Kyeemagh Public School
Information Booklet
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WELCOME TO KYEEMAGH INFANTS SCHOOL

The purpose of this Handbook is to assist parents/carers and students associated with Kyeemagh Infants School by providing information on how our school operates and the procedures and practices that are in place to enrich each student’s education.

We believe strongly in positive relationships and encourage communication between all members of our school community.

Please feel free to contact the school at a mutually acceptable time to discuss your child’s progress with his/her class teacher or myself.

It is hoped that the Handbook will serve as a reference and be located in a handy position in your home. I hope you find it useful.

Lorrie Grant – Principal
Aims

Building the foundations of lifelong learning in a caring and supportive environment.

The children, teachers, parents and friends of Kyeemagh aim to achieve this by:

- Encouraging students in higher order thinking with a problematic approach to learning which involves communicating ideas
- Helping students to make connections between different aspects of school learning and connections to their life outside the classroom
- Building a socially supportive classroom environment which enables students to make decisions about learning activities and how they are implemented
- Developing and recognising differences and group identities to best support individual learning
- Building a strong relationship between the school and the community

n.b. For further information refer to the current school management plan, available from the Principal.
Absence:
If your child is sick or will be absent for more than two days please call the office.

- we require written notification of all absences within seven days of their occurrence. *(A pro-forma is available from the office)*

- if you are planning to take your child out of school for a vacation outside school holiday times please discuss with the class teacher. We will require a letter for our records as attendance is monitored by the Home School Liaison Officer at District Office

- if your child is being collected from school prior to 3.10 p.m. please notify the teacher in writing *(when possible)*

- an early leaver slip must be collected from the office before picking up your child from their classroom

- please endeavour to organise dental and medical appointments outside school hours

Administration:
The office is open between 8.45 a.m. and 3.15 p.m. Monday to Friday. The Administration Manager is available during these hours.

Air-Conditioning:
All classrooms (including the library) have reverse cycle air-conditioning.

Annual Events:
Each year, parents and friends are invited to special performances, activities and concerts. These include:

- Easter Parade
- Grandparents’ Day
- Book Week Activities
- Education Week
- Graduation
You will be notified of these events in the school newsletter issued on a Monday. This information will also be available on the Term Calendar on the school website.

**Assessment:**
Assessment is part of the ongoing teaching-learning cycle, in which teachers assess student learning to inform future learning.

**Asthma Management:**
At Kyeemagh we follow the procedures recommended by the N.S.W. Asthma Foundation. If your child suffers from Asthma please ask for a form at the office and record your child’s details and Asthma Management Plan. If you do not have a management plan we suggest you discuss it with your Doctor. Whenever the plan *(and particularly medication)* changes please inform us so we can update the records immediately. Please also speak to the class teacher directly.

**Before and After Care:**
This is available off site at Arncliffe YMCA. The children are brought to school by bus in the morning and collected in the afternoon. An information leaflet is available at the office.

**Belongings:**
Please ensure you put your child’s name on every single article of clothing, as well as bags, lunch boxes, water bottles umbrellas and shoes. You may be surprised at how distressed children become during the day when they lose something. Lost items that are labelled can be returned to their owner immediately. We do not encourage other belongings such as toys or jewellery being brought to school except as a news item on their news day. Children will not be permitted to take these items into the playground.

**Birthdays:**
If your child wishes to celebrate a birthday at school with a cake or treats please send enough for the whole class. In the interests of hygiene and convenience for the teacher individual cupcakes, lamingtons or lolly bags are easier. Please make prior arrangements with the classroom teacher to see what their preference is and to find out if anyone has any particular allergy that would cause them to miss out.
Communication:
We pride ourselves on having good communication within our school community. If ever you have any concerns about anything please speak to the Teacher or Principal as soon as possible. If necessary, call the office on 9567 5819 to make an appointment.

