CLUNES PUBLIC
SCHOOL

Information for Parents
2014
STAFF FOR 2013

RELIEVING PRINCIPAL: - Michelle Slee

TEACHING STAFF: - Keron James
- Colleen Henderson
- Lorraine McKenzie
- Jack Priestley
- Malcolm Sky
- Mim Burgess

MUSIC/ CHOIR - Heather McKay

LIBRARY - Pam Lovell

SUPPORT TEACHING STAFF: - Margaret Simpson

SCHOOL COUNSELLOR: - Sue Mason

SCHOOL ADMIN MANAGER: - Bernardine Cooper

SCHOOL ADMIN OFFICER: - Marina Baxter
- Andrea Pearce

SCHOOL LEARNING SUPPORT: - Karen Faber

GENERAL ASSISTANT: - Reece Maxwell

SCHOOL CLEANER: - Jocelyn Howe
Book Club
School Banking
Collection of Monies
Conveyance / Bus Transport
School Photographs
School Uniform
Care of Clothing / Property
Homework
School Discipline Code
Infectious Diseases

Contacting the School

Telephone Number: 02 6629 1278
Fax Number: 02 6629 1040
Email: clunes-p.school@det.nsw.edu.au
Website: www.clunes-p.schools.nsw.edu.au
Message from the Principal

Congratulations on your child’s enrolment at Clunes Public School.

Clunes Public School, with an enrolment of around 105 students, is a well-resourced, modern school. It boasts experienced staff; a supportive parent body and community group; and hard-working students.

We have happy, healthy, well supported students who enjoy individualised and rich learning. We also have a dedicated, talented and passionate team of teachers and staff who work hard to provide the best outcomes for our students.

Clunes has an outstanding record of academic, sporting and cultural success. We are working hard to ensure our students are equipped with the skills necessary for 21st Century learning, being part of a global society while retaining a strong sense of local community.

We are also proud member of the First North and Big Scrub Community of schools which enhances our quality teaching and learning while providing a diverse range of experiences and opportunities for our students.

We look forward to working closely with you to provide a quality school experience for your child, in which he or she can grow toward their unique potential.

This booklet has been prepared by the school as a source of information for parents. You are urged to familiarise yourself with the information contained within.

Should you have any concerns or questions about the school, please don’t hesitate to contact me at school.

Michelle Slee
Principal (Relieving)
GENERAL INFORMATION

School Times

School times are from 8:55 a.m. until 2:55 p.m.
Recess is 30 minutes from 11.00 a.m. until 11.30 a.m.
Lunch is 45 minutes from 1.15 p.m. and 2.00 p.m.
Fruit break occurs at approx. 10.00am.

Supervision of Students

Supervision of students at school commences at 8.30 a.m. each day and concludes as soon as practical after buses leave at 3.00 p.m.

Students are encouraged not to arrive at school prior to 8.30 a.m. as supervision is not provided. We also encourage all students to leave the premises as soon as possible after 3.00 p.m.

Skills to be developed at primary school

This school aims to developing individual student capacity in the following skills, knowledge and habits:

1. Communication and expression through
   - oracy (listening and talking),
   - literacy (reading and writing) and
   - visual, manual and musical forms

2. Numeracy with emphasis on environmental and problem solving aspects.

3. Ability to be a critical thinker and innovator.

4. Ability to skilfully control the body in diverse physical activities and sport.

5. Effective work-study skills.

6. Skills of personal, group relationships and cooperative learning.

7. Access and effectively use technology and multi-modal and digital media.

Opportunities for

a) extension / remediation;

b) creative and imaginative ability.
Knowledge

This school’s curriculum provides a selected range of experiences intended to develop knowledge about:

1. Understanding of oneself.
2. Literacy and mathematical conventions.
3. The natural and social environment.
4. The child’s cultural heritage in literature and the arts.

Attitudes and Principles

1. Belief in the importance of acquiring a worthy set of personal values.
2. Respect for the rights, beliefs and customs of others.
3. Pride in good workmanship, personal achievement and a feeling of self-worth.
4. Belief in the value of working co-operatively with individuals and groups.
5. Belief in the value of seeking knowledge and developing skills.
6. Appreciation of literature and the arts through self-expression and participation.
7. Appreciation of culture and beauty in the world.
8. Belief in the value of physical fitness and healthy eating.
10. Belief in the value of sportsmanship, fair play and acceptable standards of conduct.
PARENT GROUP

The Parents and Citizens Association welcomes all parents of the school community. This organisation has the very important task of presenting the community’s aspirations to the school staff, and, at the same time, representing the community in negotiations with the State and Commonwealth Governments for improved facilities in the school.

