school has an administrative support staff of two full time and one part time administration officers. The office operates from 8.30am to 3.15pm. It is a very busy place catering for the organisational, administrative and financial operations of the school, meeting the needs of staff and students as well as providing a service to parents. The school has developed a range of policies and procedures to ensure the smooth operation of our office and the organisation of school activities. We ask that you follow school office procedures and ensure that you know what events are happening in our school and the ways to support the school in these activities.

COLLECTION OF MONEY

Throughout the year, money is frequently collected at school as payment for student participation in excursions, visiting performances, sporting events and other educational programs. There is a Money Collection policy which serves to explain the expectations and procedures for collecting money for all educational events. **All permission notes and money for school activities and excursions have a strict due date.** If you are unable to pay by the due date please phone the office to make alternative arrangements.

You will be notified in writing of the details of school events and activities. Generally, a permission note will be attached. Signed permission notes must be returned to the class teacher. Any payments

relating to an event or activity can be paid at the office by cash, cheque, EFTPOS (\$1 transaction fee) or online via Floraville Public School Website Parent Online Payment option.

CLASSROOM ESSENTIALS – BOOK PACKS

Tools for Learning or Book Packs are an expectation and **replace** voluntary school fees. These Book Packs include all necessary items required by your child to participate in learning activities during a typical school day.

After consultation with our School Council it was decided that Book Packs would replace existing voluntary contributions also known as school fees. It is essential that every child at the commencement of the school year purchases a Book Pack appropriate to their grade of learning. Approximate costs of packs are Kindergarten \$60, Year 1, \$60, Year 2 \$60, Year 3 \$90, Year 4 \$90 and Year 5 \$85 and Year 6 \$80. All Book Packs include the price of a Athletics licence and a Reading Eggs licence. Primary packs include a School Magazine subscription as well as a spelling text book.

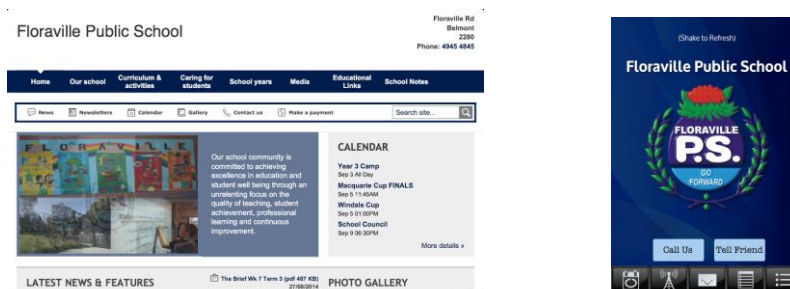
STUDENT ASSISTANCE SCHEME

In the case of financial difficulty, parents can inform the school and provision can be made for children to attend the relevant activity. Alternatively, parents can apply for assistance from the Student Assistance Scheme. This scheme serves to provide financial assistance for excursions, events, competitions, performances, textbooks and uniforms. If you are experiencing financial difficulty, please do not let this preclude your child from participating in valuable educational events. The process is confidential and the funding is provided within the school budget to ensure equal access to educational programs and opportunities for all of our students. Please contact the School Administration Manager for further details.

SCHOOL NEWSLETTER

The SCHOOL BRIEF (BULLETIN in weeks 4&8) is published every Wednesday and distributed to the youngest child in the family. This includes recognition of student achievement, details on upcoming events, Parents & Citizens' Association information as well as Canteen rosters. The BRIEF is our major means of communication between the school and home. We ask that when you receive a copy of the BRIEF each week that you carefully read it. This will guarantee that you are kept up to date with school policies, procedures and activities as well as having the enjoyment of reading about the wonderful efforts and achievements of our students, staff and parents.

The BRIEF can also be accessed electronically via the school website or on the school App.



ATTENDANCE

All children are required by law to attend school between the ages of 6 years and 15 years. Some children attend school below the age of 6 years. Once a child is enrolled, **it is expected that he/she will attend school every day** (unless they are legally excused). Students are required to be in class on time (at 9.00am) and prepared to learn.

From the first day, regular school attendance is important and builds a sound foundation for a good education. Friendship groups are formed and play activities teach social skills that are very important for later learning. Research has shown one day away from school is equivalent to three days away, because of the catching up that has to be done, in addition to the present day's work. So, a child who is absent for 10 days has effectively fallen 30 days behind the rest of the class.

