



SPEERS POINT PUBLIC SCHOOL

Parent Handbook



Principal's Welcome

The pathway to lifelong learning starts here.

At Speers Point Public School, we pride ourselves on being a school for the community. Parents often talk of having a sense of belonging when they come to the school, "It's like we are one family."

Our school offers the best of both educational worlds. We are large enough to provide a vast range of quality educational programs that develop students' abilities. We are also small enough for all students to know each other and for all of our staff to know each student and how they learn.

Our students, staff and community are strong, active and focused on creating opportunities for the best possible learning outcomes. Our motto, "creating our future together," is at the heart of everything we do.

Mr Chris Payne

Principal



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School Snapshot

Contact Us

Speers Point Public School

Bell Street

SPEERS POINT NSW 2284

PO Box 48

BOOLAROO NSW 2284

T: 02 4958 1230

F: 02 4958 2478

Email: speerspt-p.school@det.nsw.edu.au

School Routine

| | |
|----------------------------|---|
| Front Office Opening Hours | 8.30am-3.15pm |
| Playground Supervision | 8.30am |
| Classes Commence | 9.00am |
| Lunch | 11.15am (10 mins eating time) - 11.55am |
| Recess | 1.20pm (10 mins eating time) - 1.55pm |
| Classes End | 3pm |
| Canteen Operates | Wednesday and Friday |
| Uniform Shop Open | Everyday 8.30am-3.15pm |
| Sports Day | Friday |

Speers Point Public School Staff

Principal

Mr Chris Payne

Assistant Principals

Miss Rebecca Pichaloff

Miss Kate Musilak

Instructional Leader

Mrs Sarah Metse

Teaching Staff

Miss Lisa Avery

Mr Rob Bukey

Mrs Karen Chiles

Mrs Cara Cowburn

Mrs Cathryn Culjak

Mrs Kristy Doodnath

Mrs Alana Folwell

Mrs Rachel Hazel

Mrs Angela Hopton

Mrs Chloe Moris

Miss Leonie Phillips

Mrs Kristy Varney

Mrs Di Wood

School Learning Support Officers

Mrs Lorie Baguley

Mrs Valda Butler

Mrs Peta Dalby

Mrs Sheridan Hitchcock

Mrs Bronwyn Noon

Mrs Lisa Pateman

Mrs Tracey Reid

Mrs Belinda Wilson

Miss Pip Butler

School Administration

Mrs Robyn Bowtell

Miss Kara Bowtell

Mrs Bronwyn Noon

School Counsellor

Mr Luke James (Thursday's)

General Assistants

Mr Mick Gandy

Mr Phil Flannery

Cleaner

Mrs Brooke Hockley

The School Community

Speers Point lies on the shores of beautiful Lake Macquarie. A natural bushland setting enhances the location of the school.

Enrolments at the school have grown over recent years to a point where we now have 5 mainstream classes, 4 Support Units and a number of support staff. The school is situated in a growth area and it is anticipated that school enrolments will continue to grow. Our school population currently stands at 159 students.

A project is underway to upgrade Speers Point Public School to cater for projected enrolment growth in the area. The project will deliver:

- five new permanent innovative learning spaces
- a new hall
- a new library
- new amenities
- new administration and staff facilities
- refurbishment of two existing teaching spaces.

The upgrade includes the refurbishment of the existing library and classrooms into special education classrooms and amenities, as well as levelling the areas around these buildings for ease of access. Early works to refurbish the existing library and classrooms into new special education classrooms and amenities have been completed. Forecast completion is expected in late 2020.

Our caring and experienced staff provide activities from within the key learning areas (KLA's) for students from Kindergarten to Year 6. In general, students attending the school willingly promote the expectations regarding uniform, attendance, behaviour and attitude.

A supportive school community raises funds through various activities organised by the Parents and Citizens Association (P & C) and the school canteen. Many volunteer parents assist in many of the school-based activities that are provided for students. Volunteers are welcome to support our school in a range of activities. Volunteers work in an unofficial capacity under the guidance of class teachers.

