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# KOOTINGAL PUBLIC SCHOOL

Caring, Learning and Achieving Together



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Denman Avenue  
KOOTINGAL NSW 2253

Phone: (02) 6760 3332  
Fax: (02) 6760 3064

Sentral SMS Mobile number for Absentee reason - +61427969513

School Mobile - 0492 802 694 (only for emergencies)

Email: [kootingal-p.school@det.nsw.edu.au](mailto:kootingal-p.school@det.nsw.edu.au)

Website: <https://kootingal-p.schools.nsw.gov.au>

Facebook Page: <https://www.facebook.com/kootingalpublicschool>



## **Welcome to Kootingal Public School**

It gives me great pleasure, on behalf of the students, parents and teachers, to welcome you and your family to Kootingal Public School. Our school is a 'learning community'. We believe that we are all learners for life and that we learn best in partnership with each other.

You are a partner with us in the education of your child and we sincerely hope you take the opportunity to become involved in the many activities and programs Kootingal Public School offers through the year.

The purpose of this folder is to provide you with essential information about the school's aims, programs and general organisation. It also outlines ways in which parents and teachers can work cooperatively to provide a safe, caring and educational environment that results in quality educational outcomes for your child.

If, after reading the contents of this folder, you have further questions please don't hesitate to contact the school so that we can assist you.

Welcome once again to Kootingal Public School. We look forward to a long and satisfying association with you and your family as we work together in the nurture, development and education of your child.



Mrs Charna Wood  
Principal

## SCHOOL DIRECTORY

<b>STAFF</b>	Principal	Mrs Charna Wood
	Assistant Principal	Mrs Nicole Chegwyn (K-2)
	Assistant Principal	Mrs Rebecah Higgins (3 – 6)
	Assistant Principal Curriculum and Instruction –	Mrs Michelle Lord

### **CLASSROOM TEACHERS**

Mrs Jan Morrish	Miss Brooke Semmler	Mrs Kirsty Lawrence	Miss Nicole Magann
Miss Brodie Merrett	Miss Leticia Booby	Miss Bennett	Mrs Kate Blinman
Miss Hannah Warden	Mr Scott Cracknell	Miss Brooke Semmler	Mrs Anita Deihm

<b>School Admin Manager (Relieving):</b>	Mrs Louise Wood
<b>School Admin Officer:</b>	Mrs Tara Dunn
<b>School Learning Support Officers</b>	Mrs Trudie Knight, Mrs Jayne Lees, Mrs Vicky Loftus, Ms Olivia Collison and Mr Bailey Lawrence
<b>School Counsellor</b>	Mrs Lani McRae
<b>General Assistant</b>	Mr David Workman

### **CONTACT DETAILS**

Phone: (02) 6760 3332 Fax: (02) 6760 3064  
Email: [kootingal-p.school@det.nsw.edu.au](mailto:kootingal-p.school@det.nsw.edu.au)  
Facebook Page: <https://www.facebook.com/kootingalpublicschool>  
Mobile: 0492 802 694 (only for emergencies)  
Sentral SMS: +61427969513 (use for absences)

### **POSTAL ADDRESS**

Kootingal Public School  
Denman Avenue  
KOOTINGAL NSW 2352

Teachers are unable to receive phone calls whilst on class. Parents are encouraged to leave a message or make an appointment to meet with the teacher concerned. There are times before and after school and in release time that teachers are able to meet with you.

**OFFICE HOURS:** The school office is attended from 9:00am to 3:30pm.

**SCHOOL TIMES:** School commences at 9:30am and concludes at 3:30pm  
1<sup>st</sup> Break (Lunch) is from 11:30am to 12:10pm  
2<sup>nd</sup> Break is from 1:40pm to 2:15pm

The playground is supervised from 9:00am and after school for bus travellers until the last bus departs.

**Children should not be in the playground before or after these times unless they have permission or are being supervised by a teacher or they are attending the Out of School Hours Care Service, Esteem Kids.**

### **SCHOOL BUSES**

**BUS 1:** Charter buses service the Mulla Creek, Limbri and Moonbi areas. The bus arrives at the school at 9:00am and departs at 3:45pm.

**BUS 2:** Tamworth Bus Company have passenger bus services which transport students from Brooklyn Park, Back Kootingal Road, Ormans Lane, Sandy Road, Tintinhull, Porcupine Lane, Yarrol Lane, Yarrol Road and the top end of Denman Ave. Buses arrive at the school before 9:30am and depart before 4:00pm. Students waiting for buses are supervised by a teacher on duty.