The Department of Education accepts few reasons for absence. In general they are:

- The child is too sick to leave the house.
- The child has an infectious disease.
- The child is incapacitated by injury and unable to move around the school.
- Religious commitment.
- Emergency Dental/Doctor appointments (although after school is preferred).

If your child is absent from school, you are obliged to explain all absences either via a phone call, note or through using the "Absent Notes" option on the school app (preferably on the first day of their return). If it is known that your child will be absent for a period of two days or longer we ask that you notify the school.

Please note: it is legal requirement that all absences be notified to the school within 7 days.

It is also a legal requirement that parents provide an explanation for a variation in attendance. If students arrive later than 9.00am, parents are requested to accompany their child to the office to obtain a "Late Arrival" slip. The slip is then taken by the child to the class teacher. An occasional late absence is understandable, but continual late absences impact upon the learning of student. Similarly, if children leave early, parents are requested to go firstly to the office and obtain an "Early Departure" slip. This slip is then taken by the parent to the class teacher when children are collected from the classroom.

We thank you in advance for your support of these very important procedures as we have strict regulations governing the monitoring of student attendance.



BEST START

At the commencement of Kindergarten, every student in NSW schools is assessed with the Best Start Assessment Tool. This is a one on one assessment with most of the activities either verbal or observational. Best Start provides teachers with valuable information on literacy and numeracy skills and understandings and provides a starting point for classroom instruction. The best start assessment is conducted in one nominated timeslot (of approximately 40 minutes) during the first three days of the school year with the official Kindergarten class commencement day being the Monday of Week 2.

SETTLING IN

Parents are welcome to bring children into the school and wait for the start of the school day. It is helpful for a clean break and goodbye at the 9.00am bell so children understand that they are now in the care of their teacher.

Please advise the class teacher of the dismissal arrangements for your child (e.g. bus travel, walking) and of any changes to your child's normal going home routine. OOSH staff will collect Kindergarten children from the classroom at 2.30pm during Term 1, Weeks 2-4.

SAFE TRAVELLING TO AND FROM SCHOOL

If there is to be any change in after school arrangements for young students, please write the teacher a note. This can prevent unnecessary upsets. Should you need to make last minute changes, please phone the school on 49454845 and your child will be notified. ***This is especially important in the case of separated/divorced parents and differing access arrangements.***

Please travel to and from school with your Kindergarten child. If this is not possible, please arrange for them to be accompanied by a responsible and reliable older brother or sister or neighbour. Small children feel secure when accompanied by someone they feel they can depend on.

ROAD SAFETY MESSAGE

With more than a million young people heading off to school each day in NSW, school road safety needs to be in the minds of parents and other road users. Travelling in a car, walking across the road and riding on a bicycle are all ways that people can get seriously hurt on our roads. Children under

10 years do not have the skills to be safe in traffic environments. They should be accompanied to and from the school or bus stop and should not ride a bike to school.

Please take note of the following guidelines:

- Park outside the school gates, staff car parks are for staff only.
- Park in the correct areas and not in the drop off and pick up zone which are designed to be free flowing.
- Cross at the pedestrian crossing lights, never call your child across the road.

SCHOOL BUS TRAVEL

All K–2 students are entitled to free bus travel. Primary students who live more than 1.6 km from the school are also entitled to free travel. At the beginning of each school year a two week change-over period is allowed for issue of new passes from the school office.

Students who catch buses in the afternoon, line up in the COLA and are supervised whilst boarding.

School Bus Times:

Morning

Afternoon

ROUTE 726	<ul style="list-style-type: none">• 8.50 am Departs Pacific Highway/ Floraville Road• 9.00 am Arrives at school	<ul style="list-style-type: none">• 3.42pm Departs school
ROUTE 500: Tingira Heights	<ul style="list-style-type: none">• 8.30 am Departs Camberwarra Drive• 8.45 am Arrives at school	<ul style="list-style-type: none">• 3.09pm Departs school
ROUTE 800: Camberwarra Drive via Tingira Heights	<ul style="list-style-type: none">• 8.50 am Departs Camberwarra Drive• 9.00 am Arrives at school	<ul style="list-style-type: none">• 3.10pm Departs school

You may choose to log onto www.newcastlebuses.info/schools to access timetables and maps of bus services that operate to and from Floraville Public School.

