

FOREWORD

This is the 27th edition of the Parent Handbook for Toongabbie Public School. Please read it thoughtfully and keep it in a handy place for future reference. It has been designed to provide a convenient source of information that will save you time and also give you a better understanding of the day to day running of our school.

At Toongabbie we welcome parent interest and the sort of community involvement that provides the skills and the time that teachers cannot fit into their busy teaching schedule. Parent helpers assist us in a wide variety of activities at school. The support and co-operation of parents who cannot be actively involved is also appreciated.

From time to time, amendments may be needed. We have provided a page for you to add these. In addition to the general information supplied, specific information sheets will continue to be supplied when relevant, (eg staff lists with names of classes at the beginning of each year, canteen price lists etc). These will also be posted on the school website.

In true Toongabbie tradition, staff and parents have worked together to develop this Handbook for the families of Toongabbie students. We hope it will be a useful reference and assist you in becoming a better informed member of our Toongabbie Public School community.

I particularly wish to thank our Deputy Principal Mr Bruce Francis and School Administrative Manager, Mrs Ann Miles, for their work in updating and preparing material for this edition.

Craig Brown
PRINCIPAL

November 2015

SECTION A:

TOONGABBIE PUBLIC SCHOOL

MISSION STATEMENT

Our Mission is to provide a quality education for all our students in a caring environment where they can achieve their personal best.

In achieving this Mission the Toongabbie Public School community has developed the following statements which are fundamental to all our actions.

VALUES STATEMENT

We believe these values are essential and an integral part of every individual student's education.

We aim to provide an interesting and flexible education which promotes:

- self esteem, self control, self discipline and self sufficiency;
- emotional, physical, social, moral and physical development;
- a spirit of initiative and enquiry and responsible risk taking;
- tranquility, harmony, peace and security;
- success through striving to achieve true potential;
- appreciation of the values and needs of others;
- friendship, unity and mutual respect;
- the pleasures of engaging in creative and constructive activity;
- responsibility and commitment;
- tolerance and co-operation;
- excellence and equity;
- life long learning.

We believe these values can be achieved through quality teaching and quality learning. These values are reaffirmed by staff each year.

QUALITY TEACHING

We, the staff are committed to quality teaching and believe it is characterised by teachers who:

- are effective communicators;
- are motivated and enthusiastic;
- create a positive and secure classroom environment;
- cater for the whole student (ie academic, physical, emotional, social, aesthetic and spiritual);
- are consistent and good role models;
- have a sense of humour and adventure;
- are well prepared and use a wide variety of teaching resources and approaches;
- are responsive to change and the implementation of new ideas;
- are flexible and accepting of individual differences;
- ensure effective learning through ongoing evaluation.

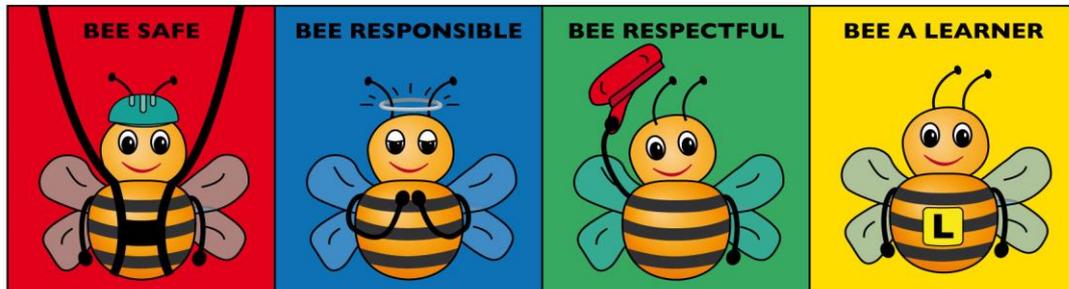
QUALITY LEARNING

We, the staff believe that Quality Learning is most likely to occur when students:

- work in a stimulating classroom environment;
- actively participate in the learning process;
- are interested and motivated;
- are good listeners;
- respect the opinions and feelings of others;
- are given ample time;
- learn through a variety of media;
- feel that the learning process is relevant and meaningful;
- have positive expectations;
- learn at their own level;
- feel confident and secure.

POSITIVE BEHAVIOUR FOR LEARNING (PBL)

As part of our school focus on Positive Behaviour for Learning, we have adopted key expectations, called “buzz words”.



At Toongabbie Public School the students demonstrate how to:

Bee Safe

Bee Responsible

Bee Respectful

Bee a Learner



TOONGABBIE PUBLIC SCHOOL

LONG TERM GOALS

STUDENTS

1. To further quality learning that emphasises excellence and equity.
2. To provide a caring and supportive environment which meets the individual needs of all students.
3. To prepare our students for learning as a lifelong process in a changing world.

STAFF

4. To provide strong and effective leadership at all levels.
5. To promote quality teaching and acknowledge initiative and professional growth.
6. To encourage teamwork and collegiality both within the school and beyond.

PARENTS

7. To encourage parent participation, provide inservice and foster community involvement throughout the school.
8. To maintain the school as a focal point within the community.
9. To promote the goals and achievements of the public school system.

SECTION B:

GENERAL INFORMATION

1. ADDRESS & PHONE NUMBERS

The school's address for all correspondence is:
Toongabbie Public School
Fitzwilliam Road,
TOONGABBIE NSW 2146



PHONE: 9631-3079,
9631-8649

FAX: 9896-3292

E-Mail Address: toongabbie-p.school@det.nsw.edu.au

Website: www.toongabbie-p.schools.nsw.edu.au



2. SCHOOL PLAN (see inside front cover)

3. SCHOOL HOURS AND GENERAL ORGANISATION

<u>BELL TIMES:</u>	8.30am	Entry on Duty	
	9.00am	Students to classes	
	11.00am	Recess commences	- 11.30am Recess ends
	1.10pm	Lunch commences	- 2.00pm Lunch ends
	3.00pm	Dismissal	

**Additional bells will indicate changeover times for sporting activities, Scripture and for special events.

Children are not to arrive at school before 8.30am and are to go straight home after school unless involved in after school coaching or tutorials.

