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SWANSEA PUBLIC SCHOOL
Rawson Street
Swansea  2281

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Email:      swansea-p.school@det.nsw.edu.au
Website:    www.swansea-p.schools@nsw.edu.au

Acting Principal ..............................   Mrs Sue Holt

Assistant Principals .........................   Mrs Sue Stewart
                        Mrs Lisa Dallaway
                        Mrs Vicki Morante

Administrative Staff .........................   Mrs Gloria Debono
                        Mrs Joanne Ham

Teaching Staff 2017...........................

Mr Peter Gaul
Miss Rebecca Welch        Mrs Denise Rippon
Ms Natalie Body          Mrs Deborah Tyrrell
Mr Wayne Hellier          Mrs Karen Rowen

Dr Nerelee Henry (Teacher/Librarian)
Mrs Michelle Melville (Release from Face to Face)
Mrs Corinne Smith (Instructional Leader)
Mrs Pei Ling Chensee (Reading Recovery)
Mrs Melissa Anderson (Support Staff)
Mrs Di Bellette, Miss Sarah Manning (School Learning Support Officers)
Mrs Tina Adamthwaite, Mrs Robyn Dignan (School Learning Support Officers)
Mrs Alison Dates Mrs Sarah Clack (School Learning Support Officers)
Mrs Sue Stewart (Learning and Support Teacher)

Mr Doug Reidy (School Counsellor)
Dave (School Cleaner)
Mr Matthew Hartley (General Assistant)

GENERAL INFORMATION
Dear Parents/Caregivers

The staff of Swansea Public School would like to welcome you and your child into our school community. Swansea Public School has a long history starting from 1875 when the school opened at a small settlement called Galgabba, a few kilometres south of present day Swansea on the Lake. This area is now Nesca Park.

The settlement gradually moved north to the channel and a single building was established on this site in 1888 after previously moving from Galgabba to temporary premises behind the main street.

The purpose of this booklet is to provide you with a brief overall picture of the school. This school exists to educate the children of the Swansea community. You are a member of this community and therefore you are most welcome to participate in the role of the school. This can be done in a number of ways – by supporting the Parent Organisation (Parents & Citizens Association), attending Parent/Teacher meetings, assisting in the Canteen, being involved in school organised programs, e.g. Cultural groups, Gross Motor Skills, and Reading, English and Maths classes, etc. Parents have, and always will, play a very important role in Swansea Public School.

Aims

The central aim of Primary Education in New South Wales is:

“To guide individual development in the context of society through recognisable stages of development towards perceptive understanding, mature judgement, responsible self-direction and moral autonomy.”

Swansea Public School aims to:

- develop within each child an awareness of himself/herself and the needs for self-control and self-discipline,
- develop within each child a pride in his/her work and a feeling of self worth,
- provide opportunities for children to learn and accept their peers for the people they are and develop the ability to get along with the people with whom they live and work,
- provide experience in the academic, social, cultural and physical areas,
- place particular emphasis on the development of academic skills,
- provide opportunities for the development of, and participation in, the creative arts,
- develop in children the ability to use their leisure time effectively,
- develop a concept of our community and its intrinsic worth, its pattern of linking with other communities and its place in the concept of community/country/world,
- develop, within each child an awareness, and appreciation of, his/her environment,
- provide an opportunity for children to develop special talents and interests.

CURRICULUM

While strong emphasis is placed on the teaching of Literacy and Numeracy skills we attempt to provide a balanced program which allows for the cultural, physical and social
development of the child through varied excursions, visiting artists and sports competitions.

Modern resources include computers and Smartboards in each classroom, a Technology Room accessing the Internet, an extremely well stocked Library, a modern audio visual room, interactive whiteboards, video cameras, sound systems and many teaching resources for Literacy, Numeracy, Science and Music.

