



THIRLMERE PUBLIC SCHOOL



**Safe Respectful
Learners**

Principal Message



VISION



We are committed to pursuing the **achievement** of **personal best** for all learners through the delivery of **future-focused** quality teaching that is driven by evidence-based **pedagogy** and informed by **data**.

At Thirlmere Public School, our students are safe, respectful and responsible learners. Our students participate in the many extra-curricular activities that we have on offer, such as band, choir, dance, chess, Lego, STEM club, gala days, representative sport and more! We have a strong focus on providing a positive wellbeing for our students through our school chaplaincy program and therapy dog. The variety of opportunities at Thirlmere are endless!

Thirlmere Public School offers a positive educational environment for work and learning. Our staff are driven, professional and passionate about preparing our students for life-long learning.

To obtain the greatest results for our students, we collaborate positively with our Parents & Citizens (P&C), resulting in strong community ties. Twice a term there is an opportunity for a community consultation and/or information sessions. This is a genuine chance for parents and friends to constructively participate in discussions, feedback, and planning meetings that support school directions.

The opportunity to lead the Thirlmere school community into the future makes me feel extremely honoured to be the school principal. I truly believe it is our wonderful community of parents, students and staff, which makes Thirlmere a place where students thrive and succeed.



Absences and Attendance

All children aged 6 to 17 are required by law to attend school regularly. Parents/Guardians have an obligation to ensure their children do not miss school unnecessarily. The Department of Education runs a Home School Liaison Program which provides support to students, parents and schools in situations where regular school attendance becomes a problem.

It is important that your child maintains consistent attendance as students who are absent can miss the introduction of new concepts and can often have difficulty with follow-up activities. However, should your child miss school, it is necessary to notify the school through the Sentral app or by telephone to the office with a legitimate reason. An sms reminder will be sent for all unexplained absences. Unexplained absences over 3 days duration will be followed up with a phone call from the class teacher to enquire as to when the child will be returning. Should the absence be expected to exceed 5 days, please notify the office as soon as possible. Please note that absences in relation to travel that exceeds 5 or more school days will require approval from the principal.

Appointments and Communication

As a school, we work hard to ensure effective communication to support families in keeping up to date with everything happening at school. Here are some of the ways we communicate:

Sentral App: Messages and reminders for the whole school community are sent through the Sentral App. This includes permission notes. Some notes are also provided from the office as a hard copy if necessary. Our newsletter is also published here.

Facebook: Our school Facebook page is used to celebrate and acknowledge student achievements and school events.

Class Dojo: This app is used by individual teachers to post student work but also to provide reminders and information pertaining to their class. Parents also have the ability to contact teachers, however, please be reminded that this platform should be used if you have quick questions to ask or simple notifications. If you have concerns or would like to discuss a matter in detail, it is best to phone the school and request a call back from your child's teacher to discuss a matter.

Please also be patient with messages to teachers on Dojo, as these are often not checked through the day while teachers are teaching. We are now required to obtain parental consent for Class Dojo to be used for individual students. A third party consent note is completed on enrolment.

As previously mentioned, your child's class teacher is the person who knows your child best. If you have a question or concern, please make an appointment to speak to your child's teacher. If you require further support, please make an appointment with the relevant stage Assistant Principal. Should you require further support, please contact the office to arrange an appointment to speak with Mrs Heyburgh.

Address Change

Please notify the school office immediately of any change of address, telephone numbers or employment contacts so that school records can be kept up to date.

Allergies, Asthma and Anaphylaxis

Our staff regularly participate in asthma & anaphylaxis first-aid training. Please notify the school office of any allergies.



Aboriginal and Torres Strait Islander Students

First Nations students are supported through a variety of programs and initiatives throughout the school. Every Thursday afternoon the school runs a Culture Club that provides students with significant cultural activities. Students have the opportunity to visit the school yarnning circle and participate in other programs outside of the school such as Yarn Up, Wiritjiribin Culture Day and many others.

Assemblies

Monday Morning Assembly

A whole school assembly is held every Monday morning under the Playground A Cola (outside the canteen). The assembly is addressed by the Principal where general messages and upcoming events are mentioned in addition to the presentation of any Principal Awards. An invitation will be sent home personally inviting you to the assembly when your child is receiving a Principal Award.

Our other regular assemblies are split into two types:

Award Assemblies are held in the school hall twice a term and operate in K-2 and 3-6 groupings. A host class presents a performance / item they have been working on in class. Your child's class teacher will notify you through Class Dojo when the class will be hosting the assembly and performing their class item. An invitation will be sent home and their name published in the newsletter when your child is receiving an award.

Gold Award Assemblies are held in the hall for Years 2 – 6 at the end of semester 1 and 2. A personal invitation will be sent home inviting you to the assembly.



Breakfast Library

The Breakfast Library runs Monday, Wednesday and Friday from 8:30am – 8:50am. Students are encouraged to come along and eat a free healthy breakfast before starting the day. Each fortnight on a Friday Mrs Heyburgh reads a book to the children and every child receives one to take home to start their own library collection. The Australian Literacy and Numeracy Foundation donates funding for us to run the program.

Band

Year 3-6 students are eligible to join the school band. Lessons and rehearsals are provided by a professional music teacher during class time on a rotating timetable. Parents will be required to sign into a contract upon registration. Tuition fees are charged each term. Outstanding fees may result in withdrawal of participation in lessons and/or events.


Bullying and Harassment

Thirlmere Public School has proactive and reactive ways of dealing with students who bully or harass others. Firstly, when bullying occurs it needs to be reported and both parents/carers and students are encouraged to contact the school. We can't help if we don't know. The school's anti-bullying slogan is "NO, GO, TELL" emphasizing assertiveness, action and communication. Secondly, we have a number of programs relating to bullying prevention.



