## CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Introduction, Accommodation &amp; Grounds</td>
</tr>
<tr>
<td>3</td>
<td>What is Special about Our School?</td>
</tr>
<tr>
<td>4</td>
<td>Birth Certificate &amp; Proof of Residence</td>
</tr>
<tr>
<td>5</td>
<td>School Uniform</td>
</tr>
<tr>
<td>6</td>
<td>School Uniform Shop &amp; General Information</td>
</tr>
<tr>
<td>7</td>
<td>School times /late to school/ Bus Passes/ absent from school</td>
</tr>
<tr>
<td>8</td>
<td>Medication/Asthma/Diabetes/Epilepsy</td>
</tr>
<tr>
<td>9</td>
<td>Illness</td>
</tr>
<tr>
<td>10</td>
<td>Best Start / getting ready for school</td>
</tr>
<tr>
<td>11</td>
<td>Student welfare policy</td>
</tr>
<tr>
<td>12</td>
<td>School Rules</td>
</tr>
<tr>
<td>13</td>
<td>007 Program /School Captains, Prefects and Student Council</td>
</tr>
<tr>
<td>14</td>
<td>Curriculum / Homework / Sport</td>
</tr>
</tbody>
</table>
Introduction

Grahamstown Public School is situated East of Raymond Terrace within the housing estate of Lakeside. It serves the area east of the Northgrove Estate and the shire reserve between Mount Hall Road and Richardson Road (bordering Irrawang High School) west of the Campvale village.

The main access to the school is from Hastings Drive and it is also connected to an existing integrated cycleway to provide additional student access.

The permanent accommodation provides facilities and teaching spaces to support the implementation of all learning programs. A communal hall is sited to provide public access. A library, canteen and two covered outside learning areas compliment the classrooms. A central courtyard with soft landscaping and small amphi theatre provide passive play areas. A multipurpose outdoor court accompanies approximately 2.5 hectares of open play area.

The buildings face north providing comfortable working conditions. Large roof overhangs and covered walkways ensure covered access to all areas of the school.

Sound absorbent landscaping and extensive acoustic treatment to all rooms are designed to enhance the learning environment. The school is situated off any main roads and has well grassed play areas and tree lined boundaries.

Accommodation and Grounds

The majority of the accommodation is of modern brick construction. Four new brick classrooms have recently been added to school accommodation.

The rooms are light and airy with adequate storage facilities and are air conditioned.

Extensive use has been made of acoustic treatment to improve the learning environment.

Emphasis is made on displaying student's work and promoting their efforts.

Over 2.5 hectares of grounds includes grassed play areas, paved play courts and landscaped gardens. Both the staff and parent body are enthusiastic in planning and providing an attractive school environment.

Our grounds are complemented by the Shire Council Reserve which borders the western boundary.
What is Special About Our School?

“Grahamstown Public School provides a friendly, happy and caring school community that works together for a common purpose … the future of our students.”

Our classes are organised into stages (of development), they are multi-aged and mixed ability. There are not specific classes based on age or school year. Infants classes have lower student/teacher ratio than primary classes. The day is usually broken up into specific lesson times e.g. English 9.15am to 11am, Maths 12 noon to 1pm, then from 1pm to 3pm Arts and Craft, Sport, Science etc. Scripture is held each Friday.

The primary purpose of our school community is to encourage learning. Our students participate in academic, sporting, cultural and citizenship programs which provide experiences that are interesting, stimulating and fun.

Student welfare receives a high priority. The school promotes a caring and disciplined environment where everyone is valued and achievement is recognised. Each student is treated as an individual and we aim for students to have positive attitudes about themselves.

Students have explicit teaching in our core beliefs of “Respect, Responsibility and Pride” which form the basis of all that we do at our school.

A wide range of activities is aimed at developing each individual intellectually, socially, physically and emotionally. Our teachers promote quality and parents are included in the curriculum and decision making processes.

Our school’s uniqueness is derived from the support, enthusiasm and accessibility of its teachers and the supportive teacher/parent team which exists.

