The school’s aim is to provide effective learning and teaching in a safe and secure environment in partnership with parents and the wider community.

The expected outcomes are:

**Effective Learning and Teaching** where students develop as active participants in the learning process;

**Positive Climate and Good Discipline** creating a supportive and safe environment which enhances student learning; and

**Community Participation** based on shared responsibilities and mutual respect in a partnership of parents, teachers and community members.

Narelle Ryall
Principal

**ASSEMBLIES**

These are held once a week and are run by the school. Teachers will advise you if your child’s class is doing an item. Parents are always welcome to attend. Days and times are included in the newsletter.

**ATTENDANCE**

Regular, punctual attendance from the beginning of kindergarten until the end of schooling is vital for educational progress, as well as being a legal requirement.

All instances of student absences from school should be explained by the parent or caregiver via a note to the class teacher.

Reasons for absences may be illness or family emergencies. Parents are encouraged to seek medical or dental appointments outside school hours.

The school is required to contact parents after 3 days of an unexplained absence so if it is not possible to send a note please ring the office if your child is absent three or more days. All absences even single days must be explained within 7 days of the occurrence. In all cases of partial attendance or late arrivals parents are asked to complete a written explanation at the clerical office.

If your child arrives at school after 8.55am or must leave before 2.55pm, parents are required to fill out a partial absence slip at the front office. Parents are required to sign the slip and give a reason. This slip is then given to the class teacher.

**BELL TIMES**

- The playground is supervised from 8:25am each day. The assembly bell rings at 8:55am.
- Each class has a fruit break during the morning session.
- Lunchtime is from 11:30am to 12:25pm.
- Recess is from 1:35pm to 1:55pm.
- Lessons finish at 2:55pm.

Any student who arrives before 8:25am (and not attending OOSH) must sit under the awning at the end of the Administration Block. There **will not be a teacher on duty at this time**. Any student expecting to be met by a parent/carer who is not picked up will also be taken to the office area. Unforeseen circumstances do occur and we are more than willing to help out where we can but please ring the office if your child is arriving early or if you are delayed.
BIKE RIDERS
This is a very important and healthy way for many students to travel to school but we need to help our students become safe riders.

- Students must be at least 10 years old to ride on the road or follow RTA rules about riding with an adult or along a cycle way.
- Bikes should be maintained regularly (including the tyres and bell).
- Correctly fitting helmets must be worn while riding a bicycle.
- Students must wheel their bike when they are entering or exiting the school.
- Students must wheel their bike across the crossing if they are crossing Norfolk Street.
- Bicycles must not be ridden in the school grounds.
- Behaviour as per the Discipline Code and the road rules must be followed at all times.
- Students who demonstrate dangerous riding behaviour will be banned from riding a bicycle to school.
- Parents will be advised of any breaches of behaviour noticed by our staff.

BUS
All students in K-2 may apply for a bus pass.

- Students are to use care at all times when leaving or entering the school bus.
- They must remain seated while the bus is in motion and exit only after the bus is stationary.
- School rules of behaviour should be followed at all times while travelling on the bus and waiting for the bus.
- Road and bus safety lessons will be a regular part of the teaching program.
- Students should wait on the footpath until the bus has driven away and then choose the safest place to cross straight across if required.
- Students should watch until there is no traffic or the traffic has stopped.
- Students must not step out from between parked cars.
- Walk across the road turning your head both ways to look and listen for traffic.
- The bus driver is the adult in charge of these students and must be respected and listened to.

Students will:

- behave safely at all times;
- respect the needs and comforts of other passengers;
- respect bus property by not marking or damaging it;
- always follow instructions about safety on the bus;
- show their bus pass or ticket to the driver as they board or when requested;
- report any lost bus passes to the bus company; and
- answer to the bus driver or bus company for any misconduct complaints.

CANTEEN
A healthy food canteen operates four days a week – Monday, Tuesdays, Wednesday and Friday. It is staffed by parents and volunteers. Additional help is always welcomed. If you can assist please fill in the form available at the office. Unfortunately for OH&S reasons young children are not allowed to be in the canteen

As there are students with life threatening peanut allergies attending Ashtonfield Public School no peanut butter or nuts will be sold at the canteen and we ask that parents do not send these items in their child’s lunches.
CAPTAINS
A boy and a girl school captain, two vice captains and two school councillors are elected each year by the student population. They are required to lead assemblies, represent the school at special functions, speak at public functions and to help mentor their peers and younger students.

CHILD PROTECTION
All students study issues involved in protecting themselves as part of the PD/H/PE course unless a parent specifically requests that their child be withdrawn from these classes.

All helpers in the school are expected to wear an identification tag and attend a short meeting to discuss their rights and responsibilities. They are asked to sign on and off at the office.