Anti Bullying Plan: https://thirlmere-p.schools.nsw.gov.au/content/dam/doe/sws/schools/t/thirlmere-p/download-box/Thirlmere_PS_Anti-Bullying_Plan1.pdf

Behaviour Management Response Plan

Thirlmere Public School's Behaviour Response Management Plan



Policy Statement: The Thirlmere Public School behaviour management system aims at providing a whole school approach to managing positive and inappropriate behaviours. Our vision is to provide quality education in a creative and caring environment where we encompass the values of being a safe, respectful learner. Our purpose is to provide students with the skills and attitudes to become lifelong learners that are able to function successfully in a dynamic and changing world.

RATIONALE	IMPLEMENTATION	BEHAVIOUR EXPECTATIONS
<p>At Thirlmere we believe that our Behaviour Management Plan should highlight and celebrate the positive, be transparent with clear expectations that are balanced, effective and explicitly communicated.</p> <p>The behaviour management plan will maintain fairness and consistency between rewards and consequences that is (the same) across the whole school. Through the concerted efforts of school staff, parents, students and community members the core values, processes and practices identified within the school's PBL plan will become embedded into the school culture. The actions outlined in this policy will reward students for appropriate conduct and help eliminate inappropriate behaviour by providing proactive methods to positively direct the child's behaviour.</p>	<p>Our Behaviour Management Plan will be introduced at the start of each year during Learning Conversations. All new enrolments will receive a School Booklet on the Behaviour Management Plan, so they are aware of the rewards and responses of actions. Incidents must be recorded on Sentral to allow data driven information to be used to track and effectively manage student behaviour.</p> 	<p>Thirlmere has three main values that summarise our code of behaviour. These are being a safe, respectful learner. Students are explicitly taught these behaviour expectations for Classroom Expectations inside and outside the classroom.</p> <p>The NSW DOE Behaviour Code for Students. This document is also available in multiple languages here: Behaviour code for students.</p> <p>Click on the link to access Thirlmere Public School's Anti-Bullying Plan</p> 

Stay Safe, play safe

Respect yourself and show respect for others

Let yourself learn and do your best



Thirlmere Public School's PBL Behaviour Response Consistency Flowchart



STEPS:

1. **OBSERVE** student behaviour.
2. **LISTEN/GATHER** information: Do you have all of the information necessary to monitor and manage? Listen to witnesses and if necessary, get statements from staff, students and the child/children involved.
3. **DECIDE** if the predominant behaviour is Minor, Moderate or Major.
4. **TAKE ACTION** - Manage and monitor consequences

MINOR BEHAVIOURS LEVEL 1

(Teacher Managed)

- **Non-compliance** (not following school/game rules/expectations)
- **Disrespecting others** (taking hats; leaving others' out; rude, answer-ing back)
- **Disrupting learning of others** (calling out; interrupting; chatting)
- **Off task** (poor task/work completion)
- **Inappropriate verbal language** (answering back; name calling; undirected swearing)
- **Physical contact** (non-serious but inappropriate; not resulting in injury; annoying touch)
- **Harassment/bullying/rude gestures** (sticking rude finger up, undirected)
- **Property/equipment misuse** (using any personal or school property in an inappropriate manner, or for a purpose, which it is not intended, including ICT)
- **Out of bounds** (late to class; wrong place at wrong time)

Responses to all behaviours of concern apply to student behaviour that occurs:

- at school; on the way to and from school; on school-endorsed activities that are off-site; when using social media, mobile devices and/or other technology involving another student or staff member.

MODERATE BEHAVIOURS LEVEL 2

(AP/Teacher Managed)

- **Continued and persistent MINOR behaviours.**
- **Defiance** (refusal to follow instructions of teacher and/or AP)
- **Disrespecting others** (name calling; disrespectful comments; muttering under breath; back chat; lying)
- **Disrupting learning of others** (sustained loud talk; yelling or screaming; noise with materials; sustained out of seat behaviour)
- **Off task** (incomplete work; work avoidance for whole lesson; throwing objects in anger; destroying own or others' work)
- **Inappropriate verbal language** (directed swearing; stirring others to get a reaction; teasing/taunting)
- **Physical contact** (grabbing clothing; not keeping hands and feet to self; rough play; aggression: initiating a fight)
- **Harassment/bullying/rude gestures** [of a sexual nature; deliberate intimidation (pretending to punch, kick, knee, strike, trip, spit on, slap, or step on someone)]
- **Reckless property/equipment misuse** (breaking personal, school or others' property or using equipment in a way that endangers others)
- **Out of bounds** (leaving the classroom/location without permission; repeatedly late to lines).

Reporting, recording and responding to serious behaviours of concern

Staff will comply with reporting and responding processes outlined in the:

- Incident Notification and Response Policy
- Incident Notification and Response Procedures
- Student Behaviour policy and Suspension and Expulsion procedures

If parents/carers have a questions, issue or complaint regarding a decision made by the school they can contact the school to meet with the principal. If your concern, it is not addressed you can also use the department's online complaint form.

