

MOUNT KANWARY PUBLIC SCHOOL



753 Hinton Road
OSTERLEY NSW 2324
Phone 02 4987 2596
Fax 02 4987 3281

Email: mtkanwary-p.school@det.nsw.edu.au
Webpage: www.mtkanwary-p.schools.nsw.edu.au

Information Booklet



UNITY & LOYALTY

General Information

The information presented in this booklet is intended to be helpful to you as your child begins his/her education at Mount Kanwary Public School.

We look forward to a pleasant, co-operative relationship with you so that in partnership we are able to provide a happy learning environment where children feel safe and secure and work towards reaching their emotional, social, physical and academic potential.

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School Web Page: www.mtkanwary-p.schools.nsw.edu.au

Address: 753 Hinton Road
Osterley NSW 2324

Principal: Mrs Katrina Cameron

Administration Staff: Mrs Lyn Jones

Classroom Teachers: Katrina Cameron
Laura Compton
Kate Greedy
Helen Tuyl

Librarian: Mrs Kylie Hughes

School Counsellor: Bozena Tuck

Principal's Message

It is with great pleasure that I welcome new parents and families to Mount Kanwary Public School. Mount Kanwary Public School prides itself on delivering outstanding educational programs. Our school has a long and proud history of providing quality education for students. After 90 years of quality education, it is important that we acknowledge the traditions and achievements of the past and plan ahead for the challenges of preparing children to become happy, functional and responsible members of a changing democratic and multi-cultural society.

At our school students learn in a stimulating and challenging environment and are encouraged to reach their full potential. Specific academic programs aimed at meeting the needs of all students, combined with highly dedicated and professional staff, offer our students the very best opportunities for success. We provide extension and enrichment programs for gifted and talented students and specialised support for students with difficulties in learning.

The knowledge, enthusiasm and creativity of our highly qualified staff inspires our students to explore their individual interests in different key learning areas. Whether English, Mathematics, Science and Technology, Sport or Creative Arts we offer extra programs to extend students' abilities and passions.

It is equally important that home and school work together to ensure the best possible learning outcomes for students. Our weekly newsletter, school website, Skoolbag app, annual report and information sent home from time to time are important tools to ensure clear communication.

This booklet will provide information about day to day organisation and administration at Mount Kanwary Public School. The school office is closed every Wednesday and every 2nd Friday. Please contact the school if you require additional clarification on the policies and practices of the school, or have further questions about how we can best support your child.

Mount Kanwary Public School enjoys the support of a hard working parent body and community partnership. I welcome and encourage all parents of Mount Kanwary Public School to become involved in the life of the school and the educational journey of their children. Our P&C meets are on Wednesdays in weeks 3 & 8 of term at 6.30 pm and everyone is welcome.

I look forward to meeting with you and your family.

Katrina Cameron
Principal

Enrolment procedures

Children who turn 5 years of age by 31st July in the year they intend to begin school are eligible to enrol in kindergarten. An "Application for Enrolment" form must be completed; **proof of age (eg Birth Certificate)** and **proof of immunisation** are to be presented. Other forms to be completed for school administrative purposes are included in the enrolment package.

Parents seeking enrolments for their children in Years 1-6 should make an appointment to see the school Principal, where the enrolment procedures will be explained and completed.

Parents should notify the school in advance either personally or by letter if their child will be leaving the school. The intended new address and school should be made available if possible. On the child's last day of attendance, the school office will give the child a transfer certificate for presentation at their new school.

NB: If your child is transported to school by private vehicle please ask for an application form for conveyance, (*see page 12 – Travelling to and from School*).



School Hours

9.00am - 9.30am	Morning quiet play time
9.30am	Morning Bell
9.30am - 9.35am	Morning Assembly & Roll Marking
9.35am - 11.30am	Morning Session
11.30am - 12.10pm	Lunch
12.10pm - 2.10pm	Middle Session
2.10pm - 2.45pm	Recess
2.45pm - 3.30pm	Afternoon Session
3.30pm	Home Bell

NB: For their own safety, children are not to be within school grounds before 9.00am when supervision commences.



School Aims

Mount Kanwary Public School strives to develop children who:

- have competency in Literacy and Numeracy;
- think independently and solve problems;
- can access information from a wide range of sources when in need of knowledge;
- use effective communication skills;
- have effective interpersonal skills and are able to resolve conflict in a peaceful manner;
- have a belief in themselves and high self-esteem;
- pursue leisure time activities;
- value life, the environment, public institutions, our cultural heritage and democratic system;
- continue life long education beyond the classroom;
- are able to adapt to change;
- work as a team member;
- take responsibility for their own learning and actions; and
- display good sportsmanship.