All volunteers must have a Volunteer's Working With Children Check, complete an Appendix 5 with 100 points of ID and sign in to the volunteer's book (located in the office) on each visit.

Features Speers Point Public School has to offer include:

- Dedicated and caring staff
- Friendly community spirit
- A quiet, bushland setting
- Library facilities
- Extensive educational resources and equipment
- Computer workstations and current technology in each classroom
- Comprehensive excursion program for infants, junior and senior primary
- School community events eg. ANZAC Day Commemoration, Book Week, Education Week ~ Open Day, Celebration Assembly and Year 6 Graduation Dinner

- Sun Smart Policy
- Child Protection Education Policy
- Drug Education Policy
- Student Councillors and active Student Representative Council (SRC)
- Inter-school debating and public speaking
- Sporting activities with extension to: Lake Macquarie Zone, Hunter Area and State representation
- Participation in external competitions: English, Mathematics, Science, Computers and Writing.

School Song

We come to school every day
We love to learn and we love to play
We want to succeed; we do our best
We're responsible when put to the test
We're proud, of Speers Point Public School

We work together as a team
Creating our futures that we dream
And at the start of every day
We're stronger and smarter in every way
We're proud of Speers Point Public School

We try our best to be respectful
Being safe and being helpful
We participate and we achieve
We're great individuals, you can see
We're proud of Speers Point Public School
We love Speers Point Public School
We are Speers Point Public School

School Identity

It is school policy that all children wear the appropriate uniform to and from school.

Parents are urged to assist the school in its efforts to have all children attend in the correct uniform.

School Uniform requirements:

Girls

- School Dress or,
- School Polo Shirt with logo
- Maroon box pleat skirt
- Maroon tracksuit pants
- Maroon school jumper with logo
- White socks
- Black leather shoes
- Maroon school hat



Boys

- School Polo Shirt with logo
- Maroon box pleat shorts
- Maroon tracksuit pants
- Maroon school jumper with logo
- White socks
- Black leather shoes
- Maroon school hat



Girls & Boys Sports Uniform

(Friday)

- Coloured Sports House polo shirt with logo
- Maroon skirts or shorts
- White socks
- White joggers

- NO leggings, jeans or bike pants to be worn
- NO makeup or nail polish is to be worn.

Uniform Shop

The Uniform Shop is operated by the office and is open during school terms on:

- Monday—Friday 8.30am—3.15pm

The Uniform Shop is located in the school office and only accepts cash or cheque. For a current Uniform Shop Price List please visit the the school front office during opening hours.

Enrolment

Enrolment Policy

Students are eligible to enrol at Speers Point Public School provided they turn 5 by 31 July in the year they will commence school. Kindergarten children will usually commence school on the 3rd day of Term 1, in any school year.

Parents of Kindergarten children are requested to complete enrolment applications as soon as possible so that an indication of their intention to take up enrolment in the following year is gained. This enables the school to determine the number of Kindergarten enrolments it will accept.

- Information required upon enrolment:
- Proof of age eg. Birth Certificate
- Immunisation Certificate
- Proof of residency (eg. Rental Agreement, Electricity Bill, Proof of Purchase)
- Parents of children for whom enrolment is sought are also required to advise of any special needs, medical conditions and any other relevant information you feel the school should be aware of for their child.

Curriculum and Excursions

Curriculum

Learning activities at Speers Point School are planned around six Key Learning Areas (KLA's) for NSW Primary Schools. These are:

- English
- Mathematics
- History
- Geography
- Science & Technology
- Creative & Practical Arts (CAPA)
- * Personal Development, Health & Physical Education (PDHPE)

Excursions

All teachers organise excursions to enhance the learning that takes place in the classroom. There is a close link between the excursion and the classroom lesson, so it is hoped all children will participate in the excursion. Parents who find it difficult to pay excursion costs are invited to approach the principal. All discussions are treated as confidential. These arrangements should be made well in advance of the excursion. In order to be eligible for excursions students must display consistent, trustworthy behavior and wear full school uniform.