MAJOR BEHAVIOURS LEVEL 3

(AP/Principal Managed)

- **Continued and persistent MODERATE behaviours.**
- **Non-compliance/Defiance** (refusal to follow school rules/expectations and/or instructions of AP and/or P)
- **Disrespecting others** (racism; discrimination; disrespecting staff; bullying targeted and repeated disrespectful comments or name calling at any level, including social media; excessive yelling or screaming; lying to staff and/or community)
- **Disrupting learning of others** (arguing with staff; excessive yelling or screaming)
- **Off task** [ongoing incomplete work; throwing objects with intent to endanger others; inciting violence; harassment and intimidation (verbal or physical)]
- **Inappropriate verbal language** (directed offensive language; purposely triggering a student meltdown; verbally threatening harm to staff, community and/or students)
- **Physical contact** (physically threatening harm to staff, students and/or community; intentionally causing physical harm; physical aggression; fighting)
- **Harassment/bullying/rude gestures** (inappropriate exposure of body parts; generalised sexual behaviour/gestures towards staff, students and/or community; deliberate intimidation intentionally causing harm)
- **Intentional property/equipment misuse or destruction** (vandalism; using equipment as a weapon, including rocks)
- **Out of bounds** (leaving the school/location/venue/site without permission; truancy)
- **Criminal behaviour** [theft; forgery; animal cruelty; weapon/s; drugs (possessing, taking or supplying); violence; inappropriate exposure of body parts; ICT misconduct]

ThirImere Public School's Classroom Matrix



SAFE

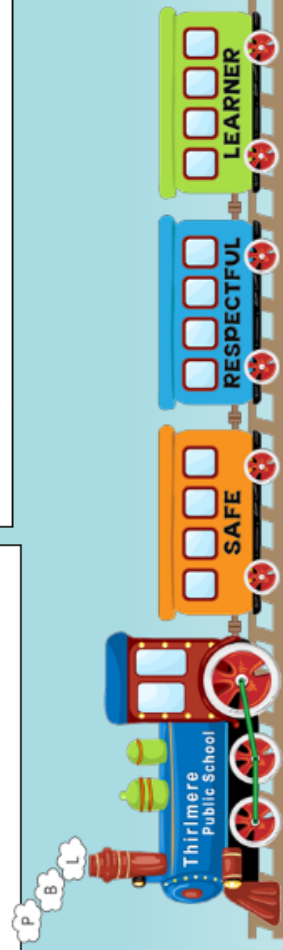
- I can work safely and respectfully with my peers
- I can move around the classroom in a safe manner
- I can use school property safely and for its intended use
- I can respect my peers be interacting safely with them
- I can use a safe volume when I speak in the classroom
- I can recognise the right that everyone deserves the right to feel safe and happy at school

RESPECTFUL

- I can listen to and follow teachers' instructions
- I can accept that every student is different in my class
- I can respect other people's personal space
- I can respect school property and the property of others
- I can communicate effectively (tone of voice, helpful, polite, manners, gestures)

LEARNER

- I can listen to others
- I can follow instructions
- I can ignore the distractions around me
- I can communicate with others in a thoughtful and constructive way
- I can have a go even if it is challenging
- I can take risks in my learning to grow
- I can organise my equipment to get started straight away
- I can learn from my mistakes
- I can ask for support



Best Start Kindergarten Assessment

The Best Start Kindergarten Assessment identifies the literacy and numeracy knowledge and skills that each child brings to school as they enter Kindergarten. It uses a continuum that is consistent with the English and Mathematics syllabus for the early years of schooling. Students are assessed in the first two weeks of school to inform the quality teaching and learning programs for the year ahead.

Bicycles/Scooters

Children riding to school are expected to know and obey traffic regulations and wear a helmet. They are not permitted to ride within the school grounds or on the footpath outside the school for the safety of all. Cyclists are to enter and leave the grounds by the gate near the tennis courts. It is the student's responsibility to secure bicycles and scooters with a lockable chain in the racks between the cottage and tennis courts.

Book Club

Throughout the year students have the opportunity to purchase books at very reasonable prices from the Scholastic Book Club organised through the school library. Brochures are sent out twice a term. The school receives points from all purchases enabling us to get additional resources for the library throughout the year.

Buses

Many of our students travel to and from school by bus. Applications for bus travel are to be completed online at:

www.transportnsw.info/school-students

A teacher is rostered on bus duty each afternoon to supervise the safety of students whilst waiting for and boarding buses. Students are expected to be seated and to obey the bus driver's instructions whilst on board.

Creative and Practical Arts

All students have the opportunity to experience a wide range of activities including band, choir and dance. The Wollondilly Performing Arts Festival provides parents with an opportunity to see the children perform. In addition to this, the school participates in the Southern Stars spectacular held in Wollongong and opportunities for students to join the recorder group where they play at the Sydney Opera House is also an option

Canteen

This facility is run by the P & C with the help of volunteers to enable profits to be used to support the school's educational programs. The canteen opens at recess and lunch from Monday - Friday each week providing light refreshments and a pre-ordered lunch service. To pre-order, you will need to sign up to Munch Monitor.

Visit our school website using the link below for instructions on how to set up your Munch Monitor account.

<https://thirlmere-p.schools.nsw.gov.au/canteen--and-uniform-shop/canteen.html>

Emergency Contacts

All families are asked to provide details of someone who can be contacted in the event of an emergency if parents or caregivers are not immediately available. This person may be a grandparent or other relative, a family friend or neighbour and should ideally be able to get to the school within a reasonable length of time if called.

Evacuation

The Department of Education requires, for general safety reasons, a set evacuation and lockdown procedure to provide for the emergencies we hope will never arise. Parents are advised that regular practice will occur to ensure correct procedures are followed.



Excursions, Camps and Visiting Performers

Excursions, camps and visiting performances are an important and exciting part of the curriculum at our school. They are arranged to bring to life the work children are studying in class and are usually to places of social or academic interest or visits from authors or performers. It is essential that students are on a positive behaviour level to attend school excursions and are expected to wear full school uniform (unless otherwise requested).

Parents/guardians are advised of all excursions with information and permission notes sent via the Sentral app. Parents/guardians must grant permission online and make any required payment to allow your child to participate in the excursion.

If swimming or water activities are involved, you will be asked for additional information regarding your child's ability in the water.

In addition, overnight camps of 2-5 days are organised to enable children in Years 4-6 to broaden their horizons, gain social skills and develop independence.