CLERICAL OFFICE
The school office is operational from 8:25am to 3:25pm. Our school assistants are happy to attend to your needs.

It is appreciated if any payments of money are made before school but if this is not possible at least by 2:00pm each day. Money should be put in an envelope clearly marked with your child’s name, class, and the purpose of payment. Your child can then bring it to the office. Receipts will be sent home with your child. Payments under $10 will not be individually receipted.

COMMUNICATION
Parents/Caregivers are encouraged to maintain regular contact with the school.

The following are regular forms of communication used by the school staff and parent bodies to advise all members of the school community of matters of interest:

- School newsletter (one per family is sent home with the youngest child each Thursday);
- P&C minutes;
- Parent/teacher interviews; and
- Parent information meetings.

At any time should you have any concerns please contact the office to make an appointment with your child’s class teacher. He or she will be happy to talk with you at a suitable time.

COUNSELLOR
A school counsellor is available at limited times each week. Staff may suggest that the counsellor see your child or a parent can request that the counsellor see a child. There is a variety of reasons this may occur e.g. social difficulties, academic outstanding achievement, reading difficulties, family difficulties or to determine special programs suitable for your child. It would be wonderful if each child could see the counsellor but as time is very limited the counsellor’s cases will be put on a priority list.
COMMUNITY PARTICIPATION

We believe, as a school, that we should encourage a high degree of community participation in various forms. Students value your participation and support in their education so please feel welcome to become involved.

So that school community partnerships may develop we will engage in various strategies to encourage parents/caregivers to work in collaboration with the whole school community.

For example through:

- traditional structures: P & C Association, School Council, canteen, parent/carer support groups, focus groups;
- school events: inductions, orientations, excursions, assemblies;
- parent/carer information: class meetings, curriculum information;
- assisting families to gain access to support services;
- wider community links: performances, public speaking, debating and sporting opportunities;
- opportunities for parent helpers: in classes, at sport, in library, etc;
- formal/informal interviews; and by
- recognising and valuing student cultures, languages and experiences.

Please note if you arrange, with your child’s teacher, to become a parent helper we will ask you to attend an information session including information about child protection. You will be required to sign in and out at the office and to wear a parent helper identification tag.

CURRICULUM

KLAs or the Key Learning Areas

The Board of Studies provides mandatory curriculum and a range of non-compulsory support materials and document that we follow in writing our class programs. The KLAs are:

- English;
- Mathematics;
- Science and Technology;
- Human Society and Its Environment (HSIE);
- Creative & Performing Arts; and
- Personal Development, Health & Physical Education (PD/H/PE).

Specific activities are targeted to support learning in these KLAs. For example:

- **Band** – Junior band for beginning band students, senior band for more experienced students. Keyboard classes are also offered as elective classes held during class time for interested students.
- **Choir** – School choirs, Years 3 – 6 and K-2.
- **Dance** – is a part of the curriculum for all students but specialty groups are encouraged and opportunities for performances are arranged.
- **Library** – The library is open three lunchtimes a week and each child will have a library lesson in which there will be borrowing time. The children will have a library bag in their first resource kit.
- **PE** – Although short PE activities occur daily a special afternoon session runs one afternoon a week during each term. Each student participates in a 40 minute lesson designed to develop their skills and interest in physical exercise.
- **Sport** – A variety of sports are encouraged both in the playground, during Friday sport and where possible through Zone try outs, carnivals etc.
- **Technology** – While each class has access to a computer the skills of actually using programs are taught by a specialist teacher. The computer room is open two lunch times per week.
EXCURSIONS
At times teachers determine that the most suitable way to teach students about a topic is by planning, and having students participate in, an educational excursion or special activity at school. If at any time your family are unable to finance your child’s participation in an activity please speak to the School Administrative Manager and we will try to organise confidential support.

FRUIT BREAK
These occur daily as a class break in the morning session. The teachers decide when it is appropriate for their class to have a few minutes relaxing and listening to the teacher read. The students are encouraged to have a piece of fruit and drink of water. This serves several purposes e.g. it helps students concentrate longer, encourages them to eat fruit and drink water and they have a few minutes to relax, go to the toilet etc so there are fewer interruptions to lessons. Please help by sending fruit daily. Children on ADD/HD diets please check the fruits that are appropriate for your child’s diet e.g. peeled pears, paw paw, certain apples.

HOMEWORK
Homework is important for students of all ages as its purpose is learning. It builds on what has been learnt in the classroom and prepares students for the next stage in learning.

Homework also provides an important form of communication between teachers and parents. If at any time a student can not complete a set task please write the teacher a note explaining the situation.

Responsibilities
The role of the teacher is to:

- ensure that homework set is appropriate;
- ensure that students are aware of expectations;
- to monitor student progress;
- advise parents of the class requirements for homework;
- maintain student homework records; and
- communicate with parents about areas of concerns relating to homework.