New applications for free travel passes (OPAL Cards) are made through the following website transportnsw.info/school-students. Any enquiries or problems such as lost passes must be directed to Newcastle Buses Division Office, 93 Denison Street, Hamilton. There is currently a \$15 replacement fee for lost bus passes.

For children not entitled to free travel, parents can purchase an OPAL pass through the above website.

To help ensure the safety and comfort of everyone on board, all students travelling on buses should follow a simple “Code of Conduct” (copies available from school office). Misbehaviour may incur penalties that include loss of free travel privileges.

BEFORE/AFTER SCHOOL (OOSH) and VACATION CARE

Located in the grounds of Floraville Public School is the FLORAVILLE COMMUNITY OOSH. OOSH is situated near the COLA, in the spare classrooms which are directly underneath the rainbow artwork.

The Centre is open to all school aged children in the local community, with first preference given to Floraville Public School students. Qualified personnel staff the Centre and recreational activities are programmed each day for the children. The Centre operates from 6.45 to 8.45am each morning and from 2.30 to 6.00pm each afternoon. It is also open during school vacations from 6.45am to 6.00pm each day. Fees and other information can be obtained by ringing the Centre on 0407 603 344 (Tanya).

PARENT INVOLEMENT

Research indicates that the link between home and school is a vital one for the child. Parental interest and involvement contributes greatly to the creation of an optimal learning environment for children.

At Floraville Public School, parent assistance is welcome:

- as a member of the Parents & Citizens' Association and its sub-committees
- in the canteen, uniform shop, library, processing student banking or book club orders
- in the classroom as a parent helper, on excursions, at special days, social events or working bees

For Work Health and Safety purposes please remember to sign the Voluntary Workers Book located in the office or canteen. A workplace orientation is also available at the office. If working with students a Working with Children Check must be filled completed and 100 points of identification provided to the school office. The form is retained at the office.

SCHOOL COUNCIL

The School Council is the governing body of the school, comprising of elected members from the parent body an school staff, a community member and the School Principal. Elections are held biannually, four weeks prior to the Annual General Meeting in November. The School Council is convened for a minimum of six meetings per year. The fundamental role of the School Council is to inform and direct continuous improvement to the school and its programs through its contribution to planning and evaluation processes. Our School Council is currently in recess.

PARENTS and CITIZENS' ASSOCIATION

Parents are encouraged to participate in a range of school activities. One way to participate is to support P&C activities and regularly attend meetings. The school has an active Parents & Citizens Association that supports the school in a wide range of activities. The P&C works to raise money for the school for the direct purchase of equipment for classrooms and improvement to school grounds. P&C meetings are held monthly during school terms and provide a forum for parent discussion. The P&C attempts to keep parents informed on school issues related to their children as well as increasing understanding of wider educational issues. P&C meeting dates are advertised in the Brief. The Executive of the P&C can be contacted through the school office.

SCHOOL CANTEEN

The school canteen operates five days each week, catering for children's needs at lunch and recess times. The canteen operates on the principles set down by the Department of Education for the provision of healthy food. The canteen is staffed by volunteer labour from within the parent body. The canteen has a part time supervisor who is paid on an hourly basis. Canteen menus and price lists are available from the canteen and are available on the website. We welcome the support of new parents in the canteen. The Canteen Supervisor can be contacted through the school office.

Preschool children are welcome to accompany their parents whilst they are helping in the canteen but remain the sole responsibility of their parents. Please be aware of the conditions of the P&C Insurance:

- Personal accident insurance policy does not cover preschool children.
- Canteen work areas are unsafe for small children and extreme care must be exercised. Children are not permitted to wander around in the canteen work area.

In the event that a child arrives at school with no lunch or without money to order their lunch, they can seek the assistance of a teacher who will provide them with permission to access the canteen menu. Accounts can then be settled as soon as possible after the event.

STUDENT BANKING

Student Banking is available on Thursdays and is co-ordinated by parent volunteers. The Commonwealth Bank credits commission quarterly to the school from new accounts and ongoing accounts. Application forms are available from the office. The computer will only accept one deposit per student per banking day and the minimum deposit is 50 cents. We recommend student banking to you whilst teaching your children the value of saving, you can also be raising funds for school programs and resources.

