INFORMATION BOOKLET 2015

Dear Parents and Carers,

This booklet is designed to support communication between school and home.

The beginning of the year brings many changes and is an ideal time to review and upgrade existing information.

Please be aware that green banding lets you know:

**ACTION MAY BE REQUIRED BY SOME PARENTS**

Red banding means:

**ACTION IS REQUIRED BY ALL PARENTS by Friday, 20th February 2015**

**ADMINISTRATION**

School: Blaxland Public School
District: Penrith
Address: Baden Place, Blaxland (P. O. Box 84) 2774
Telephone: 02 4739 2817 / 02 4739 0251
Fax: 4739 8630
Website: www.blaxland-p.schools.nsw.edu.au
Email Address: blaxland-p.school@det.nsw.edu.au
Principal: Ms E. Jamieson
Assistant Principal: Mr G. Foye
Assistant Principal: Mr M. Zoglmeyer
School Admin Manager: Mrs D. Smith
School Office Assistant: Mrs J. Bedford
General Assistant: Mr G. Purdy
School Cleaner: Mr D. Bishop
SCHOOL HOURS

The school operates on three sessions. They are -

- Morning session 9.05 am to 11.10 am
- Recess 11.10 am to 11.30 am
- Mid-morning session 11.30 am to 1.00 pm
- Lunch 1.00 pm to 1.45 pm
- Afternoon session 1.45 pm to 3.05 pm

The bell for Morning Assembly rings at 9.05 a.m.

Organisation

Classes

Kindergarten – KE  Ms K Everett
K / 1 Z  Mr M Zoglmeyer – Assistant Principal Supervising K - 2
1 / 2 S  Mrs J. Shaw
2 / 3 P  Mrs K. Palmer
3 / 4 E  Mrs S. Ellwood
4 / 5 F  Mr G. Foye – Assistant Principal Supervising Years 3 – 6
6 E  Mr Ellwood

Library  Mrs M. Hall - Teacher Librarian
Science / RFF  Miss Adamski / Mrs Hayes

Support

LaST  Ms P. O’Brien Learning and Support Teacher

Learning Support  Mrs C. Rawlings - School Learning Support Officer
Mrs L. Willett - School Learning Support Officer
Mrs M. Forster - School Learning Support Officer
**ABSENCES**

Attendance rolls are legal documents and are regularly audited by Department of Education and Communities’ Home School Liaison Officers.

We are required to record all full or partial absences, reasons for absences and non-receipt of notes for absences. Notes are directed to the class teacher.

Please notify the school if your child is to experience a prolonged absence such as a trip overseas as approval may be required from the Director of Education.

Should your child need to leave school during school hours please ensure you have signed your child out at the office and provide the sign out slip to the class teacher.

Children arriving at school from 9.15am must be signed in at the office. A note for the teacher is also completed and signed by the parent for their child to take to class.

Issues regarding attendance may require referral to the Home-School Liaison Officer.

**BAND**

Students in Years 3 to 6 are invited to join the band and we look forward to the band growing in size and expertise.

In a situation where we have a Year 2 student reading music and playing an instrument, they too are invited to join the band.

Rehearsals are on Wednesday morning from 8am to 8.50am

Band Instrument lessons are on Wednesday afternoon from 2pm to 3pm.

Teaching Services Australia (TSA) is the company employed to support with instruction.
Parents are billed directly by the company who will also organise instrument hire or purchase.

For further information please contact TSA on 96517333

**BLAXLAND AFTER SCHOOL CARE**

Blaxland YMCA transports students to and from their centre at Mount Riverview Public School on Rusden Rd.
Care may be arranged on a casual or permanent basis by phoning 4739 8092.
**BOOK CLUB**
Students receive book club orders through Scholastic six times during the year. Prices are reasonable, often with special purchasing opportunities.

The books arrive back at school once orders are submitted for the children to take home.

**BUDDY PROGRAM**
Senior students are matched to a Kindergarten student at Kinder Orientation. It is a wonderful program that supports leadership initiatives for the senior child and recognises their capacity to engage with, encourage and assist the younger student ably.

The Kinder student feels valued, supported and reassured by the developing relationship with their senior buddy. They have someone to go to in the playground if they want to, someone to walk with them in the walkathon, cheer for them in their athletics carnival, be with them during special school activity days and a friend who comes to them to listen to them read.

**BUSES**
- All students K - 2 are eligible for bus passes irrespective of distance.
- Years 3 to 6 students generally must reside 2.3km from the school by the nearest practical walking route (1.6km radius from the school).

**Morning Buses:**
Bus No: 529 transports students over the railway line and across the highway to school
Bus No: 3 transports students from St John’s Rd to school.

**Afternoon Buses:**
Bus No: 3 transports students over the railway line to Blaxland.
Bus No: 447 transports students to St John’s Rd.

**Bus Lines**
Students are required to line up in the walkway in front of the hall when waiting for a bus. Students are walked to buses by the supervising teacher.

