



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 children 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 P&C, your support is invaluable and appreciated.

The information provided in this directory will be useful to you during the year. It is supplemented each week 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,

Lisa Whitfield and Staff.

Our school motto is:

"Show Respect"

DIRECTORY

Name: THIRLMERE PUBLIC SCHOOL
Address: Oaks Road Thirlmere NSW 2572
Phone: (02) 4681 8476
Fax: (02) 4681 8727
Email: thirlmere-p.school@det.nsw.edu.au
Website: www.thirlmere-p.school.det.nsw.edu.au

STAFF

EXECUTIVE

Principal Mrs Lisa Whitfield
Assistant Principal Mrs Desi Karolis
Assistant Principal Mrs Cheny Collins
Relieving Assistant Principal
 Miss Gaby Gutjahr
Early Stage 1 Supervisor
 Ms Debra Mace

ADMINISTRATION

Relieving Administration Manager
 Mrs Kayla Peachey
Administration Officers Mrs Sladjana Cugalj
 Mrs Carol Canning
 Mrs Natasha Peacock
General Assistant Mr Robert Karolis
School Counsellor Ms Sue Buxton

TEACHING & SUPPORT STAFF 2016

KA	Mrs Natasha Huntrods		
KB	Mrs Ingrid Hunt		
K/1E	Mrs Delphine MacLachlan		
1G	Mrs Amanda D'Arcangelo / Ms Melissa Moutos	TEACHER-LIBRARIAN	Miss Gaby Gutjahr
1F	Mrs Mary Pulbrook	READING RECOVERY/RFF	Miss Ashleigh Foreman
2K	Mrs Pauline Reason	RELEASE FROM FACE-TO-FACE TEACHING	
2L	Miss Zeynep Yildiz	(RFF)	Mrs TracyBoon (Tues)
2/3O	Mrs Desi Karolis		Mrs Mary Hawkins (Thurs)
3P	Mrs Michelle Byrne	LEARNING SUPPORT	Ms Debra Mace
3/4T	Mrs Jenny Lansdown		Mrs Vicki Stevenson
4U	Mrs Michelle Nixon (Mon/Tues/Wed)	SCHOOL LEARNING SUPPORT OFFICERS	
	Mrs Sue Barry (Thurs/Fri)		Mrs Debbie Eckler
4/5Z	Mrs Cheny Collins		
5A	Mr David Gardiner		
6F	Miss Emmaleigh Wilder		
6G	Mrs Sandra Stewart		



P & C ASSOCIATION

President	Lea Blatch
Secretary	Diane Hunt
Treasurer	Bianca Long

Canteen Coordinator	Lee-Anne Armstrong	Uniform Shop Co-ordinator s	Amanda Lee
Roster Coordinator	Vanessa Zahra		Cindy Hile
Stock Controller	Deb Parker	Uniform Treasurer	Mel Moroz
Canteen Treasurer	Monique Liddle		
Mothers/Fathers Day Stall	Nicole Lewry		

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 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

Throughout the year several student assemblies are held, hosted by our Student Leaders and/or individual classes. Parents and Community members are welcome to attend these assemblies that are regularly noted in our school newsletter. K-2 assemblies are held every second Friday and Year 3-6 assemblies every second Wednesday. Monday mornings a whole school assembly is addressed by the Principal where general messages and upcoming events are mentioned in addition to the presentation of any Principal Awards.

BANKING

Student banking operates each week with the school acting as an agent for the Commonwealth Bank. Students are able to deposit into their Youth Savings account by bringing their money into the school office by Monday of each week for processing on Tuesday. Incentive rewards are awarded for regular banking. Accounts can be opened by visiting a Commonwealth Bank branch, applying via their website or through the school with application packages given to Kindergarten students at the beginning of each year which are also available for other students from the office.

BAND

Year 3-6 students are eligible to join the school band. Lessons and rehearsals are provided by a professional tutor during class time. 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 once 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. Application forms for bus travel are to be completed online at www.transportnsw.info/school-students and printed forms then signed and stamped at the school before forwarding to the bus company.

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, dance and learning the recorder. 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 paper bag with your child's name, class and order request written on the front 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

Thirlmere Public School's Student Welfare Policy was developed in keeping with departmental guidelines and recognises that all children have the right to learn in a safe, secure environment. It has a Behaviour Level system where students accept responsibility for their own behaviour and positive behaviour is recognised and encouraged. **see DISCIPLINE – Behaviour Levels*

For children whose behaviour does not meet expectations, provision of a detention room and/or social skills activity is given under the supervision of a teacher.

Parents are notified if their child's behaviour is causing concern and likewise are advised to contact the school with any personal concerns regarding their child.

DISCIPLINE – Behaviour Levels

There are four levels of behaviour. All students are placed at Green level at the beginning of the year and can work through Bronze and Silver with the aim of achieving a Gold level. Gold level students show a positive and committed attitude to school life. Students who maintain their behaviour receive a reward at the end of the term.

A detailed copy of the Student Welfare Policy with regards to Behaviour Levels is available from our office or school website.

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. A blanket permission booklet is issued at the beginning of the year to cover local excursions which require students leaving the school grounds. This may entail a walk of the local area or to the oval for sport or special events.