These six Key Learning Areas (KLAs) in a K-6 school are:

- English
- Mathematics
- Geography/History
- Science and Technology (S&T)
- Creative and Performing Arts (CAPA)
- Physical Development, Health and Physical Education (PD.H.PE)

The school also operates highly successful programs that contribute to the positive learning environment of Swansea Public School including:

Positive Behaviour for Learning (PBL)
L3 (Kindergarten, Year 2)
Reading Recovery (Year 1)
Kitchen Garden Project
Careers (Year 6)
Excursion Program (Years K - 6)
Attendance Program (Years K - 6)
Peer Support (Years K - 6)
Cultural Groups (Years 3 - 6)
Rock Band (Years 2 - 6)
Gifted and Talented Program (1-6)
Science and Technology (Years 5 and 6)
Kids Matter
Good for Kids Good for Life

EQUIPMENT BOOK PACKS

In 2017 we have organised classroom resources into a pack for all students. Parents will NOT need to buy anything except a small pencil case. This pack is instead of school contribution fees and text book fees. The total cost is $50.00 for K-2 students and $60.00 for Years 3-6. Instalments may be made weekly or fortnightly through our online payment system or in the office via eftpos, cash or cheque.

SCHOOL ROUTINES

School Hours

School starts at 9.00am and finishes at 3.00pm.
A teacher is on playground duty each morning from 8.30am. Children should not arrive at school before this time. Parents/caregivers who send children at an earlier hour are advised that they do so at their own risk as no guarantee can be given for effective supervision before 8.40am when teachers enter on duty. The school has an Out of School Hours (OOSH) service located within the school grounds that supports parents by providing child care. Phone 49710022.

Children are expected to be at school in sufficient time to prepare themselves for the day’s work. Parents should give consideration to a reasonable arrival time at school.

WELLBEING

The School Discipline Policy (2015) outlines the School’s award system as well as the procedures used when students do not co-operate with peers and teachers. This policy and procedures are on the school’s website.

CODE OF CONDUCT

“Be Safe … Be Responsible … Be Respectful”

The students of Swansea Public School are expected to:
• accept responsibility for their own actions,
• work co-operatively with others,
• be honest and fair in all that they do,
• respect different viewpoints and ways of living,
• wear correct school uniform,
• consider the feelings of others in all that they do,
• show respect to other people by using manners such as “please”, “thank you” and “excuse me”,
• respect the property of the school, of other pupils, of teachers and visitors to our school,
• control themselves, do not fight, argue or answer back,
• always try their best in all that they attempt,
• give hard tasks a fair go,
• show they care about their appearance by being neat, clean and tidy,
• behave well when representing the school.

The Teachers of Swansea Public School are expected to:
• provide a safe, secure and educationally sound learning environment,
• provide balanced instruction in all areas of learning based on the needs of groups and individuals,
• be fair and consistent in their dealings with pupils,
• assess each child’s progress on a regular basis and report this to parents at least twice per year.

The Parents/Caregivers of Swansea School Community are expected to:
• be honest when discussing the progress and behaviour of their children with school staff,
• be supportive of the educational programs initiated for the welfare and education of their children,
• seek clarification of activities and announcements from relevant staff before misunderstandings develop,
• seek teacher assistance to resolve conflicts between students rather than approaching other people’s children within school boundaries.

CUSTODY

If there is a custody issue please bring the necessary documents to school and present to the Principal. A copy will be retained in the school records.

ATTENDANCE

Regular attendance at school is essential. The DoE expects students to always be at school except for sickness. If a student is absent, a NOTE from the parent or caregiver stating the date and
reason for the absence, should be presented to the class teacher immediately upon return to school. The Principal MUST be contacted if leave is sought for holidays and a leave application (available from the office) completed and returned.

Rolls are inspected at the commencement of each term by the Home School Liaison Officer. Students who have many absences, or absences without reason, will be referred to the Home School Liaison Officer.

RECESS ("LITTLE LUNCH")

Sip and Crunch - mid morning. Please provide a piece of fruit and some water.