Parent/Carer Consent Forms are required for any type of excursion. Consent Forms will be sent home well in advance and should be signed and returned to school. It is a legal requirement that parents give written consent so any child who does not return a Consent Form cannot be permitted to participate in an excursion.

Local Excursions

These are held within easy travelling distance of the school and sometimes only involve walking. Bus trips from which children return on the same day are regarded as local excursions.

Major Excursions

An excursion which takes more than one day or one-day excursions which involve extensive bus travel are regarded as major excursions.

Currently the Excursion Program is:

- Year 3, 4, 5 & 6 – Outdoor Experience –Myuna Bay (2 days trips)
- Year 3, 4, 5 & 6 – Outdoor Experience—Hill End (3 days and 2 nights)
- Kindergarten, Year 1 & 2 - selected excursions related subject content for that year

Cultural Activities

Cultural performances, which will enhance school programs, are arranged depending on availability.

Sport

For school swimming and athletic carnivals students are placed into 'House Teams'. The House Team names and colours are:

- Bradman – Red
- Fraser – Blue
- Jackson – Green
- Elliott – Yellow

School Swim Scheme

The Department of Education and Communities School Swimming Scheme is an intensive learn to swim program which develops water confidence and provides students with basic skills in water safety and survival. The scheme is conducted over ten days. Each daily lesson is 45 minutes. This program is run during Term 4 at Speers Point Pool. The scheme focuses on students in Year 2-6 as well as our Special Needs Students.

Scripture

The clergy or their representatives visit the school every second Thursday on odd school weeks to conduct religious instruction classes between 2.30 pm and 3.00 pm. All children will attend scripture classes as indicated by the advice provided on their Enrolment Form, or a letter is sent to the Office advising that you do not want your child to attend scripture.

All other students not attending scripture will be supervised in an alternate location within the school grounds doing non-scripture activities.

School Policy

Attendance

Students are required to attend school each day with regular attendance being absolutely essential for children to receive the maximum benefit from school. It is a proven fact that students with an attendance record of less than 90% tend to have learning problems.

The *Education Reform Act, 1990* requires students between the ages of 6 and 15 years of age to attend school each day the school is open for instruction.

If a student is absent due to sickness or special family circumstances, you are required to send a note to your child's teacher explaining the reason for the absence. There is no need to advise the school on the day of the absence but a note of explanation must be sent when the student returns to school. However, if the absence exceeds three days please advise the school.

You may submit an absence note either in writing, or via our school app, available through your app store.

Repeated cases of unexplained absences are referred to the Home School Liaison Officer.

Partial absences also require a note to the teacher.

Students who arrive late (after 9am) are to report directly to the front office for a late slip. An explanation must be provided by the parent/caregiver. An occasional late absence is understandable but continual late absences impact upon learning progress. If you require to pick your child up early (before 3pm) parents must have a signed early leavers note to give to class teacher before child will be released from class.

Arrival and Departure

Students should arrive at school after supervision begins at 8.30am. At the end of the day at 3pm, for safety reasons students are walked in lines to their school exit, either Bell Street or Main Road. Please make sure your child knows which exit to use. Please note, students may not play on fixed equipment or in the playground outside of school hours

Kiss and Ride on Bell Street

Kiss and Ride Zones are designed for your convenience and for your child's safety. Designed for quick entry and exit, these zones minimise congestion and risk when used properly by all parents and carers. These zones operate under the same conditions as no parking zones, which means you may stop to drop off or pick up children for a maximum of 2 minutes. You're required to remain in, or within 3 metres of your vehicle.