**BOOK COVERS**
Students in Years 3 – 6 are supplied with covers on which they mark their name, class and subject. The book may then be covered in clear plastic or contact if desired.
CAMPS
Years 3 and 4 – Winmalee 17th – 18th September
Cost is expected to be approximately $100.00
Years 5 and 6 – Canberra - 7th – 9th October
Cost is expected to be approximately $300.00
Excursions K – 2 TBA
3 – 6 TBA

CANTEEN
Currently the school does not have an operational canteen.
Students may order lunch online through:

CHANGE OF ADDRESS ACTION MAY BE REQUIRED
If you change your address and/or telephone number, would you please advise the school.
At the time of enrolment parents inform the school of a contact person, phone number and family doctor.
Should any of these change, please notify the school.

CHOIR
All K to 2 students are part of the Junior Choir and sing with Mr Zoglmeyer.
Students in Years 3 to 6 are invited to join the senior choir led by Mrs Connors.

CLOTHING POOL
If your child grows out of his/her clothing and you have no further use for it, the school would appreciate your donation of that clothing to our clothing pool.

The clothes are sold at a very reasonable price to other students.

COMMUNICATION
Please feel free to contact the school office:
• by phone on 0247 39 2817 or 0247 39 0251
• email Blaxland-p.school@det.nsw.edu.au
• by fax on 0247 39 8640
COMMUNICATION THROUGH ENEWS
Parents with smart phones are able to download a free app; ‘School Enews’ in order to receive push alerts. This also allows the school to send you messages if buses are late, an excursion is cancelled etc.

The facility also allows you to filter information coming to you. If you only have a Kindergarten student at school you can set the information coming through to you to only receive information relevant to Kindergarten. You can also receive the school newsletter through this facility.

To download the free app refer to www.schoolenews.com.au/app.html

There is a poster on the communication wall beside the office for further reference. For parents unable to attend school a copy of the poster will be provided in the newsletter.

DANCE
Students in Years 1 to 6 are invited to join the dance group. All students are welcome.

DATE CHANGES
The school does its best to allocate dates for events and provide the community with time to make arrangements. Unfortunately, as in the best of organisation there will be times that dates will require changes due to, for example:
- a company unable to meet their obligations to unexpected circumstances
- illness or injury
- Department of Education and Communities’ requirements
- inclement weather
In such situations where date changes are required we ask for your patience and understanding.

DISCOS
Throughout the year disco dances are held for students by teachers, the Students Representative Council, P&C or Year 6 Students.

Teachers volunteer to supervise and organise music selections.

Kindergarten to Year 2 students attend from 4.30pm to 6.00pm.
Students Years 3 to 6 attend from 6.00pm to 7.30pm.
Notes are sent home prior to the event which is advertised in the newsletter.
**DRAMA and MUSICAL PERFORMANCES**

The school has a three year cycle for whole school musicals, external performances for dance and drama.

2015 is a whole school musical performance year.

**EXCURSIONS**

During the year students may be involved in excursions designed to support:

- sport
- educational programs
- transition to high school for Year 6
- off site school activities such as Chess, Public Speaking
- gifted and talented events
- environmental activities
- interschool activities
- dance
- performance activities etc.

In order for students to participate parents are required to provide permission. In the event of High School Transition activities where the same students attend a weekly program for a number of weeks one permission consent form is required.

Where an excursion is an individual event for the year each excursion will require a separate permission form. Teachers will provide the forms prior to the excursion.

*Parents attending excursions to support student supervision will require a Working With Children Check (WWCC)*


**EXPENSES THAT MAY ARISE DURING THE YEAR**

Costs are approximate and open to change.
Costs are dependent on outside service providers such as book companies, transport companies, outside venues etc and they too are open to change by companies.