4. SECURITY

Electronic surveillance is installed at Toongabbie Public School. A security firm patrols school buildings after school hours, at weekends and during school holidays. Security Officers are required to notify the Police if they apprehend children or youths causing damage to school property, stealing or other illegal activities. Parents and carers of minors who are responsible for damage or theft are expected to pay for repairs or replacement costs.



Parents and local residents are requested to phone Security on 1300-880021 or Parramatta Police (9633 0633) if they suspect the actions of trespasses.

High school brothers and sisters should not be in our school grounds in school hours without good reason.

5. TRAFFIC / CAR PARKS

Please refrain from driving vehicles into the school grounds to drop children off or collect children. Parents in cars are asked to observe the traffic signs on Fitzwilliam and Binalong Roads and to keep the pedestrian crossing clear. Please remember: NEVER park across driveways.

The car parks are out of bounds to children unless accompanied by a teacher. **Please do not drive into After School Care or the Teacher's Carpark to drop children off between 8am and 4pm.**

Children under 10 years of age are not permitted to ride bicycles, scooters or skate boards in the school grounds. Bikes that are ridden to school must be locked in the bike racks provided.

6. PEDESTRIAN CROSSINGS AND TRAFFIC LIGHTS



The afternoon crossing on the corner of Fitzwilliam & Binalong Roads is usually supervised by Executive Staff each day. A crossing Supervisor supervises the Binalong Road crossing before and after school. As our school is bounded on two sides by busy roads, we strongly advise all parents to train their children to follow correct safety rules at all times.



7. UNIFORM



The Department of School Education and Communities supports the wearing of school uniforms. It develops in students an understanding of the importance of personal neatness, appearance, presentation and self discipline. These attributes are important learning experiences for all students.

At Toongabbie Public School there is strong parental support for the maintenance of a high standard of school uniform. The school uniform code is endorsed by the Toongabbie P & C Association.



All clothing, school bags and equipment should be clearly labeled with your child's name and class, otherwise it is extremely difficult to determine ownership.

It is customary to change from summer to winter uniform according to seasons/weather conditions. **RULE of THUMB:** Winter Uniform – terms 2 & 3, from Mothers' Day to Fathers' Day.

TOONGABBIE PUBLIC SCHOOL
SCHOOL UNIFORM

School hats are worn all year for sun protection

School Material Colours are Dark Marle Grey & Regulation School Grey and Red.

*N.B. Items marked * below are available at the UNIFORM SHOP
Located behind the Canteen. (Monday 8.30am – 9.30am, Tuesday 8.30am –
9.30am and Thursdays from 2.30pm to 3.30pm).
Prices will vary to manufacturers' increases.*

*Orders may be placed at the canteen or online, and when filled will be delivered to
your child's class. www.exceluniforms.com.au*

SECOND HAND UNIFORM SHOP operates every 1st, 3rd & 5th Wednesday afternoon
of each month outside the Canteen from 2.15pm to 3.15pm.
Donations of good used uniforms are much appreciated.

GIRLS SUMMER K-6

- Red and White striped poplin or polyester/cotton A-line shift with same material collar and white grosgrain ribbon tie at the neck with a white button.
- White socks (length to be above the ankles) and black shoes.

GIRLS WINTER K-6

- Grey tunic with white blouse or white skivvy (These are not available from the Uniform Shop) and
- Plain red jumper, red track suit top, or red jacket with school logo.
- White socks (length to be above the ankles) and black school shoes. Grey tights optional with grey tunic. Girls are NOT to wear track pants.

GIRLS SPORT K-6

- Plain Red shorts or skorts, TPS red sports shirt.
- White socks (length to be above the ankles). Suitable sports shoes predominantly white.
- Plain red tracksuit.

GIRLS SPORT Years 3 – 6 (including P.E. and Gymnastics)

- TPS sports shirt with school badge printed on left hand side, tucked into skirt or skorts.
- White socks (length to be above the ankles)
- Suitable sports shoes predominantly white.
- Plain red track suit.



BOYS SUMMER K-6

- Grey shirt, grey shorts (not cargo length), grey socks (length to be above the ankles), black school shoes.

BOYS WINTER K-6

- Grey trousers, grey shirt, grey school sloppy joe or school zipper jacket.
- Grey socks (length to be above the ankles), black school shoes.

BOYS SPORTS Years K-6

- TPS sports shirt
- Grey tracksuit
- Plain red shorts
- White socks (length to be above the ankles)
- Suitable sports shoes predominantly white.



HATS

- Red Legionnaire Caps and Slouch Hats. “NO HAT - NO PLAY” Policy operates all year.

Please Note: Legionnaire type school hats are available from the Canteen every day of the week.

STUDS OR SLEEPER EARRINGS ONLY.

SHOES

- Black school shoes are approved footwear.

SCHOOL BAG

Specifically designed for primary school aged students with the school logo are available at the Uniform Shop.



8. PARENT HELPERS

Parents are represented on our school decision making committees.

Parent volunteers also regularly assist in reading programs, class activities, sporting activities, special school events, library book maintenance and other general school maintenance tasks.



A note is forwarded from the teachers in Term One or discussed at the “Meet the Teacher” session informing parents of when and how they can help.