Morning Kiss and Ride Procedure

This zone will be not as busy in the morning as school arrivals are more staggered. The same basic

principles apply

- Approach from Eighth Street
- Pull into zone.
- Students safely walk from car into school gate and to COLA area via the path.

Cars should be in this zone for **no longer** than 2 minutes and parents no more than 3 metres from the car.

Afternoon Kiss and Ride Procedure

- Students leaving via Bell St will walk down with teachers (as per usual)
- Students line up along the inside of the school fence for safety.
- Cars approach from Eighth St into the Kiss and Ride zone. That will result in a queue forming.
- Parents are to pull up in the zone
- Teachers outside the fence will instruct students out to their cars.
- If for some reason your child is not ready you may be asked to do a lap around the block in order to keep the queue moving. We appreciate your support in this.

Hats

School Policy is: **No Hat – Play in the Shade**. Students need to wear a hat every day regardless of the weather conditions. students are expected to wear our school Maroon bucket hat only School hats are available from the Uniform Shop.

Jewellery

Jewellery is generally not permitted at school however sleepers, studs and watches are acceptable.

School Rules

Speers Point Public School aims to provide a happy and safe learning environment. To achieve this students are expected to observe the school's core rules and understand what they mean. Parents can assist by discussing the following rules and how they may be applied with their own child or children.

- We are safe
- We are learners
- We are respectful

Behaviour that infringes on the safety of others such as harassment, bullying, illegal or anti-social behaviour of any kind will not be tolerated.

Student Wellbeing – Positive Behaviour for Learning (PBL)

The school has a strong commitment to Student Wellbeing. There is a focus on leadership development, peer support and building self-esteem through awards and recognition and developing positive student-teacher relationships. A brochure, explaining the school's Student Welfare & Discipline Policy is available from the office. The school has a strong Anti-bullying focus and brochures explaining the policy are also available from the office.

Uniform

It is school policy that all students wear the appropriate uniform to and from school. This practice encourages pride in the school, assists in maintaining good conduct and greatly reduces the undesirable distinctions between students because of clothing.

Visitors

All visitors to the school are required to sign in and out at the front office. A visitor is defined as someone who is attending a classroom as a volunteer, persons attending the school to undertake maintenance or carry out works, or any person assisting in an event or learning activity within the school grounds.

All volunteers must have a current *Working With Children Check*, which is available on line from <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
(Please note there is NO FEE for Unpaid Volunteer work) This will be a requirement for ALL VOLUNTEERS at the this school from 2019.

Speers Point Public School

Parents & Community— Code of Conduct

We have an outstanding level of parental support throughout the school. We greatly appreciate your support which enables the school to achieve so much.

It is important to remember that all parents who enter onto any school premises do so in the knowledge that the school community and the Department of Education expect them to conduct themselves in an appropriate manner.

Parents and Volunteers are expected:

- to be outstanding role models for all students
- to work under the professional direction of the teaching staff, following all school policies
- to speak in a kind and friendly way to all students and staff
- to keep confidentiality
- to report any issues of concern to teachers (and not directly intervene)
- to keep a safe and professional distance from all students

As Parents and Community members we expect

- our children to be respected
- our children to be safe and to feel secure
- our children to be protected from inappropriate behaviours and language

N.S.W. Depart of Education – Behaviour Code for Students

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Communication

Occasionally, parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of their child
- Express concern about actions of other students
- Enquire about school practice or policy

It is necessary, therefore, to have consistent procedures that can be followed to ensure a safe and harmonious school environment. The best results usually flow from working together.

Our school uses a variety of platforms and mediums to communicate with our community. These include:

- School newsletter / notes home
- School Website
- School Facebook page
- Skoolbag App – free download from your app store for iPhone, Android and Windows devices

Change of address/Contact details

Please inform the school if you have a change of address, home phone number, emergency contact, work phone number or changes to your child's medical plan (if required) as soon as possible. This can be done in person at the front office, by email or by phone.