## **OUR SCHOOL STRUCTURE** **STAGE – BASED EDUCATION**

For nearly 100 years, most schools have been structured on the traditional age-grade model. As you know, this model groups children according to the date on their birth certificates and history tells us that this structure was first used for administrative, rather than educational purposes.

We now know that children do not learn according to their age, but in their own time and at their own rate of development. For example, if every child in your child's class was born at exactly the same time on exactly the same day, there would not be any two children in that group who would learn to laugh, roll over, crawl, walk, talk, grow, ride a bike, read, tell the time, etc. at exactly the same time or the same rate.

We also now know that learning for children is a continuous process. In recognition of this, the NSW Department of Education ceased producing curriculum for the "age-grade" structure in the 1980s.

### **All NSW Curriculum for Primary Schools are organised into 4 STAGES.**

EARLY STAGE 1 – Generally refers to children in their first year of school – Kindergarten.

STAGE 1 – Generally refers to students in Years 1 and 2.

STAGE 2 – Generally refers to students in Years 3 and 4.

STAGE 3 – Generally refers to students in Years 5 and 6.

At Kootingal Public School we have organised what were the traditional grades into stages to reflect the way in which we now know students learn.

In most instances children will take 7 years to complete their primary education. The aim is that by the end of each child's 7<sup>th</sup> year in primary school, he/she will have demonstrated competency in most Stage 3 outcomes.

STAGE 1 outcomes – should generally have been achieved by the end of Year 2.

STAGE 2 outcomes – should generally have been achieved by the end of Year 4.

STAGE 3 outcomes – should generally have been achieved by the end of Year 6.

## MISSION STATEMENT

Kootingal Public School is a community school where in partnership we are committed to a caring, collaborative and stimulating educational environment through which the potential of all is realised in a climate of continuous learning and improvement.

## STUDENT VERSION

**Caring, learning and achieving together**

**SCHOOL MOTTO:** Felix Per Labore (Happiness through work)

**SCHOOL COLOURS:** Blue, Light Blue and Gold

**HOUSE COLOURS:**

<b>GREEN:</b>	Wilson
<b>RED:</b>	Gill
<b>YELLOW:</b>	Dwyer

## SCHOOL SONG

1. In a fine New England setting,  
By the Cockburn's winding way,  
Twixt the main line north,  
And the highway too,  
Where Kootingal Village grew;  
Yes we love her as she is,  
Nestled in among the hills.

### **CHORUS**

And we'll try and we'll try,  
No matter where we be,  
To make her praises ring.  
We'll be proud of our folks,  
Our village and our school,  
And of them ever sing.

2. On the field of sport we go,  
We'll be ever out to win.  
But succeed or fail,  
We will always hail,  
You with a cheery grin,  
For true sportsmanship we strive,  
And our school we'll never fail.



Words and Music by: Bob Kain  
Arrangement by: Neridah Oliphant

## **THE SCHOOL LIBRARY**

The library is an integral part of the school and is well resourced.

All classes visit the library for formal library lessons each week. During this time children are involved in literature activities, information research and location skills.

Children may exchange books during their set library periods and must have a library bag to protect the books.

During breaktimes children may exchange their books, browse, play board games, listen to music or complete work set using resources within the library. On different days of the week, specialised programs are also on offer.

It is library policy that books lost by a borrower should be replaced or paid for.



## **ENROLMENT PROCEDURES**

**Children transferring to Kootingal Public School** – Parents who wish to transfer their children from another school to Kootingal Public School will be required to complete an Application for Enrolment Form online. The online form can be found via the Enrolment section on our website - <https://kootingal-p.schools.nsw.gov.au/> Kootingal Public school will then contact the previous school for complete details of the transfer. Zoning rules apply and students who live outside the school zone can apply to enrol, however there is a set criteria which the school is obliged to adhere. If this is a concern it is best to speak to the Principal directly.

**Children transferring from Kootingal Public School** – Parents of children moving from this school to another school are asked to advise the school. All other records are passed onto the new public school after the child has started.

## **SCHOOL DEVELOPMENT DAYS**

School Development Days are held on the first two days of term 1, the first day of terms 2 and 3 and the last day of term 4. The purpose of these days is to enable schools to develop programs policies and conduct professional development activities. Staff and parents can be involved. These days are advertised well in advance. Children do not attend school on these days.

## **EXCURSIONS**

This school adheres to the policy that educational visits and excursions provide children with experiences beyond the classroom and so contribute to their all round growth and development, as well as offer learning to reinforce the work done at school.