Curriculum emphasis is in the basics of literacy and numeracy. Students learn in ability groupings supported with additional staff and resources. This emphasis is balanced by a broad program of extra curricular activities for technology, talented and gifted and performing arts.
BIRTH CERTIFICATE

As per Department regulations you are asked to provide the school with proof of your child’s name and age before enrolment.

All children under 18 must be enrolled as their name appears on their Birth Certificate.

"Children and young people under 18 cannot change their own name either by common usage or by amendment of their Birth Certificate. Generally both parents need to consent to any proposed change of name. If parents are separated, one parent cannot change a child's name irrespective of the fact that the child may reside with that parent". (Dept of Ed & Training Legal Issues Bulletin No. 20). To effect a change of name please contact the school office for a copy of this bulletin.

Children must be 4 years and 6 months old before they can be enrolled at school.

PROOF OF RESIDENTIAL ADDRESS

To ensure that families enrolling at the school are within the Designated Enrolment Area it is necessary for you to provide proof of residence. This documentation can be a current residential lease, electricity or gas account, council rates notice, statutory declaration. Driver’s licence will no longer be accepted.

IMMUNISATION CERTIFICATE

As from January 1994 parents with children starting school in the Kindergarten class must present an Immunisation Certificate at the time of school enrolment. Injections to combat Whooping Cough, Diphtheria, Measles, Tetanus and Rubella as well as Polio (Sabin) are recommended. This does not mean that your child has to be immunised, but if there is an outbreak of an infectious disease, children who are not immunised will have to stay at home during the outbreak.
## SCHOOL UNIFORM

### BOYS
- Grey Shorts
- White Shirt/Polo style Shirt
- White Socks
- Black Shoes/Joggers
- Wide brim maroon hat

### GIRLS
- Multi Check Dress
- or
- Maroon Shorts / Skorts
- White Socks
- Black Shoes/Joggers
- Wide brim maroon hat

## SUMMER UNIFORM
- Grey Shorts
- White Shirt/Polo style Shirt
- White Socks
- Black Shoes/Joggers
- Wide brim maroon hat

## SPORTS UNIFORM
- Maroon Sports Shorts
- Coloured House Shirt or White Polo style Shirt
- White or Maroon/White Football Socks
- White Joggers/Sandshoes
- White or Maroon/White Football Socks
- White Joggers/Sandshoes

## WINTER UNIFORM
- Maroon or Grey Track Pants
- or Grey Trousers
- Maroon Sloppy Joe/Vest
- White Long Sleeved Collared Shirt
- or White Skivvy
- White Socks
- Black Shoes/Joggers
- Maroon Track Pants
- Maroon Sloppy Joe
- White Long Sleeved Collared Shirt
- or White Skivvy
- Grey Skirt
- Bootleg Tights
- Grey Stocking
- White Socks
- Black Shoes/Joggers
SCHOOL UNIFORM SHOP

The school uniform shop is situated near the administration building and is open:

**Tuesday** 8:45 to 9:15 am and 2:30 to 3:00 pm
**Thursday** 2:30 to 3:00 pm

The uniform can be obtained from:

**School Uniform Shop**  All summer and winter uniforms plus dress uniform fabric and pattern.

‘**Best & Less’, Woolworths’** and other clothing stores carry boys/girls shorts, shirts and track suits.

**School badges**  available at the uniform shop.

**School Hats**  available from the Uniform Shop and as part of our Sun Sense Policy school hats must be worn.

GENERAL INFORMATION

ADDRESS

**Address** Hastings Drive RAYMOND TERRACE NSW 2324
**Telephone** 4987 6510 or 4987 6512
**Fax** 4987 6513
**E-mail** grahamstow-p.school@det.nsw.edu.au

SCHOOL EXECUTIVE

**Principal:** Mr Paul Henry
**Assistant Principals:** Miss Alison White, Miss Leanne Russell, Mrs Kylie South
**School Administrative Manager:** Mrs Jacquie Perry
**School Administrative Officer:** Mrs Jodi Callaghan
SCHOOL TIMES
Classes commence 9.00am
Lunch 11.00am – 12 noon
Afternoon Recess 1.30pm - 1.45pm
School Ends 3.00pm

No child should be at school before 8.35am as supervision cannot be guaranteed.