For children in K-2, recess is not long to go to the toilet, wash hands, eat recess and swap news. If you are giving an apple for recess please cut them in halves. If it is an orange, please peel it and rewrap it in the skin. We have found that in the early days Kindergarten children become upset if there is too much to eat at this time.

Recess can be ordered from the Canteen - write "Recess" on the bag.

Drink flasks must be marked with the child’s name as they all have the habit of looking the same. The top also needs some identification. We encourage every child to bring along a drink flask of water each day. Do have some practice with your child in screwing tops on firmly...school bags get spoilt and we inherit hundreds of ants in the building when the flasks leak.

LUNCH TIME ROUTINE

Children have lunch together in a class group from 11:00 am - 11:10 am in the classroom with their teacher. At the conclusion of this period they are dismissed into the playground. On the days when you require your child to buy from the Canteen, please write on the bag: name, class, lunch order and amount of money in bag. If he/she is to have a drink write this down as well.

CANTEEN

The Canteen is open daily. Price lists are sent home at the beginning of each year and are also available at the Canteen. We would appreciate you encouraging your child to buy sandwiches with nutritious fillings.

Our Canteen is run by volunteers with the support of a paid Canteen Supervisor. We are always grateful to the volunteer parents who come on a rostered basis to help serve the students. Emphasis is on nutrition as the Canteen follows the Health School Canteen Guidelines. Canteen price lists are available early in each year. New Kindergarten children have a volunteer form included in their information pack or you may go to the Canteen and leave your name with the Supervisor if you wish to volunteer.

By supporting our Canteen you help raise much needed funds for school resources.
CHILDREN LEAVING SCHOOL GROUNDS

For their own safety children are not allowed to leave the school grounds during the day unless they have direct permission from either the Principal or an Executive.

Please report to the office if you need to pick up your child/ren from school early, where the office staff will complete an “Early Leavers Note” for you to take to the classroom teacher.

It is requested that any appointments should not be made in school hours if at all possible.

LATE ARRIVALS

Any child arriving at school after 9.00am must report to the school office with a parent. The office staff will complete a “Late Arrival Note”. The child takes this note to the classroom teacher for inclusion in the role.

VISITORS TO THE SCHOOL

Any visitors who need to go to the classroom/playground are required to report to the office first. The “Visitors” book should be filled in and a “Visitor” badge must be worn while in the school.

Parent/Caregiver’s who help out in the classroom should also “sign in” before going to the classroom.

CHILDREN ILL OR INJURED AT SCHOOL

If your child is ill or injured at school every effort will be made to contact you at the telephone number recorded on your child’s enrolment form. If you cannot be contacted the person you have given as the “emergency contact” will be called. It is, therefore, very important that the school is advised of any changes to telephone numbers and/or addresses.

Children should always notify the teacher on playground duty of any injury sustained during play. Minor abrasions, etc will be treated by a member of the School Administration team or a delegated staff member.

Parents/caregivers are asked to provide information of allergies and/or other medical conditions. Swansea Public School is an Asthma Friendly school. Asthma Management Plans are available for parents to complete.

MEDICINES AT SCHOOL

In all cases of children being required to take tablets or other forms of medication while at school the following steps should be noted:

- Parents/caregivers must fill in an Indemnity Form and Medication Advice at the office.
- In the case of long term medication parents will be issued with a Medication at School letter which they must read, then fill in the accompanying form.
- All medication must be clearly labelled with the child’s name and class.
- Medication should be brought to the office each morning before school commences.
- It is preferable that medication be given at recess and lunchtime.
- Only the amount of medication required for one day should be brought to school. (Arrangements may be made for long term medication.)
- It is the child’s responsibility to come to the office for medication - they will not be reminded or collected by the designated person.
• Under no circumstances should children have medication on their person.
• Over-the-counter medications, i.e. Panadol, Nurofen, cough mixtures, etc. are not able to be administered by school staff unless accompanied by a note from the doctor.