Any change of address will require 'Proof of Residence'. This can be in the form of a Rate Notice, Utilities Bill, Lease Agreement etc.

Parent Teacher Interviews and Face to Face Meetings

Formal reports are sent home at the end of each semester. Parents are invited and encouraged to follow this up with a formal interview.

There is much incidental contact between teachers and parents, however, there may be times when you wish to speak with your child's teacher or the Principal . To arrange a mutually convenient time please contact our school by:

- Email speerspt-p.school@det.nsw.edu.au
- Sending a note to school with your child
- Phone - call the front office on 4958 1230 and leave a message for your child's teacher to contact you.

Notes

Information, notes and consent forms are sent home with each child throughout the year. Take home notes are handed out in class and provide a simple pathway for teacher/parent communication. The information provided may be about classroom activities, excursions, special events or a change to homework routine.

Please check student bags, reader bags or library bags weekly for notes from the teacher.

Parents and Citizens Association (P & C)

The Parents and Citizens Association (P & C) is the official body representing the parents and citizens of the school community. The Association has a constitution which outlines its objectives and the P & C meets in Week 3 and 8 of each school term on Tuesdays at 6.30pm. Meetings are advertised in the Newsletter, on the Skoolbag app and also on the Speers Point Public School Facebook page. Everyone is invited and welcome to attend these meetings to participate in school planning and fundraising.

The P & C also have a Facebook page. Visit www.facebook.com and search for 'Speers Point Public School Parents'. This is a good way to connect with other parents, be reminded of school activities and discuss topics that are important to you.

Reports

Student Reports are sent home at the end of Term 2 and Term 4 each year. The report provides a score out of 5 for each of the curriculum areas and staff provide written feedback on student progress throughout the year. Formal parent-teacher conferences are scheduled in the latter weeks of Term 1 each year.

School Newsletter

The school newsletter is an essential tool for communication and is issued fortnightly on a Friday. The newsletter is distributed via email, via the Skoolbag App (see below) and is uploaded onto the school website (see below). A printed version of the newsletter is available from the front office if you are unable to access it electronically. The newsletter contains details of events happening both at school and in the community. It contains the calendar of events, meeting reminders, canteen roster, fundraising activities, school ground maintenance or construction updates, information about assembly and results of sporting activities or regional school competitions.

Parents are requested to read the newsletter carefully.

School Website

<http://www.speerspt-p.schools.nsw.edu.au>

Skoolbag App

The Skoolbag App is free and accessible from all smartphones where Apps can be downloaded. The Skoolbag App is a place where you can receive real time updates and alerts for events and excursions (including sporting cancellations, end of day excursion arrival times or notification of changes to school routine) and is also a place to view the current school newsletter.

To download the App onto your device click on the 'App Store' icon on your phone. Type 'Skoolbag' then type 'Speers Point Public School' in the name search. You will see the schools name and logo appear. Click 'Get' and then 'Install'. When installed click 'Open'.

Parent Online Payment—Via School Website

Our office does not have EFTPOS facilities. If you wish to make payment using your card, the instructions to make a payment via our school website are below. We also take cash payments. Please ensure you provide the correct money as we do not have change.

Speers Point Public School offers online payments for parents and caregivers Payments can be made using either a Visa or MasterCard, credit or debit card. The secure payment page, hosted by Westpac is accessed via our website by selecting the Make a Payment link above.

You will be able to pay for anything you would normally pay at the front office.

When you access the Make a Payment you must enter:

1. the student's name
2. date of birth
3. the ref. or invoice (if applicable)
4. the payment option
5. the payment description
6. the amount you are paying.

These details need to be entered each time you make a payment as student information is not held within the payment system. No student's details are given to Westpac. As a consequence, payments for each child need to be made separately.

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured securely. These details are not passed back to the school.

Under payment options, enter the details provided on the permission note.