INTERVIEWS/CONTACTING TEACHERS
Parents are most welcome to meet with the Principal and teaching staff at an organised time. Please come to the office to fill out a Parent Request Form.

ARRIVING LATE TO SCHOOL
When children arrive late for school they must report to the office for a late slip which must be given to the class teacher.

ALL CHILDREN MUST BE SIGNED IN BY A PARENT/CAREGIVER.

LEAVING SCHOOL IN SCHOOL HOURS
A written note must be given to the school before the child is allowed to leave the grounds in school hours. Passes should be collected at the school office to present to the class teacher/s when collecting student/s.

BUS PASSES
All Infants children are entitled to have a bus pass. Those who will be using buses to travel to and from school can pick up and fill out a form at the school office. Years 3 – 6 students will need to check with the office as to whether their street is eligible for a free pass.

ABSENT FROM SCHOOL
If your child is absent from school for any reason, you should send a note explaining the absence with the child on his/her return. If the absence is going to be an extended one, of longer than 3 days, you should inform the school before the child is to return.
MEDICATION

The school cannot issue or administer headache or pain killer tablets etc. At this school, if your child requires medication in school hours:

1. The Principal must be informed in all cases of students bringing medication to school.

2. A student medication form must be completed and a letter from the doctor must also be supplied before medication can be brought to school.

3. Students must only bring one day’s supply of the medication to school and this must be handed into the office.

4. The medication should be clearly labelled with the student's name, dosage and times.

5. Any changes in dosage/times/medications etc. must be notified in writing to the Principal with an updated letter from your doctor.

6. Staff will only SUPERVISE the taking of oral medication. Students are to ADMINISTER oral medication themselves.

7. Where other than oral medication is required (e.g. insulin, adrenalin) staff willing to administer such medication will meet with the parents, Principal and trained person to explain preparation, application and situations pertinent to the administration of such medication. NB. It is not expected that members of staff administer medication by injection except in those emergency situations where such attention is necessary to prevent the death of a student (e.g. bee/wasp stings) if such a student has been enrolled.

8. Medicines will be kept centrally under lock and key until they are to be administered.

9. If the student is unable to administer the required prescribed medication to themselves, alternative arrangements for the administration of the medication must be made by the parents.

10. Medication provided by the parent must be accessible to the student. When on excursions, the supervising staff are to make the necessary arrangements within the Departmental/School Policy for this to occur.

11. A register is to be kept of children requiring medication and when it is collected by them.

ASTHMA/DIABETES/EPILEPSY

If your child suffers from any of the above, a management plan must be completed and returned to the school office.
ILLNESS
For some illnesses your child will need to stay home from school. A list of illnesses and the period of exclusion from school follows:

<table>
<thead>
<tr>
<th>Infectious diseases of children</th>
<th>Contagious skin conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chicken Pox</strong> &lt;br&gt;For five days after the first spots appear.</td>
<td><strong>Impetigo</strong> &lt;br&gt;&quot;Scabby Sores&quot; Your family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs the child should be kept at home until sores have healed.</td>
</tr>
<tr>
<td><strong>Measles</strong> &lt;br&gt;Five days from appearance of rash.</td>
<td><strong>Head Lice</strong> &lt;br&gt;Until appropriate treatment is begun. It is not necessary to shave the head.</td>
</tr>
<tr>
<td><strong>Mumps</strong> &lt;br&gt;Until your child has fully recovered and for one week after the appearance of the swelling.</td>
<td><strong>Ringworm</strong> &lt;br&gt;Until appropriate treatment is begun.</td>
</tr>
<tr>
<td><strong>Rubella</strong> (German Measles) &lt;br&gt;(DO NOT CONFUSE WITH MEASLES) Until fully recovered and for at least 6 days after the rash appears.</td>
<td></td>
</tr>
<tr>
<td><strong>Whooping Cough</strong> &lt;br&gt;If the child has not received any antibiotic treatment then the child should be kept away from school or pre-school for 3 weeks from the onset of the “whoop”. If appropriate antibiotic treatment is given (oral erythromycin), the child only needs to be kept away from school or pre-school for 5 days from the start of erythromycin therapy.</td>
<td></td>
</tr>
</tbody>
</table>