There is usually a cost associated with all activities, however, teachers endeavour to keep costs to a minimum so as many children as possible are able to participate. All payments must be made at the front office or via the Sentral app by the last date of payment with regular reminders noted in the school newsletter and on the Sentral app. Understandably, camps are more expensive but the benefits for the children are enormous and payments by periodic instalments are offered to minimise financial burden. For families experiencing financial difficulty, assistance is available on application to the principal through the Student Assistance Scheme.

External Providers

Externally funded health, disability and wellbeing service providers may seek to provide their services to students at the school during school hours. Access to the school by an externally funded provider is at the discretion of the principal.

Facebook

This page provides information about what is happening at our school. Thirlmere Public School values the responsible use of social media. We reserve the right to remove any content that we believe is inappropriate and does not align with the values, standards, policies and guidelines of the school and the Department of Education.

Please ensure that any comments you make to this page follow our Social Media Code of Conduct and reflect our school motto "show respect".

<https://www.facebook.com/thirlmerepublicschool>

Fruit Break

Thirlmere Public School encourages healthy eating. Students are required to bring an extra piece of fruit or vegetable for "Fruit Break". This occurs during the morning session each day. For children in Years K - 2, the fruit should be manageable.

Gates

A security fence borders the perimeter of the school. Pedestrian gates are open before and after school. During the school day the only access to the school is through the front gate.

High Potential and Gifted Students

The school offers many opportunities across all Key Learning Area's for students to maximise their gifts and talents. Besides our school extension programs, children are encouraged to attend special programs focusing on areas such as: Student Leadership, Visual Arts, Music, Robotics, STEM and Writing. Opportunities are also provided for children in public speaking and debating as well as a wide variety of sports. The school band is another area for children to explore music.



Homework

Homework should be seen as a purposeful learning experience and one which consolidates, extends and enriches the school's learning program. It is not intended that homework should become frustrating, valueless and destructive of interest or an unnecessary intrusion in the home. It is the school's aim to encourage the development of the child's interest, knowledge and skill through homework activities and has the potential to further the home-school partnership.

Hats

Our school has in place a "No Hat, No Play" policy. If a child comes to school without a **school** hat, they must remain in the covered area of Playground A or B. School broad-brimmed hats and caps are available for purchase through the office or uniform shop.

Headlice

Pediculosis, usually known as nits or head lice, is a recurring problem in all schools. Very few children escape having head lice as nits are not particular about which head they invade!

Please help the school keep this problem under control by following a few simple routines:

- Check your child's head once a week in winter and daily during summer
- Check particularly carefully in the week before school starts in January
- If you do find lice, ask the chemist for the correct shampoo to treat them. You will need to treat any other children in the family as a precaution. Bed linen, pillows, hairbrushes, cushions etc will also need to be washed thoroughly and aired in the sun
- Once the hair has been treated correctly, the dead lice and eggs can be removed – finger nails are best
- Emphasise to your children the importance of not sharing hats or hairbrushes with anyone else.

Class teachers will send home information on the type of homework to expect at the start of the year and will be happy to provide information on how you can help your child at home. If, during the year, you or your child are having problems with the homework that is being set, please do not hesitate to talk them over with your teacher.

Information and Communication Technology

ICT is integrated into all Key Learning Areas. There are interactive panels in each classroom and access to a variety of devices such as tablets, laptops, Chromebooks and ipads. Students are able to access the internet with guidance and support from teachers. The connected classroom, equipped with video conferencing equipment, is situated in the library and allows students to participate in virtual excursions and interact with other schools

Immunisation

We support the immunisation of children upon school entry to protect them against outbreaks of infectious diseases. When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement. A child without immunisation will not be prevented from enrolling. Under the NSW Public Health Act 2010, however, children without proof of immunisation may be asked to stay at home during an outbreak of a vaccine preventable disease.



Internet Use

The internet is an important resource in many teaching and learning programs. The Department of Education has placed filters on the information coming from the World Wide Web to ensure suitability of the materials accessed by students.

Students are able to access the internet with guidance and support from teachers and are responsible for demonstrating appropriate behaviour and digital citizenship skills online – just as they are in the classroom or playground.

Children responsible for interfering with the learning rights of others or actively seeking inappropriate material on the web will be disciplined in accordance with the school's behaviour management plan.

Illness and Injury

Where a child is injured or has taken ill, the classroom teacher or nearest supervising staff member will advise the office and send the child to sickbay. If your child is ill before school, please keep them at home as minimal facilities and staff are available to continually monitor sick children.

In the event of an illness or injury requiring medical attention, the school will administer First Aid while parents/guardians are being contacted. If the parents/guardians or emergency contact cannot be notified, emergency action will be undertaken by the Principal and staff. If an emergency does occur, the best interests of the child will take precedence in accessing the appropriate medical support. Please note: it is school policy that a parent/guardian is notified if children receive a knock to the head, even if no apparent injury has been sustained.

Infectious Disease

It is probable that at some time during their school career, your child will contract one of the common diseases of childhood. Students must stay away from school for specified times to curb the spread of the disease through contact with others. Please advise the school and if you are in doubt about the correct procedure, please talk to your local doctor.

Learning Conversations

Reporting on student progress and achievement is inclusive of student, parent and teacher voice in the reporting process. At Thirlmere Public School we provide Learning Conversations which is a holistic and individual approach to student reporting. Other key aspects of Learning Conversations include the ongoing nature of conversations about learning, an opportunity for parents to ask questions and gain immediate feedback about student learning and time for children to share and reflect on their learning in the company of their parents' discussion of 'where to next? All students are given the opportunity to negotiate three goals: personal, literacy and numeracy. These goals are evaluated at the end of each semester during either a Personalised Learning Pathway for our First Nations Students or during Learning Conversations.