Contact Details:

Contact details for Kyeemagh Public School are as follows:

- telephone number: 9567 5819
- fax number: 9567 2967
- website: www.kyeemaghin-p.schools.nsw.edu.au
- email address: kyeemaghin-p.school@det.nsw.edu.au
- street address: cnr Jacobson Avenue and Beehag Street Kyeemagh NSW 2216
- postal address: P.O. Box 465 Brighton Le Sands NSW 2216

Contributions:
All public schools ask for a voluntary contribution from each family to go towards providing items such as folders, stationery, computer equipment etc for the children. We really appreciate your contribution but in cases of hardship we are able to help out. Please see the Principal if this is the case. You will be notified early in Term One when contributions are due.

Counsellor:
We have access to a counsellor for half a day every second week. School counsellors are experienced teachers with postgraduate training in psychology and school counselling. Students are referred via parents or staff but are not assessed or interviewed without parental approval.

Custody Orders:
In a divorce or separated family situation and where custody is other than “joint custody”, court orders must be sighted and copied for school records. If these orders are changed through the courts, an update must also be sighted. The school cannot act only on a parent’s verbal advice re custody orders.

Emergency Procedures:
The school has adopted an emergency and evacuation procedure. From
time to time an emergency drill is conducted so that the students are aware of procedures.

**English as a Second Language:**
The Department of Education and Training funds a specialist programme specifically designed to support students whose first language is not English.

**Excursions:**
During the course of the year Teachers organise excursions to tie in with and enrich particular programmes. You will receive a permission note with details of the excursion which must be signed and returned to the class teacher with payment (if applicable) in an envelope with the child's name and class (see “Money” for an example). Not all excursions incur a fee. Children who do not have a signed permission slip will be excluded.

**Hours:**
School commences at 9.10 a.m. when the bell is rung. Students are required to assemble on the circle in the playground. Kindergarten children assemble on the inner circle and Year One and Two on the outer circle.

Playground supervision commences at 8.55 a.m. each morning. It is not advisable to arrive at school prior to that time. If you do, you are required to remain with your child; under no circumstances are children to be left without adult supervision prior to 8.55 a.m. In exceptional circumstances and with prior approval from the principal you may be able to have your child supervised in the office prior to 8.55 a.m.

Children are not to be on any play equipment or play ball games in the playground before or after school. This includes accompanying siblings.

Recess, (playtime or little lunch) is from 11.00 a.m. until 11.30 a.m. During this time a teacher is on duty.

Lunch is from 1.00 p.m. – 1.45 p.m. The students stay with the supervising teacher for the first 15 minutes to eat lunch, they are then allowed to play. Again, a teacher is on duty to supervise games and activities.

School finishes at 3.10 p.m. Every child is to be collected by a parent or carer from the school grounds.

**Immunisation:**
It is a Departmental requirement that Immunisation records must be
viewed prior to enrolment. If your child is not immunised, he/she will be excluded from school if there is an outbreak of contagious diseases such as measles, diptheria, whooping cough etc.

**Information and Communications Technology:**
Each classroom is well equipped with computers. We are privileged to have two inter-connected classrooms. This allows us the opportunity to have on-line video conferences for students and teachers. There is an extensive policy with regard to publishing your child's work or identifiable photograph on the school website. You will be given a copy of this policy and asked whether or not you give your permission to publish.

**In-School Performances:**
The school organises performances during the year which are held in the library or outdoors weather permitting. Performances include visiting sports teams, musicians, puppet shows etc and are designed to enhance the curriculum. Notes advising dates, cost etc are sent home with your child.

**Key Learning Areas:**
Otherwise referred to as KLA's, these are the subject areas of English, Mathematics, Science & Technology, Creative Arts, Personal Development/Health/Physical Education (aka P.D.H.P.E.) and Human Society and Its Environment (aka H.S.I.E). A tip for parents, if you ask your child which subject they like best don't expect them to nominate a particular subject area. The way the curriculum is taught these days there is often a seamless integration of subject areas particularly during the K-2 stage.