School Uniform

All students are expected to wear full school uniform at all times in accordance with the school's uniform policy developed and endorsed in collaboration with our parent organisations. School uniforms are available through the school uniform shop which is operated by the P&C.

Thongs and scuffs are not permitted at school due to safety.

Boys	Girls
Summer: Grey shorts School Polo White socks Black shoes Green school hat <i>(with school emblem)</i>	Summer: Green/white check princess-line dress Green skort with School Polo Bottle green underwear White socks Black shoes Bottle green or red hair accessories Green school hat <i>(with school emblem)</i>
Winter: Grey tailored long pants (not cargo) School Polo Bottle green jumper White sock Black shoes Green school hat <i>(with school emblem)</i> School Tracksuit may be worn for warmth in cold weather	Winter: Bottle green tailored long pants School Polo Bottle green jumper White socks Black shoes Green school hat <i>(with school emblem)</i> School Tracksuit may be worn for warmth in cold weather
Sports Uniform: School Sport Red Polo Bottle green shorts School Tracksuit in winter White socks White sport shoes with very little colour Green school hat <i>(with school emblem)</i>	Sports Uniform: School Sport Red Polo Bottle green shorts/skort School Tracksuit in winter White socks White sport shoes with very little colour Green school hat <i>(with school emblem)</i>

Items available from the Uniform Shop

Fleecy Zip Jack (bottle green with logo)	\$23.00
Boy's grey shorts	\$14.00
Boys grey long pants	\$17.00
Girl's School summer tunic	\$40.00
New School Shirt with Logo	\$23.00
Girl's long bottle green pants	\$19.00
Green Taslon sport shorts unisex	\$12.00
New Sport Shirt with Logo	\$23.00
Girl's bottle green skort	\$20.00
New Microfiber Tracksuit Top with Logo	\$35.00
New Microfiber Track Pants	\$28.00
School Hats wide brim & logo	\$12.00
School Iron-on or sew-on patches	\$ 3.50
Waterproof excursion bag	\$ 6.00
Scrunchies pack of 2	\$ 2.00
Headbands pack of 2	\$ 2.00
Library Bagswith Logo	\$ 5.50
Chair Bags	\$ 8.00

Kristen Garth is the uniform co-ordinator. She can be contacted on 0432 183 368.

School Hats

The wearing of the school hat before school, at recess and at lunchtime is required. Medical evidence suggests this is desirable to reduce the incidence of skin cancer later in life. If a child does not wear his/her hat, they are only permitted in the designated shade area. The same applies for sport – **NO HAT** – then alternative activities are organised.

Lost Property

Some children lose items of clothing and other property. If this property has no name on it, it is difficult to return. **PLEASE CLEARLY MARK ALL EQUIPMENT AND CLOTHING.**

School Routines

Morning routines

- Parents are requested to ensure students **do not** arrive at school before 9.00am when teacher supervision commences.
- All students are required to remain on the concrete area or grassed area (near equipment- if not too wet) for morning play.
- At the 9.30am bell students must move directly to class lines under the COLA.

Afternoon Routine

- Parents are requested to observe the parking signs around the school.
- In the event of a parent being late, students will be supervised under the cola area. Parents or emergency contacts will be notified if delay is prolonged. Please make sure your contact details are correct.

Late Arrival/ Early Leaving

School hours are from 9.30am to 3.30pm. It is a legal requirement that parents give an explanation for a variation in attendance. If students arrive at school after 9.30am they **MUST** obtain a 'Late Slip' from the office as rolls are marked immediately when students go to class. Parents should accompany students to the office.

If students leave early parents must go firstly to the office for an 'Early Leavers Slip'. This slip is to be taken to the class teacher when children are collected from the classroom.

We thank you for your ongoing support of this very important procedure as we have strict regulations and legal requirements governing the monitoring of student attendance.

Absence from School

- A note must accompany your child on **the first day back** to explain their reason for the absence. NB: It is a legal requirement that all absences be notified to the school within three days.
- Student absences are regularly monitored by the school and the District Home School Liaison Officer.

Written Notes

Written notes must be provided for:

- any absence;
- leaving the school grounds;
- change of address, phone number, circumstance etc;
- scripture variations;
- inability to participate in sport or daily PE;
- medical problems; and
- medication to be taken

Money Collection

You will receive a note if money is required for anything. Use an **envelope clearly marked with child's name, class and what the money is for**. Please take/deliver money to the office. Instructions as to date required and where money is to be handed in will be on any notes that come home.