Parents, by joining this school group, will be better informed about all aspects of their children’s education. Membership is also the best way of meeting other parents, making new friends and being actively and positively involved in the school.

Through its Fund Raising Committee, this group becomes actively involved in fund raising to provide aids not supplied by the Government.

The Parents and Citizens Association meets on the second Wednesday of the month at 6.00 p.m. at the school.

The Fund Raising Committee meets on days to be advised.

Fund Raising

The major fund raising activities throughout each year that you are asked to support in some small way are:

- Barbeques
- Mothers’ Day Stall
- Fathers’ Day Stall
- Christmas Hamper
- Fete and Fun Days – when needed.

Parent Helpers

We appreciate parents’ assistance with class reading, excursions, craft activities, fitness and sporting activities etc.

If you can spare the time and are interested in assisting in the classroom, please contact your child’s teacher or the Principal.

All parent helpers are required to complete a Prohibited Employment Declaration.
PARENTS’ ISSUES

Communication

Free and open communication between school and parent promotes greater understanding about each child, and how the school can best meet the educational needs of that child.

Opportunities for discussions about class programs and expectations are provided through:

1. Parent Information sessions – throughout the year;
2. Kindergarten Orientation Day – late in the year prior to enrolment;
3. Parent/Teacher meetings – in Term 2; and
4. Parent/Teacher interviews – by appointment when deemed necessary by either parent or teacher (time convenient to both parent and teacher).

As children progress through the grades at school they may cope easily or they may experience difficulty. If the latter occurs, parents must not hesitate to contact the school, as the co-operation of parent and teacher is the most effective way of starting to overcome the difficulty.

- Parents are requested to arrange interviews/meetings with teachers through the Office.

In addition to personal contact, parents are encouraged to become familiar with the school’s aims, procedures, curriculum, evaluations, activities and educational visits and excursions through:

- newsletters and circulars (weekly via email or on the website);
- meetings e.g. P & C;
- demonstrations;
- school development day activities;
- interviews;
- involvement in class activities; and
- school website.

Visitors to School

All visitors to the school are required to report to the office to sign on prior to entering the school.

Change of Situation at Home

Please inform the Principal if there has been a change in the home situation – death, divorce, separation or restricted access to the children by court order, for example. This can save distress later if the school unknowingly acts in any way which causes or intensifies conflict for any of the children.
School Attendance

It is the duty of the parent, guardian or other person having the custody or care of a child of or above the age of 6 and below the age of 15, to cause the child –

a) to be enrolled at a State school, registered school; and

b) to attend the school each day on which instruction for the child is provided by the school.

Students arriving late for school must report to the Office on arrival as the rolls are marked at 9.00 a.m.

Parents must visit the office to sign out students before collecting them during school hours. No student is permitted to leave the school during school hours unless accompanied by a parent /carer.

Non-Attendance

Explanation of non-attendance should:

a) accompany the child on return to school after an absence. This must be in written form, noting date and reason for non-attendance and signed by the parent, guardian or carer;

OR

b) accompany the child to school prior to an anticipated absence;

OR

c) be phoned through to school office by parent, guardian or care provider.

Health and Safety

Safety is a major consideration. This school expects students to play and act safely at all times with full respect for the rights of others.

Allergies

Notification of known allergies is requested by the school. This is vital particularly in the case of bee-sting allergies and other anaphylactic conditions.
A list of all known children with allergic conditions is distributed to all staff and displayed in the First Aid room.

Medication

If your child requires medication:
a) of a preventative nature (e.g. asthma inhalers); or
b) prescribed by a doctor (not over-the-counter medicine) for a current condition,

then it must be given to either the Principal or the School Administration Manager with a signed note stating dosage and time to be administered. The Principal or School Administration Manager (under the supervision of the Principal) will administer medication in accordance with these guidelines.

Medicines and tablets will not be administered without a signed note.

If you are uncertain about your child’s health and you decide to send him/her, we would appreciate a phone call or note stating the situation and a contact person and telephone number.

Medical Forms

Parents are requested to complete a Medical Form upon enrolling their child. Parents of currently enrolled students are requested to update information on a regular basis.

The completed form should give sufficient information for parents to be contacted in an emergency. At the same time it gives the school authority to seek urgent medical help when needed.

Please inform the school immediately if you change address, telephone number, place of work, contact people, etc.