Learning Powers

Thirlmere's Learning Powers has been developed to support student wellbeing and engagement through developing social and emotional learning behaviours that support students in being life-long learners. By building teacher's capacity to create a culture of learning through developing student's social and emotional competence, students will develop the dispositions and internal motivation to engage fully in their learning.



Key Learning Areas

The Board of Studies issues syllabuses and support documents, which each school translates into programs. Subjects in NSW Primary Schools are organised as six Key Learning Areas (KLAs):

- English – reading, writing, talking and listening
- Mathematics – number, space and geometry, measurement, data and patterns and algebra
- Science
- Human Society and Its Environment (HSIE)
- Creative Arts (CAPA) – music, visual arts, craft and drama
- Personal Development, Health and Physical Education (PDHPE)
- History and Geography

The content of the KLA's in Primary Schools is organised in stages as follows:

Early Stage 1 - Kindergarten

Stage 1 - Years 1 & 2

Stage 2 - Years 3 & 4

Learning and Support

Students who experience difficulties in areas of learning are supported through the Learning and Support Program. Learning and Support Teachers (LaST) are appointed to the school and work in a collaborative, consultative role with school staff, other support personnel, families and appropriate members of the wider school community in order to improve student learning outcomes. Children who experience difficulties with learning or behaviour are referred to the school's Learning Support Team and assistance is provided wherever possible. Parents are informed whenever additional assistance or support is being provided by the LaST.

Lost Property

A vast amount of unclaimed property is accumulated at school each term. Please ensure that all items of clothing are labelled with your child's name before they are worn to school for the first time. Lost property baskets are located in the COLA outside the office and children and parents are asked to check both in the classroom and in the baskets if property has been misplaced.

Leaving School

Students are not allowed to leave the school grounds unsupervised during school hours for any reason. Please report to the front office if you need to take your child from school during school hours to sign them out. You will be given a pass to authorise your child's class teacher to allow your child to leave. This procedure is essential as it ensures maximum safety for all children while they are at school. In general, only parents will be authorised to collect children from school. Where parents have requested another person to collect a child, written authorisation must be provided. Please keep the school informed of any custody orders that relate to your child.

Library

Thirlmere Public School has a well-stocked library that provides resources for information, research and leisure. All students at the school visit the library with their class once a week and are encouraged to borrow books to read at home.

To encourage reading, several programs are run in the Library including:

- Premier's Reading Challenge
- Book Fair – a range of books are available to be purchased or donated to the school
- Education Week held in Term 3 each year – includes creative activities, dress ups and whole-family events
- Scholastic Book Club – purchase books to earn school resources for our library

Medical Conditions

Parents are requested to inform the school of any medical condition which requires monitoring. Details of medication, health procedures and first aid treatment must be supplied in writing. This is especially important for children suffering from diabetes, asthma and anaphylaxis.

Medication

It is sometimes necessary for children to take prescribed medication whilst at school. School staff are not authorised to administer any medication not prescribed by a doctor. If it is necessary for a child to take medicines during the school day, all medications must be left with the School Administration Staff for safe storage and clearly labelled with the child's name and in original packaging. An Indemnity Form, available from the office, must be completed and signed by the parent/carer. No medication is to be kept by students during the day.

Mobile Phones and Electronic Devices

Students are not permitted to use mobile phones whilst at school. Children are asked to hand mobile phones into the office during school hours should you require your child to have one. The school takes no responsibility for the loss of mobile phones and other electronic devices which should not be brought to school.

Money Collection

Payment for any school activity should be made to the school office by:

- CASH – place in a sealed envelope or 'zip lock' bag marked with your child's name, class, amount and reason for payment and drop into our 'FROG's MOUTH' located at the front desk of the school office
- EFTPOS – most cards accepted except Diners & Amex
- ONLINE – payments can be made through the Sentral app

Merit Awards

Thirlmere Public School's merit award system reflects our Positive Behaviour for Learning (PBL) core values of being Safe, Respectful or a Learner. The merit awards system aims to celebrate and encourage student's effort and achievement in all areas of schooling. PBL Merit Awards may be presented for:

- Respectful or a Learner
- 100 Nights Reading
- Specialist Teacher Awards
- In School Academic competitions
- Out of School Representation - Academic, Sport, Community and Performing Arts
- Star Express Tokens
4 equal a PBL Merit Award (instant reward for positive behaviours) given to the class teacher

PBL Merit Awards are awarded by class teachers twice a term at K-2 and 3-6 assemblies. Students collect merits to earn higher awards. These higher awards are presented at assemblies so that student achievement can be recognised by the whole school community. The system operates:

- 4 Star Express tokens handed to the class teacher to receive a merit award
- 4 PBL Merit Awards are handed to the office to receive a Principal's Award. Parents are notified when these are awarded to students, usually at Monday morning assembly.
- 4 Principal's Awards are handed to the office to be registered to receive a banner at a bi-annual Gold Medal Assembly. Parents are notified by letter of the date and time of the assembly.
- 2 banners are handed to the office to be registered to earn a medal, our highest award, at a bi-annual Gold Medal Assembly. Parents are notified by letter of the date and time of the assembly.

The merit system operates on a yearly basis and awards can be rolled over to the next year.



Thirlmere Public School's PBL Behaviour Reward Plan

I show the value of being...



PBL tokens do not feed into the trade up system of awards.

They can be given at any time including in the classroom, playground and at assembly.

Students are responsible for writing their name and class on the token and placing it

into the communal collection point. Two tokens are drawn each Monday morning at

assembly for a canteen / Zooper Dooper voucher.

Caught You do feed into the trade up system of awards.

Throughout the week students are recognised by teachers for outstanding behaviour

These students are recognised at Monday morning assemblies where they receive a

Star Express as well as a canteen / Zooper Dooper voucher.