BOOK CLUB

The school participates in the Scholastic Book Club Scheme. Children are able to purchase quality books at very reasonable prices through the school. Order forms are distributed in class for completion at home if desired.

Children return their orders, with the money, in a sealed envelope with the child's name and class written on the outside of the envelope. It is placed in a special container at the school office counter. When the books arrive they are distributed in class.

This service is made possible thanks to the hard work of volunteer parents. The school library receives complementary books as a result of our community supporting this program.

UNIFORM SHOP

Our Uniform Shop, located to the left of the administration building, is currently open on Wednesdays from 2.30 to 3.15pm. It sells a wide variety of new and some second hand uniform items. Current prices are available on a separate sheet and are subject to periodic variation. Purchases can also be made online through fpsuniform@outlook.com.

STUDENT WELFARE

IMMUNISATION

The Department of Health recommends that children entering school be fully immunised. This is particularly important because your child will be coming into contact with many children and infection can spread easily. Children starting school who have not already had booster immunisation should have those immunisations outlined by the National Immunisation Program. Please contact the Community Health Centre or your family doctor for details. Dates and times of clinics can be obtained from the local Council. Please keep a written record of your child's immunisation as it must be presented to the school upon enrolment.

Please note: Parents of students who have not been fully immunised will be advised by the school should an outbreak of an infectious disease occur. Parents may elect to keep their child at home.

ALLERGIES, DISABILITIES, SPECIAL MEDICAL CONDITIONS

It is very important that all information about special medical conditions, allergies, physical disabilities or other health concerns is given in written form to the school. Information is recorded on our database. If we do not know about these issues, your child's health and safety could be jeopardised. Some students may require an individual health plan to ensure the safety of the student during school hours. If your child is anaphylactic you must provide a coloured ASCIA action plan for anaphylaxis completed by your doctor to the school office along with the your child's epipen. All staff are trained in the use of of an epipen. If medical or health circumstances change, please notify the office to ensure all information is current.

ADMINISTERING PRESCRIBED MEDICATION AT SCHOOL

Parents of students who require prescribed medication to be administered at school must complete a written request form: REQUEST FOR SUPPORT AT SCHOOL OF A STUDENT'S HEALTH CONDITION. Forms are available at the school office.

Students must not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support. The only

medication that can be carried is Asthma medication. Except in an emergency, only individual staff members who have volunteered and been trained, will administer prescribed medication to students. The Principal will oversee implementation of the course of action that he or she has determined is necessary for the support of the student's health needs. Medication must be handed immediately to the office staff by a parent or carer. Parents should supply the medication, where possible, on a daily basis in the original packaging. ***If a student needs to be regularly medicated at school, we recommend that parents investigate the use of labelled and scheduled medication pack with their pharmacist.*** Medication will be kept in the office until the required time. It is the child's responsibility to report to the office when medication is needed.

Paracetamol/aspirin (salicylates) may only be administered where written authorisation by the student's doctor states that Paracetamol/aspirin has been prescribed for a specific condition. Many medications are now available in forms that minimise or eliminate the need to provide students with medication during the school day. Please consult your doctor about this if your child is currently taking medication or when new medication is being prescribed.

PLEASE NOTE: The school does not keep long term supplies of any medication, with the exception of four spare Epipens for anaphylactics as well as Ventolin which is given to KNOWN asthmatics who have forgotten their medication and whose condition is documented on our database. Parents are then notified by phone, where possible, that the medication has been given.

ASTHMA MEDICATION

It is especially important that the school has a record of all students who suffer from asthma. An asthma management plan completed by the student's doctor must be provided to the school. We understand that asthma medication should be immediately accessible to students, asthma medication is the only medication a student can carry in their bag or on their person as long as they are old enough and responsible enough to administer themselves. If your child is not capable of administering ventolin we advise that a clearly labelled "puffer" be provided and left at school along with an "Asthma Action Plan" issued by your doctor. It is advised that parents regularly instruct their children on the correct and responsible use of asthma medication.