IMMUNISATION

Immunisation is a simple, effective and readily obtainable method of protecting your child from contracting diphtheria, whooping cough, tetanus, poliomyelitis, measles and mumps. By the time your child starts school he/she should be immunised against all six. It is wise to keep a record of your child’s immunisation.

DISEASES COMMON TO YOUNG CHILDREN

Recommended minimum periods of exclusion:
CHICKEN POX: Five days after first spots appear or until fully recovered.
GERMAN MEASLES: Five days after rash appears.
MUMPS: Seven days after swelling occurs or until fully recovered.
RINGWORM & SCABIES: Readmitted when appropriate treatment has commenced.
HEAD LICE (Pediculosis): Readmitted after treatment with anti-lice lotion or shampoo.
IMPETIGO: Until sores have healed or are being treated and are properly covered with dressings.
COJUNCTIVITIS: Until discharge from eyes has ceased.
INFECTIOUS HEPATITIS: Until child has recovered and for one week from the first signs of jaundice. It is not necessary to keep contacts at home.

HEAD LICE

If your child has head lice they should be treated immediately and all eggs removed before returning to school. Make sure that all bed linen is changed and washed in hot water and dried in the sun. All hats, combs and brushes should also be treated. The idea that head lice means that your child’s scalp is dirty is a myth - head lice love clean and shiny hair! They love all sorts of hair!

Commercial head lice treatments are available from hairdressers and chemists. A natural and inexpensive remedy found to be successful is as follows:
1. Wash hair with shampoo.
2. Add heaps of conditioner.
3. Comb hair with conditioner still in - this removes eggs.
4. After each stroke of the comb wash the comb in warm water with Tea Tree Oil.
5. Wash hair again.
6. Apply Tea Tree Oil to hair.

SCHOOL COUNSELLOR

A School Counsellor is available to assist children who show signs of developing problems, either social or academic.

On referral to the Counsellor, permission from the parent/caregiver must first be sought. In most cases the Counsellor will involve parents as much as possible.

COMMUNICATION WITH YOUR SCHOOL

Contact with your child’s teacher is of the utmost importance. If you can possibly discuss any problems that may arise with the teacher personally, this would be the best way. However, you may ring or write at any time - do not hesitate.
You may wish to discuss some concern or problem with the Principal from time to time - if so please call at the office or phone 49711267.

It is important that parents/caregivers directly approach the school with problems rather than discussing them with other parents. Problems that worry parents/caregivers or the child can only be sorted out quickly by us getting together and talking about it when it happens. We all share the same common interest – your child's happiness and welfare.

**PLAYGROUND**

We have a playground that is continually being improved and it is enhanced by the availability of Quinn Park in which children can play at lunch time. At 8.30am children are not allowed to play in Quinn Park. They may play in the quadrangle and on the grass near Galgabba Street, but not on fixed equipment or in classrooms. We encourage parents to leave so the children can play.

At Recess children may play on the asphalt and adjacent grassed areas. After eating lunch children may also play in Quinn Park. The children are supervised at all times.

Under no circumstances should children play on fixed equipment before or after school.

**BUS TRAVEL**

Free bus travel is available to all K-2 children and for children if they live more than 1.6 km radius from school. Opal Bus Pass Applications are available online at transportnsw.info/school-students. Please sign and date the completed application, then submit it to the office for endorsement. Students must have an OPAL card to travel.

**BICYCLES AND SCOOTERS**

Many children ride their bicycles and scooters to school. Helmets MUST be worn. Children are not allowed to ride bicycles in the school grounds. They must wheel them to and from the gates in Rawson Street on the footpath.

It is recommended that children should be 10 years of age to ride their bicycle to school unsupervised. Under this age they need to be accompanied by an adult.

No riding of skateboards are allowed at Swansea Public School.