Occasionally “Working Bees” are needed in the school grounds. The assistance given by parents is greatly appreciated in helping us to maintain an attractive school.

9. RELIGIOUS INSTRUCTION (SCRIPTURE)

On Wednesdays we are visited by lay teachers and clergy for half hour periods of religious instruction. Students who bring notes from parents seeking exemption from religious instruction are supervised separately by classroom teachers.



10. SCHOOL BADGE, MOTTO, PRAYER, SCHOOL SONG and NATIONAL ANTHEM.



Our badge and motto, our School Prayer and School Song are all part of our proud tradition at Toongabbie. We expect them to be well known and represented by all students.

SCHOOL PRAYER

Our Heavenly Father, we give our thanks for this new day, we know that all things come from thee and we pray for health and blessing.

Give us clear minds to learn and remember our lessons, healthy bodies to enjoy work and play, and kind thoughts towards each other.

Bless our homes, bless our teachers and help us to remember that the honour of our school depends on us.

In God's name. AMEN.



OUR SCHOOL SONG

Toongabbie Public School

Arr. Andrew McWade

Voice



Piano

5

Learn to live and live to learn, is our gold - en rule,
Red and Gold for - ev - er be, Col - ours of our school;



9

Red for loy - al - ty and truth, Gold is for our boun - teous lands,



13

Skies of bl - ue a - nd trees a - bound, West to - wards the hills Toon - ga - bbie stands.





ADVANCE AUSTRALIA FAIR

1. Aus - tra-li-ans all, let us re-joyce. For we are young and free, We've

gold - en soil and wealth for toil, Our home is gift by sea. Our

land a-bounds in na - ture's gifts of beau - ty rich and rare, In

his - t'ry's page, let ev - 'ry stage ad - vance Aus - tra - lia fair. In

joy - ful strains then let us sing, 'Ad - vance Aus - tra - lia fair'.

2. Beneath our radiant Southern Cross
 We'll toil with hearts and hands,
 To make this Commonwealth of ours
 Renowned of 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 then let us sing,
 Advance Australia fair.

11. STUDENT REPRESENTATIVE COUNCIL

Each year, two students from each class in years 1- 6 are elected by class members to form a representative body of students known as the Student Representative Council (SRC). Kindergarten reps are selected by their teachers.

The SRC meets twice a term providing a forum whereby students, representing their classes may express views, give suggestions and opinions and initiate ideas which contribute to maintaining our happy and safe school environment.

Under the leadership of the School Captains and with guidance from the Deputy Principal and several staff members, the students follow formal meeting procedures. Class time is allocated for class representatives to report all discussions, deliberations and decisions to their respective classes. Feedback from Student Council meetings is also provided to school staff and the P & C Association.

The SRC plays a major role in the organisation of fundraising activities for charities and also for the provision of ideas and funds for additional school resources.

12. PEER SUPPORT / BUDDY CLASSES

Year 6 students participate in Peer Support leadership training. The aim of Peer Support programs is to encourage positive relationships within a school community and to develop communication, self esteem and group/team skills through participation in small, friendly peer support groups. Peer Support consists of students from mixed ages, Kindergarten to Year 6. All classes K-6 are encouraged to “buddy” with another. Usually an older class buddies with a younger class for activities which may include art, craft, music, drama, reading, writing, computers and games skills.

SECTION C: ENROLMENT PROCEDURES /TRANSFER of STUDENTS

1. KINDERGARTEN ENROLMENTS



Parents are requested to fill in enrolment forms and return them to the school during the year before your child is due to be enrolled (preferably by the end of Term 3).

Proof of age **must** be shown before a child can be accepted into a Kindergarten class. Documentary evidence may be provided in any one of these ways:

- a) Birth Certificate
- b) In the case of migrants, the parents’ travel documents/passport.

Children who are born before 31 July, or older are admitted at the beginning of the school year.

An Immunisation Certificate issued by Medicare **must** also be presented to the school prior to a child enrolling in Kindergarten.

2. PREPARING YOUR CHILD FOR SCHOOL



Does your child:

1. Know his/her name well enough to repeat them when necessary?
2. Know how to use a handkerchief/tissue correctly.
3. Know that hands should be washed before meals and after visiting the toilet?
4. Know how to use and flush the toilet without assistance? Know how to use a urinal?
5. Put away playthings and materials after using them?
6. Take off and put on outer clothing without help?
7. Understand rules of safe play?
8. Know how to open and close lunch box / drink bottle.
9. Look after their own belongings.



3. REQUIREMENTS ON ENROLMENT

It is suggested that Kindergarten students have the following

- * A school bag
(“Back packs” are recommended for better posture. School back packs are available from the Uniform Shop and are a preferred option).
- * A raincoat and rain hat
- * A painting shirt
- * A plastic lunch box and plastic drink bottle if lunch is brought from home.
- * A school hat



It is necessary to have your child’s name clearly marked on **all** such items that come to school. For safety reasons it is advisable that names be placed on the inside of back packs / school bags.

A pin on name badge is made for each Kindergarten child. We ask that the children wear these badges for their first few weeks of school.



4. KINDERGARTEN ORIENTATION DAYS

Parents are contacted beforehand giving details of arrangements for Kindergarten students to visit the school prior to their enrolment. This program takes place during November and may involve transition sessions for parents to help your child settle into school.

5. TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to notify the school in writing and collect a Transfer Certificate from the office to take to your child's new school.

Your child's work books can also be collected and taken with you, provided reasonable notice is given. Library Books are to be returned to the Library prior to departure.

In special circumstances (eg Mother in hospital and child living with a relative for several weeks) a students can attend another school on "Temporary Transfer" in which case the school should also be advised.