You can print your own receipts or have the receipt emailed to your email account. This gives you immediate proof that you have paid for the item. Record your receipt number on the permission note and return it to school as normal. Your payment will be reconciled against the receipt number on the permission note.

Making an online payment does not constitute permission.

Please return all signed permission notes to school as normal.

Inside the Classroom

Stationary Packs

Stationary Packs are available for purchase from the front office. Each student is required to purchase a Stationary Pack at the beginning of each year. Typically, a Stationary Pack will include the necessary items required by each student to participate in learning activities during the school day. This might include exercise books, text books, pencils, eraser, glue stick, reading folder, display book etc.

Stationary Packs cost approximately \$45-60 each depending on the items requested by the teacher.

Clothing and Personal Items

All items of clothing and personal items (eg. lunch box, drink bottle etc.) can be easily misplaced and should be clearly labelled with your child's name. A **Lost Property Box** is located under the stairs near the Canteen. Items found left in the playground are placed in the box. Parents and students are able to access the tubs on school days during term to retrieve any misplaced items.

Collection of Money

Throughout the year students may be required to pay for excursions, admission costs for visiting cultural performances etc. In most cases payments can be made at the front office by cash or cheque. Online payments can also be made via the Speers Point school website. Parents may now put an amount "On Account". This money can then be used for excursions, book packs or any other school activity.

If students are required to bring cash to school the following procedures should be followed:

Correct money should be placed in a sealed envelope.

The envelope should be clearly labelled with the following information:

- Student's Name
- Class
- Amount of money
- Reason for money

By following this procedure the collection of money is greatly simplified.

Crunch and Sip

All classes enjoy a fruit break each morning in the classroom. Children are encouraged to bring pieces of fruit or vegetable which they can eat at this time.

Homework

The school encourages home reading for every child every night! The children are able to borrow books from the classrooms or the library for this purpose.

Homework is regularly given for the purpose of providing additional practice to supplement classroom lessons or to enrich classroom experiences. The amounts of homework will vary considerably through the grades. Teachers' expectations will be made known early each year. Whenever possible weekends and holiday times will be free of homework to provide opportunities for students to participate in outside interests and the social life of the family.

Parent Helpers

Throughout the year teachers may ask for parents to assist with a diverse range of activities. Parent assistance is much appreciated and it is a good way of becoming involved in your child's education. Parents are requested to contact their child's teacher if they are prepared to assist in any way. Before going to the classroom volunteers must, sign the Volunteers Book in the front office foyer and take with them a 'volunteer' lanyard which should be worn whilst assisting in the classroom.

All volunteers must have a current *Working With Children Check*, which is available on line from <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> **(Please note there is NO FEE for Unpaid Volunteer work)** This will be a requirement for ALL VOLUNTEERS at the this school from 2019.

Parent / Teacher Contact

All school staff are engaged in some form of activity between 8.25am and 3.10 pm. If you wish to speak to your child's teacher regarding progress or about other matters that may concern you please contact the office or teacher concerned so that a mutually agreeable time can be arranged to discuss the matter. For serious issues please contact the school for an appointment with the Principal.

Outside the Classroom

Assembly

School assemblies are generally held every second Thursday afternoon at 2:15pm. At each assembly awards are presented, guest speakers address the students and special features of school activities are displayed. Parents are very welcome to attend. Additional seating is provided for parents and visitors. Please refer to each school newsletter for upcoming assembly dates.

Before and After School Routines

Speers Point Public School does not provide Out of School Hours Care (OSHC) on site. OOSH is provided by Boolaroo Kids Club on the grounds of Boolaroo Public School. Our students are dropped off to school each morning and picked up in the afternoon by private bus. Information for this service is available by phoning 02 4958 2123 or 0429 488 418 or by emailing boolarookc@gmail.com

Students are not permitted to leave the school grounds at any time during the school day without written permission. If you wish to vary the normal procedures for your child to go home (e.g. they normally catch the bus but today they will be picked up after school) please send a note to the class teacher with details of the new arrangements.