Regular attendance at school is important for your child’s development - **BUT** keep your child home if he/she has:

- A Sore Throat
- A Runny Nose
- Ear Ache
- Regular Coughing
- Diarrhoea
- Inflamed Eyes
- Nausea

June 2011
HEAD LICE “NITS”

A problem which affects all schools is that of Head Lice. Check your child regularly and don’t be surprised or upset if your child gets them - many children do. They do not do any harm, but they do make the head itchy. Effective treatment is available at the chemist. If your child is affected by head lice he/she should be kept at home until all signs of active head lice are gone.

BEST START

All students beginning Early Stage 1 in 2011 at DET Schools will participate in the Best Start assessment. Students skills and understandings in Literary and Numeracy are assessed to help teachers plan the teaching and learning program to support the student’s needs. At Grahamstown Public School Early Stage 1 teachers will assess each student individually in the first few weeks of term 1. Parents will receive a written report about their child’s assessment towards the end of term 1. There will be further information about Best Start provided at the beginning of term 1.

GETTING READY FOR SCHOOL

Starting school is a big change for children. There are some things you can do to make school a happier place for your child.

Over the next few months, try to let your child get used to:

- Putting on and taking off clothes
- Putting on and doing up shoes
- Eating and drinking without help / opening food packets
- Carrying and using a tissue or handkerchief

It is important that your child knows to:

- Use and flush a toilet
- Wash hands
- Ask clearly for things
- Say their name and address
- Blow their nose

Also try to get your child used to:

- Recognising their own name in lower case letters
- Writing their own name, holding a pencil correctly
- Playing with groups of children the same age
- Sharing toys and taking turns at activities
- Staying at a friend’s or relative’s house for a few hours without you around
- Caring for and putting away things
• Recognising their school bag, lunch box and drink bottle

**BUDDY PROGRAM**

In order to support the Kindergarten children in their transition to school, students in Year 6 participate in a buddy program with the Kindergarten students called the Better Buddies program. Each child will be assigned to a Year 6 buddy. The Year 6 buddies will assist the Kinder children at lunch time, helping them to settle into school and playground routines. There will be additional regular buddy activities during the year. The Better Buddies program focuses on developing values including

• Caring for others
• Respect
• Valuing difference
• Including others
• Responsibility

**Student Welfare Policy**

Our Student Welfare Policy and Discipline Code is based on our school beliefs of “Respect, Responsibility and Pride”.

**Expectations:**

At Grahamstown Public School we expect all students to:-

• Observe the rights of students to be taught without interruption by unacceptable behaviour
• Observe the rights of teachers to teach without interruptions by unacceptable behaviour
• Be polite
• Be punctual
• Have correct equipment for lessons
• Show positive work attitudes
• Show respect for other people’s property
• Show respect for others
• Refrain from verbal abuse
• Refrain from physical abuse
• Respect other people’s opinions
• Follow instructions pleasantly and co-operatively
• Refrain from eating at inappropriate times
• Remain within the school grounds unless permission is obtained to leave
• Dress appropriately in school uniform

**The Aims of Grahamstown Public School - Student Welfare:**

The Grahamstown Public School aims to help its students develop:-

• the whole person
• a positive self concept
• an awareness and respect of individual differences

June 2011
• a feeling of belonging to the wider community
• a sense of dignity and worth
• a sense of personal and social responsibility for their actions and decisions
• an ability to form satisfying and lasting relationships
• a sense of enjoyment and satisfaction from learning
• an ability to communicate effectively
• a coherent set of values to guide behaviour
• a sense of cultural dignity

