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**Welcome**

We extend a very warm welcome to you as you become a part of Thirlmere Public School’s community. We trust that your association with the school will be a happy and productive one for both you and your children. We are committed to providing your child/ren with a quality education in a caring environment.

We acknowledge that you, as parents, have a vital role in the learning process and invite you to take a positive role in supporting your children. We believe that the establishment of a co-operative partnership between yourselves and the school staff is vital if children are to realise their potential. You are welcome in the school and are encouraged to discuss any issues of concern with class teachers.

Your active involvement in the school is encouraged. There is a host of evidence that clearly demonstrates that the performance and attitude of children is enhanced by having their parents actively involved in school life. Whether it’s helping in the classroom, listening to children read, serving in the canteen or being a member of the Parents & Citizens Association, your support is invaluable and appreciated.

The information provided in this directory will be useful to you during the year. It is supplemented each fortnight with the publication of the school’s newsletter.

If you would like further information on any of the topics included in this booklet, or other matters, please do not hesitate to contact the school.

We look forward to getting to know you and your children,

Susan Matthews

and staff.

**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 by note or by telephone with a legitimate reason for the absence on their return to school. 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.

A note or call is also necessary when there are any changes to a child’s normal routine regarding arrival or departure from school. This is a legal requirement of the NSW Department of Education to ensure students safety.

**ADDRESS – CHANGE**

Please notify the school immediately of any change of address, telephone numbers or employment contacts so that school records can be kept up to date. This can also occur through the skoolbag app.

**ALLERGIES inc ASTHMA & ANAPHYLAXIS**

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

**APPOINTMENTS**

All staff at Thirlmere Public are keen to maintain good communication between the home and school. We ask that if you would like to discuss any issues of immediate concern with class teachers or the Principal that you contact the office to arrangement an appointment.

**ASSEMBLIES**

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.

Our other regular assemblies are split into two types:

***Performance 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.

***Awards Assemblies***are held in the hall for Years 2 – 6 in week 6 of each term.

**BAND**

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

**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/SKATEBOARDS**

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 office building 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 (CAPA)**

All students have the opportunity to experience a wide range of activities including band, choir and dance. The Performing Arts Extravaganza provides parents with an opportunity to see the children perform. This is usually held bi-annually.

**CANTEEN**

This facility is run by a sub-committee of the P & C and relies purely on the help of volunteers to enable profits to be used to support the school’s educational programs. The canteen opens at recess and lunch on Monday, Wednesday and Friday each week providing light refreshments and a pre-ordered lunch service. To pre-order lunch, send a re-useable container with your child’s name and class written on the front with order details and correct money enclosed for your child to place in their class basket during rollcall.

Please note: Canteen is closed on the last day of each term for stocktake.

**COMPUTERS**

*\*see INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)*

**COMMUNITY USE OF SCHOOL FACILITIES**

The community can access the school facilities outside school hours for purposes such as education classes, sporting activities or social gatherings. Application to the principal is required. All profit making groups using the facilities are required to pay rental which covers the cost of electricity and cleaning.

**CURRICULUM**

All planned learning activities of the school make up the curriculum. The formal curriculum involves studies from the Key Learning Areas. \**see Key Learning Areas*

**CUSTODY**

Clear instructions to the Principal regarding custody and access entitlements are very important. The Principal and staff do their utmost to maintain such requirements but can be quite powerless unless information is forthcoming. The information will be treated with the strictest confidence. Separate interviews and additional copies of reports etc can be arranged upon request.

**DEPARTMENT OF EDUCATION**

The Department of Education and Communities is now known as The Department of Education.

**DISCIPLINE**

Students learn most effectively in a secure and well-ordered environment. At Thirlmere Public School, behaviour management and effective learning are paramount to the development and wellbeing of the whole child. Assisting students to develop the ability to make positive choices and self-regulate their behaviour is important as it will augment the cultivation of independence, initiative and mature judgement.

All students, staff and community members have the right to be treated fairly and with dignity, in an environment that is free from disruption, intimidation, harassment, discrimination and victimisation. When expectations have not been met, a system of consequences is put in place. Minor incidents are dealt with by the classroom teacher or playground duty teacher. Major incidents are referred to the executive team and parents are contacted where deemed necessary. Any negative behaviour is looked at on an individual basis and surrounding circumstances are taken into consideration.

**DOGS ON SCHOOL PREMISES**

Please be aware that, under the Companion Animals Act 1998, dogs are not permitted on school grounds whether or not they are leashed or otherwise controlled.