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. Naturally, 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 reflect our school motto "show respect"

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 at 10:00am 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 maximum 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. Children are encouraged to participate in ICAS competitions in English, Mathematics, Computers and Science. 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 Smart boards and computers in every classroom and students have regular lessons in the Computer Lab where there is a computer for each child to use. 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.

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 on school computers 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.

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.

Towards the end of term 1 interview times are offered to all parents to discuss their child's progress with the class teacher. Bookings are made through an online booking programme.

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 basic 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. A Reading Recovery program is offered to selected students in Year 1.

Children who do experience learning difficulties are referred to the school's Learning Support Team and assistance is provided wherever possible. Parents are informed whenever additional assistance 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 during the second half of lunch to borrow, read, socialise and share in other activities. To encourage reading, several programmes are run in the Library including:

- ☐ Premier's Reading Challenge
- ☐ Ribit– a home reading scheme that earns certificates for every 100 nights reading
- ☐ Book Week held in August each year – includes creative activities, dress ups and more
- ☐ Scholastic Book Club– purchase books to earn school resources for our library
- ☐ Visiting authors & illustrators

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 Uniform Shop 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, except for asthma treatments, is to be kept by students during the day. Asthmatic children are permitted to keep their 'puffers' with them.

MERIT AWARDS

Thirlmere Public School has a Merit Awards system to reward and encourage effort and achievement. Teacher's award merits and star awards for immediate recognition of responsible behaviour, positive contribution or attitude and can include:

- Achievement / Merit Awards - given fortnightly at K-2 and 3-6 Assemblies
- Writer of the Week Award
- Mathematician of the Week Award
- Oracy Competition / Public Speaking Awards
- Artist of the Week Award – recognising students in dance, drama, music or art
- Aussie of the Month Winner and Nominations
- Merit Award for 100 nights reading K-6 (Home Reading and Ribit)
- 100% Attendance Award
- Sportsmanship Awards – 4 for a Merit Award
- Spelling Bee Award - Class Winner & Stage Winner
- Star Awards – 4 for a Merit Award (playground/assembly awards/project award) *To go to Class Teacher*

Students collect the merits to earn higher awards. These higher awards are presented at assemblies so that student achievement can be recognised by whole school community. The system operates:

- ☐ 4 star or sportsmanship awards 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

Invoices are raised each term for outstanding amounts.

Note: There are plans to introduce online payments via a parent portal in the future.

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 Wednesdays of even weeks to promote activities and student achievements and communicate news, items of interest 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 emailed to the address nominated on the permission booklet provided at the start of each year. Please remember to notify the office, in writing, of any changes to your email address. 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 committees:

- ☐ **Canteen Committee** – members assume responsibility for the operation of the Canteen
- ☐ **Uniform Shop** – members assume responsibility for the operation of the Uniform Shop

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

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 at the end of Term 1. 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
2nd Bell (school commences)	8:55am
Roll Call Monday	8:55am – 9:25am
Tuesday to Friday	8:55 - 9:10am
Recess	10:55am - 11:15am
Lunch (Supervised eating)	1:05 - 1:15pm
Lunch break 1 st half	1:15 - 1:35pm
Lunch Break 2 nd half	1:35 – 1:55pm
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

AUTUMN: Monday 11 April – Friday 22 April 2016
(students commence Tuesday 27 April 2016)
WINTER: Monday 4 July - Friday 15 July 2016
(students commence Tuesday 19 July 2016)
SPRING: Monday 26 September - Friday 7 October 2016
(students commence Monday 10 October 2016)
SUMMER: Monday 19 December – Friday 27 January 2017
(students last day for 2016 is Friday 16 December
Monday 19 and Tuesday 20 December are staff development days)

Following are the dates for students to commence each term in 2016.

Term 1: Thursday 28 January 2016
Term 2: Wednesday 27 April 2016
Term 3: Tuesday 19 July 2016
Term 4: Monday 10 October 2016

SCHOOL VOLUNTARY CONTRIBUTION SCHEME

The P & C has a school contribution scheme to assist the school to purchase much needed resources. The amount is notified to all Parents/Carers at the beginning of the school year by the P & C. It should be noted that school contributions are voluntary.

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.

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 9:15 – 9:45 am and Years K-2 from 9:45 – 10:15 am.

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 in 2015 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.

SPECIAL NEEDS

It is the Department of Education policy to encourage, where possible, the enrolment of all children in their local school. Additional funding is provided for the employment of School Learning Support Officers (SLSO) to support special needs children.

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 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 Picton Pools, students in years 2-6 attend. Swimmers and non-swimmers alike have opportunity to participate in water activities. 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 Picton Pools. 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 <u>OR</u> 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
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 P & C operates a Uniform Shop which operates from behind the school hall (near Oaks Road) every Tuesday and Thursday between 8:30 – 9:00am. All uniform items are available for purchase or order from the shop and are on display in the office foyer. School hats are also available for purchase from the school Canteen. A clothing pool operates from the Uniform Shop selling second hand clothing at a very minimal cost. Donations of second hand clothing can be left at the office any day.

with illegal entry, theft and vandalism which might occur. Any person on school grounds without approval could be prosecuted.

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 'sign in' and receive a visitors badge from the front office on arrival.

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.

THIRLMERE SCHOOL PLEDGE

This is our school,
Let peace dwell here.
Let the rooms be full of contentment,
Let love abide here.
Love of one another,
Love of God and love of life itself.
Let us remember that as many hands build a house,
So, many hearts make a school.

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.