STAR EXPRESS



4 x Star Express = 1 Merit Award



MERIT AWARD



4 x Merits = 1 Principal Award



PRINCIPAL AWARD



4 x Principal Awards = 1 Banner



BANNER



2 x Banners = 1 Gold Medal



GOLD MEDAL



Assemblies

Monday Morning Assembly is held every Monday morning under the Playground A Cola. This assembly is addressed by the Principal where the presentation of all Principal Awards are presented. An invitation will be sent home.

Award Assemblies are held in the school hall twice a term and operate in K-2 and 3-6 groupings. Award recipients are published in the newsletter prior to the assembly.

Gold Award Assemblies are held in the hall for Years 2 – 6 at the end of Semester 1 and 2. An invitation will be sent home inviting you to the assembly.

Principal Reward Day will be at the end of each year and this will include all students that have been rewarded with a banner or gold medal throughout the year.

National Assessment Program Literacy and Numeracy (NAPLAN)

This Australia wide program is conducted annually in May for students in Year 3 and Year 5. The program provides students, teachers and parents with information about what students know and can do in the areas of literacy (Reading, Writing and Language) and all aspects of numeracy. Parents and the school receive a confidential report in Term 3 on their child's results and a comparison with the whole state. The reports help schools to identify groups of students who might need additional support and helps teachers make decisions about school programs.

Newsletter and Notices Home

The school newsletter is issued electronically fortnightly to promote activities, student achievements and communicate news and general information including a list of coming events to the Thirlmere Public School community. The newsletter can be viewed on the school website: www.thirlmere-p.schools.nsw.edu.au or viewed / emailed via Facebook and Sentral.

You can also visit the Facebook page and Sentral for informal updates and reminders.

In addition, specific notices regarding excursions, visitors, announcements or changes of school routine etc will be made available at appropriate times.

Office Hours

The school office opens at 8.30am and is attended throughout the day until 3.00pm. If you are running late to collect your child, please notify the office promptly. It is expected that all children be picked up by 2.55pm by an adult. Outside of office hours an answering machine is available.



Parents and Citizens Association (P&C)

The P&C is a group of interested Parents and Citizens who meet and discuss the school's progress and ways of assisting the education of our children. It is an important and integral part of the school and welcomes the involvement of all parents, carers and members of the community. Dates of up and coming meetings are publicised in the newsletter, Facebook and Sentral as are meeting updates.

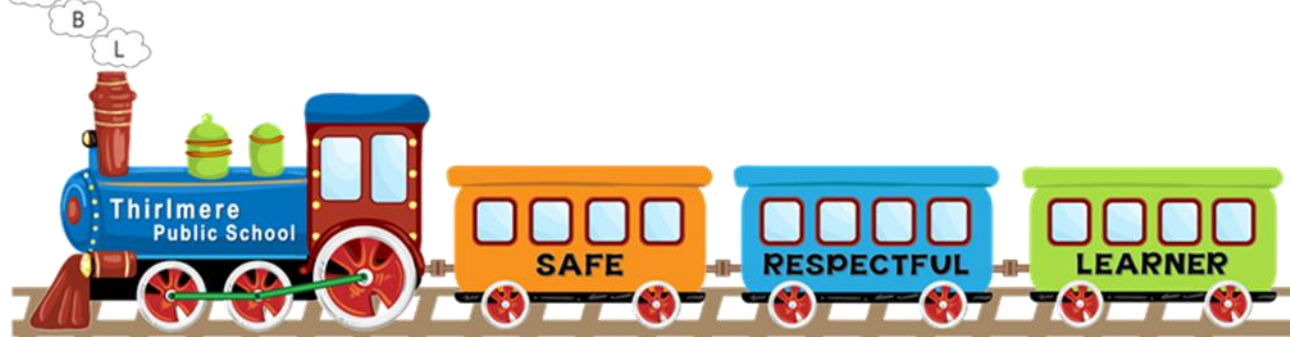
Parking

All parents and visitors are asked to park outside of the school grounds during school hours. A 2 minute parking limit applies in front of the school between 8 – 9:30am and 2:30-4pm which requires drivers to stay with their vehicles when dropping off or picking up students. These rules apply for the children's safety. Parking restrictions also apply in both Goodlet Street and Oaks Road and particular attention should be taken to leave the 'Disabled Parking' in front of the tennis courts clear for the use of disabled users.

Photos

Every year, parents are able to purchase school photos of their children. These are available as a:

- Class Group
- Individual
- Siblings
- Student Leaders / specialist groups



Positive Behaviour for Learning

The Thirlmere Public School behaviour management system aims at providing a whole school approach to managing positive and inappropriate behaviours. Our vision is to provide quality education in a creative and caring environment where we encompass the values of being a safe, respectful learner. Our purpose is to provide students with the skills and attitudes to become lifelong learners who are able to function successfully in a dynamic and changing world.

At Thirlmere we believe that our behaviour management system should highlight and celebrate the positive, be transparent with clear expectations that are balanced, effective and are

explicitly communicated. The behaviour management system will maintain fairness and consistency between rewards and consequences that are the same across the whole school. Through the concerted efforts of school staff, parents, students and community members the core values, processes and practices identified within the school's PBL action plan will become embedded into the school culture. The actions outlined in this policy will reward students for appropriate conduct and help eliminate inappropriate behaviour by providing proactive methods to positively direct the child's behaviour.

Thirlmere has three main values that summarise our code of behaviour: being safe, respectful and a learner.