In accordance with Departmental regulations:

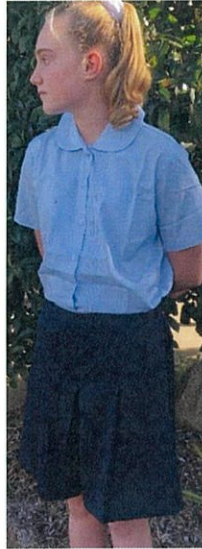
1. Parental consent notes are required for all excursions.
2. Teachers leading excursions involving overnight stays or water activities must have a current CPR certificate.
3. Any accompanying parents or carers must be vetted by the Principal to confirm their suitability and complete an *Declaration for Child Related Workers form* and provide one form of government issued photo ID ie: Drivers License, that they have no reason to be ineligible to accompany the children.

# UNIFORMS

Set and endorsed by the Kootingal Public School P & C

<p><b><u>BOYS' School Uniform:</u></b></p> <p><b>Summer:</b>          Grey shorts          Blue Shirt (short sleeve) Grey socks          Black Leather shoes - <b>NO CANVAS SLIP-ONS</b>          Navy hat with school emblem</p> <p><b>Winter:</b>          Blue shirt (long sleeve) and Tie          Long grey trousers          Navy blue Jumper/Jacket with school emblem          Grey socks          Black Leather shoes – <b>NO CANVAS SLIP-ONS</b>          Navy hat with school emblem          Navy Beanie          Navy Scarf</p>	<p><b><u>GIRLS' School Uniform:</u></b></p> <p><b>Summer:</b>          Navy and white check pleated summer dress OR          Navy culottes/skort with sky blue short sleeve pin tuck blouse          (only available at Clothing Pool)          Black Leather shoes - <b>NO CANVAS SLIP-ONS</b>          White socks          Navy hat with school emblem</p> <p><b>Winter:</b>          Long sleeved blue shirt          Tunic – navy tartan poly rayon material 'A' line with 'V' neck          design with matching tie          Navy blue Jumper/Jacket with school emblem          Black Leather shoes - <b>NO CANVAS SLIP-ONS</b>          Long navy socks or navy opaque tights (not sheer)          Navy hat with school emblem          Navy (tailored gabardine slacks) P &amp; C approved only.          (optional and not to be worn for official school activities), <b>(No          tight fitting stretch dance pants of leggings allowed)</b>          Navy Beanie          Navy Scarf</p>
<p><b><u>BOYS' SPORTS UNIFORM:</u></b>          Can only be purchased from KPS clothing pool</p> <p>Sky blue and navy polo shirt          Navy with sky blue striped shorts          Navy with sky blue panel track pants          White socks          Navy hat with school emblem          Navy/sky blue Rugby Jersey (optional)          Sky blue/navy football socks (optional)</p>	<p><b><u>GIRLS' SPORTS UNIFORM:</u></b>          Can only be purchased from KPS clothing pool</p> <p>Sky blue and navy polo shirt          Navy with sky blue striped shorts          Navy with sky blue panel track pants          White socks          Navy hat with school emblem          Navy wrap around skirt (optional)          Navy/sky blue Rugby Jersey (optional)          Sky blue/navy football socks (optional)</p>
<p><b><u>NOTES:</u></b></p> <p>All school approved uniforms (as listed above, except for school shoes, due to health regulations) are available at the Clothing Pool. The school operates a clothing pool run by our front office staff on Tuesday and Wednesday mornings between 9am to 9:30am. Recycled uniforms are also on sale at greatly reduced prices.</p> <p>The school has a "Sun Smart Policy" which requires children to wear the school hat outdoors.</p> <p>Please ensure that all your child's belongings are clearly labelled.</p> <p>Jewellery, apart from watches, plain ear studs and sleepers, are not part of the school uniform and are therefore not to be worn. (No bracelets, anklets or necklaces (except for medical reasons).</p> <p>No coloured hair or nail polish.</p>	

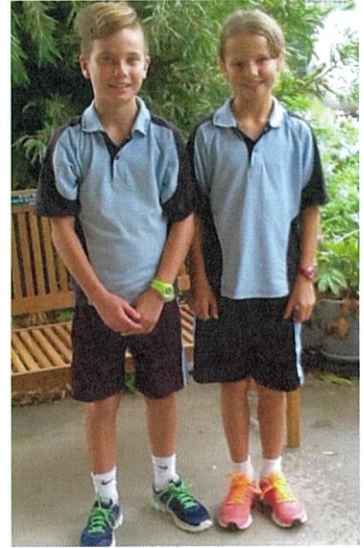
Summer and alternate uniform for girls.



Summer uniform for boys.



Summer sports uniform for boys and girls.



Winter and alternate uniform for girls.



Winter uniform for boys.



Winter sports uniform for boys and girls.