SECTION D: PARENT ORGANISATIONS

1. MEETING DAYS AND TIME FOR EACH ORGANISATION



P & C meets every 2nd Monday of the month at 7.30pm in the Staffroom.

Parent Auxiliary meets last Tuesday of each month at 9.10am in the Staffroom.

Canteen Committee meets once a term (notified in the Newsletter).

2. FUNCTION OF PARENT GROUPS

Meetings involve such matters as dealing with correspondence, reports on various activities, reports from the Principal and Deputy Principal, organisation of fund raising, allocation of funds and general business where matters of interest in the school or in education may be raised and discussed. Through representation on school committees such as Finance and Management they have an important participative role in the school's decision making processes. All parents and interested members of the community are most welcome.



SECTION E: CUSTODY OF CHILDREN

1. ADVICE OF CUSTODY ARRANGEMENTS

The school must have copies of any special or unusual custody arrangements concerning children at school. This information will be treated in confidence. Should custody arrangements change at any time, it is essential that we are advised and copies of new documents are received.

Both parents are entitled to separate Parent/Teacher interviews at school. Similarly, copies of school progress reports and school communications are made available separately to both parents if requested in writing.

2. COLLECTION OF CHILDREN DURING SCHOOL HOURS (EARLY LEAVERS)

Any parents/carers wishing to collect a child from school during school hours must send a note to the class teacher beforehand if this need is anticipated, and call at the main School Office on arrival where you will be asked to sign a form. This form is then taken to the class teacher.



LATE ARRIVAL OF STUDENTS

Students arriving at school after 9.00am are to go to the School Office where they will receive a “LATE NOTICE” (explanation for partial absence) to be given to class teachers.

These procedures are Department of Education & Communities requirements in the interest of children’s safety.



SECTION F: HEALTH AND SAFETY



1. FIRST AID

Basic First Aid for minor injuries suffered at school is administered by School Administration staff. In all cases where the injury is of a more serious nature, we try to contact parents by phone and/or ring for an ambulance. It is important to update emergency contact numbers.

2. IMMUNISATION



Many childhood diseases are able to be limited by immunization, including Diphtheria, Tetanus, Pertussis (Whooping Cough), Poliomyelitis, Measles, Mumps, Rubella, HIV Meningitis and Epiglottitis. Except for Tetanus, these diseases are easily spread amongst people. They can spread more rapidly than most people realise from child to child and within the community. If children remain unprotected serious outbreaks of these diseases (even epidemics) may occur. Medical experts believe that the benefits of complete immunisation are far greater than the risks.

All students must present an immunisation certificate at the time of enrolment.

If there is an outbreak of an infectious disease, such as Measles or Whooping Cough in a school, children who are NOT immunised will have to stay home during the outbreak. This is for their own protection and protection of family and friends.

3. SICK STUDENTS AND NOTES FOR ABSENCES

Sometimes students become sick at school and are placed into Sick Bay where they are supervised by School Administration Staff. Parents are notified if a student appears to be too ill to return to the classroom. While we stress the importance of good school attendance, we also urge you NOT to send sick children to school.

All absences must be covered by a written note to the teacher, explaining the reason for the student's absence. Notes should be explicit and be received within 48 hours of the child's absence. In the case of a known extended absence, a telephone call to inform the school is advised.

4. MEDICATIONS SHOULD NOT be brought to school by children, however, Asthma sufferers may use their inhalants. Specific consent forms (available from the school office) must be completed by parents / carers before any medication may be administered.



The school has an ASTHMA POLICY that caters for students with asthma. It is advisable to have a spare Ventolin / Azmol with a spacer at the office with the child's name in case of emergency. The school has spare ventolin/azmol that may be used if necessary.

There is a nebuliser available for **ASTHMATICS**. Please contact the office for further information if your child may need this facility.

ANAPHYLAXIS If your child has been diagnosed as an *Anaphylactic*, please contact the school office with your child's Health Care Plan and Epi Pen. The school has a spare Epi Pen to use in emergencies.

6. AMBULANCE SERVICE

The school is covered by an Ambulance Fund so that injured or sick students may be transported immediately to hospital if necessary. Insurance cover is paid annually by the school.



7. INFECTIOUS DISEASES

Under the Public Health Act and Department of Education and Communities regulations, some common infectious diseases require children to be kept from school to prevent the spread of infection.

Details are:

<u>DISEASE</u>	<u>PERIOD OF EXCLUSION</u>
Chicken pox (Varicella)	Exclude until fully recovered. Minimum exclusion: 5 days after first spots appear.
Diarrhoea (Gastroenteritis)	Excluded until diarrhoea has stopped
German Measles (Rubella)	Exclude until fully recovered. Maximum exclusion necessary: six days after rash appears
Infectious Hepatitis	Minimum exclusion: seven days from onset of jaundice Excluded until production of medical certificate of recovery
Influenza	Five days exclusion after the appearance of the first symptoms.
Measles	Excluded for five days from appearance of the rash Unimmunised contacts should be kept at home for 14 days <i>Vaccine recommended at 12 months</i>
Mumps	Exclude until fully recovered. Minimum exclusion of nine days after appearance of swelling
Whooping Cough	If the child has not received antibiotic treatment : exclusion for 3 weeks from the onset of “whoop”. If receiving antibiotic treatment : exclude for 5 days from commencement of treatment. Children who are not immunized against Whooping Cough, should be excluded from pre-schools and child care centers. Unimmunised contacts in primary school do NOT need to stay home.