Thirlmere Public School's Non Classroom Matrix



LEARNER

RESPECTFUL

SAFE

All Settings	<ul style="list-style-type: none"> Follow teacher instructions Hands and feet to self Report problems to duty teacher Wear a hat Walk on concrete Use equipment safely Use walkways correctly 	<ul style="list-style-type: none"> Care for the environment Speak and listen politely Wear school uniform Respect property Report bullying Move quietly Enter with permission 	<ul style="list-style-type: none"> Participate and contribute Best efforts Play by the rules Move on the music Be prompt
Playground A	<ul style="list-style-type: none"> Stay in bounds Hand balls only Seated before 8:30 bell Sitting down to eat 	<ul style="list-style-type: none"> Take turns and share Rubbish in bins Include others 	
Playground B	<ul style="list-style-type: none"> Shoes and socks on in sandpit Years K-2 only 	<ul style="list-style-type: none"> Take turns and share Include others 	
Playground C	<ul style="list-style-type: none"> Go to teacher if ball goes over the fence Years 2-6 only Wait at the sign 	<ul style="list-style-type: none"> Share the space Include others 	
Playground D	<ul style="list-style-type: none"> Wait for the teacher at chess set 	<ul style="list-style-type: none"> Take turns and share Include others 	
Eating Time	<ul style="list-style-type: none"> Sitting down to eat 	<ul style="list-style-type: none"> Rubbish in bins Wait for teacher to dismiss you Belongings away 	<ul style="list-style-type: none"> Follow teachers instructions
Canteen	<ul style="list-style-type: none"> Line up on the dots Visit after eating time 2nd break only 	<ul style="list-style-type: none"> Use manners Wait your turn Quiet voices 	<ul style="list-style-type: none"> Order lunches in morning
Toilets	<ul style="list-style-type: none"> Flush Wash hands Walk 	<ul style="list-style-type: none"> Leave food outside Use equipment with care Allow privacy 	<ul style="list-style-type: none"> Use at break times Straight in - straight out
Assembly/ Hall	<ul style="list-style-type: none"> Line up sensibly Sit in allocated area Enter with teacher permission only 	<ul style="list-style-type: none"> Look and listen Use manners Enter and exit quietly 	<ul style="list-style-type: none"> Participate with pride Hands up to speak Demonstrate self-control
Bus Lines	<ul style="list-style-type: none"> Sit safely in your bus line 	<ul style="list-style-type: none"> Use manners Wait patiently Follow instructions 	<ul style="list-style-type: none"> Be on time Be prepared
Office	<ul style="list-style-type: none"> Enter with care Have teacher permission 	<ul style="list-style-type: none"> Use manners 	<ul style="list-style-type: none"> Know your message Return to class promptly
Garden and Yarning Circle	<ul style="list-style-type: none"> Walking only Stay within the walkways 	<ul style="list-style-type: none"> Show respect for Aboriginal culture Care for plants and creatures and others using this space 	<ul style="list-style-type: none"> Be a learner in this garden

Reporting to Parents/Carers

Written reports are provided at the end of Term 2 and 4. Should more than one copy be required, please advise the school office. Formal parent-teacher interviews are held throughout the year. Teachers will contact Parents/guardians if they have any specific concerns regarding a child's education both socially and academically. Parents/guardians are encouraged to maintain regular contact with class teachers and seek interviews whenever the need arises.

School Counsellor

A school counsellor is available to all children to help in academic, social and behavioural progress. The role of the School Counsellor is to:

- speak with children and/or Parents/Carers with regard to social or learning difficulties, or who may have difficulties at home or at school
- assess children for a variety of reasons
- provide staff with ideas and support

Usually referrals are made by teachers to the Learning and Support Team for the counsellor. No child however, is interviewed or tested by the counsellor without parent/carer permission. Parents/carers are also free to initiate referrals if a problem arises by contacting the office to seek an appointment with their class teacher.

School Website

www.thirlmere-p.schools.nsw.edu.au.

The school's website contains school notes, information, newsletter, calendar, canteen and uniform information and links to community activities and items of interest.

Sentral

Sentral is a free app available to keep you up to date with important information. Please download and install it by searching for our school name in either the Apple App Store or Google Play Store.

School hours

1st Bell (Supervised play begins) - 8:25am

School commences - 8:55am

Break 1 (recess) - 10:55am - 11:30am

Break 2 (lunch) - 1:25pm – 2:05pm

School concludes - 2:55pm

The playground is unsupervised before 8:25am and after 3pm. Your child, for their own safety and welfare, should not be in the playground while it is unsupervised.

Children who arrive before 8:25am MUST sit on the seats in Playground A. Games are not permitted before the first bell.

School Holidays and School Development Days

School holiday dates usually occur at similar times each year and term length always sits between 9-11 weeks. In NSW, term dates include school development days which are used to improve the skills of school staff. Such days usually occur in the beginning of Term 1, 2 and 3. Two more development days occur at the end of Term 4. Independent and catholic schools may have different term dates.

For more details, visit:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars>.

School Voluntary and Contribution Scheme

A school contribution scheme exists to assist the school to purchase much needed resources. The amount is notified to all parents/carers at the beginning of the school year. It should be noted that school contributions are voluntary.

Scripture

Special Religious Education and Primary Ethics education is held in classrooms on Wednesdays.

Years 3-6 from 9:00 – 9:30 am

Years K-2 from 9:30 – 10:00 am

Combined Local Churches (Protestant) and Catholic denominations are catered for, with non-scripture children supervised by a staff member in the hall. Ethics classes are available for Stages 1 and 3 where discussions on Ethical matters are held. For more information about Primary Ethics visit: www.primaryethics.com.au.

Any request to change a child's scripture enrolment must be in writing from parents.

Social Media

Thirlmere Public School intends to use social media as a method of connecting and collaborating with our school community in a way that reflects 21st Century communication. Social media allows people within our community to immediately access up-to-date information. It also provides an opportunity for community members to ask questions and share their knowledge and experiences. We require that all interactions with Thirlmere Public School social media networks reflects our school motto: show respect. Overall, we are working together to achieve a positive, informed, communicative school community. A copy of our Social Media Code of Conduct is available from our school website.