The task of the student is to:

- complete homework within the given time framework;
- show homework to parent/caregiver; and
- present quality work to the class and teacher.

Parents/Caregiver can help by:

- providing a supportive environment for completion of homework;
- monitor homework; and
- communicate with teachers any concerns regarding homework.
ILLNESS OR ACCIDENTS
Should your child have a minor accident or feel unwell at school our first aid officer will render support. If we are concerned we will contact a parent or carer in the first instance and your emergency contact if you are unavailable. In serious cases if no contact can be made or if there is insufficient time, an ambulance will be called. Please note that while care is taken there is no specific accident insurance at school. Should you require this you need to have private insurance.

If you are unsure if your child is unwell and you choose to send him/her to school please do not tell the child to go to the office and ask for you to be contacted if they are not feeling well. Often students dwell on this message and it is difficult to tell if the child is really sick. It is better to quietly ring the school and let us know about your uncertainties and we can watch the child then phone you if needed.

INTERNET
Each student gradually has access to the internet. The DET (Department of Education and Training) puts blocks on inappropriate sites. Teachers are also careful to monitor usage but the most important aspect of our policy is that students who discover inappropriate sites notify the teacher. The DET is then notified and a block can be put on that address. It is important to realise that as careful as the DET is we still need to trust students to use the internet appropriately. Should this not occur the school will restrict that student’s access. At any time you decide your child should not use the internet please notify the school in writing.

LOST PROPERTY
Ideally as all school uniform, lunch boxes, drink bottles and personal items are labelled there will be no lost property. However, in the case a label falls off, or is difficult to read, a box will be left under the COLA for students to look for their lost property. Items that have no name or are not collected will be placed in the clothing pool in the school office.

LUNCH BOXES
To help look after our environment, it would be appreciated if students could bring lunches, fruit break etc in plastic containers (labelled with their name) instead of plastic wrap or sandwich bags.

MEDICATION
If it is necessary for your child to take medication during school hours please contact the school office. A signed indemnity form and, in many cases, a doctor’s certificate are required. Written instructions must be completed by the parent or carer stating:
- child's name and class;
- name of the medication;
- dosage;
- time to be administered; and
- reason for the medication.

A designated first aid, staff member supervises the administration of all medication. No “Panadol” or other non prescription medication can be administered by school staff without a doctor’s certificate.

The only medication that a child may carry with him/her is an asthma puffer. All other medication must be kept in the office.
MOBILE PHONES
These should not be sent to school. If there is a family emergency that requires a student to be contacted during school hours please do that through the office. If a parent needs a student to bring a mobile phone to use for an exceptional circumstance out of school hours the parent should notify the office and arrange for the phone to be left at the office during school hours.

PARENT ORGANISATIONS

P & C Association meets on the 3rd Tuesday of the month at 7:00 pm.

The Canteen Committee meets on the same night and at special, pre-arranged times.

PARENT PARKING & STUDENT SAFETY

The school must operate strictly within the guidelines of the DA agreement signed with council at the time of planning the school.

This means that:

- Adele Crescent should be used as a drop off zone only in the morning;
- if collecting your child from the Adele Crescent gate of an afternoon, the RTA has requested that parents park on South Seas Drive and walk around. Parents are asked to wait inside the gate, on the school grounds. Parents and students are asked to not walk through or wait in neighbouring yards;
- parents/carers are requested to not park across driveways;
- the bus bay must be used by buses only and that the entry and exit to this bay must be kept clear;
- vehicles must adhere to the 40km zones;
- students and parents crossing Norfolk Street must use the flagged crossing;
- parents are asked to stringently observe the no-stopping signs in Norfolk Street either side of the crossing and in South Seas Drive near the pedestrian refuge so children crossing are easily seen;
- when parking in other areas of Norfolk Street or South Seas Drive please do not call your children across the road. If crossing they must cross at the crossing in Norfolk Street and at the pedestrian refuge in South Seas Drive;
- Students and parents are not allowed to walk through the staff car park.

Parents wishing to meet their child at the gate are asked to wait on the paved area near the office until the bus line is dismissed.

REPRESENTATIVES

For positions of student leadership and representative opportunities representatives should have:

- pride in themselves and the school;
- demonstrated willingness to wear full school uniform, leader’s uniform or sports uniform as appropriate;
- good attendance records;
- support from their family;
- enthusiasm for, and participation in, school activities;
- ability to present a good role model for other students;
- ability to make good decisions without being influenced by other students;
- willingly followed the Discipline Code;
- good communication skills;
- demonstrated a high level of commitment to studies; and
- been involved in a range of school activities.
RESOURCE PACKS
These are put together each year by the school and sold to the students so each child has access to the same materials, books etc. Items such as pencils, glue sticks, pens, books etc will be replaced when they run out assuming the student has not deliberately broken or wasted them. We find this means teachers are not wasting valuable time making sure students have equipment.