ACCIDENT / ILLNESS AT SCHOOL

Please provide the school with current emergency contact numbers, should you be unavailable in the event of your child becoming too ill to remain at school. **In the case of separated parents, please ensure that access details are clearly defined so that staff can contact the designated parent.** These contact phone numbers need to be updated regularly (this can be done via the School App or phone). If your child is ill before school, it is better for him/her to stay at home to avoid the spread of infection. When a child becomes seriously ill, or is seriously injured in an accident at school, medical attention will be immediately sought by the school Principal or their nominee. Parents are then notified as soon as possible.

At other times a child may feel ill, but respond to a rest period in the sick bay, before returning to class. If your child becomes ill at school and needs to go home we will contact you to collect your child. You will need to pick up an Early Departure slip at the office before collecting your child from the sick bay area or classroom. This needs to be presented to the class teacher to fulfil the legal requirements of attendance.

STUDENT WELFARE POLICY and DISCIPLINE CODE

In line with Departmental policy, Floraville Public School has developed a Student Welfare Policy and Discipline Code. This was achieved after much consultation with the community, P&C and staff in the school to reflect the views of staff and parents at this school. The policy has as its main aim to recognise, value and develop each student as a complete and unique person in the context of society. Each family was issued with a copy of the Student Welfare policy when it was released. Copies are available from the office and through the school website. The policy is regularly updated to reflect current procedures.

Through “Program Achieve” the school aims to develop and promote positive behaviours within the students, focusing on skills relating to Getting Along, Confidence, Organisation, Persistence, Quality and Resilience. Sometimes a student may need guidance to improve in one or more of these attributes. The ‘sharpener’ gives classroom teachers the opportunity to direct student welfare concerns to an executive level where communication with parents may occur. Teachers may refer students under any of the six core values, for breaches of School Discipline Code or any other concern to do with the emotional, social, academic and/or physical concern about a student.

The Sentral database helps to keep a record of relevant information pertaining to both positive and negative incidents on each student.

LEARNING SUPPORT TEAM and SCHOOL COUNSELLOR/S

The school has a Learning Support Team usually comprised of a member of the school executive, a Learning and Support teacher/s and school counsellor/s who monitor student performance, welfare and behaviour across the school. When students are experiencing difficulty in learning or their behaviour is causing concern, a referral can be made to the Learning Support Team by teachers or parents. Referrals can also be made in response to critical situations requiring sensitive counselling and support.

When a problem has been identified, the school counsellor meets with the student and conducts a range of diagnostic tests to determine his or her needs and abilities. Parents and class teachers then meet with the school counsellor and decide what action needs to be taken in response to the information gathered and resources available. Most students’ needs are then met within the school’s programs and resources but some students are eligible to access district or state program options. We have one school counsellor at Floraville Public School two days per week, Mrs Robyn Morgan.

REPORTS AND INTERVIEWS

Two written reports are issued each year. These reports focus mainly on English and Mathematics skills but also provide information on the other Key Learning Areas of Science, Human Society and its Environment, PD Health PE and Creative and Performing Arts. A formal meeting between parents and teacher takes place in Term One.

In addition, an invitation is extended to all parents to discuss their children's development at any time. All teachers have set aside times when they can talk with parents about a child's progress. Alternative times can be negotiated by mutual agreement. Teachers undertake to make these interviews worthwhile by assembling information in advance, so appointments are preferable and should be made through the school office.

RESOLVING PROBLEMS

From time to time parents and other school community members may wish to raise concerns. We value feedback and always take parent and community concerns seriously.

Most concerns can be dealt with at the school through a range of informal means with parent's first point of contact being the class teacher. There may, however, be times when the more formal resolution process is needed. In such instances, Stage Assistant Principals would be the next point of call, followed by the Deputy Principal.

FAMILY LAW

In order to avoid any confusion when dealing with families subject to court orders, we ask that, on enrolment, parent(s) provide us with a copy of any orders made. Similarly, if after enrolment, orders are varied by a court, please supply us with copies of any new orders.

We as a staff may be placed in a difficult situation if your circumstances change and we are not informed. Our concern is always for the children and your attention to informing us of court determinations is vital. Please note that any parent with their name on a birth certificate has equal right of access to a child unless a court has deemed otherwise.