# WELLBEING AND DISCIPLINE PROCEDURES

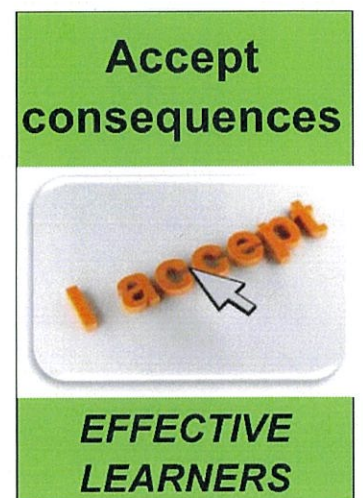
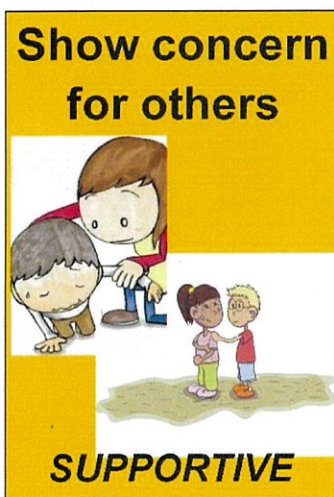
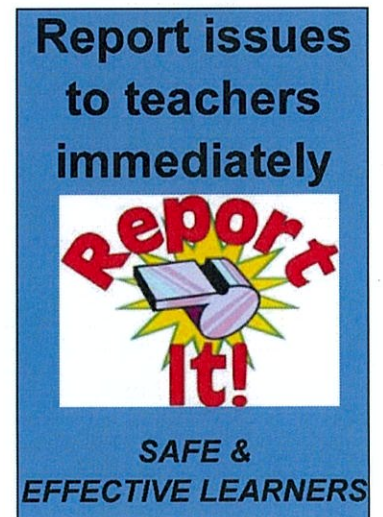
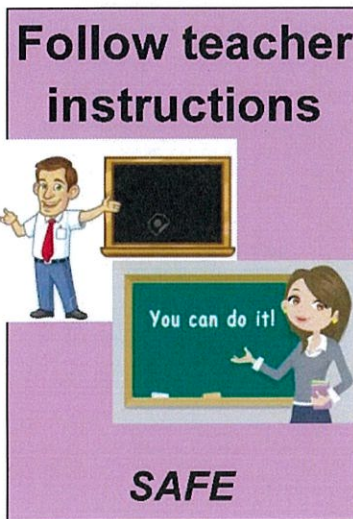
## Positive Behaviour for Learning Matrix