**PARENTS & CITIZENS ASSOCIATION**

Parents & Citizens Association (P&C) meetings are held on the second Wednesday of each month. The time will be advertised in the newsletter which is published each week. You are most welcome to attend these meetings.

**PARENT PARTICIPATION**

Many parents provide a very worthwhile function in the day to day lessons of the school by helping with Reading, Mathematics, excursions, language activities, sport and other groups or individual situations. If you have time to spare please offer your services to the class teacher who will be pleased to hear of your interest. Parents will be offered training and support.

**MOBILE PHONES**

If a student brings a mobile phone to school it MUST be left at the office each morning and collected at the end of the day.
UNIFORMS

In order to heighten the child’s self-esteem and promote pride in the school, children are encouraged to wear the designated school uniform. Uniforms should be clean and shirts tucked in. Hats must be worn in the playground at all times. Tights are not to be worn as shorts/pants.

SUMMER UNIFORM

Girls:
- Green skorts/shorts
- White polo shirt
- Black shoes
- White socks
- Green broad brimmed hat

Boys:
- Grey shorts
- White polo shirt
- Black shoes
- Grey socks
- Green broad brimmed hat

WINTER UNIFORM

Girls:
- Long green trousers/track suit pants
- White polo shirt
- Fleecy green jacket/jumper
- Green broad brimmed hat

Boys:
- Long grey trousers/Green track suit pants
- White polo shirt
- Fleecy green jacket/jumper
- Green broad brimmed hat

SPORTS UNIFORM

Girls:
- **Summer** - Black sports skort or black shorts
- House colour polo shirt
- White socks
- Joggers (black or white)
- Green tracksuit pants may be worn over shorts/or may be worn in place of shorts in winter.

Boys:
- **Summer** - Black sports shorts
- House colour polo shirt
- White socks
- Joggers (black or white)

All items of uniform may be purchased through the P&C Association's Uniform Shop at the school on Tuesday mornings from 8.40am to 9.40am in the room behind the Library. Library and school bags are also available.

Please note that the green broad brimmed hat is also available from the school office.

Lay-by - A three month lay-by system is available with a minimum 20% deposit.

Clothing Pool - Available for your convenience to sell or purchase pre-loved uniforms.

*** THONGS are not permitted as they do not provide enough foot protection.

*** EARRINGS other than studs or sleepers are not permitted.

*** NECKLACES are not permitted at any time.

*** NAMES NEED TO BE CLEARLY MARKED ON ALL CLOTHING.

SCHOOL EQUIPMENT FOR CHILDREN

Bags
Some motif, pasted or tied, on the handle of the bag helps the new child identify their bag. Please label bag inside lid.

Items such as pencils, pens, rulers, glue, etc should be labelled with the child's name and updated when needed.

SCHOOL HOUSE SYSTEM

The school is divided into four Houses. Each child is allocated their Sports House on enrolment.
It is expected that this system will be reviewed in 2016 to allow a more even distribution of newly enrolled students in the sports houses.

SCHOOL SPORT

K-2
Sport is held each Friday. Children are engaged in gross motor skills, preliminary skills for team games, dance and coordination.

Years 3-6
Each Friday children are involved in various sports. Students are also involved in Primary School Sporting Association (PSSA) gala days and knockout competitions.

INTENSIVE SWIMMING

This is held yearly on a Departmental and school basis during Term 4 for Years 2-6.

WATER SAFETY

Water and Beach Safety are treated with visits by local surf clubs.

ASSESSMENT AND TESTING

Assessment and testing are ongoing throughout the year. Two reports are distributed each year in June and December. Parents/caregivers will be notified of any assessment organisation, such as “across the grade assessment tasks”, through the school newsletters.

HOMEWORK

Homework should enhance and support all classroom activities. It should be achievable, interesting and worthwhile.

Given at the discretion of teachers in charge of each class but at least one night per week.

Should only be 10-15 minutes and done in harmonious co-operation with parents.