**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.

An emergency contact form is sent home at the beginning of each school year to be completed with current contact details but it is important that the school is advised immediately of any changes during the year. The form can also be found on our website.

**EXCURSIONS, CAMPS AND VISITING PERFORMANCES**

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 are advised of all excursions and permission notes are sent home for each activity outside the normal school routine. These **must** be completed and returned to school 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 that as many children as possible are able to participate. All payments must be made to the office by the last date of payment with regular reminders noted in the school newsletter and online 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.

**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.

**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 posts you make to this page follow our Social Media Code of Conduct and reflect our school motto “show respect”. *\*see SOCIAL MEDIA*

**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 students in Years K - 2, the fruit should be a manageable size to reduce wastage.

**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.

**GIFTED AND TALENTED**

The school offers many opportunities across all Key Learning Area’s (KLA) for children 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 and Writing. Opportunities are also provided for children in public speaking and debating as well as a wide variety of sports. The school band provides the children with the opportunity of learning a musical instrument from a professional tutor at a fee.

**HAT**

Our school has in place a “No Hat, No Play” policy. If a child comes to school without a broad-brimmed school hat, they must remain in the covered area of Playground A. School broad-brimmed hats are available for purchase through the canteen or uniform shop. Caps are not appropriate headwear for school. *\*see SUN SAFETY*

**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.

Students should not return to school until all eggs are removed.

**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.

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)**

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 desktop computers across the school. 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. *\*see also INTERNET USE*

**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 in the office whereby the parent/guardian will be notified by phone. 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 sought. 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 contacted if children receive a knock to the head, even if no apparent injury has been sustained.*

**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.

**INFECTIOUS DISEASES**

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 the times specified below in order 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.

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| --- | --- |
| **Infectious Disease** | **Period of exclusion** |
| Chicken Pox | Exclude at least 5 days after spots appear |
| Conjunctivitis | Exclude until discharge fully stops |
| Gastro-enteritis | Exclude at least 1 day after symptoms stop |
| German Measles (Rubella) | Exclude at least 4 days after rash appears |
| Hand, Foot & Mouth Disease | Exclude until blisters dried |
| Herpes Simplex (Cold Sores) | Exclude only on medical advice |
| Impetigo | Exclude until treated by a doctor |
| Hepatitis A | Exclude 2 weeks after symptoms appear |
| Influenza | Exclude until recovered |
| Measles | Exclude at least 4 days after rash appears |
| Meningococcal | Exclude until recovered |
| Mumps | Exclude at least 9 days after onset of swelling |
| Pediculosis (Head Lice) | Exclude until treatment has begun and all eggs removed |
| Ringworm (Tinea ) | Exclude until treatment has begun or Dr certificate |
| Scabies | Exclude at least 1 day after treatment has begun and signs disappear |
| Scarlet Fever | Exclude at least 1 day after treatment has begun and symptoms subside |
| Slapped Cheek | Exclude at least 1 day after treatment has begun and symptoms subside |
| Whooping Cough | Exclude for at least 5 days after special antibiotic treatment starts and Dr certificate |

**INTERNET USE AT SCHOOL**

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 schools discipline policy. *\*see SOCIAL MEDIA & Code of Conduct*

**INTERVIEWS WITH TEACHERS**

An informal ‘Meet the Teacher Evening’ is held early in Term 1 each year to inform parents of plans for the year ahead. It is presented by stage groups and divided into two sessions to accommodate parents with children of various year groups.

Throughout the year, Parent/Teacher interview times are offered for parents/carers to discuss their child’s progress with the class teacher. Bookings are made through an online booking program. Details about this will be provided at the appropriate time. In addition, interviews may be organised at any time during the year by contacting the office or your child’s teacher to arrange a suitable time.

**KEY LEARNING AREAS (KLA)**

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

Stage 3 - Years 5 & 6

**LEARNING AND SUPPORT**

Students who experience difficulties in key 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. *\*see SPECIAL NEEDS*

**LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS**

Students are not allowed to leave the school grounds unsupervised during school hours for any reason. Please report to the front office if you do 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 or let us know about anyone is not permitted access.

**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.

Students can visit in the morning before school and during second lunch to borrow, read, socialise and share in other activities. To encourage reading, several programs are run in the Library including:

 Premier’s Reading Challenge

 Book Fair – held on Grandfriend’s Day, a range of books are available to be purchased or donated to the school

 Book 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

**LOST PROPERTY**

A vast amount of unclaimed property is accumulated at school each term, much of it unlabelled. **Please ensure that all items of clothing and property are labelled with your child’s name before they are brought 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.