While the school endeavours to provide parents with information of upcoming events in a timely way there will be instances where opportunities for the children will arise during the year without a great deal of notice. We thank you for understanding.
**Possible activities and approximate expenses for 2015 – to be confirmed**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Approximate Cost</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curriculum</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Science Enrichment Program</td>
<td>$20.00</td>
<td>1 – 4</td>
</tr>
<tr>
<td>- Creative / Performing Arts</td>
<td>$40.00</td>
<td>1 – 4</td>
</tr>
<tr>
<td>- Dance Festival Bus Transport</td>
<td>$20.00</td>
<td>1-4</td>
</tr>
<tr>
<td>- Yrs 1 – 6 Dance Groups(Costume and consumables required for dance)</td>
<td>$25.00</td>
<td>2</td>
</tr>
<tr>
<td>- Pottery</td>
<td>$30.00</td>
<td>3</td>
</tr>
<tr>
<td>- Environmental Day Yrs 3&amp;4</td>
<td>$10.00</td>
<td>3</td>
</tr>
<tr>
<td>- Visiting Author</td>
<td>$10.00</td>
<td>2</td>
</tr>
<tr>
<td>- Fit School</td>
<td>$40.00</td>
<td>3</td>
</tr>
<tr>
<td>- Operation Art – for nominated students gifted in Art</td>
<td>$50.00</td>
<td>2</td>
</tr>
<tr>
<td>- Excursions K – 2 (Possibly 2)</td>
<td>$35.00 each</td>
<td></td>
</tr>
<tr>
<td>- Excursions 3 – 6 (Possibly 2 - 3)</td>
<td>$35.00 each</td>
<td></td>
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<tr>
<td><strong>Student Welfare – Friendship Group</strong></td>
<td>$10.00</td>
<td>1 – 4</td>
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<tr>
<td><strong>Fundraising Activities</strong></td>
<td></td>
<td>1, 2, 3 &amp; 4</td>
</tr>
<tr>
<td>For e.g. walkathon, spellathon, cake stalls, super treat days, discos, mini fetes, school fete etc for e.g. Year 6, SRC, P&amp;C, K – 2, Years 3 – 6</td>
<td></td>
<td></td>
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<tr>
<td><strong>Sport</strong></td>
<td></td>
<td></td>
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<tr>
<td>- School Swimming Carnival</td>
<td>$14.00</td>
<td>1</td>
</tr>
<tr>
<td>- School Athletics Carnival</td>
<td>$14.00</td>
<td>2</td>
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<tr>
<td>- Gymnastics</td>
<td>$45.00</td>
<td>2</td>
</tr>
<tr>
<td>- Dance - Zumba</td>
<td>$35.00</td>
<td>4</td>
</tr>
<tr>
<td>- District Cross Country</td>
<td>$10.00</td>
<td>4</td>
</tr>
<tr>
<td>- District Swimming Carnival</td>
<td>$10.00</td>
<td>3</td>
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<tr>
<td>- Intensive Swimming Scheme Yrs 2 – 6 Non / poor-swimmers</td>
<td>$100.00</td>
<td>1</td>
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<tr>
<td>- Summer Games</td>
<td>$14.00</td>
<td>4</td>
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<tr>
<td>- Winmalee Cup</td>
<td>$14.00</td>
<td></td>
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<tr>
<td>- Yoga</td>
<td>$40.00</td>
<td></td>
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<tr>
<td><strong>Camp –</strong></td>
<td></td>
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<tr>
<td>- Yrs 3&amp;4 Winmalee Christian Centre - 2 days</td>
<td>$100.00</td>
<td>3</td>
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<tr>
<td>- Yrs 5&amp;6 Canberra $300 3 days</td>
<td>$300.00</td>
<td>3</td>
</tr>
<tr>
<td>Year 6 Polo Shirts</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td><strong>Band</strong></td>
<td>$35.00</td>
<td>1-4</td>
</tr>
<tr>
<td><strong>Festival of the Arts – Dance / Drama / Choir Students (Joan Sutherland C)</strong></td>
<td>$25.00 per ticket</td>
<td></td>
</tr>
<tr>
<td>School Photos (cost depends on package purchased)</td>
<td>$10 - $50</td>
<td>1</td>
</tr>
<tr>
<td><strong>End of Year School Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K – 2 Activity Day</td>
<td>$7.00</td>
<td>4</td>
</tr>
<tr>
<td>Years 3 – 6 Blue Gum Lodge</td>
<td>$18.00</td>
<td>4</td>
</tr>
</tbody>
</table>
FETE
A fete is scheduled for 2015. Please feel welcome to join fete meetings. Come along and have a coffee and share in the news.

The first meeting for the year is on Monday 23rd February in the office staffroom at 7pm.

Further meeting dates will be advised through the newsletter, website and Facebook.

GENERAL CLASS NEEDS
During the year students will require a variety of items. Each class teacher provides a list of items relevant to learning needs and student welfare.
The following list is indicative of what may be required for your child.

Kindergarten and Year 1
- A spare pair of underwear in a plastic bag to be kept in their school bag.
- Box of tissues
- Liquid soap
- Glue sticks
- Painting smock or shirt to protect clothes
- Eraser
- Exercise book for homework
- A4 Plastic Folder for home readers
- Library bag

Years 2 and 3
- Box of tissues
- Glue sticks as required by your child
- Painting smock or shirt to protect clothes
- Liquid soap
- Coloured pencils
- Water based texta pens
- HB Pencils
- Ruler
- Eraser
- Pencil case
- A4 exercise book for homework
- A4 envelope folder for class work
- A4 display folder
- A4 Plastic Folder for home readers
- Library bag
Years 4 to 6

- Box of tissues
- Glue sticks as required
- Painting smock or shirt to protect clothes
- Coloured pencils / Water based texta pens / gel pens
- HB Pencils
- Biro Pens in black, blue and red
- Pencil case
- Ruler
- Geometry Set
- Eraser
- A4 exercise book for homework
- A4 envelope folder
- A4 display folder
- Student diary for Year 6
- Liquid soap
- Library bag

GIFTED and TALENTED

Students are catered for through enrichment activities, excursions and extended and accelerated curriculum delivery.

Key Learning Area acceleration is offered with students working beyond chronological stage age. This includes year acceleration in the event a student's giftedness indicates the need for overall key learning acceleration. This would require confirmation from the school counsellor.

Additional activities occur at school and within the district, providing additional opportunities for gifted and talented students.

GYMNASTICS

Gymnastics is part of the PE Syllabus. Lessons are offered Kindergarten to Year 6 during Term 2 or 3 by trained gymnastic teachers employed by the school.