Sport and Physical Education

All children participate in Sport and Physical Education activities unless advised by a parent/guardian regarding illness or injury. Class sports days are advised by the class teacher.

Children are allocated a 'House' on enrolment and retain this placement throughout their association with the school. Siblings are placed in the same 'Houses'. There are four Houses, each with their own colours of which children are expected to wear for identification during competition at carnivals:

- BORONIA - Brown and Pink
- WATTLE - Yellow and Green
- WARATAH - White and Red
- BANKSIA - Orange and Black

Inter-school sport is organised on a voluntary basis by members of staff. Soccer, Australian Rules, Oztag and Netball are played in local P.S.S.A competitions (Gala days). Annual sports carnivals are held at school, zone and state levels.

- **Athletics Carnival** – is a full day's program with every child participating. Parents are encouraged to attend to support their children's efforts. Children should try to wear a T-shirt in their House colour. Year 2-6 students are selected from this carnival to participate at representative levels. Selected representatives are notified and must wear the school sports uniform on the scheduled dates to compete.
- **Cross Country** – is held each year at Thirlmere oval. Students of Years 2-6 walk and run the entire course. Sports uniform or house colours are worn by students. Eligible participants are selected to continue at representative levels.
- **Swimming Carnival** – is held each year in Term 1 at Wollondilly Leisure Centre of which students in Years 2-6 attend. Sports uniform or house colours are worn by students. Eligible participants are selected to continue at representative levels.

Release From Face to Face

Every full-time teacher employed by NSW Department of Education is entitled to 2 hours relief from classroom teaching duties each week. This time is used by the teachers for parent/carer interviews, marking student work, preparation of lessons, organising materials and liaising with other teachers. During the teachers' RFF period the students participate in lessons related to the Key Learning Areas. Note that teachers in their first two years of permanent teaching, and executive staff may be entitled to additional RFF time.

Sun Safety

Sun Protection Policies are in place to ensure students are protected from the damaging effects of the sun. All children must wear the designated wide-brim hats or caps in the playground. Our school has shaded play areas and has adopted a 'no hat-no play' policy for recess and lunchtimes. *see HATS. It is recommended students use protective clothing and sunscreen.

Student Leadership

Opportunities are offered to students in Stage 3 to demonstrate leadership. Students hold various titles including School Captain, Student Leader, House Captain, Library Monitor and Technology Monitor. Student Representative Council starts in Year 2 with one representative per class.

Swim Scheme

Each year all children from Year 2 are offered to participate in a swimming program at the Wollondilly Leisure Centre. Trained teachers are employed by the Department of Education to teach swimming. Children are graded according to their swimming ability.

Supervision of Students

The basic rule for all students at school is to be within sight of the supervising teacher at ALL times. Adequate supervisory routines are established by staff, and children are to assist in these routines by responsibly being within sight of the teachers attending to supervisory tasks who are easily identified by wearing fluorescent coloured vests. The rule is further underlined on excursions, when such a safeguard is imperative for care, safety and mobility.

Supervision of students commences at 8:25am and concludes at 3:00pm. All parents are reminded that children should be collected promptly at the close of each school day.

Children are NOT permitted in classrooms without a teacher present.

Student Financial Assistance

Financial assistance is available for parents/carers who may be experiencing short term financial difficulties. The scheme provides subsidies to enable students to purchase uniforms and participate in excursions that otherwise may not be affordable. Arrangements for confidential financial support are available through the principal.

Therapy Dog

Thirlmere Public School employs a therapy dog that visits weekly. Our therapy dog supports students by meeting and greeting them at the front gate as well as works inside the classroom.



Transferring to another School

Children transferring within the NSW State School system need to inform both the current and new school of their intentions so that their records are passed onto that school along with any information that will assist the smooth continuation of the learning program.

When children move interstate or to a private school, their records are not passed on. However, notification would be greatly appreciated so that we may finalise the enrolment.

Uniform

The Department of Education and Thirlmere Public School requires students to conform to acceptable general standards of dress as endorsed by our P&C. School uniforms foster pride in the school, assist in the development and maintenance of tone and good conduct and reduce to a minimum undesirable distinctions because of clothing, between students in the school. The school uniform can be purchased at Yeronga Uniforms in Tahmoor. The uniform has been approved by the P&C and all students are expected to attend school each day in full uniform. Summer uniforms are to be worn in Terms 1 and 4, winter uniforms in Term 2 and 3.

Yeronga School Uniforms - Tahmoor

Shop 8 – 148 Remembrance Driveway (Cnr Larkin Street) Tahmoor 2573

P: 02 7255 0658

E: tahmoor@yerongauniforms.com

www.yerongauniforms.com



Visitors

All visitors to the school, including parents who are helping with school activities, are required to sign in at the front office. This is necessary for insurance purposes, in the event of an emergency evacuation and for the safety and security of our students and staff.

Volunteers

There are many opportunities for parents/guardians and citizens to assist us at our school. Those interested are encouraged to discuss providing additional support in classrooms with class teachers. This will vary in our classrooms, with some classes running regular rosters and others just seeking occasional support.

The school is often seeking assistance with small tasks such as covering library books and garden bed maintenance.

Other ways you can help:

- be an active member of the P&C including canteen duty
- assist with small group or individual activities, such as reading in the classroom – check with the class teacher
- assist with administrative tasks such as book covering for both the classroom or library –check with your teacher or librarian
- assist at special school events such as the athletics or swimming carnivals
- donate baked goods for sale at the canteen or at special events
- donate much needed items to the classroom such as tissues, paper towels and pump soap

Those able to assist on a voluntary basis within the school are required to see the school office prior to commencement.



T: 02 4681 8476

E: thirlmere-p.school@det.nsw.edu.au