TRANSPORTING STUDENTS ON SCHOOL OUTINGS

Departmental regulations require that any driver transporting children on school outings by private car **must** adhere to the following rules:

- The driver must be licensed.
- The motor vehicle must be registered.
- Current driver's licence and car registration details must be sighted by the school office staff prior to giving permission for students to be transported in the vehicle.
- Written permission from the parent(s) of the student(s) being transported is obtained.
- The number of passengers in the vehicle must not exceed the number of seat belts or in the case of larger vehicles, the number of passengers that the vehicle may be licensed to carry.

- The driver must conform to NSW road rules at all times.
- All drivers transporting students in private motor vehicles must have completed a *Working With Children Check* prior to the activity.

EDUCATIONAL PROGRAMS

HOME and SCHOOL LIAISON

Attitudes to learning and values are formed at home. Parents are the first and most important teachers. Don't underestimate your value as a teacher, and take an active interest in your child's school life.

Your children are very important to us and we will do our best to give them a good start to school life. The quality of relationships established between adult members of the school community will impact positively upon the quality of life and learning within the school.

To help children achieve their best, it is helpful for us to know as much as possible about them. We ask you to communicate frequently with us and let us know about any situation at home which may affect their learning or behaviour at school. Changed situations like family illness, a parent being away or changes in family living arrangements or circumstances may affect the emotional wellbeing of children and thereby impact on their learning. If we know about these issues, we can understand your children's needs and support them while they are at school. Send a note to your child's teacher or arrange a meeting to discuss issues of concern. If talking about your child to any of the staff, it is preferable if you do so when your child is not with you.

Maintain a positive attitude to school and build up supportive relationships with staff and other parents. Contact us early if you have any concerns about your child at school or incidents that happen. When we work together, we can sort things out much more quickly to the satisfaction of all concerned.

EDUCATIONAL ORGANISATION

The Principal manages all the school's educational programs and administrative and organisational procedures across the school. Mr Robson is actively involved with teachers and students in the educational, cultural, environmental and sporting programs at the school.

Currently the school is organised into 22 classes from Kindergarten to Year 6, spread out across the school site. Teachers work together in grades and stages to plan and implement educational programs for the students in their classes. The classes are organised into grades within the four stages of learning.

These stages include:

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

The Executive Staff supervise each learning stage and support and mentor the teachers in those stages. Executive teachers are available to discuss the learning and welfare needs of the students in the classes of the teachers whom they supervise.

Support Teachers work with teachers to assist students with additional learning needs. These teachers are:

- Reading Support Teacher – Mrs Kylie Stanbridge
- Learning and Support Teacher - Mrs Gabrielle Thacker

CURRICULUM: Key Learning Areas

The Board of Studies sets the syllabus standards that all NSW schools must follow. There are syllabus documents in six Key Learning Areas that primary schools are mandated to teach. All syllabus documents are organised into a framework of learning outcomes and indicators within the four developmental stages (Early Stage 1 and Stages 1, 2 and 3). Your child's class teacher is available to discuss in detail the standards and content of the teaching/learning programs of the stage at which your child is working.

The six Key Learning Areas (KLAs) are:

1. **ENGLISH: Speaking, Listening, Reading, Writing, Viewing and Representing**

- Involves the development of skills needed:
 - to listen and communicate effectively in a variety of contexts
 - to read widely with understanding and enjoyment
 - to spell accurately
 - to write grammatically in a variety of forms
 - to critically analyse and respond to literature

2. **MATHS: Number and Algebra, Measurement and Geometry, Statistics and Probability**

- Involves:
 - learning the basics of number, space and measurement concepts
 - developing skills of calculating, reasoning, predicting and verifying
 - gaining a foundation for future study in Mathematics.

3. **HISTORY**

- Involves:
 - developing investigation, communication and social skills
 - gaining knowledge and understanding about the history of Australia, its geography, social institutions and place in the world

- developing a commitment to maintaining and improving the environment
- exploring, comparing and appreciating religious and moral beliefs and values
- learning about cultures and languages

4. SCIENCE and TECHNOLOGY

- Involves:
 - learning skills of enquiry, investigation, design and problem solving
 - gaining knowledge and understanding about natural and built environments and people's interaction with them
 - acquiring a knowledge of design processes
 - understanding the interaction of technology and society

5. CREATIVE and PRACTICAL ARTS: Music, Visual Arts, Dance, Drama

- Involves:
 - developing technical competence and skills in designing and performing
 - learning appreciation and self-expression in visual and practical arts.