At the end of term all unclaimed clothing without names is donated to the P & C clothing pool for sale as second hand clothing.

**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, he/she must be capable of doing so without assistance. All medications must be left with 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.

**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:

* PBL Citizen of the Month
* PBL behaviours of being Safe, Respectful or a Learner
* 100 Nights Reading
* Specialist Teacher Awards
* In School Academic competitions
* Out of School Representation - Academic
* Out of School Representation - Sport
* Out of School Representation - Community
* Out of School Representation - Art
* Star Express Tokens – 4 equal a Merit Award (instant reward for positive behaviours) Given to Class Teacher

Class merit awards are given out twice a term at K-2 and 3-6 Assemblies. Students collect the 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 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 (with the eligible merits attached) are handed to the office to be registered to receive a banner at a bi-annual 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 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

**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 ‘cliplock’ bag clearly marked with your child’s name, class, amount and reason for payment and drop into our ‘FROG’s MOUTH’ chute located at the front desk of the school office

 CHEQUE – all cheques should be made payable to Thirlmere Public School and placed in a clearly marked envelope and dropped into our ‘FROG’s MOUTH’ chute

 EFTPOS – most cards accepted except Diners & Amex

* POP – online payments can be made via our school website under the ‘Make a Payment’ tab

Invoices are raised each term for outstanding amounts.

**NATIONAL ASSESSMENT PROGRAM (NAPLAN) – LITERACY & NUMERACY**

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 HOME NOTICES**

The school newsletter is issued electronically fortnightly on Tuesdays of even weeks 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](http://www.thirlmere-p.schools.nsw.edu.au) or viewed / emailed via our SkoolBag App to an address nominated.

You can also visit our Facebook page and Skoolbag App 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. A Term Calendar is released featuring important dates at the commencement of each term and can also be viewed on the school website.

**NOTICEBOARD**

A noticeboard is located outside our School Administration Block which displays any community notices of interest.

**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 & 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. Meetings are held on the 3rd Tuesday of each month in the library from 6:30pm. Dates are publicised in the newsletter as are meeting updates.

**P&C Sub-committee:**

 **Canteen Committee** – members assume responsibility for the operation of the Canteen.

**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.

**PERSONAL BELONGINGS**

It is essential that personal belongings such as hats, jumpers, lunch boxes, drink bottles etc are labelled so that they can be returned to your child if lost. Items not labelled are held for a short time in ‘Lost Property’ located in the hall. Please ensure your child does not bring any valuable items including toys to the school as it does not accept any responsibility if they are lost, stolen or damaged in any way.

**PHOTOS**

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

 Class Group

 Individual

 Siblings

 Student Leaders / specialist groups

**POSITIVE BEHAVIOUR FOR LEARNING (PBL)**

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.

**REPORTING TO PARENTS**

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 problems at home or at school

 test children for a variety of reasons

 provide staff with ideas and support

Usually referrals are made by teachers to the Principal for the Counsellor. No child however, is interviewed or tested by the counsellor without parent permission. Parents are also free to initiate referrals if a problem arises by contacting the office to seek an appointment.

**SCHOOL HOURS:**

**1st Bell** (Supervised play begins) 8:30am

**School commences 8:55am**

**Break 1 (recess)** 10:50am - 11:30am

(Thursdays only 10:30am – 11:10am)

**Break 2 (lunch)** 1:25pm – 2:05pm

(Thursdays only 12:40pm – 1:20pm)

**School concludes 2:55pm**

The playground is **unsupervised before 8:30 am and after 3 pm**. Your child, for their own safety and welfare, should not be in the playground while it is unsupervised.

Children who arrive before 8:30 am MUST sit on the seats in Playground A. Games are not permitted before the first bell.

**SCHOOL HOLIDAYS and STAFF 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 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.

**SCHOOL WEBSITE**

[www.thirlmere-p.schools.nsw.edu.au](https://staffowa.det.nsw.edu.au/owa/redir.aspx?C=5adc142f7bcc4db392736c463b683cee&URL=http%3a%2f%2fwww.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.

**SKOOLBAG COMMUNICATION CENTRE**

Skoolbag Smartphone App is 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.

**SCRIPTURE/ ETHICS**

Special religious education and special Ethics education is held in classrooms on Wednesdays.