Kootingal Public School – Positive Behaviour For Learning Matrix			
	Safe	Supportive	Effective Learners
All Areas	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Keep hands, feet and objects to yourself</li> <li>Be sun smart – wear a hat</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Speak politely</li> <li>Include others</li> <li>Share school equipment and use correctly</li> <li>Take turns</li> <li>Report issues to teacher on duty immediately</li> <li>Share space</li> <li>Assist others</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Put rubbish in the bin</li> <li>Accept consequences</li> <li>Be honest and fair in your actions and decisions</li> <li>Have a plan for break time</li> <li>First bell rings, stop play, go to the toilet, wash hands, have a drink</li> <li>Second bell rings, line up for class ready to learn</li> </ul>
General Playground	<ul style="list-style-type: none"> <li>Play appropriate games</li> <li>Play by the rules</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment</li> </ul>
Sports Court	<ul style="list-style-type: none"> <li>Play by the rules of the game</li> <li>Play without aggression</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment</li> </ul>
Cricket Nets	<ul style="list-style-type: none"> <li>Only one person in the nets</li> <li>Play appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Share school equipment and use correctly</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment</li> </ul>
Sports Shed	<ul style="list-style-type: none"> <li>Only students with teacher permission in sports shed</li> </ul>	<ul style="list-style-type: none"> <li>Line up</li> <li>Speak politely</li> <li>Share school equipment and use correctly</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment</li> </ul>
Handball Wall	<ul style="list-style-type: none"> <li>Appropriate games</li> <li>Play without aggression</li> <li>Play by the rules</li> <li>Play only at wall</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment</li> </ul>
Sandpit	<ul style="list-style-type: none"> <li>Keep head, arms and legs above the sand</li> </ul>	<ul style="list-style-type: none"> <li>Share school equipment and use correctly</li> <li>Share space</li> <li>Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>Cover sandpit</li> <li>Shoes and socks on quickly when instructed</li> </ul>
Dirt Pit	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Share school equipment and use correctly</li> <li>Share space</li> <li>Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>Keep shoes on</li> </ul>
Hall	<ul style="list-style-type: none"> <li>Walk in, sit quietly on your bottom</li> <li>Stay seated and wait</li> </ul>		<ul style="list-style-type: none"> <li>Listen to those who are speaking and give eye contact</li> <li>Participate and join with any activities</li> </ul>
Canteen	<ul style="list-style-type: none"> <li>Walk to and from the canteen</li> <li>Only spend your money</li> <li>Line up quietly and wait your turn</li> <li>Leave as soon as you get your food</li> </ul>		<ul style="list-style-type: none"> <li>Speak clearly and say please and thankyou</li> <li>Know what you want and have your money ready</li> </ul>
COLA	<ul style="list-style-type: none"> <li>Walk</li> <li>Sit to eat</li> </ul>	<ul style="list-style-type: none"> <li>Share school equipment and use correctly</li> <li>Share space</li> </ul>	<ul style="list-style-type: none"> <li>Wait for teachers to dismiss you at eating time</li> <li>Line up quickly and quietly at bell</li> </ul>
Verandah	<ul style="list-style-type: none"> <li>Only students with teacher permission to enter classroom or verandah</li> <li>Sit to eat</li> </ul>	<ul style="list-style-type: none"> <li>Share space</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly and quietly at bell</li> <li>Hang our own zipped bags neatly on a single hook and exit verandah</li> </ul>
Toilets / Wash Sheds	<ul style="list-style-type: none"> <li>Use toilet, flush, wash hands, then leave</li> <li>One child per cubicle</li> </ul>	<ul style="list-style-type: none"> <li>Turn off taps and bubblers when finished</li> </ul>	<ul style="list-style-type: none"> <li>Bubblers for drinking</li> <li>Taps for washing hands</li> </ul>
Front Office	<ul style="list-style-type: none"> <li>Walk, sit and wait quietly</li> </ul>		<ul style="list-style-type: none"> <li>Use manners</li> <li>Always ask if you need to see the Principal</li> <li>Enter via top door during class time</li> <li>Go to the Staffroom door during playtime</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>Walk in and around equipment</li> <li>Use equipment as instructed by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>Share space</li> </ul>	
Bus Lines	<ul style="list-style-type: none"> <li>Sit in lines and wait</li> <li>Walk quickly and quietly to bus in lines following teacher</li> <li>Ask to leave area</li> </ul>		<ul style="list-style-type: none"> <li>Keep your belongings in your bag</li> <li>Know your afternoon routine</li> </ul>
Oval	<ul style="list-style-type: none"> <li>Play by the rules of the game</li> <li>Play non-tackling games</li> <li>Play in stage groups</li> <li>Kick balls on oval only</li> <li>Play without aggression</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment</li> </ul>

## Kootingal Public School Expectations

These expectations are consistent across the school, be it in the classroom or playground, and they are denoted by colours:

1. Follow teacher instructions
2. Hands, feet and objects to yourself
3. Accept consequences
4. Report issues to teacher immediately
5. Show concern for others



## Strategies to Promote Positive Behaviour for Learning

At Kootingal Public School we recognise that positive behaviour for learning is an essential component of our Student Wellbeing Policy. Consequently, the following core practices are employed to promote positive behaviour:

### 1. Positive Behaviour for Learning (PBL)

- Positive Behaviour for Learning (PBL) is an initiative of Kootingal Public School to support the teaching and learning of behavioural expectations within our school. A major part of PBL is the values that underpin our school's philosophy regarding behavioural expectations.



### 2. The Resilience Project

- At Kootingal Public School, the wellbeing of our students is central to all we do. We approach each school day with an understanding that student wellbeing is strongly linked to academic achievement. Kootingal Public School has partnered with *The Resilience Project* to provide students with access to a whole school, emotionally engaging program that provides practical, evidence-based mental health strategies to build resilience and happiness.

The program is embedded within our weekly conversations and explicit lessons are taught to each class focusing on the key principles of the program; Gratitude, Empathy and Mindfulness.

### 3. Kootingal Public School Awards System

- Our awards system is a levelled system that is consistently applied throughout the school. It consists of Bronze, Silver, Gold, Merit and Medallion levels.

## Practices to Recognise and Reinforce Student Achievement

At Kootingal Public School we are committed to ensuring that individual student success and achievement is acknowledged in a range of ways. We believe that awards and rewards should be consistently and fairly applied avoiding gender or cultural bias.

The practices and procedures used in recognising and reinforcing student achievement include:

- Provision of ongoing positive feedback to the student.
- Weekly Bronze awards
- Monthly Silver awards
- Bright Star Moments
- Student of the Month
- Class-based awards/rewards
- House Points Competition – throughout each year, students from the three sporting houses (Gill, Wilson and Dwyer) compete for the much prized House Points Trophy. Students can earn house points from any teacher for behaving in a manner consistent with our school's expectations.
- Acknowledgement of special student achievements in weekly newsletter.
- Use of media to promote special student achievement.
- End-of-year Presentation of class/stage awards and other sponsored/special awards.
- Provision of special privileges and responsibilities.
- Student-led clubs
- Games Day

# Consequences for Breaking School Expectations in the Classroom

At Kootingal Public School, a traffic light system is used to demonstrate to students the progress of their behaviour in the classroom.