Simple research activities may be included.

Parents/caregivers are strongly encouraged to allow children to participate in the school’s Home Reading (K-2) Program and the Premier’s Reading Challenge (Years 2-6).

LIBRARY

A Teacher/Librarian is available for three days per week to work with the children and teachers in our modern Library. The school has over 8000 books and resources and children are encouraged to borrow freely from the Library. Children must have a library bag for their books. Library bags can be purchased from the Uniform Shop or parents may make them if they wish.
TECHNOLOGY

Children are educated quite early on how to use this electronic equipment through our Technology Program. All classrooms have Smartboards that assist with learning - they provide access to the internet and interactive activities. The school has a large number of thinkpads or notebooks and iPads that are used by students K - 6. The school has a networked technology laboratory, or computer room, and classes are timetabled during the week.

BOOK CLUB

Book Club is operated through all grades and gives your child the opportunity to order good quality books at reasonable prices. Order forms are distributed by each class teacher and all order forms and money are to be returned to the office in a sealed envelope. These are collected and orders are organised by a parent volunteer.

Ordering through the Book Club benefits the school as bonus points are awarded from which books are ordered for our Library.

SCRIPTURE

Scripture teachers visit the school on Tuesday mornings from 9.00am to 9.30am and follow a common program. We value their involvement in our school. Children remain in their home classes for Scripture. If you do not wish your child to attend Scripture classes please advise the Principal in writing at the beginning of the year. An Ethics class is also available for students in Years 5 and 6 (Stage 3).

SUNSMART POLICY

We have a “Sun Smart” policy which educates our students in being sensible when in the sun. We wish to make them aware of the dangers of sunburn, sunstroke, skin cancer, premature ageing of the skin, protection of eyes and the harmful time of the day (10.00am - 2.00pm approximately). This is done by positive reinforcement in lessons and daily routine with the wearing of the school green broad brimmed hats, use of sunscreen, sitting in shady areas and staff acting as role models with the wearing of hats. Children need to wear a hat to school every day. If students do not have a hat they will only be permitted to play under the Covered Outdoor Learning Area (COLA).

PERFORMANCES AT SCHOOL BY OUTSIDE GROUPS

Each year the school may be visited by various artists, groups and players. These performances are all approved by the NSW Department of Education and are selected to add to the development of your child. We recommend strongly that you support our choice and allow your child to attend and enjoy these opportunities.

EXCURSIONS

During the year excursions are organised by the school or the class teacher to assist in some aspect of the school's curriculum. These are of particular interest and enjoyment to the students and are long remembered.

Money for excursions should be brought to school, in the envelope/or plastic bag, with the child’s name, class and the event, by the closing date given on the note. Correct money would be appreciated. Children cannot attend excursions without parent/caregiver permission.
If parents/caregivers have financial difficulties paying for an excursion, then arrangements can be made by contacting the Principal. Schools have access to Student Assistance funds and can also seek support from Non-Government agencies. These arrangements are confidential.

Children not attending an excursion must attend school where lessons will be specially prepared by their teacher.

**WHEELCHAIR ACCESS**

The school has ramps for wheelchair and stroller access. Amenities for the disabled are also available. There are two car spaces for the disabled.

**SMOKING**

Smoking, by law, in the grounds and buildings is prohibited in all Government Schools in New South Wales. Parents are requested to please refrain from smoking when they visit the school at any time.

**DOGS**

Parents/caregivers are advised that dogs, even those on leads, are not permitted in the school grounds of any school in New South Wales.

**ELECTRONIC GAMES or EQUIPMENT**

No electronic games or equipment are to be brought to school.

The Swansea School Song
Lord behold us with Thy blessing,

Swansea children here we dwell;

Onwards be our footsteps pressing,

As we strive to do so well.

Blackswans, Pelicans, Seagulls, Seahawks,

As we sing with voices loud

Of our school we are so proud.