Enrolments

The Principal is responsible for all new enrolments. The Principal must ensure that:

1. an enrolment form is completed and signed;
2. a transfer certificate is presented or proof of birth is sighted;
3. general information and medical forms are completed;
4. parents are given a copy of the School Information Handbook.

The Principal places the child into the appropriate class.

Kindergarten Enrolments

Clunes Public School accepts during the first week of school, enrolment of:

• children who attain the age of five years prior to 1st August of that school year.
An Orientation Program for incoming Kindergarten children is scheduled for Term 4 of the year prior to enrolment. Parents will be informed of the organisation and routine of the school as well as the general expectations in the Kindergarten classroom. An information session for incoming Kindergarten parents will be held in Term 4 of the year prior to enrolment.

**Choice of Schools**

The Department of Education and Training has a policy regarding parents’ choice of public schools. Enrolments from out of zone may be accepted. Out of zone application forms are available from the office for this purpose.

**Repetition**

Decisions involving possible repetition of students will involve parents and will be made in accordance with the DET policy on repetition.

**Assessment and Reporting Procedures**

Assessment is a measurement of what a child has achieved. Assessment should indicate the child’s progress in achieving the set outcomes and growth in social/emotional development.

When on-going assessment and/or specific tests indicate a significant difficulty is being experienced, remediation assistance, parents will be consulted and additional learning support will be arranged. This may involve the services of the School Counsellor and/or additional learning support staff.
SCHOOL PROSPECTUS

Curriculum

Learning experiences at Clunes Public School may be considered under three headings:

1. The major Key Learning Areas;
2. Across-Curriculum Issues; and

The Major Key Learning Areas

1. English (Reading, Writing, Talking and Listening, Spelling, Handwriting)
2. Mathematics
3. Science and Technology
4. Human Society and Its Environment (Social Studies)
5. Creative and Practical Arts (Music, Drama, Visual Arts, Craft)
6. Health, Physical Education and Personal Development

Current Across-Curriculum Areas

- Multicultural Education
- Aboriginal Education
- Gender Equity Education
- Computer Education
- Technology and Multi-modal Media Education

Current Curriculum-Related Policies

- Student Welfare
- Education of Exceptional Students
- School Library

Curriculum issues and Policies are regularly evaluated and updated to meet the changing needs of the students and community.

Educating the Whole Child

Academic subjects form the basis of the curriculum at Clunes Public School and are complemented by a range of cultural activities, other subjects and worthwhile experiences aimed at providing a well-balanced education for all children. Some of these are:
School Assemblies

These are scheduled fortnightly and are designed as academic and social learning experiences. Senior students conduct the assemblies with teacher assistance. Students from class groups perform items or present pieces of work at assemblies.

Assemblies for specific purposes, such as Anzac Day, are also conducted.

Parents are strongly encouraged to attend school assemblies.

Student Representative Council

Clunes Public School has an active student representative Council (SRC). In 2007 a constitution was developed and ratified and the students have a distinct decision making role. Students are elected by their peers and represent their class for one semester. Mrs Slee currently supports the SRC.

Cultural Activities

Singing, instrumental music and dance form a major cultural component within school learning experiences K – 6. Items of this nature are performed at School Assemblies, during Education Week, as part of our End-of-Year Function, and from time to time, at Musical Festivals organised at District level.

Debating and public speaking skills provide increased opportunities for student development.

Senior students also have the opportunity to audition biannually for the Small Schools Choir which performs at the Sydney Opera House.

Annual Public Speaking Competition

Each year every child is involved in a class based Public Speaking program. From this program 8 finalists are chosen, 4 Junior and 4 Senior who then compete in a special assembly to determine our school Public Speaking Champions. Finalists in the First North Schools competition compete in the Lismore Grand Final.

Excursions

Major excursions and day trips are provided to enhance our educational programs. Our major excursions are on a 3 year cycle to ensure a variety of experiences for our students.
All excursions must be approved by the Principal and parents must give written permission for children to attend. Parents are invited to attend some excursions to assist with supervision, group activities and/or transport.

Excursions are conducted in accordance with DET policy. Please assist by returning permission notes and money promptly in a sealed and clearly labelled envelope. It is important that all children attend these performances and excursions.

❖ End of Year School Activities

Traditionally, a function is scheduled for the end of each year. The form of activity planned varies from year to year.

Special activities are also organised to farewell Year 6 students.

❖ Sport, Physical Education and Fitness Program

All students are involved in a Friday Sport program and class-based Physical Education lessons. Children are requested to wear hats and closed-in shoes for all physical activities.