In addition, some common diseases affecting skin, hair and eyes require students to be kept from school as follows:

<u>DISEASE</u>	<u>PERIOD OF EXCLUSION</u>
<i>Conjunctivitis</i>	Recommended to keep child at home until discharge from eyes has stopped.
<i>Impetigo</i>	Exclude only if on exposed surfaces such as scalp, face, hands and legs. Allow to attend if sores properly covered by a clean dressing.
<i>Pediculosis</i> (Head Lice)	Until hair is treated and eggs removed.
<i>N.B. Head Lice is a common problem in schools today. Parents are advised to regularly check their children's hair and treat when necessary.</i>	
<i>Scabies</i>	Until all evidence of the disease has disappeared or a medical certificate is produced stating that treatment has been successful.

SECTION G: SCHOOL AGENCIES AND STUDENT WELFARE

1. SCHOOL COUNSELLOR



School Counsellors are qualified, experienced Psychologists who are also graduate teachers. The counselling service exists in Government Schools for the benefit of all children and their families who need assistance with learning, behavioural or emotional difficulties. The School Counsellor provides consultative support for teachers to develop school programs which will cater for specific needs of students in the classroom. Referrals for assessment and counselling assistance may come from parents, teachers, students and other Government Departments or outside agencies such as doctors. In all cases these are arranged in co-operation with parents, teaching staff, Grade Supervisors and the Principal or Deputy Principal.

The School Counsellor may also be involved with targeted school based programs.

Our Counsellor is at school two days each week.

2.

HOME SCHOOL LIAISON OFFICER



The Home School Liaison Officer (HSLO) is appointed by the Department of Education and Communities to monitor school attendance. Where attendance is not satisfactory the Home School Liaison Officer will contact the home, find out why the child is not attending, arrange appropriate assistance to achieve regular attendance.

Regular school attendance is important for students to develop basic academic skills and make social contacts with other children. Irregular attendance in Primary School often leads to the development of poor attendance in High School.

Children should attend school unless the child:

- is too sick to leave the house, infectious or incapacitated by injury preventing movement around the school.
- has to honour a religious commitment
- (by arrangement with the Principal) has to accompany parents on a family holiday which cannot be arranged during the school vacation.

A note explaining reason for absence must be sent when children return to school.

- If a child will be absent for longer than 2 days we ask the parents telephone the office so the class teacher can be informed.

If you are experiencing difficulties with your child attending school contact the Deputy Principal.

FAMILY AND COMMUNITY SERVICES

The District Officers of the Department of Community Services have a statutory responsibility for the protection of children. They can be contacted at 132111 (Parramatta Office).



4. LEARNING ASSISTANCE SUPPORT TEACHER – LaST

We have a part time LaST who may work with students who are experiencing learning difficulties.

5. ENGLISH AND OTHER LANGUAGES (EALD)

The role of an EALD teacher is to provide specialised tuition to eligible students who need this support.

* Both the LaST teacher and EALD teacher work in close cooperation with each student’s class teacher and Grade Supervisors.

- Both support teacher positions are appointed according to need, based on current evaluations. There is no guarantee that either position will remain indefinitely.



READING RECOVERY

We offer a Reading Recovery Program for students with reading difficulties in Year One.

RELEASE FROM FACE TO FACE TEACHER

Each teacher is allocated two hours release from face to face teaching per week. Curriculum areas are negotiated with staff each year to allow the RFF teachers to have specialist input across the school. The RFF teacher also co-ordinates specific curriculum materials for implementation in this time in consultation with the class teacher.

6. EXECUTIVE STAFF

Our school currently has:

A “class free” Principal who is responsible for whole school administration.

A “class free” Deputy Principal who supervises whole school curriculum and education policies and their implementation.

Four Assistant Principals (teaching) who share responsibility for educational leadership throughout the school.

SECTION H: HOME / SCHOOL COMMUNICATION

1. NEWSLETTER



A newsletter is emailed home to parents each Friday. It contains reports on happenings throughout the school and advises of forthcoming events. It includes reports from our parent organisations and community notices.

The Newsletter can also be found on our website and accessed through our school app.

2. NOTES TO PARENTS

From time to time notes are sent home to parents requesting a written reply in the form of a tear off slip. Parents are asked to return such slips promptly.

Copies of notes can be printed from our website.



3. REPORTING TO PARENTS ON STUDENT PROGRESS



Regular assessment and continuous observation and evaluation are used as the basis for compiling written reports on the progress of each student.

Written reports are sent home to parents towards the end of Semester 1 and Semester 2. Parent/Teacher interviews are conducted at the end of Term One.

Government National Assessment Tests (NAPLAN) are administered in May for students in Years 3 and 5.

BEST START ASSESSMENT for Kindergarten will take place prior to the first day your child starts school. This is an individual assessment and will be given by one of our teachers.

MEET THE TEACHER SESSIONS

“Meet the Teacher” sessions are arranged for all grades early in the year.

Interviews with staff to discuss individual student progress may be made at any time during the year. Arrangements are to be made through the Main Office.

4. SCHOOL VACATION DATES (See inside back cover)

SECTION I. STUDENT WELFARE/DISCIPLINE POLICY

The Government's **FAIR DISCIPLINE CODE** is incorporated into our Policy.

1. Student welfare encompasses everything that the school community does to meet the personal and social needs of students and enhance their well being. It involves recognising, evaluating and developing each student as a total and unique person in the context of society.

Through our student welfare program the school aims to help students to develop enjoyment from learning, communication skills, values, responsibility, dignity and a sense of worth, self reliance, cultural identity and a caring attitude towards others.

Our welfare program aims to meet the needs of all students in their general personal development and to provide preventative and remedial measures to enhance student welfare.

Some of our welfare programs include Child Protection, Drug Education, Life Education, Peer Support, Personal Development, Road & Bike Safety and Sun Safety.