6. PERSONAL DEVELOPMENT/ HEALTH/ PHYSICAL EDUCATION (PD/H/PE)

- Involves:
 - learning to develop an active and healthy lifestyle
 - developing skills in interpersonal relationships and positive values, attitudes and beliefs
 - participating in regular physical activity including exercise, sports, games. gymnastics

HOMEWORK

The school's Homework Policy has been designed to encourage students to undertake a reasonable amount of homework from Monday to Thursday commensurate with their age and developmental level. Homework is an experience whereby each child should reach a stage of responsible self-direction.

Homework is set by class teachers and will be outlined to parents by the teacher at the beginning of the school year. The focus of homework and the time to be taken to complete activities will vary through the stages. Please discuss homework issues with the class teacher.

RELEASE FROM FACE TO FACE PROGRAMS

Across the school there are a range of quality educational programs in which students participate interwoven into the school's organisational structures to enhance learning opportunities and outcomes for students.

Each week class teachers have two hours of release from face to face (RFF) teaching to program and develop resources for teaching/ learning activities, complete administrative duties and meet with parents. RFF Teachers are employed to take classes from K-6 and implement stage programs in Key Learning Areas to complement class teacher programs. All RFF teachers address outcomes and indicators from syllabus documents and complete assessment tasks in these areas.

Examples of RFF programs may include:

- Music
- Art
- Dance
- Drama
- Technology
- Physical Education

LIBRARY

Floraville PS has a well equipped library which is widely used by teachers and students across the school. With the support of the P&C and through a variety of fundraising activities, the school continues to purchase quality books and resources for teachers. The Library also has a range of computers which are used for research activities and technology tasks. We hope you will encourage your child to make good use of our Library.

Every class has a regular library lesson each week, with a literature or research skills focus taught by Mrs Southward. Students are encouraged to borrow books during this session. The library is also open to students from 1.30 to 1.50pm from Tuesday to Thursday. Library books need to be handled with care, so we provide a library bag to all Kindergarten students at the beginning of the year. Should their library bags be misplaced a replacement one is available from the Uniform Shop at a cost of \$5. Please ensure your child looks after the books and returns them on time.

TECHNOLOGY

There are approximately 3-4 computers in each classroom across the school, a computer lab with 24 networked laptop computers, a mobile lab of another 16 laptops, 25 Interactive Smartboards and 3 Prowise interactive flat panels as well as numerous iPads. The school is fully wi-fied and students have access to the Internet via the DET Portal login protocol. Once enrolled, students are issued with an individual e-learning account and password. Children have access to the Internet and an individual email account through a safe DET browsing filter. This means that a wide range of programs are available for students and teachers to use.

Students are taught diverse technological skills from Kindergarten to Year 6. These skills include advanced keyboard skills, word processing and document enhancement skills, spreadsheets,

research processes, Internet, email communication, power point presentations and interactive games skills. Cybersafety is also taught.

SPORT

Floraville PS has a long history of sporting success. We celebrate our students' successes and encourage the qualities of fair play, sportsmanship and consistent effort. All classes from Kindergarten to Year 6 participate in organised sports programs. All students are encouraged to enjoy sporting activities and participate at their own level of expertise.

The Primary (Years 3-6) summer sports program, run on Friday mornings from 9:35 to 11:00am during Terms 1 and 4, includes water polo, water fun and safety, dance / aerobics, tennis, cricket, volleyball and tee-ball. The Primary (Years 3-6) winter sports program in Terms 2 and 3 involves students competing in a range of in-school activities or inter-school soccer, netball and rugby league competitions. This program is run Friday afternoons from 1:40 to 3:00pm.

The school also has sporting teams that participate in inter-school PSSA activities at District, Zone and Regional level. You will be advised of these activities as they occur. Girls and boys can choose to play cricket, touch football, basketball, and softball.

Sporting programs for K-2 classes are organised by class or stage teachers. Your child's teacher will inform you of their sports day. Students may wear joggers and their coloured sports shirt on nominated sports days.