Visiting Performers

To further broaden and enrich our students' educational experiences we invite performers to come to our school to give demonstrations, talks, outlines, singing to/with, and involve pupils in activities with which they would not normally have contact. All performers are carefully screened as to relevance, merit, and value for money and ability to relate to their audiences. We aim where possible, to have one performance per semester. Only performances, which have been approved by the Department of School Education, are used.



School Newsletter

The school newsletter is published weekly on a Tuesday and is distributed to the eldest child in the family. It contains information about the school, community events and special notices. If your child is absent on the newsletter day please contact the class teacher as they will retain a copy for your child. The newsletter is also emailed to parents, so if you would like your newsletter sent electronically, please contact the office with your email address.

The newsletter is our major form of communication between the school and home, please read it carefully so that you can be fully informed of matters concerning your child.

Parent/Teacher Interviews

Parent/Teacher interviews are generally scheduled in late term one, to enable teachers and parents to discuss the educational needs of students.

If you need to talk with your child's teacher, please arrange a mutually convenient time by contacting the school to make an appointment. Teachers are not free during class time to discuss student progress.

At times, the teacher may want to talk with you about your child and will contact you to arrange an interview.

Assemblies

Assemblies are held twice a term. They are held on a Friday in the school library commencing at 3pm. They are conducted by our Student Leaders. Parents are most welcome to attend.

At the assembly;

- ❖ recognition is given for child achievement;
- ❖ classes perform items;
- ❖ student and staff welfare issues are addressed

Travelling To and From School

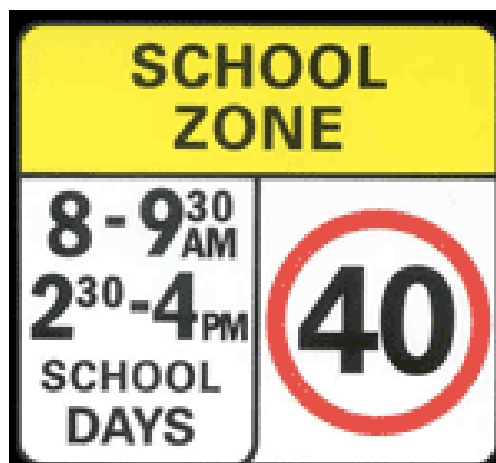
If there is to be any change in an after school arrangement, please send a note to advise the teacher as this can prevent unnecessary upsets. Should you need to make last minute changes, please phone the school on 4987 2596.

School Drive Subsidy is for parents/guardians who live far from school or public transport, you can apply for the subsidy at transport.nsw.gov.au/schooldrive. Please see the flyer placed in your kindergarten pack for further information.

An application for the School Opal card is needed if the student:-

- Has not had a travel pass before
- Is moving from Year 2 to Year 3
- Is moving from Year 6 to Year 7
- Is changing schools
- Is changing address

To complete the application go to **transportnsw.info/school-students**. Print, sign and date the completed application, then submit it to the student's school for endorsement.



Student Welfare

Discipline Code

Mount Kanwary Public School's Discipline Code is implicit in the following;

Respect

- Respect for self
- Respect for others – peers, teachers, casual staff, support staff religious instruction staff, visitors and canteen volunteers
- Respect for the environment – school property and the property of others

Responsibility

- Responsibility for own learning
- Responsibility for own behaviour
- Responsibility as a member of the community

School Rules

We will work together to make our school a better place by observing our school rules which are:

- Attend school every day;
- Be Honest, Truthful & Fair
- Play safely in designated areas.
- Keep hands, feet and objects to yourself.
- Be a good sport and don't interfere in the games of others.
- Use fixed equipment only when a teacher is present to supervise.
- We follow the duty teacher's instructions
- When the bell rings stop playing and move to class.

Discipline

- Behaviour records are maintained for classroom and playground misbehaviour including violence, discrimination and harassment.
- Students are dealt with proactively in order to prevent problems and recognise consequence for misbehaviour as a normal part of classroom and playground supervision.
- Parents of students, whose misbehaviour is extreme or continuous, are notified in writing and strategies to improve student behaviour in the playground or classroom are implemented. If no improvement in behaviour occurs or severe levels of misbehaviour occur, suspension may occur in order to work with the parents to resolve problems.

Accident/Illness at School

Pupil welfare is a major concern of all staff members. When a child becomes seriously ill, or is injured in an accident, the school seeks medical attention immediately. Parents are notified as soon as possible. The school pays an annual contribution to the NSW Ambulance Service to cover the cost of transportation of any sick or injured pupil to the nearest hospital, should the need arise. If this need arises a staff member will accompany the child.