2. STUDENT WELFARE POLICY

In early Term One each year, parents are given an overview of our current School Student Welfare Policy. Copies of the full policy are available from the Office.



3. TRAVELLING TO AND FROM SCHOOL

Parental co-operation is important in assisting us to continue the highest standards of conduct in public. Parents are asked to give their children periodic reminders of their obligation in this matter.

Whether they are walking to and from school, or traveling by bus to sport or excursions, we expect our students to uphold the fine reputation of our school.

SECTION J. MONEY COLLECTION



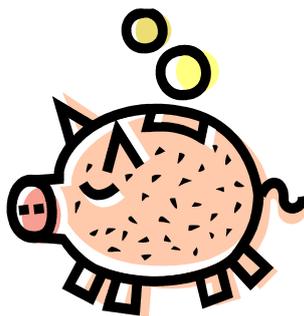
1. MONEY

Children should have a zippered pocket, or some other secure means to safeguard any money and keys they may bring to school. We impress upon children not to leave money in bags or classrooms.

When sending money to school for special purposes, please place the correct amount in a sealed envelope (along with reply slip when necessary) and clearly mark the outside of the envelope with your child's name and class, the amount of money enclosed and the purpose for which it is intended.

All payments are made through the class teacher unless otherwise specified.

Collection of money takes place on **Monday to Thursdays ONLY**. Money is not left on school premises overnight or at weekends. Payment may also be made by using major credit cards (minimum \$10).



SECTION K. CAMPING /EXCURSIONS

1. OVERNIGHT EXCURSIONS



Overnight excursions are usually offered in Year 5 and 6. These excursions are usually to Canberra and the snow or to an outdoor camp.

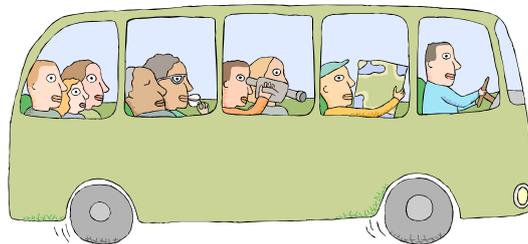
Students are under teacher supervision 24 hours a day while at camp.



2. DAY EXCURSIONS

All classes go on excursions from the school to visit places and experience things of educational importance. All such excursions proposed by teachers must meet with the Principal's approval.

In all cases, excursions must be a part of the educational program for that grade. Parents are notified beforehand and written permission must be supplied by a parent or carer before any student is permitted to leave the school for an excursion. Sometimes parents are invited to accompany groups and assist with supervision.



SECTION L. SCHOOL SPORT

1. YEARS K - 2 SPORT

The children in K-2 have weekly sport activities. They wear their sports uniforms to school on these days. You will be advised which days your child should wear this uniform.



Sport activities help to improve the children's overall physical development as well as providing them with the basic skills for future ball games and gymnastics.

2. YEARS 3 – 6 SPORT

Sport is an important part of the curriculum at Toongabbie Public School. Every Friday the children participate in a sporting activity of some kind.

- 3. PSSA SPORT:** Our school participates in the Wentworthville /Seven Hills District Primary Schools Sports Association competition in the following sports:

SUMMER: Cricket, Softball, Newcombe Ball, AFL and T-Ball

WINTER: Soccer, Girls Soccer, Oz Tag, Netball, Rugby League



Annually we have our school swimming, athletics and cross country carnivals in which 8 – 13 year old students participate.

We also compete in the Zone Swimming, Athletic and Cross Country Carnivals. We have achieved many splendid results at Zone level and have had students selected to represent the Zone at Sydney West level and State team representation in most sporting events. In some sports we have had National Representatives.

The success we achieve is a reflection not only of efforts by teachers and students, but also on the support given to us by parents.



SECTION M: HOMEWORK POLICY

General Policy



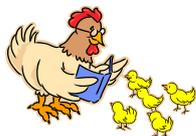
- a. Homework is desirable.
- b. Homework will be set on a regular basis. Individual teachers to determine frequency.
- c. Each grade will have a homework policy reflective of both the school and Department of Education and Communities Policy.
- d. Homework will not be a major burden on children. Interests outside school are important, and should be encouraged.
- e. The homework policy will aim to develop a study habit so that by senior primary years, Toongabbie Public School students are able to organise their time for the completion of effective home study.
- f. Homework will be a reinforcement or extension of class work.
- g. New work will not be set for homework. New matters may be revealed by students in research exercises and problem solving.
- h. Where possible homework will cater for individuals as well as groups.
- i. Homework is seen to be an important link between home and the school.
Suggested daily homework times:

Years 1 and 2 - 10 to 20 minutes
Years 3 and 4 - 15 to 20 minutes
Years 5 and 6 - average 30 minutes



SECTION N: SPECIAL FEATURES / EVENTS

1. LIBRARY



The Library is the hub of the school. All children are encouraged to use the library for research, leisure reading and recreational activities.

The Library is open to Year 3 to 6 students from 8.30am to 9.00am. Lunchtime openings are shared between K-2 and 3-6. Students may exchange books or use the Library at these times. A class time has also been allocated for students to exchange books each week.

In its main support roles to the classroom, the library:

* is involved in Information Skills and Literature-based programs, where the Teacher/Librarian works in co-operation with class teachers to develop students' independent research skills and their understanding of literature, (in the context of class programs & in consultation with class teacher).

* provides resources to support the educational programs developed by class teachers and support personnel in the school.

The Library provides Internet access for staff and students.



2. BICENTENNIAL ROOM

The Bicentennial Room has continued to have a vital educational function in promoting local history in a unique classroom environment.