SAFEST ROUTE TO SCHOOL
Adult supervision is always the best way for a student to ride or walk to school. In some areas a different parent each morning walks several students to school. Please remind your children that the cycleways are the safest ways to ride to school and indeed many of them are shorter than the roads.

SRC
The Student Representative Council is made up of the senior class and a representative from each other class (these representatives can change each term.) Positions on the council are elected by the council members. It will be run along Federal Parliamentary guidelines and will bring issues which students believe need to be addressed to the Senate (staff). It is an ideal way for students to gradually learn about democracy.

STUDENT ASSISTANCE FUNDS
SAF are limited funds given to the school for the purpose of extending help to students whose families are experiencing hardships. The allocation of these funds is strictly confidential. Information may be gained by contacting the office. Students should not miss out on important school activities for financial reasons.

STUDENT BANKING
Student banking occurs each Thursday through The Mutual. Students wishing to participate can ask for an application form from the school office. Students are to place their passbooks in the black security box each Thursday morning. A representative from The Mutual collects the passbooks, processes deposits and returns passbooks the next day.

TERM DATES 2012
TERM 1 - Monday, 30th January - Thursday, 5th April  Teachers start 27th
Kinders start 2nd Feb
TERM 2 - Tuesday, 24th April - Friday, 29th June  Teachers start 23rd
TERM 3 - Tuesday, 17th July - Friday, 21st September Teachers start 16th
TERM 4 - Monday, 8th October - Friday, 21st December All start 8th

TOYS
All students are discouraged to bring personal toys, balls or electronic games. Other children like to share and then if something is broken no one is sure if someone should replace it.

If a student is bringing in something for news it should be given to the teacher at the beginning of the day, used for news then taken home at the end of the day. Any pets being shown for news must be agreed to by the class teacher then entered into the animal register at the office. Most animals must be taken home immediately after news.
UNIFORM
The wearing of full school uniform is a part of the school’s Discipline Code. The Uniform Shop is open every Monday 8.30am – 9.00am and 2.30pm – 3pm and Fridays 8.30am – 9.00am.

SUMMER
Girls
- Teal check uniform
- White socks
- Black shoes

Boys
- White polo shirt (available through school uniform shop with logo)
- Grey shorts (available through school uniform shop)
- White socks
- Black shoes

Sport
- Polo shirt with embroidered house name (through school uniform shop)
- Maroon Skort (through school uniform shop)
- Maroon Shorts (Boys/Girls –through school uniform shop)
- White socks
- Black shoes

Both
- Maroon, bucket style hat – available through the school uniform shop - $8
- Maroon V-Neck Jumper/Zip Up Jacket (available through school with logo)

WINTER
Girls
- Teal check tunic (or teal pants for colder weather)
- White Peter Pan Collar Shirt (available through school uniform shop)
- White socks or grey tights
- Black shoes

Boys
- White polo shirt (long sleeve or short sleeve – available through school with logo)
- Long Grey pants (available through school uniform shop)
- White socks
- Black shoes

Sport
- Polo shirt with embroidered house name (through school uniform shop)
- Maroon V-Neck Jumper/Zip Up Jacket (available through school with logo)
- Maroon Tracksuit Pants (elastic cuff/straight leg–through school uniform shop)
- White socks
- Black shoes

Both
- Maroon Hat (available through the school - $8)
- Maroon V-Neck Jumper/Zip Up Jacket (available through school with logo)

Please note jewellery is not part of the school uniform as it is dangerous in the playground. Watches, studs or sleepers and Medi-alerts are the exception and even these should be as safe as possible.

UNIFORM DRESSMAKERS (Summer Uniform/Winter Tunic and Girls Pants)
Judy Prior
Ph: 4933 2137

Colleen Heath
Ph: 4933 6602/0423 212 097

Dianne Gilchrist
Ph: 4936 2531

The girls summer uniform and winter tunic are also available from Lowes, Greenhills.
VISITORS
For the safety of our students all visitors are asked to report to the office before walking through the school or to the classrooms. Visitors are asked to sign in and out and to wear the appropriate tag.

WELFARE (STUDENT) - Core Values

The Ashtonfield Public School student welfare policy, in particular our core values and discipline code components of that policy, will be consistent with the Department of Education and Training core rules which state:

All students in N.S.W. Government school are expected to:

**Attend** every school day, unless they are legally excused, and be in class on time and prepared to learn.

Maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.

**Behave safely, considerately and responsibly** including when travelling to and from school.

Show respect at all times for teachers, other school staff and helpers including following class rules, speaking courteously and cooperating with instructions and learning activities.

Treat one another with dignity and respect.

**Care** for property belonging to themselves, the school and others.