Class teachers supervise all lessons.
Approximate cost $45.00

HEALTH

It is probable that at some time during your child's schooling he/she will contract one of the common diseases of childhood listed below. If your child does contract one of these diseases, please notify your child's class teacher.

- Measles - Patient is excluded from school for four days after appearance of rash.
Contacts are not excluded.

- **German Measles** - Patient is excluded from school until child has fully recovered, or for at least four days after the rash appears. Contacts are not excluded.
- **Mumps** - Patient is excluded from school for at least nine days after the appearance of the swelling. Contacts are not excluded.
- **Chicken Pox** - Patient is excluded from school for at least five days after the first spots appear, or when blisters have all crusted. Contacts are not excluded.
- **Whooping Cough** - Patient is excluded from school for 14 days from the start of illness, or until they have had five days of a ten day course of antibiotics. Contacts are not excluded.
- **Ringworm** - Patient is excluded until appropriate treatment has commenced. Contacts are not excluded.
- **Conjunctivitis** - Patient is excluded until discharge from eyes has stopped. Contacts are not excluded.
- **Impetigo (Septic Sores)** - If sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. Contacts are not excluded.
- **Pediculosis (Hair Lice)** - Students not excluded but hair should be treated with appropriate solution from pharmacist. Everyone living in the same house should be treated at the same time you are treating the affected person. Notify the school.

For any other infectious disease, please contact the Principal for advice on exclusion.

**HOMEWORK**

It is department and school policy that homework is given to students. Homework is based on age level and consists usually of spelling/tables/maths/reading and writing type activities.

Each teacher sets homework, either for the night or to be completed by the end of the week. It provides students with the opportunity to revise concepts treated in class, as well as allowing students to develop skills in planning and organising to complete tasks.

Parents are encouraged to assist their child with homework by showing interest and assisting.

If homework places undue stress on your child please discuss this with your child’s teacher.

It is extremely important that your child has the opportunity to relax and play at the end of what is a very busy day. Sometimes we, parents and teachers, need to prioritise a child’s activity based on their overall welfare.
**INTERNATIONAL COMPETITIONS AND ASSESSMENTS FOR SCHOOLS (ICAS)**

The International Competitions and Assessments for Schools (ICAS) are independent skills-based assessments. The tests are often referred to as the University of NSW tests.

ICAS is unique. It is a most comprehensive suite of academic assessments and school tests for students.

Blaxland Public School students in Years 3 to 6 students are offered access to tests in English, Mathematics and Science. Currently we are looking to extend this to include Writing.

A new ICAS test is developed annually for each subject in each year level by our team of subject matter experts. All ICAS tests are reviewed by experienced teachers to ensure that they accurately assess students’ skills and are relevant to what they are learning at school.

Participation is voluntary. Information about dates and costs for the tests are forwarded home.

**INTENSIVE SWIMMING – Term 4**

The Intensive Swimming Scheme is run by the Department of Education and Communities by specially trained teachers. The program is open to students from Years 2 to 6 who are non-swimmers or not confident in the water.

Cost for entry to the pool and buses will be approximately $100.00

Tuition is free of charge.

**KISS AND DROP ZONE**

The school has been granted a 'Kiss and Drop Zone' in front of the Baden Place entry gate to the school.

When using this zone buses have priority. Parents are welcome to drop their child at the gate in the morning and pick them up in the afternoon.

- Cars are asked to stop as far along the zone in order to provide for other cars or buses coming in behind.
- Drivers must remain in the driver’s seat.
- Students must alight from the car on the kerb side with their school bags.
- Time allowed in the zone is designed for the parent or caregiver to kiss the child hello or goodbye, the child leave the car or settle into the car with seat belt on and for the car to move on.
- Parents who wish to enter the school grounds may park in the Visitors’ Car Park or the area in front of the Scout Hall.
Please be cognisant of the safety of all children. According to data from the Policy and Regulation Division of Transport for NSW, 131 pedestrians under the age of 16 are injured each year in NSW during school drop off and pick up periods.

**LIBRARY**

Mrs Hall is our teacher-librarian and has library classes Thursday and Friday of each week.

Students are encouraged to borrow books for home. Borrowing is available during library lessons with Mrs Hall and for our very voracious readers at lunch times on Thursday and Friday.

It is important that books are protected by a library bag. These can be purchased commercially or a plastic bag inside a pillow case works just as well.

We ask that books are returned on a weekly basis. Mrs Hall is currently working on a plan to recognise avid readers and the class who has the highest rate of borrowing and returns.

We believe it is important to foster a love of literature and support students in the realisation that books are of great value, as is the written word.

**LOST PROPERTY**

It would be appreciated if every piece of your child's clothing is clearly tagged and labelled with their name.

We also advise that lunch containers, drink bottles and other personal items brought to school are also labelled.

Generally, labelled items find their way back to their owners; however, the trolley grows to enormous proportions as the year progresses.

Please feel free to check for lost property or remind your child to check for belongings.

Lost property may be found in the trolley located in front of Mr Foye’s classroom.

**MEDICAL**

Please make an appointment with Mrs Jamieson, through the office, to review serious health care needs where your child requires an individual health care plan in order to support their wellbeing at school.