3. WILLMOT ROOM

A network of thirty computers is located in the Willmot Room. Classes K-6 are timetabled to use the room as an important supplement to the school's classroom based computer technology program.



4. CANTEEN



The Canteen has achieved a double Gold Accreditation by the NSW Canteen Association for being a “Healthy Canteen” and providing healthy lunches for students.

The Canteen is open daily and staffed by parents under the management of a paid supervisor. New parents are always welcome.

Parents are asked to ensure that bags are supplied for lunch orders and clearly labeled with their child’s name, class and their order. Bags supplied at the canteen cost an extra 10 cents.
Please supply 2 bags if ordering hot foods and cold drinks etc.



Changes to the menu and prices are notified in the Newsletter. The Canteen is open daily at 8.30am for all students to order lunches. Occasionally, a child forgets to bring lunch or lunch order money to school. When this happens we provide a sandwich and a note is sent home to parents requesting payment.

From time to time the Canteen has special “Meal Deal’ days where the children order a special meal which includes a drink or a Slush Puppy.

5. CHOIRS

The School Choir formation and commitments are determined at the beginning of each year.

Performances which are usually undertaken include:

Education Week

Formal school occasions – Presentation Day, School Assemblies, Performing Arts Evenings.

Carols Night – Toongabbie School



6. DANCE GROUPS

The formation and commitment of dance groups are determined annually. Dance group performances *may* include:

Performances: School occasions – Special Days, Assemblies, Education Week.
District Music Festivals





7. **DEBATING**

Debating is an excellent way in which children can gain self-confidence and develop their personality as well as skills in oral communication.

8. **BAND**

The school band was formed at the beginning of 1994 with keen musicians drawn from Years 3 – 6. Instruments sections include flutes, saxophones, clarinets, trumpets, trombones bass guitars and percussion. The band is under the direction of a fully qualified conductor contracted to the school. A weekly fee covers the cost of tuition, instrument hire and music. The band has reached a fine standard and performs publicly on a number of occasions throughout the year. A training band supports the Concert Band.

A parent/staff committee oversees the band program.



SECTION O. COMMUNITY USE OF BUILDINGS

SCHOOL HALL

We are indeed fortunate in having a large, well equipped Hall with excellent facilities. Our school makes good use of the Hall, but it is also hired out for community functions. (NO FOOD or DRINK ALLOWED).

Bookings are made through the Administrative Manager.

ROOMS 34 & 35 - BEFORE and AFTER SCHOOL CARE

(See information page 32)



SECTION P. MISCELLANEOUS

1. STEWART HOUSE



Stewart house is a holiday home for children who may not otherwise be able to have a holiday, or to provide a holiday to children in times of family crisis. It is situated on the beach front at Curl Curl, and supported entirely by NSW schools and their teachers.

During their stay at Stewart House, the children have both medical and dental checks which are provided without cost by honorary specialists from major Sydney hospitals.

Part of the day is spent in classrooms overlooking the ocean waves, but much of the time is spent on excursions and activities of a holiday nature.

Qualified nursing sisters are in residence and a dietitian plans well balanced meals, catering also for special dietary needs. All applications are initiated by the school, with the approval of the School Principal.

We appreciate your assistance in fund raising activities (eg rag bag collections, mufti days, cake days etc) and look forward to your continued support.

2. BOOK CLUB AND BOOK WEEK



All children are offered membership of the Lucky Book Club, Arrow Book Club, Star Book Club or Wombat Club, depending on their reading abilities.

There is no obligation to purchase books. The orders are organised by the Librarian. The necessary form and correct amount of money should be enclosed in a sealed envelope marked "BOOK CLUB" plus your child's name and class and sent to the Teacher/Librarian by the date on the form. If you wish to pay by cheque, it should be made out to Scholastic Australia.

BOOK WEEK is a special feature at Toongabbie with varied activities to stimulate the children's interest in books and to share these celebrations with parents



3. EDUCATION WEEK

Throughout NSW each year, Education Week is held. Parents are invited to the school on Open Day. Notices are sent out beforehand advising parents of details.

4. SCHOOL PHOTOS



Individual, class and special group photos are taken annually by visiting specialists in school photography. These are excellent value and provide you with a special record of your child's schooling.

5. DOGS AT SCHOOL



Parents are requested not to bring dogs to school or allow their dogs to roam the school grounds, as they constitute both a health and safety hazard. Dogs that are a nuisance in schools can be impounded by the Council.

6. LOST PROPERTY

This is a problem that may be avoided if names are clearly written or sewn on all belongings. Items that can be identified are easily returned to their owners.

Unclaimed lost property is stored in baskets outside the Canteen for a reasonable time, after which it is sent to the Second Hand Uniform Shop or is put in a Stewart House bag for the next collection.

Valuables should not be worn or brought to school. It is unwise to give children money that is in excess of their anticipated needs for each school day.



7. EMERGENCY PROCEDURES

During the year we have practices for emergency evacuation of the school. The students are taught the procedure in class. When the school is evacuated after the given signal, any parents who are on the premises must join the evacuation and are similarly not permitted to enter the grounds until the emergency controller grants permission. In the event of a real emergency, the appropriate authorities are contacted immediately.

8. BEFORE AND AFTER SCHOOL CARE (Rooms 34 and 35)

Hours : 7.00am – 9.00am; 2.30pm – 6.30pm.
Phone: 9688-1208 COORDINATOR: Mrs Deb Dupen

9. ENVIRONMENTAL EDUCATION

Environmental Education flows through the entire range of curriculum perspectives. Some school programs include recycling – paper/cans/compost, conservation, across curriculum links, cultural visits and excursions, working bees and gardening projects.