**Late Arrivals & Early Departures:**
Where possible medical, and other appointments, should be made out of school hours. When a child has to leave school during lesson time, a permission note is required. Students arriving after 9.10am and leaving before 3.10 pm are deemed to be partially absent. Please be sure to sign the late arrivals/early departures book in the office. Constant partial absences are investigated by the Home School Liaison Officer as part of their regular school visits to inspect attendance records.

**Library:**
Our Teacher/Librarian works at the school 2 days per week. Each class has a nominated day to visit the library once per week.
Children need to have a library bag in order to borrow books. Library bags are available from the school uniform shop.

**Lunch and Morning Tea:**
A healthy diet is encouraged. Please assist the school with implementing this by packing a healthy morning tea and lunch, e.g. fruit, plain biscuits, cheese, dried fruit, celery/carrot sticks, sandwiches. Avoid foods such as chocolates, chips, fairy bread. Once a week, children may place an order to have lunch delivered by a local cafe. This service is organised by the P&C and is only available if there is sufficient parent volunteers to assist with delivery of orders and pick-up. Menus are sent home at the beginning of the year and are available in the office.

**Management Plan:**
Each year the school community organises a Management Plan that outlines a major area of focus for a twelve-month period. Data is collected and success is measured against outcomes that have been set. The Principal and Staff develop the plan in conjunction with the School Council.

**Medication:**
Medication cannot be given unless accompanied by written advice, dated and signed by the parent. Medication should be in the original prescription container so that we are able to double check dosage etc. All medication must be taken to the Office and dosage recorded.

**Morning Assembly:**
At 9.10 a.m. each morning a bell is rung to remind students to assemble in the playground on the circle. During this time teachers will make announcements such as reminders about upcoming events etc. Parents are welcome to stay and listen to these announcements. However, if you prefer to socialise with other parents or carers we would appreciate it if you would do so away from the circle. Students are then able to hear teacher’s directions and this also models good conversational etiquette.

**Money:**
When children bring money to school for specific purposes, it should be placed in a sealed envelope on which the following is written:

1. Child’s name and class
2. Amount of money enclosed (please send the correct amount)
3. What the money is for.
Example

Remi Martin - Kindergarten
$5.00
Musica Viva Performance

The money and envelope should be handed to the classroom teacher. Money should not be left in the classrooms or in school bags.

If payment is by cheque, please write the child's name, class and purpose of payment on the back of the cheque.

Newsletters:
At the beginning of each week a newsletter is sent home via the students. If your child is away, please see your child's class teacher to obtain a copy. This is particularly important since notes regarding excursions, etc. are also included with the newsletters. A copy of the school newsletter is available at the school website.

Parents & Citizens Association (P & C):
The P&C meet at the school on the first Friday of each month at 9.15 a.m. Issues related to school, management, fundraising and general business are on the agenda. Names of Committee members are available from the Administration Office and on the website.

Parent Participation:
Parents are invited and encouraged to share their expertise or to help out with the many activities running within the school. These include:

- Special Language Programs
- Maths Groups
- Reading Assistance
- Making costumes for performances
- Rugby League, Cricket, Touch football coaching
- Music
- Covering/mending library books
- Working Bees

Letters requesting assistance are sent home periodically throughout the year.

Parking:
We seek the assistance of parents, caregivers and community members in
following safety rules when parking and driving to and from school. You are required to observe the following.

- Observe the 40 km Speed Zone along Jacobson Avenue.
- Do not enter, park in front of or turn around in the driveway to the school.
- Ensure that children enter and leave the car via the footpath side of the car.
- Observe all No Parking, No Standing and No Stopping signs.

These simple procedures will ensure the SAFETY of all students attending our school. All schools are patrolled by council rangers and heavy fines exist for the above offences.

Punctuality:
Arriving at school on time is an important habit for children to develop. It ensures they do not miss out on important information relevant to their learning for that day. It also shows respect to their teachers and their peers. If your child is late please accompany them to the office to collect a late slip for their teacher.

Relief from Face to Face (RFF):
Each member of staff, as specified by the Department of Education & Training, is entitled to two hours per week for preparation, planning and marking. During this time our R.F.F. teacher provides music, drug education and child protection programs.