**Allergies**

Please advise the school if your child has been diagnosed with an allergy/allergies that could affect his/her learning or wellbeing at school.

If necessary please ensure you have completed an Asthma management plan with your doctor and provide a copy of the plan to the school.
The ASCIA Action Plan for Allergic Reactions (personal) for use when no adrenaline autoinjector has been prescribed may be accessed at:

[ASCIA Action Plan for Allergic Reactions (personal)211.49 KB]

Your doctor will have access to the plans for you.

For further information please refer to:

[www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis#sthash.5CPWWvhA.dpuf]

### Anaphylaxis

Severe allergies such as anaphylaxis may result in emergencies and the school must be informed. Teachers are trained in responding to anaphylaxis.

Please ensure your treating physician has reviewed your child’s health care plan for 2015. This will require the completion of ASCIA Action Plan for Anaphylaxis (personal) for use with EpiPen or Anapen by your doctor. Your doctor will have a copy of the plan which may be accessed at:

[http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis#sthash.5CPWWvhA.dpuf]

Please check your child’s Epipen or Anapen are well within use by dates. Please record the date for replacement of the pen prior to the medication becoming ‘out of date’.

### Asthma

Asthma affects a significant number of children and young people. Please inform the school if your child has been diagnosed with Asthma. If necessary please ensure you have completed an Asthma management plan with your doctor and provide a copy of the plan to the school. Please ensure your child’s asthma medication is within use by dates.

### MEDICATION

If your doctor requests your child receive medication while at school please:

- bring this to the attention of the school
- ensure that the information is updated if it changes
- supply the medication and any 'consumables' necessary for its administration in a timely way
• collaborate with us to work out arrangements for the supply and administration of the prescribed medication. See role of parents.

• Please complete the following form for the office:
  Request to administer medication

MEDICAL INFORMATION FORMS FOR ALL STUDENTS K - 6

ACTION REQUIRED BY ALL PARENTS by Friday 20th February 2015

Please complete a medical form and return it to school by Friday 20th February.
Please see attached form.
The form may also be accessed through:
\Detnsw.win\1258\Faculty\Teacher\Staff-Data\School Organisation\Medical\Medical Information Form.doc
Forms are also available through the school website.
Forms may be:
• emailed to: blaxland-p.school@det.nsw.edu.au
• mailed to: Blaxland Public School
  PO Box 84
  Blaxland, NSW 2774
• provided to the office personally
• brought to the office by your child.
The medical form will be used for excursions, with the exception of overnight camps where teachers will require specific information on for example; diet, medical needs, swimming ability.

It is imperative that parents advise the school of any changes to the medical needs of their child / children during the year. An updated medical form will be required by the office.

MUFTI DAYS
During the year the P&C or student body will hold mufti days to fund raise.
Parents and caregivers are notified through notes home and / or the newsletter. Sometimes mufti days will include a theme or be designed around a colour. Generally it is a day where students are not required to wear school uniform.
It is important, however, that the children wear age appropriate clothing which includes:
• closed in shoes
• clothing that covers their shoulders and is comfortable and
• hats
Thank you for helping to keep our children safe.
**NAPLAN**
Years 3 and 5 will sit for the National Assessment Program – Literacy and Numeracy tests from Tuesday 12th May to Thursday 14th May 2015.
Notes will go out in Term 2. NAPLAN results may be received early October, Term 4.

**NEWSLETTER**
The school’s newsletter is emailed fortnightly to each family. Alternatively you may access the newsletter through the school’s website: [http://www.blaxland-p.schools.nsw.edu.au/](http://www.blaxland-p.schools.nsw.edu.au/) or request a hard copy at the office, personally or through your child.

We are also able to forward messages to you through your email.
In order for you to receive an electronic copy of the newsletter and or messages you will need to log onto the school’s website, go to Newsletters and Notes and [Click here](http://www.blaxland-p.schools.nsw.edu.au/) to subscribe to receive the newsletter via email and view past copies.

**PARENTS AND CITIZENS’ ASSOCIATION**
Please refer to the school newsletter for dates. Meetings begin at 7.00 p.m. in the office staffroom.
Your input into fundraising and the support of this school is welcomed and valued.

**PARENTS’ CONSENT FORM**
Occasionally school activities take students beyond the school environment. For students to participate in such occasions, a Parent Consent Form must be signed by a parent or guardian and received by the school before the event takes place.

Parent Consent Forms are always attached to the general information sheet outlining the activity.

**PARENT AND TEACHER INTERVIEWS**
Parents may organise an interview with their child’s teacher at any time during the year, particularly if there is a need to share or seek specific information.

Formal interviews are held mid-year.

In 2015 Interviews are scheduled from Tuesday 23rd June to Thursday 25th June. Teachers will forward notes to you in Term 2 where you can indicate preferred times.
PAYMENT AND NOTES TO THE OFFICE
Payments may be made:

- online at any time through the school’s website.  
  Make a Payment

- at the office Monday to Friday 9am to 11.00am.

- by cheque, in person or through the mail Monday to Friday. A receipt will be provided to your child in an envelope to take home.