Years 3-6 from 9:00 – 9:30 am and 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](http://www.primaryethics.com.au).

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

**SPECIAL NEEDS**

It is the Department of Education policy to encourage, where possible, the enrolment of all children in their local school. The school receives funds to employ a School Learning Support Officer (SLSO) to support special needs children.

**SOCIAL MEDIA & Code of Conduct**

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.

A Physical Education program operates as part of the classroom programme. Children are not expected to change for this. Class sports days are advised by the class teacher.

Intra-school sport is held at school each Friday morning for primary students and organised via Inter-House competitions. 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 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** - held each year at Tahmoor oval. It 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** – 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** – held each year in Term 1 at Wollondilly Leisure Centre, students in Years 2-6 attend. Sports uniform or house colours are worn by students. Eligible participants are selected to continue at representative levels.

**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.

**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 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.

**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 8:30am 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.

**SWIM PROGRAM**

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. Parents do not pay for lessons but must cover the cost of pool entry and bus fare.

**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 pass on any details if requested.

**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 has an official uniform and sport uniform 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.

**Please clearly label all articles of clothing with your child’s name before they are worn for the first time. Labelling means that lost clothing can be returned directly to its owner.**

|  |  |
| --- | --- |
| Official School ***SUMMER*** Uniform | |
| **GIRLS:** | **BOYS:** |
| Summer dress OR  Navy skorts with short sleeved sky blue  TPS emblem Polo shirt | Grey shorts with short sleeved sky blue TPS emblem Polo shirt |
| White fold down socks | Grey fold down socks |
| Black school shoes | Black school shoes |
| Wide brimmed navy hat | Wide brimmed navy hat |
|  |  |
| Official School ***WINTER*** Uniform | |
| **GIRLS:** | **BOYS:** |
| Winter tunic with long sleeved sky blue  TPS emblem polo shirt or  sky blue skivvy underneath | Long sleeved sky blue TPS  emblem polo shirt |
| OR Navy bootleg pants with either long sleeved  TPS emblem polo shirt or sky blue skivvy | Grey trousers |
| Zip or microfibre emblem jacket or jumper | Zip or microfibre emblem jacket or jumper |
| Navy tights or white fold down socks | Grey fold down socks |
| Black school shoes | Black school shoes |
| Wide brimmed navy hat | Wide brimmed navy hat |
| Official School *SPORTS* Uniform (depending on season) | |
| **GIRLS:** | **BOYS:** |
| Short sleeved or long sleeved sky blue TPS emblem polo shirt | Short sleeved or long sleeved sky blue TPS emblem polo shirt |
| Unisex shorts or navy netball skirt or microfiber trackpants depending on season | Unisex shorts or microfibre trackpants depending on season |
| White sport socks | White sport socks |
| White joggers | White joggers |

**UNIFORM SHOP**

The School Locker operates a uniform shop every Monday of school term from 8:30 – 10:30 am which is located behind the school hall (near Oaks Road). All uniform items are available for purchase or order from the shop or online at www.theschoollocker.com.au. School hats are also available for purchase from the school canteen. Donations of second hand clothing are accepted at the school office for P & C to redistribute in a second hand clothing pool.

**VISITORS**

All visitors to the school, including parents who are helping with school activities, are required to sign the Visitors’ Book 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 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 & pump soap

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

**THIRLMERE SCHOOL SONG**

*Jointly composed by teachers and pupils to the tune of “The Old Bullock Dray”*

Oh, we’ll all work together when we come along to school

By showing understanding and by sticking to the rules

By sharing all the things we have and always being fair

We show respect for everyone and let them know we care.

Whether it’s work or play we’ll get in and have a go

We’ll always try and never give up – there’s so much we could know

And we can really make our school a happy place to be

By getting along with everyone ‘cos friendship’s free

By getting along with everyone ‘cos friendship’s free.

**AUSTRALIAN**

**NATIONAL ANTHEM**

Australians all let us rejoice

For we are young and free

We’ve golden soil and wealth for toil

Our home is girt by sea

Our land abounds in nature’s gifts

Of beauty rich and rare

In history’s page let every stage

Advance Australia Fair.

Beneath our radiant Southern Cross

We’ll toil with hearts and hands

To make this Commonwealth of ours

Renowned through all the lands

For those who’ve come across the seas

We’ve boundless plains to share

With courage let us all combine

To Advance Australia Fair.

In joyful strains the let us sing

Advance Australia Fair.

**Name:**  **THIRLMERE PUBLIC SCHOOL**

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