The school has won numerous local, district and statewide awards for its environmental initiatives.

11. TOONGABBIE – OUR PLACE

A comprehensive local history education kit has been developed by Toongabbie Public School teachers as part of our curriculum, with particular emphasis for students in Years 3 and 4.

The production of this kit was made possible with the sponsorship from Toongabbie families, local Councils and businesses.

Three books were published by Toongabbie Public School.





12. VOLUNTARY FEE

The school asks for a voluntary fee each year. This fee is specifically used to offset the cost of paper and printing costs incurred in preparing student worksheets, publishing etc.

The fee is determined in consultation with the school's P & C Association.

TECHNOLOGY LEVY

The Technology Levy is to assist with on-line subscriptions.



13. PARENT HANDBOOK EVALUATION

We value strong two way communication between the school and home. The Parent Handbook is an important aspect of this communication process. This Handbook is updated every year. We welcome any feedback you may provide so that it can become an even more valuable reference.

Please forward any comments or suggestions to the Deputy Principal or the Administrative Manager.



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SCHOOL TERM DATES 2015-2016

2016

- Term 1** *Thursday 28 January, 2016*
 Friday 8 April, 2016
- Term 2** *Tuesday 27 April, 2016*
 Friday 1 July, 2016
- Term 3** *Tuesday 19 July, 2016*
 Friday 23 September, 2016
- Term 4** *Monday 10 October, 2016*
 Friday 16 December, 2016

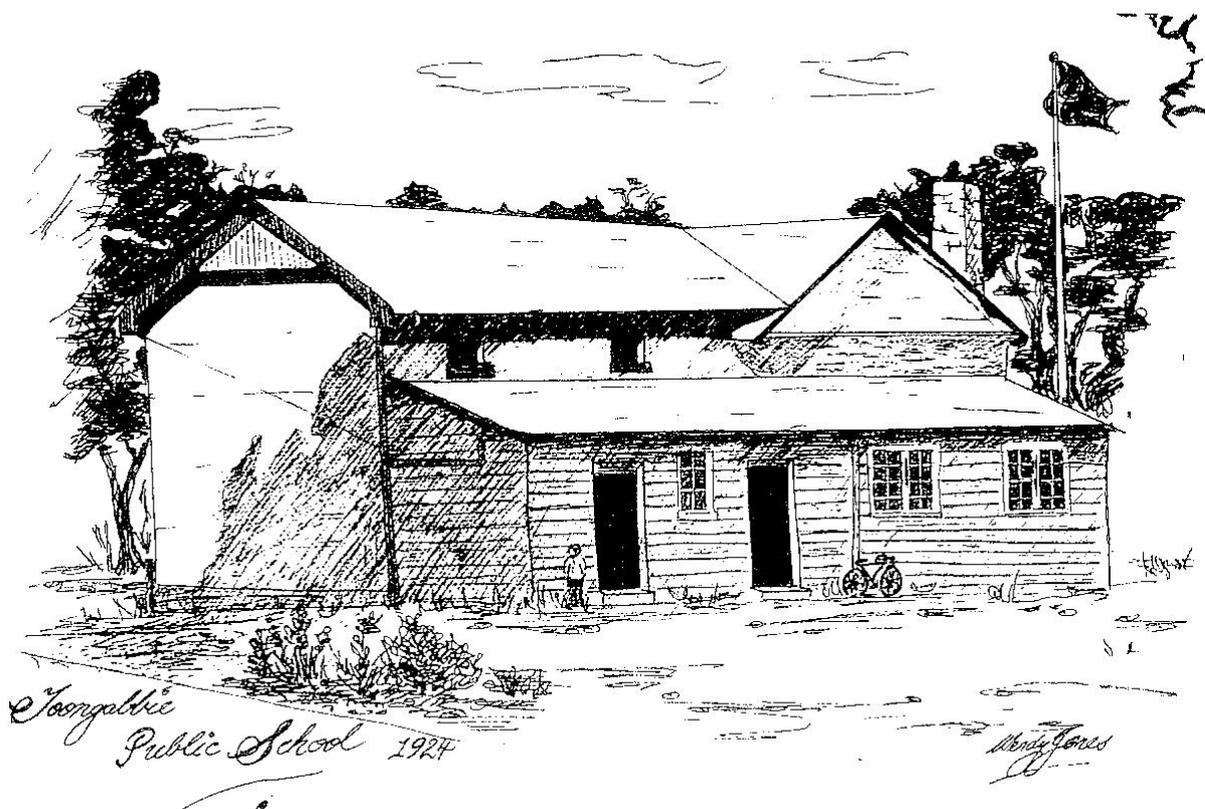
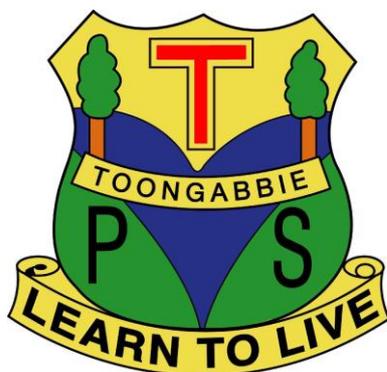


2017

- Term 1** *Thursday 30 January, 2017*
 Friday 7 April, 2017
- Term 2** *Tuesday 26 April, 2017*
 Friday 30 June, 2017
- Term 3** *Monday 18 July, 2017*
 Friday 22 September, 2017
- Term 4** *Monday 9 October, 2017*
 Friday 15 December, 2017

PLEASE NOTE: *First day of terms 1, 2 & 3 are Staff Development Days*

Toongabbie Public School



Learn to Live and Live to Learn

REVISED October, 2015