N.B. In order for these aims to be achieved the school endeavours to provide:

1. A safe and supportive environment where personal growth can take place
2. An organisational framework which caters for student welfare at all levels

School Rules

Basic rules which need to be familiar to all students and which must be enforced for their welfare by all staff including:-

1. **Bicycles** are not to be ridden in the school grounds and are to be kept parked in the area provided
2. **Bike racks** are out of bounds except when children are parking or removing bicycles
3. **Students who arrive at school** before 8:30am must wait in the enclosed internal assembly area
4. **The enclosed area is** a passive quiet area and the use of balls and sports equipment in this area is not allowed
5. **Students should not** be in the classrooms without permission or unsupervised
6. **Students should not** play in the canteen, administration or toilet areas
7. **Students who leave the grounds** unaccompanied in school times must have a permission note from parent/caregiver and the Principal
8. **Students are to walk** in the internal area and on concrete path and stairways

All other behaviour should be consistent with common sense and in the context of what would be considered normal family behaviour.
Rules for a Co-operative Classroom

1. Have good manners - put your hand up, take turns and listen
2. Be helpful. Share and co-operate with others
3. If you finish your work early, find something sensible to do
4. Work quietly and neatly
5. Have a tidy room

Rules for a Co-operative Playground

1. Be kind, fair and friendly to everyone
2. Play safely, in correct areas
3. Have a pleasant clean playground and care for it
4. Share games, seats, space and friends
5. Be a good sport, take turns, and play by the rules

Gender Equity

At Grahamstown PS, we recognise that boys and girls learn in different and various ways. We have several initiatives in Boys and Girls Education, such as single sex classes, Leadership and Personal Development programs with Gender specific learning activities, and a commitment to designing Teaching and Learning programs tailored to individual needs.

007 Program

The 007 leadership program teaches boys and girls how to fulfil leadership roles within our school. Students are trained in communication and mediation skills, and continue to provide activities for all school members at lunchtimes throughout the year. As well as activities, students facilitate a ‘007’ table at lunchtime for all students to access mediation for minor behavioural issues. The program also compliments the ‘Better Buddy’ program, providing smoother transition for kindergarten students throughout the year.

School Captains/Prefects and Student Council

Each year the students from Years 3 to 6 are involved in electing 2 School Captains and 6 Prefects and a School Parliament with representatives from each year group.

They have responsibility for:

* conducting school assemblies
* running school socials
* assisting with fund raising activities
* allocation of funds raised

June 2011
Curriculum

The school provides a well balanced program of educational experiences for all students in the 6 major learning areas.

These are:

* English
* Science and Technology
* Mathematics
* Human Society and Its Environment
* Health, Physical Education and Personal Development
* Creative and Practical Arts

The curriculum documents and policies issued by the Department of School Education form the basis for the planned learning experiences.

Homework

Homework is considered a worthwhile feature of primary education.

It cannot, however be compulsory.

Teacher expectations in relation to homework should be indicated in class newsletters issued at the beginning of each year.

Generally students in Kindergarten will have home readers, sight words and sounds each week and will begin a homework sheet in Term 2.

Expectations increase with age and by the time a child is in Years 5-6 more formal work is set and the time involved is greater. This is to prepare students for the heavier workloads required in secondary school.

Sport and Physical Education

Sport is conducted each week for students from Kindergarten to Year 6.

The emphasis is on participation and enjoyment and the sequential development of sports skills. We aim to provide as wide a variety of sports and games as possible.
Students will also participate in a weekly physical education program to develop fitness and basic sports skills.

Students are expected to wear sports uniform on sports days with sandshoes or sneakers/runners/joggers. Students will wear different coloured t-shirts depending on the sports house they are in. The sports houses are Colman (blue), Eldon (green), Finnan (yellow) & Hastings (red).

Students in Years 3 to 6 have the opportunity to participate in a variety of inter-school sports and games. The main inter-school sporting competitions are the Primary Schools Sports Association (PSSA) competitions and the Raymond Terrace primary schools Sports Exchange program.