Intensive learn to swim classes are held in Term 4 each year for students in Years 2-6.

Additional Services and Activities

❖ School Counsellor

The School Counsellor is available to assist with the task of meeting the educational, social, emotional and developmental needs of our students.

Contact with the School Counsellor may be made via the school.

❖ Support Teachers

A part-time Support Teacher is available to assist targeted students. Assistance is also provided in planning to meet the needs of these students.

Children with special needs may require the service of an itinerant support teacher. These teachers are a shared district resource that may be accessed according to identified need.
❖ **Release from Face-to-Face Teacher**

Full-time classroom teachers receive release from classroom teaching for a period equivalent to two hours per week.

One casual supply teacher and the teacher-librarian provide release from face-to-face teaching for all staff members. Mrs McKay and Mrs Lovell fulfil these roles.

❖ **Library**

The love of books and the joys of reading are encouraged from Kindergarten to Year 6 through a literature program and regular borrowing of books. Parents play a vital role by showing interest in the books their children borrow and reading with them. Our Library program also incorporates technology and e-Resources.

Students are responsible for library books ensuring that books are returned in the same state as when borrowed and on the due date. Parents are expected to pay for lost or damaged books.

❖ **Book Club**

Children may buy books through Scholastic Book Club which operates twice per term. The school receives a percentage of sales to purchase books / resources for the Library or classrooms.

❖ **School Banking**

This service, provided to students by the Commonwealth Bank, is scheduled for Wednesday each week. Banking is carried out by the School Administration Manager. If you wish to open an account for your child please visit the front office.

All inquiries regarding accounts should be directed to the branch nominated on the deposit book.

❖ **Collection of Monies**

Money is collected by the class teachers.

Money should be secured in an envelope (or similar), clearly marked with your child’s name, class and name of the activity.

Money should NOT be taken to the Office.
❖ **Conveyance / Bus Transport**

Students in Kindergarten, Year 1 and Year 2 are eligible for free bus transport to and from school.

Students, other than those in Infants grades, must reside more than 1.6 kilometres (radial distance) from the school in order to be eligible for free bus transport. Application forms are available at the school.

Parents are asked **not** to park in the area designated BUS ZONE.

Children walking to school are expected to take the most direct route to and from school and to use footpath areas.

❖ **School Photographs**

These are scheduled annually. Information will go home prior to the booking date.

❖ **Fruit Break**

Each day children will break from learning to eat a piece of fresh or dried fruit. This happens in the first session, usually around 10.00am and students are supervised by their classroom teacher.
SCHOOL UNIFORMS

School uniform encourages a sense of pride in the school. School uniforms are now P & C policy (implemented by the school) to be worn every day.

Uniforms may be purchased through the Uniform Co-ordinator, Sasha Murchison, on 66291094 or by email on smurcho@gmail.com

Boys’ Uniform

- Navy shorts/trousers
- Light blue polo shirt with emblem
- Navy jumper / sweater /school ‘hoodie’ or tracksuit
- Closed-in shoes
- Navy or white socks
- Navy / blue hat with broad brim

Girls’ Uniform

- Navy skorts / shorts / skirt, navy trousers
- Light blue polo shirt with emblem
- Navy jumper / cardigan / school ‘hoodie’ or tracksuit
- Closed-in shoes
- White or Navy Socks
- Navy / blue Hat with broad brim

Boys’ Sports Uniform

- Red shorts
- White shirt with school emblem
- Closed-in shoes
- White socks
- Navy tracksuit

Girls’ Sports Uniform

- Red shorts / skirt / skorts
- White shirt with school emblem
- Closed-in shoes
- White socks
- Navy tracksuit
Shoes

The wearing of shoes (closed-in type) is essential not only for physical education and sport lessons, but is necessitated by the incidence of cuts (from broken glass etc.) and bee stings to the feet.

Hats

As a protection issue, rather than uniform issue, the wearing of a broad brimmed hat is compulsory during outdoor, play and sporting sessions.

Children without hats or with baseball caps will be confined to the shady parts of the school.

Care of Clothing / Lost Property

All student items are to be clearly marked with names.

All lost property is placed in the lost property box in the hall. Parents are also encouraged to seek out the “Lost Property Box” whilst visiting the school.

Property not claimed within a reasonable time is donated to a charity.

Homework

This school sees homework as an important part of your child’s education.

The degree of formality and the amount of time involved in homework assignments will vary according to the age and ability of the students.

Specific homework requirements for each class will be discussed at teacher / parent meetings.