If your child is ill in the morning **please do not send them to school.**

Please provide the school with **contact numbers of at least two people**, who could assist us, should you be unavailable and your child becomes too ill to remain at school. **Please remember to notify the school of any changes to these contact numbers.**

Medication Policy

Parents of children requiring regular medication administered during school hours need to complete the appropriate forms, which are to be obtained from the office.

- ❖ A general information sheet outlining the condition/medicine/family doctor/contact procedures to be followed if conditions alter.
- ❖ An indemnity for, granting permission for designated school staff to administer medication.

Parents of children who require intermittent or emergency medication need to complete both forms as well. All medication **MUST** be handed in at the office.

At times children need to take medication at school, but this request should be kept to a minimum. The school staff requires **indemnity forms to be signed and written instructions are to be provided.** Individual doses should always be measured. Please do not send a whole bottle of medicine or packet of capsules / tablets to the school. Medication will be kept in the office until the required time. It will be the **child's responsibility to report to the office** when medication is needed.



Allergies, Disabilities and Special Medical Conditions

It is **very important that all information** about special conditions, allergies, physical disabilities, etc. is given in written form to the school. Your child's health and safety could be jeopardised if we do not know of these problems. This is especially important if medication is necessary on a daily basis.

Completed Health Care Plans, signed by a doctor need to be provided to the school for conditions including anaphylaxis, asthma, etc. Please see the office if you require any further information.

Support Services for Students

Our school has available the following Support Services.

- **School Counsellor** – available to assist with individual assessment, counselling and the establishment of individual programs. Appointments can be made with the school counsellor through the school office.



Infectious Diseases

NB: Please ensure your child's vaccination program is up to date before commencing the school year. Contact the Community Health Centre. Please refer to the following table for exclusion times required for children who have contacted an infectious disease.

Infectious Disease	Period of Exclusion	Contact Exclusion	General Comments
Measles	5 days from appearance of rash.	No	
German Measles (Rubella)	7 days from appearance of rash.	No	
Whooping Cough	Isolate immediately – 3 weeks from onset of whoop or 5 days from start of antibiotic.	21 days after exposure if at Pre-school or not a previous patient.	Other contacts NOT excluded.
Mumps	10 days from onset of swelling.	No	
Ringworm	Until Medical Certificate indicates treatment has commenced.	No	
Impetigo (scabby septic sores)	Exclusion if sores on exposed surface – face, scalp, hands, legs – and not covered.		Return to school if sores are covered and being treated.
Infectious Hepatitis	At least 7 days from first sign of jaundice.	No	Re-admit on Medical Certificate.
Streptococcal Infection (including Scarlet Fever)	At least 7 days after symptoms have subsided or Medical Certificate.	No	
Chicken Pox	5 days from first spots.	No	Return when fully recovered.
Pediculosis (Lice in hair)	Once hair has been properly treated and there are no live lice in the hair.	No	
Trachoma (Sandy Blight)	Until discharge from eyes has ceased.	No	
Acute Conjunctivitis	Until discharge from eyes has ceased.	No	
Scabies (The Itch)	Until a Medical certificate stating treatment has been commenced.	No – but inspect regularly.	
Glandular Fever	Until fully recovered or Doctor's Certificate.		



Educational programs

Key Learning Areas

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

The Department of Education Key Learning Areas are:

- English –Reading, Writing, Speaking & Listening
- Mathematics – Number, Patterns & Algebra, Data, Measurement, Space & Geometry
- Science and Technology
- History
- Geography
- Creative Arts – Visual Art, Music, Drama & Dance
- Physical Development, Health, Personal Development.

Homework

Homework, like schoolwork, is learning. Homework is important for students of all ages, as it helps them build on what they have already learnt in the classroom, and prepares them for the next stage in their learning.

It provides the opportunity for students in planning and organising time and develops a range of skills in identifying and using information sources. It establishes habits of study, concentration and self discipline.

Homework helps to bridge the gap between home and school. It should be seen by teachers, students, parents and care givers as a vital part of the home-school partnership which supports young people while they learn.

Homework is encouraged by the school but it is not compulsory.

Excursions

School excursions are an integral part of school life. They are arranged/conducted on a class/grade or sporting/social basis. Educational intent will always be spelled out and the attendance of **all children** is highly desirable. If there are difficulties in meeting excursion fees, special arrangements should be made with the Principal. Full information, including a parental consent form will be distributed to your child prior to the excursion.

Future Focused Learners

Integrating technology throughout all aspects of student learning is a focus of the school. We have computers for student access in all classrooms from kindergarten to year 6, as well as the Intranet, Internet and I pads. The school network allows access to the student portal including access to collaborative online sites Office 365 and Google Suite to allow students to communicate with teachers through the internet at home and school. Classrooms are also equipped with Interactive Panels.