- Eftpos is available at the office

- Direct account deposits are not available at this stage

Please ensure money sent to the office is in an envelope (sides securely sealed) with your child’s name and class clearly noted.

Parents may make arrangements with the office to meet their financial obligations with payments to the school in a variety of ways.

Sometimes it is easier to pay an amount
- weekly, fortnightly or monthly
- in full or
- as due.

Payments in full or part may be made at the office or through payments online (POP) which can be accessed through the school’s website:

(Make a Payment)

Families must be financial in order for students to participate in certain events.

If this is not possible please see Mrs Smith in the office in order to make alternative arrangements.

Information is considered confidential.
PERMISSION TO PUBLISH

ACTION REQUIRED ONLY FOR PARENTS NOT WISHING THEIR CHILD OR CHILDREN BE INCLUDED IN PHOTOGRAPHY, FILMING AND OR PUBLISHING.

LETTERS to be received by Friday 20th February

During the year there will be many occasions where students may be photographed.

The photographs may be used for publication, for example; on the school website, in the school newsletter, Year 6 Farewell Booklet, Farewell presentation, Open Day, classroom use, office displays, hall displays, school posters and newspaper articles.

There may also be times where students are filmed during school activities. Videos created this way may be used for or involve Open Days, Year 6 Farewells, teacher training, student mementos, school musicals, special events, classroom work etc.

All publications are relevant to Education and Blaxland Public School.

If you do not wish your child to be included in any form of photography, filming and / or publishing please forward a signed and dated letter to the school ensuring we are aware of your wishes.

Parents happy to have their child / children included in photographs, filming and publications need not provide ‘Permission to Publish’ letters.

Where no letter of instruction is received the school understands it is granted permission to photograph, film and / or publish.

The school records instructions not to photograph and publish. It is also important, however that your child also understands they are not to have photos taken nor are they allowed to be filmed.

We ask that you explain to your child that they will be excluded from photos and filming at your request.

PEER SUPPORT

Each year our senior students work with younger students to complete activities that focus on a theme: e.g. Good Citizenship/Helping others/Road Safety.
PERSONAL BELONGINGS
Please label all your child’s belongings. If it has a detachable lid please label that too! Even labelling their school shoes can help, especially when little ones take off their shoes for an activity. Trust us, it wouldn’t be the first time we have struggled to identify the same size and same make for two little people!

PHONES AND PERSONAL DEVICES
Unfortunately, there is always the risk of expensive items that are brought to school being lost or damaged.

In some instances students need to have phones with them when travelling to and from home. In a situation that you need to contact your child through the day please call the office on 0247392817 / 0247390251.

All phones brought to school must be handed in at the office on arrival and students may pick up their phone at the end of the day.

This way we ensure phones are not lost, damaged or used to access web based sites without teacher or adult supervision.

Personal devices other than phones or precious items brought for news are best left safely in your child’s classroom or teacher’s storeroom ready to go home that afternoon.

PLAYGROUP
Family Gateway Services runs a preschool group each Thursday morning in the room next to Mrs Palmer’s classroom.

Everyone meets at around 9.30am for play and coffee.

It is a great way to get to know other parents and for the children to develop friends to begin school with.

Please come along and join Anne, the coordinator who will help you feel very welcome.

POLICY
School policies may be accessed through the school website. There will be times, however, when policy is under review and not available online.
RELEASE FROM FACE TO FACE (RFF)
Teachers are released from face to face teaching during the week to program for teaching and learning, assess students and complete administrative requirements.

RFF teachers implement syllabus during this time in collaboration with the class teacher.

Mrs Hayes and Ms Adamski will provide RFF for 2015 with Mrs Everret supporting later in the year.

SCHOOL BANKING
Students are encouraged to participate in learning to save. The Commonwealth Bank provides Dollarmite Accounts for the students from Kindergarten to Year 6. Students are able to bank Monday to Friday through the office at school. If you wish your child to begin banking please speak to Mrs Smith (front office).

SCHOOL COUNCIL
The School Council operates as part of the shared community and school based decision making process.

The Council becomes active at times where their support is required for the wellbeing of students, staff, and parents in our learning community. Meeting times are notified through the newsletter.

SCHOOL COUNSELLOR
The School Counsellor, Ms Rosemary Black is available to assist with assessing student needs and the counselling of students experiencing difficulty on Thursday of each week.

All Department of Education and Communities’ Counsellors are registered child psychologists.

A parent or student may request an interview with Ms Black. Teachers may also refer students. Students wishing to see the counsellor may also self-refer from the age of five years.

As a matter of courtesy and protocol the school discusses all referrals to the counsellor with parents. We also request parents sign an application form for their child to see the counsellor.

Parents are welcome to speak to the counsellor prior to their child meeting Ms Black. Written reports outlining the results of formal educational assessments are provided to parents during a parent and counsellor meeting.
SCHOOL EVENTS
Throughout the year there will be a number of school activities for which the school absorbs the cost, P&C organise and students organise. There will also be activities that require permission notes and payment in order for students and or parents to attend.

Mrs Smith, our Office Manager is responsible for a myriad of duties, including finalising excursions, payments and transportation.