## Green Light

All students commence on green at the start of every session.

Teacher notices negative behaviour.



1. Warning / Reminder – Teacher states behaviour related to the 5 expectations and states the next consequence.

## Amber Light

2. Name on the traffic light chart in the Amber section



## Red Light

3. Time Out – (away from the other students but within the classroom). Behaviour recorded on a behaviour referral. This may involve withdrawal from a class activity, class detention with the teacher, catching up work in own time or any other suitable consequence related to the expectation.
4. Repeat offenders are referred to their supervisor.



## **STUDENT ATTENDANCE**

All students between the ages of six and seventeen years of age are required by law to attend school on each day that instruction is provided unless prevented by sickness or other good reason. It is the responsibility of the parents or caregivers to make sure that their children attend school every day.

Families will receive an SMS message from the school when their child/children are absent. All student absences (including full day, several days or partial) must be explained either in writing, by phone, by SMS or in person **within 7 days** of the child being absent. Absences can also be done through the Sentral Parent Portal in advance.

If your child/children are late to school the procedure is to bring them into the front office to be signed in by a parent. If a parent does not present with their child/children it will be marked as an unjustified absence and an SMS will be sent to the parent for an explanation as to why the child/children were late. Schools are unable to accept a reason from the child.

A Home School Liaison Officer visits the school to audit class absentee records each term and this officer will follow up any cases of continued unexplained absences or ask the school to contact parents and monitor individual students.

**No student is to leave the school grounds during school hours without the permission of the Principal.**

Parents wishing to withdraw their child from school during the day **MUST** first visit the front office indicating the reason for the absence and the times for which the child will be absent. Parents are requested to avoid, where possible, making appointments for their children during school hours to ensure the child's learning is not unnecessarily disrupted.

Families should try to arrange holidays in school vacations. In the case where a holiday is unavoidable during school time, you should inform the school Principal in advance and request leave via the Application for Extended Leave – Travel form.

If students are involved in regular access visits, please notify the school in advance of when visits are to take place.

## **HOMEWORK**

The development of sound homework routines is important for effective learning. This school recognises the value of homework. Its purpose, 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.

In the early years stage 1 parents can greatly assist their young child's learning by talking with them about school and by becoming involved in their homework activities. Parents can help develop their child's reading by listening to the child read, giving praise and reading to their child.



As students progress through primary school stages 2 and 3, they will increasingly work independently on their homework. Most homework activities will be in the areas of English and Mathematics, but students will also be given homework in other Key Learning Areas.

Homework is usually given out on Monday and is to be returned by Friday. No homework is set, or expected to be completed, at weekends or during holidays.

## SICK AND INJURED CHILDREN

Children who are feeling unwell will be directed to the School Administration staff who will attend to their needs. If a child's condition is such that he/she requires further attention, the Principal will be advised and parents will be contacted with a view to the child being taken home.

Injuries at school will receive immediate attention from the First Aid Officers who have certificates in Emergency Care and Resuscitation. In the case of serious injury, the parents will be notified. If parents cannot be contacted, or in extreme emergencies, the Principal will seek further medical help, through a doctor or ambulance.

To assist the school, parents are asked to maintain up-to-date contact arrangements (i.e. phone numbers, emergency contacts, medical conditions, allergies, etc.).



## IMMUNISATION

Parents enrolling Kindergarten students need to present the school with an Immunisation Certificate. No child will be prevented from enrolling; however, under the Public Health (Amendment) Act 1992 children without a certificate might be sent home during an outbreak of a vaccine preventable disease.

### COMMUNICABLE DISEASES – Minimum EXCLUSION time from school.

- \* Chicken Pox
- \* Encephalitis
- \* German Measles/ Measles
- \* Mumps
- \* Poliomyelitis
- \* Scarlet Fever
- \* Whooping Cough
- \* Foot and Mouth

**Excluded until  
FULLY RECOVERED**

- \* Diphtheria
- \* Hepatitis A
- \* Hepatitis B
- \* Meningitis

**Excluded until production of  
MEDICAL CERTIFICATE OF RECOVERY**



## MEDICATIONS AT SCHOOL

Schools must assist in the administration of prescribed medication or health care procedures during school hours where this support cannot be reasonably fulfilled by parents / carers or others outside school hours.