In Term 1, a Swimming Carnival is held for students from Years 3 to 6 as well as age appropriate Year 2 students. In Term 3, separate Athletics carnivals are held for students in K to Year 2 and students in Years 3 to 6. Older students have the opportunity to qualify for participation in Zone, Regional and State carnivals.

PUBLIC SPEAKING and DEBATING

Students in Kindergarten to Year 6 are encouraged to participate in a range of Public Speaking activities within the classroom, across stage activities, in front of the whole school and in district competitions.

Senior students have the opportunity to be involved in debating. Usually we form two debating teams which enter into East Lake Macquarie Debating Competitions. Before the competitions begin students of both teams participate in debating workshops to develop and refine their debating skills.

BAND

Floraville school has a Concert Band. Our band has continued to develop over recent years. Recently we saw the inception of a second band at Floraville – known as The Mini Minors. This band is made up of students who have been playing their instrument for less than 12 months and is designed to allow our beginners to have a band experience whilst still learning the basics on their given instrument – essentially training them to become part of the larger Concert Band. By creating the Mini Minors we then enabled our more experienced players in the main ensemble the chance to

tackle more challenging music and further develop their musicality. Strong interest has been shown by students across Years 3–6.

The aims of the band program are to

- foster a love of music
- provide an introduction to band membership, fostering organisational and team membership skills
- develop musical skills in conjunction with outside lessons

The children joining the band understand that they will be responsible for their instrument and are committed to the band on 12 month timeframes. The band operates on a user pays system. Rehearsals are held Mondays. For other information on the band please contact the school office.

CHOIR

We currently have two choirs, a senior choir consisting of students from Years 3 – 6 and a junior choir with students from Years 1 and 2. The choirs practice each week during break times. The senior choir performs throughout the year at various school events and outdoor venues. Members of the senior choir have also performed in both the Starstruck choir and the Schools Spectacular Choir in recent years. The junior choir performs at school assemblies as well as at local community events.

KINDERGARTEN BUDDIES

Our aim is to ensure that all new students receive a warm welcome and smooth transition to their school life. All Kindergarten students are assigned a Year Six Buddy. This school initiative establishes social networks by introducing Kindergarten children to older leaders of the school.

The new Kindergarten students meet their Year Six Buddy as part of the orientation to school process. Kindergarten students look forward to meeting their Buddy and feel secure that they will have someone of their own, to help them settle into school routines and support them before and after school if required.

The Year Six students take their 'Buddy' roles very seriously. They are trained for this position throughout their time in Year Five. We find this program particularly successful for students as they become wonderful mentors and role models developing a range of skills and qualities.

CHILD PROTECTION

Child protection is a sensitive and challenging area for school communities. Because children and young people are relatively powerless in abuse relationships, they rely upon responsible adults to intervene and assist them. The NSW Department of Education, as an agency responsible for the care and welfare of students, has a charter to protect young people in its care from sexual, physical and emotional abuse and neglect, and from improper conduct of a sexual nature. The school is bound by legislation, to report any suspected abuse or neglect of children in cases where the school has reasonable grounds for such suspicions.

Through its schools, it is the role of the DoE to:

- provide educational programs in child protection
- protect students from abuse and neglect and assist in the recognition of suspected child abuse and neglect
- provide ongoing support for students within the normal duties of school staff.

Child protection education aims to assist students to develop skills in:

- recognising and responding to unsafe situations
- seeking assistance effectively
- establishing and maintaining non-coercive relationships and strengthening attitudes and values related to equality, respect and responsibility.

Through child protection education, children will learn:

- about feeling safe and their right to feel safe
- to recognise appropriate touching and inappropriate touching
- that appropriate touching is an important part of positive relationships
- that they have a right to say no to a person who touches them inappropriately or who threatens their safety
- that it is important to tell trusted adults about such situations
- that they may have to keep on telling people until they are believed
- that help is available to them in their communities.

Research supports the idea that effective child protection education:

- commences at the point of entry to school,
- deals directly with relevant aspects of sexuality
- includes practice scenarios which deal appropriately and specifically with child abuse.

There is a need to use correct anatomical names to label specific parts of the body and to this end we seek your support for your child to take part in the program.

Mandatory units of work may be viewed by parents at any time. The material is presented by class teachers in one half hour lesson per week for a period of eight weeks.