Equipping our students for their future carers by accessing the latest technology will provide students with the skills they need in the future.

Library

The library is a major educational resource for the teachers and students of our school. It is a learning and information centre, which assists in the planning and implementation of the school teaching program. Our library is well stocked and the librarian is constantly reviewing and upgrading the reading, resource and reference materials.

As part of our school curriculum, each class is programmed to use the library regularly, where the teacher/librarian is actively involved in developing student's love of reading and learning.

All students K – 6 are encouraged to borrow from the library each week. A library bag is essential for this purpose; these can be purchased from the P&C uniform shop.

Please encourage your child to use the library.

Scripture

Each week scripture lessons are held at our school on a Tuesday afternoon. Religious instruction is inter-denominational for all.

Sport

Mount Kanwary Public School is a member of the Maitland Zone of the PSSA. Whenever zone competitions are held, our school is always prominent. In the area of sport, our school has enthusiastic staff who display expertise in a variety of sports. Also, our parent support is the envy of most schools. Active participation in sport is seen as valuable in both recreational and competitive aspects.



Parents and the School

Parent Helpers in the School

Parents are welcome to assist in the educational programs of the children. Please contact your child's teacher if you would like to assist by:

- ❖ helping with sport or PDHPE;
- ❖ helping with reading, writing and maths groups;
- ❖ helping with art, craft, music and drama programs;
- ❖ providing support on school excursions; and
- ❖ assisting with expert knowledge in specific programs.

When you do come in to assist with a working bee, or helping in a class, please sign the 'Parent/Visitors' Book in the school office before entering rooms. Canteen volunteers are also required to sign the 'Parent/Visitors' Book as well. Your signature is required for insurance purposes in the event of an accident.

Under Child Protection Legislation, we are also required to have non-family members who are volunteering complete a Working With Children Check, information is available from the office.



School Canteen

The canteen provides a lunch on a Friday and recess service on Wednesdays.

The canteen is run on a volunteer basis. If you would like to help out, please put your name on the canteen roster. Your assistance is greatly appreciated and provides a valuable service to your children.

The canteen committee send a price list to each family at the beginning of each term. To order lunch, write name, class and order on a paper bag with money inside or purchase a reusable canteen ordering bag from the uniform shop.



Parent & Citizen Association

Mount Kanwary P&C Association would like to take this opportunity to welcome you and your family to our school.

We aim to promote the interests of the school by bringing parents, citizens, pupils and teaching staff into close association. We are here for the children's education and to support and promote the school along with fund raising for resources needed.

Our P&C meets twice a term, usually weeks 3 & 8. It is a great opportunity to be part of the school and to share ideas. The Annual General Meeting (for election of office bearers), is held in February each year. The membership fee is \$1.00/person per year, which is payable at any general meeting. The agenda for each meeting will be sent home prior to our meeting. Any items you wish to discuss at the next meeting may be added to the agenda any time before the start of a meeting.

At times, sub-committees are formed for specific tasks, such as fundraising. Yearly fundraising usually held; include Fathers' Day and Mothers' Day stalls and a major fundraiser later in the year. Other activities are planned on a needs basis but we try to keep these to a minimum.

Our main means of communication with families is through the school newsletter. Please read your newsletter each week to find out the latest P&C information, where you will usually be notified about all fundraisers and special events.

We would like to encourage all families to take the opportunity to have an input into their child's school. Perhaps you would be able to work in the canteen, assist with a fundraiser, become an office bearer, or simply come along to a meeting. Whatever you are able to contribute will always be gratefully accepted and appreciated.

We wish you well as a new member of the Mount Kanwary Public School community.

P&C Executive Committees



School Song

Welcome to our school in the countryside
Where we learn with friendship, joy and pride
We've found unity and loyalty
One heart, one voice sings in harmony.

Sun shines on green hills at Osterley
As we strive for truth and integrity.
Every child here can dare to dream their dreams
Belief in yourself will reign supreme.

National Anthem

Australians all let us rejoice,
For we are young and free.
We've golden soil and wealth for toil,
Our home is girt by sea.
Our land abounds in nature's gifts,
Of beauty rich and rare.
In history's page let every stage,
Advance Australia fair.
In joyful strains then let us sing
Advance Australia fair.

Beneath our radiant Southern Cross,
Well toil with heart and hands,
To make this Commonwealth of ours,
Renowned of all the lands.
For those who've come across the seas,
We've boundless plains to share.
With courage let us all combine
To Advance Australia fair.
In joyful strains then let us sing,
Advance Australia fair.