Administration of prescribed medication for students will only be provided after a written request (Request for Support at school of a student's health condition form) is completed by parents /carers.



### **Responsibilities**

#### **Parents and/or Carers**

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- inform the school of the health needs of the child when they enrol or when health conditions develop or change
- liaise with the child's medical practitioner about the implications of the child's health condition for their schooling
- notify the school to seek support for the administration of prescribed medication
- provide up to date information as required via completion of prescribed written form *Request for support at school of a student's health condition*
- supply the medication and any 'consumables' necessary for its administration in a timely way
- provide medication in its original packaging with the pharmacy label indicating the name of the student, the name of the medication, the dose to be administered and the time of administration of medication
- confirm with the school the student has taken the medication prior to administration at the school and has not had any adverse effects
- provide written instructions about any special requirements for storage indicated by their medical practitioner or pharmacist
- arrange transportation of prescribed medication by an adult to the school who will sign the record to indicate medication was delivered to the school.

#### **Kootingal Public School**

When a medical practitioner has prescribed medication that must be administered during the school day, Kootingal Public School will:

- store all copies of the written medical advice and any other relevant documentation in a secure and confidential manner
- administer prescribed medication by staff who volunteer and who are trained. Except in an emergency, only individual staff members who have volunteered and been trained will administer prescribed medication to students.
- store prescribed medication (or as per special requirements for storage as stated by the pharmacy label) in an appropriate and secure location in the school's front office
- administer prescribed medication to students, as per the advice and instructions stated on the written request form
- notify the parent and/or carer via text message when medication is low and new medication supplies are required
- record in Sentral the administration of prescribed medication for each student and include any necessary notations
- return of expired medications to parents and/or carers.

## **The Student**

When a medical practitioner has prescribed medication that must be administered during the school day, the student will:

- ensure medication is taken for the purpose for which it is intended by the person for whom it is intended
- line up in the prescribed area following the whole school expectations of Kootingal Public School
- co-operate with staff in managing their health
- develop the understandings and skills needed to progressively manage their own health
- not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support.

## **Non-prescribed medications**

Schools generally don't administer medication that hasn't been requested for an individual student's specific condition. In some cases the medical practitioner may not write a prescription for such medication because it may be available 'over the counter'.

NSW Health advises that 'over the counter' medication may still be harmful and that schools should follow the same procedures for non-prescribed medications as for prescribed medication.

# **ASSESSMENT AND REPORTING OF STUDENT PROGRESS**

Kootingal Public School has developed a policy for the assessment and reporting of student's progress and achievement. Teachers are regularly engaged in utilising a wide range of assessment strategies to accurately determine student success. These can range from teacher observations, informal tasks, and tests through to student self assessment.

We recognise the importance of encouraging students to succeed according to their own stage of development, rather than comparing them directly with other children within their class or age group.

Teachers work hard to inform parents regarding student progress using a range of approaches. These include:

- \* Formal reports are prepared for each student twice yearly in June and December. These serve as a summary of the student's progress for that semester.
- \* Parent Teacher interviews – Parents select times for interviews using the Sentral Portal. These interviews involve discussion about each child's progress in terms 1 and 3.
- \* Interviews according to need are also available for parents who might be concerned about an aspect of their child's learning or development. These can be arranged by contacting the school office and making an appointment.





## STUDENT ASSISTANCE SCHEME

The school has available a small amount of special funding through the Student Assistance Scheme to provide financial assistance to any family requiring help with specific school related expenses.

This funding covers such things as uniforms, textbooks, etc and is administered, in confidence, by the Principal. All enquiries for assistance through this scheme will be considered on a totally confidential basis.

Further information is available by contacting the Principal.

## COLLECTION OF NOTES AND MONEY

Many occasions arise throughout the school year where parents are required to send in notes and money. When sending money to school, parents are requested to send the note and money in a **sealed envelope** with the **child's name** clearly marked on the envelope as well as the **exact money** enclosed.



Electronic transfer payments can be made through the Sentral Parent Portal once the payment has been sent to the portal.

If parents have more than one child at the school we ask that wherever possible, the above procedure be followed for each child rather than combining the money and notes in one envelope.

**Please note:** All notes and money should go to the front office.

## RELIGIOUS EDUCATION

On Wednesdays, lessons are conducted for the pupils by visiting clergy and lay teachers. The groupings are as follows:

- |                |    |                      |
|----------------|----|----------------------|
| <b>Juniors</b> | 1. | Catholics            |
|                | 2. | Combined Protestants |
| <b>Seniors</b> | 1. | Catholics            |
|                | 2. | Combined Protestants |



If this does not meet your child's needs you should contact the Principal so that alternative arrangements can be made. Due to supervision it is generally not possible to remove children from a room, however they can be separated and provided alternate work.