In order to ensure procedures and protocols required by audit and the Department of Education and Communities are implemented, administrative notes requiring parent consent or action will include a due date. Please ensure notes are returned by the due date. It is heartbreaking to have to explain to a child they are unable to attend an activity because we have not received permission or payment by the due date.

Please, if you are experiencing difficulty, let the class teacher, Deb Smith or the Principal know so we may offer assistance.
Be assured, information shared is considered confidential.
In the event that your child is absent during the organisation of an excursion the school will take steps, if possible, to try and include your child, with your permission.

SCHOOL MUSICAL
Whole school musicals are triennial. This provides Dance, Choir, Drama, and Band groups with the opportunity to rehearse and participate in external performances The next musical is scheduled for 2016.

SCHOOL PHOTOS
The school arranges whole school photos each year. For 2015 Kindergarten to Year 6 will have their photo day on Thursday 26th March.
Notes will be sent home shortly.

Students are required to wear full school summer uniform; skort or shorts for girls, shorts for boys, our polo tops, white socks and all black sneakers.
Dresses and sports shorts are not worn for photos.

Payments may be made directly:
- online to Advanced Photographers or
- placed in the envelope provided and sent back to school.

It is essential payments and photo envelopes are received by 19th March 2015.

Please let the school know in writing if your child is / children are not to be photographed.
SCRIPTURE and ETHICS CLASSES
Protestant and Catholic Scripture is offered to students, Kindergarten to Year 6 each Wednesday.

K – 2 Scripture is from 9.30am to 10.10am
Years 3 – 6 Scripture is 10.25am to 11.05am

Attendance for Scripture is taken from our enrolment system where parents have indicated a religion.

We hope to offer Ethics classes in Term 2 for students electing not to attend scripture.

Student arrangements for Scripture in 2014 will carry over into 2015. If you wish for a change in arrangements, or for your child not to attend scripture and / or ethics classes please inform the school in writing.

Students not participating in Scripture or Ethics classes attend non scripture. NSW Public Schools are not permitted to teach curriculum to students during non-scripture.

Teachers supervise non scripture groups and students may choose to read, complete private study or work on their homework.

SPORT
Years 3 to 6
Sport is generally held on a Friday for Primary students. Swimming is held in Terms One and Four while in the other two terms soccer, netball, T-ball, athletics and other team games are played. The school participates in a number of carnivals during the year.

Years K – 2
Sport is held on Friday morning. Parents are welcome to stay and support with student participation.

SPORT CARNIVALS
Blaxland Public has a school athletics, swimming and cross-country carnival each year. Students are selected according to competition results and times to represent at District.

STAFF CAR PARK
We ask that parents refrain from parking in the staff car park due to the restricted number of spaces available for staff and the issue of student safety.
Staff arrive and leave the school at different times throughout the day. It is important that little ones and students are not in an unexpected area.

Thank you for helping to keep all children safe.

**STUDENT PROGRESS**

Student assessment is a continuous process throughout the year. Progress is measured daily by teachers. What a student demonstrates in their learning today informs the teacher what needs to be organised for the following day’s learning in order to further student achievement at an individual, group and class level.

Students also participate in specific assessment tasks designed to provide detailed information for teachers. These tasks may be teacher set, commercially purchased and/or standardised tests. The framework for assessment is the NSW State Syllabuses and students are assessed in all Key Learning Areas.

Parents are welcome to make an appointment to discuss student progress, behaviour and other matters with their child’s teacher. Please feel free to ring the office. Your child’s teacher will return your call to arrange a mutually convenient time.

**STUDENT WELFARE**

Student welfare is a priority at Blaxland Public School. Students must feel safe and happy if they are to participate in quality teaching and learning that positively challenges their thinking.

The focus of student welfare is to create a happy, relaxed and positive environment where students feel supported and valued. It is important that students are encouraged and provided with opportunities for successful learning.

Copies of the Student Welfare Policy are available on the school website.

**Suspension**

Under Departmental policy a student will be considered for suspension for violent behaviour, bringing illegal drugs or weapons to school, continued harassment of another student or staff member, serious insolence, persistent disruptive behaviour.

**STUDENT REPRESENTATIVE COUNCIL - SRC**

Years One to Six elect a student representative at the beginning of each school year. The representatives meet, discuss issues, problem solve, and offer ideas that benefit their peers and the school.
STUDENT RESOURCES
Performing Arts / Craft (No increase for 2015)
This may include activities such as Art, Craft, Dance, Drama etc.
$40 per student

Texts (No increase for 2015)
English - $20.00
Mathematics - $20.00
The school is shifting to online software for Mathematics Kindergarten to Year 6.
The school will absorb the costs of the software, however, support materials are required for students. This will include two texts and print outs related to the program.

SUMMER GAMES
Schools from the lower and mid mountains participate in Summer Games during Term 4.
Students from Years 3 to 6 may be selected for Kanga Cricket or Softball.

SUN SAFE
We are a sun safe school. Students are required to wear the school hat which meets Cancer Council guidelines in that hats are designed to protect the nose, ears and back of the neck. Caps are not accepted as sun safe and therefore not part of the school uniform.