If you need to collect your child/children during school hours, for any reason at all, you must report to the front office and receive an Early Leavers Slip for each student. The leaver's slip must be given to your child's/children's teacher(s) before you can take your child/children from the school. This is so that the school is aware of students leaving the school and with whom they leave.

Students are not to be taken directly from the classroom without notification.

Bicycles/Scooters

Students who ride to school are expected to obey the rules of the road and to park their bicycle or scooter in the racks provided. Bicycles must be **wheeled** into the school grounds in the morning and out to the street in the afternoon. Students should not lend their bicycles to another student or double other children.

The school accepts no responsibility for bicycles or scooters which are damaged or taken whilst on the school grounds. Bike chains are recommended. The bike rack area is out-of-bounds during school hours.

Students must wear a safety helmet when riding to and from school.

Canteen

The Canteen currently operates on a Wednesday and Friday. The Canteen is operated by the P & C and is staffed by volunteer workers.

A Canteen Menu & Price List are available at the Canteen or from the front office.

Lost Property

Unclaimed items of clothing are placed in the Lost Property Box located under the stairs near the Canteen. Please check this for any lost items. Any clothing found that has been correctly labelled is returned to the rightful owner as soon as possible.

Student Health and Wellbeing

Parents will be informed as soon as possible if a student becomes ill or in the event of an accident. Whilst the importance of good school attendance is stressed, parents **should not send students to school if they are obviously unwell**. If a student has been absent from school due to illness, parents/carers are required to provide their teacher with a note explaining their absence upon their return to class.

Any student can be brought to school later in the day when recovery is evident. Should this occur please drop into the front office for a Late Arrival Note before proceeding to the classroom.

The school **must be notified** of any infectious disease that keeps your child from attending school (refer to the NSW Health Infectious Diseases List on page 32-33).

Unimmunised students may be excluded from school during any outbreaks of contagious childhood illness.

Accidents / Illness

If a student is feeling unwell or has a minor accident at school, staff will decide what they consider to be the next appropriate action i.e. administer basic first aid, lay down for a period of time or arrange for the student to be collected. All teachers and several support staff hold an Emergency Care Certificate and most have completed their cardiopulmonary resuscitation (CPR) accreditation and anaphylaxis training.

If a student becomes seriously ill or injured in an accident at school, the school principal or nominee may elect to seek emergency medical attention i.e. call an ambulance. Parents will be contacted as soon as possible. **For this reason it is vital for the school to have current emergency contact details should you be unavailable.**

Health Care Plans

If a student has a health condition that may require support at school you should notify the school when enrolling or as soon as the condition becomes known to you. You will be asked to complete an individual Health Care Plan which will provide staff with information to help them support the student at school.

Medication

Our school is an asthma friendly school. If your child is asthmatic there is a form you will need to complete at the front office. The information provided will assist staff at the school manage student incidences of asthma.

Students are permitted to carry an asthma puffer on their person, Students should not carry any other form of medication. To ensure our safety procedures for the administration of medications to students, long term medication at school will need to be provided in a Webster Pack, clearly stating your child's name and medication dosage. Your local pharmacist will be able to arrange this for you at a small cost.

Staff will only administer medication if the written authority from the doctor together with a completed Request for Administering Prescribed Medication to a Student Form (available from the front office) has been completed.

School Counsellor

The School Counsellor provides a range of counselling and child assessment services to assist with the general management of students. The counsellor is commonly involved in situations where advice is sought by a teacher or parent in relation to student's academic achievement or behaviour. The counsellor may assist with school related physical and emotional health issues (e.g. sight, hearing, emotional problems, concerns about schoolwork and school performance) or provide advice about repeating a student where a second opinion has been requested.

The counsellor visits the school one day a week. Parents may see the counsellor by appointment. This can be arranged by contacting the classroom teacher or staff at the front office.