Reporting to Parents:
It is a mandatory requirement that schools provide parents/carers with written report twice a year. At Kyeemagh we conduct Parent/Teacher interviews at the end of term two to discuss these reports. At the end of term four a summative report is issued and interviews are conducted if requested.

School Council:
The school council is responsible for setting the goals and directions that a school will take in the future. For further information on the operation of school councils please go to www.det.edu.nsw.au where you can download the document "All about School Councils". Copies of previous
minutes and the agenda for the next meeting are displayed on the P&C noticeboard.

**SMS:**
We use an SMS service to broadcast important notices or reminders to families. It is important therefore that we always have up to date mobile phone numbers.

**Special Religious Education (SRE) - formerly Scripture:**
Scripture takes place on Tuesday mornings. Each session is for 40 minutes. Visiting clergy and volunteers run the program that includes Anglican, Catholic and Greek Orthodox. If changes to groups need to be made, we would appreciate written notification. Children not attending scripture are supervised by teachers.

**Sport:**
Sport is held on Fridays. Students are required to wear their sport uniform. The students are involved in a variety of programs including:

- a 20 minute daily fitness program.
- a gross motor skills program which concentrates on developing the fundamental movement skills such as balance, running, striking and catching.
- gymnastics
- dance

Year 2 students participate in a “Learn to Swim Program” at a local pool during fourth term. Buses are booked and teachers from Kyeemagh accompany the students for the two week program.

**Staff Meetings:**
These are held every Tuesdays and on alternate Thursdays. Staff members are generally not available at these times.

**Staff Professional Development:**
We have three Staff Development Days per year which are intensive professional development days. These are held on the day prior to school commencing for students in Terms 1, 2 and 3. Kyeemagh staff are continually engaging in training and development courses in all key learning
areas to keep informed of the latest techniques and developments in educational practices.

**Sun Protection:**
All children must wear a hat when outdoors. Children without a hat are required to sit in a shaded area during recess and lunch. When the weather is very hot the children will remain in an air-conditioned classroom under the supervision of a teacher.

**Support Teacher Learning Assistance (STLA):**
The support teacher helps students who require learning assistance. Individual programs are designed as a result of consultation with the Support Learning Team.

**Uniforms:**
The wearing of the Kyeemagh uniform has had strong school community support for many years. The P&C run the uniform shop and a very small profit is made and returned to the school to buy educational resources. Opening hours will vary during the course of the year. The School Administration Manager will be able to advise you of the hours or give you an order form to complete.

**Summer:**  *Girls*
- school checked dress
- white socks and black shoes
- school hat
- school jumper or jacket

*Boys*
- grey shorts
- blue shirt
- grey socks and black shoes
- school hat
- school jumper or jacket

**Winter:**  *Girls*
- grey/maroon check dress
- blue shirt or skivvy
- grey tights or white socks and black shoes
- maroon tracksuit pants
- school jumper or jacket
- school hat
Boys

grey trousers
blue shirt
grey socks and black shoes
school jumper or jacket
maroon tracksuit pants
school hat

Visitors:
All visitors, including parents, are to firstly report to the Administration Office. If the school has contacted you regarding a sick child, you still need to notify the office of your arrival and sign your child out.

Website:
The School web site is at: www.kyeemaghin-p.schools.nsw.edu.au
The site is updated regularly and includes very useful links to resources on the Department of Education and Training website, information about upcoming events, and the weekly newsletter. A term calendar is published at the beginning of each term.

Welfare:
The welfare policy ensures that “tolerance and respect” are fostered and that self-esteem is enhanced. Where a student’s behaviour goes beyond the boundaries that are acceptable, support structures have been established with the school. For more serious or ongoing misdemeanors, parents are contacted. The Home School Liaison Officer helps students and families with attendance problems.

Wet Weather:
In the case of wet weather, all children go to their own classroom on arrival at school. If it is raining at recess or lunch, students are supervised in the Kindergarten classroom or under the shelter at the front entrance.