Students wearing caps and students without hats during play times are required to find a shaded area in front of the library. The oval and sunny areas are out of bounds without school hats.

- We recommend students wear sunscreen to school each day.
- 30+ Sunscreen is available for student use in all classrooms.

If you have a child allergic to milk products or sensitive to many types of sunscreen we ask you provide a sunscreen that is safe for their skin. Thank you for helping us to keep children safe.

SUPPORT FOR LEARNING
Successful programs operate to assist students needing further support in literacy and numeracy. The individual programs are designed by the class teacher and the teacher for learning and support, Mrs Paula O'Brien.

Mrs O'Brien monitors and reports to teachers and the Learning Support Team regularly on student progress.
Parent tutors are a critical support for students working on individualised educational programs. If you would like to support a student in a learning program please contact Mrs Smith in the office and Mrs O’Brien will return your call on a Tuesday or a Thursday.

**TRANSPORTING STUDENTS by PRIVATE CAR**
There are times that may arise when a small number of students will need transport. We are blessed to have a very supportive community who volunteer in these instances.

- Students being transported must have parent permission.
- Travel by the student is in the back seat of the car.
- Booster seats are required for students up to 8 years and or under 145cm in height.
- Booster seats must carry a certificate / mark of compliance with the Australian/New Zealand Standard 1754 Child Restraint Systems for Use in Motor Vehicles.

To transport students in a car, parents and caregivers must provide the office with:
- a current driver’s licence
- current registration and insurance papers.

Insurance companies will provide a certificate of currency which is often helpful.
With your permission the office staff will need to sight documentation or you may prefer to have details photocopied to ensure information is currently held by the school.
Fortunately, this is only necessary at the beginning of the school year and when or if your paperwork is upgraded or renewed.

Parents transporting students are required to have a Working With Children Check.


Thank you for your support. It is greatly appreciated.
UNIFORMS
Blaxland Public School Community, supported by the School Council and P&C have determined the school’s uniform policy. There are a number of benefits identified by NSW Department of Education and Communities which may be viewed in the document, ‘School Uniforms in New South Wales Government Schools’

Our school community and policy have determined that our school uniform consists of:

Girls may wear our blue:
- check dresses;
- skorts or unisex shorts.
- plain navy tights in colder weather
- long pants and jacket for winter.

Jackets, shorts, polo shirts and long pants are unisex and worn by all students as are the school’s sun safe hats. Baseball caps are not supported by the Cancer Council as they do not protect the students’ necks and ears from sun damage. As a result caps are not accepted as part of our sun safe or uniform policy.

Blaxland Public School is a sun safe school. Students are expected to wear school hats when outside.
School shoes are plain black sneakers, without colour on the soles, sides or laces.

**FOOTWEAR**

- EVERYDAY completely black joggers/sneakers with black laces or velcro, and white sports socks*.
- One pair of shoes for sport & school days.
*During cold weather stockings may be worn with the short.

Uniforms may be purchased through the school. The Uniform Shop is open on the 2nd and 4th Monday each month. Dates are advertised through the newsletter, school electronic sign, website and Facebook.

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<th>Particulars</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Blue check dress</td>
<td>$30.00</td>
</tr>
<tr>
<td>Navy &amp; sky blue polo shirt</td>
<td>$28.00</td>
</tr>
<tr>
<td>Navy &amp; sky blue long sleeve polo shirt</td>
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</tr>
<tr>
<td>Navy blue fleecy jacket</td>
<td>$32.00</td>
</tr>
<tr>
<td>Navy &amp; sky blue micro-fibre jacket</td>
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<tr>
<td>Navy long micro-fibre pants</td>
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<tr>
<td>Navy micro-fibre shorts</td>
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<tr>
<td>Navy stubbie shorts</td>
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<tr>
<td>Navy stubbie skorts</td>
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<td>Price</td>
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<tr>
<td>----------------------------------</td>
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<tr>
<td>Navy surf hat</td>
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<td>Library bag</td>
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<td>Name Labels (each)</td>
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<tr>
<td>White sport socks</td>
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<tr>
<td>Black school joggers</td>
<td>-</td>
</tr>
<tr>
<td>Hair Accessories</td>
<td>$6.00</td>
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<tr>
<td>Scarf &amp; Beanie set with logo</td>
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</table>

WEBSITE
We hope to add to the site as we become more familiar with the software.

WORKING WITH CHILDREN CHECKS (WWCC)

It is a requirement that everyone involved with children, (in our case the students of Blaxland Public School) in an employed, volunteer or practical situation is cleared by a Working With Children Check.

This includes parent helpers and P&C members who come into direct contact with students.

For further information please refer to:


Please provide a copy of your Working With Children Check which will provide you with a clearance or ID number.
WINMALEE CUP
Lower and mid mountain schools come together in Term 2 for a day of sport which is known as the Winmalee Cup

Years 3 to 6 may be selected to participate in Soccer, Netball or Newcombeball. Junior and Senior teams are established and play against other schools for the Cup.

Trophies are held for the year by the winning teams after which they are returned for the next year’s round of the ‘Winmalee Cup’.