## **LOST PROPERTY**

Any property found in the school is placed in the lost property box. We strongly recommend that items of clothing etc. are labelled clearly with the child's name for easy identification. Items not claimed at the end of each term are donated to the clothing pool or to a charity.



## **BOOK CLUB**

Scholastic Book Clubs operate in our school.

The aim of the club is to encourage the enjoyment of reading.

Pamphlets are sent home with the children, giving details of books that may be purchased through the school. Orders can be placed online or be returned to the school office with cash.



## **SCHOOL ASSEMBLIES**

The school conducts special assemblies each term. All parents are invited to these. Items are presented by different classes and student achievement awards are presented. All assemblies are advertised well beforehand in our weekly newsletter.

## **SWIMMING**

Swimming is an integral part of our sports program and all children are required to attend. A note is needed if your child is not going to participate for any reason.

The School Swimming Scheme is an intensive learn to swim program that is conducted each year for students in year 2 and for non swimmers in years 3-6.

There is an entry fee to the pool (determined by the council). Season tickets apply.



## **BREAKFAST CLUB**

Breakfast club is run every morning from 9am to 9:20am and consists of toast, fruit and vegetables. It is available to all students.



## **GENERAL INFORMATION**

### **SCHOOL/PARENT/COMMUNITY INTERACTION**

#### **PARENT AND CITIZENS ASSOCIATION (P&C)**

The Parents and Citizens Association is the parent body of Kootingal Public School that is committed to parents and citizens being partners in the education process. The Parent and Citizens Association works closely with the Department of Education and other educational stakeholder groups in the interest of education and all students. They also participate in making recommendations on such matters as uniforms, school photographs, purchase of new equipment etc. The P&C meetings provide an opportunity for parents and staff to meet together and discuss policies and teaching methods, which are operating within the school. The P&C is a body of people vitally interested and concerned in the welfare of the school and its students and all parents are invited to become members. The P&C operates a canteen on Fridays. The P&C meets on the 3<sup>rd</sup> Tuesday of the month, at 6pm to 8pm in the Library.

#### **VOLUNTEER HELPER SCHEME**

An excellent parent helper scheme operates at this school. Many parents give freely of their time to assist in the classroom activities such as reading and mathematics, with school sport, transport for excursions and in many other ways. This scheme adds to the effectiveness of the education of the children and the cooperative approach is appreciated by all concerned. Volunteers must complete a *Declaration for Child Related Workers form* and provide one form of government issued photo ID ie: Drivers License.

#### **GENERAL SCHOOL CONTRIBUTION**

Each year the Department of Education determines the Voluntary School Contributions for the following year. Parents will be advised of the relevant contributions during Term 1 of each school year, through the newsletter.

#### **NEWSLETTER (KOOTINGAL STAR)**

A school newsletter is forwarded home each Wednesday or Thursday via email, the Sentral Parent Portal and uploaded onto our website - <https://kootingal-p.schools.nsw.gov.au/> and is one of our most important means of communication with parents. The newsletter provides important information which we feel should be communicated to enable you to keep abreast with school happenings, requests and parent matters. It is also available on our school website at [www.kootingal-p.schools.nsw.edu.au](http://www.kootingal-p.schools.nsw.edu.au)



#### **SENTRAL PARENT PORTAL**

Kootingal Public School use Sentral as an integral part of the communication between home and the school. The Sentral Parent Portal & App enables families to stay connected to their child's education. Kootingal Public School provides each family with a unique access code to activate the portal. In this portal you are able to:

- respond to absence notifications
- enter future absences if known such as medical appointments
- see upcoming events on the calendar
- read newsletters
- pay for voluntary contribution fees, excursion, uniforms and activities
- read your child's academic report
- see newsfeed items and
- have access to school documents and policies.

The Sentral Parent Portal is available on any device. Kootingal Public School recommends families download the Sentral app for mobile devices.

# KOOTINGAL PUBLIC SCHOOL Awards System

**5 Bronze Awards** = Silver certificate

**5 Silver** = Gold Certificate

**3 Gold** = Merit Badge

**2 additional Gold** = Achievement Medallion

**2 additional Gold** = Star



Weekly Assembly – 3 or 4 bronze awards per class are awarded depending on the number of students in the class.

**Special Assemblies** – 4 Silver awards per class

**Bonus Bronze Award** is given each term for students who have not received a classroom or playground behaviour referral. Another bonus bronze is awarded at the end of each school year if a student has not received any classroom or playground behaviour referrals.

**Bronze awards** can also be given at the discretion of the Principal.

