



Friendship and Learning

**UPPER LANSDOWNE
PUBLIC SCHOOL**

PARENT INFORMATION BOOKLET

Dear Parents/guardians,

We would like to welcome you and your child/ren to Upper Lansdowne Public School. We hope that your time with us will be both enjoyable and valuable.

Upper Lansdowne Public School is a welcoming and supportive school for all members of the school community. We ensure that our students see relevance in what they are learning and become responsible for their own learning, in a positive and caring learning environment.

If you need any further information on matters not covered in this booklet, please don't hesitate to contact the school.

We value parent participation at Upper Lansdowne Public School and warmly invite you to become involved in our school community.

Kind regards,

Sheila Capperauld
Principal

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UPPER LANSDOWNE PUBLIC SCHOOL

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Staff: Principal (K – 6 Teacher)	Ms Sheila Capperauld
Librarian/Part time Teacher	Mrs Joanne Hauritz
K – 2 Teacher (Mon-Wed)	Mrs Suzanne Lawton
Learning and Support Teacher	Ms Miriam Cross

School Administrative Manager	Mrs Carol Southwell
School Learning Support Officer	Ms Kylie Turner
School Learning Support Officer	Mrs Jenn Wiemes
General Assistant	Mr Stephen Halliburton

MISSION STATEMENT

UPPER LANSDOWNE PUBLIC SCHOOL IS COMMITTED TO PROVIDING EXPERIENCES AND ACTIVITIES WHICH ENSURE THE ACQUISITION OF THOSE BASIC SKILLS ESSENTIAL FOR EFFECTIVE AND RESPONSIBLE PARTICIPATION IN LIFE/SOCIETY.

TO CATER FOR INDIVIDUAL DIFFERENCES IN A POSITIVE AND CARING LEARNING ENVIRONMENT.

TO ENSURE THAT ALL STUDENTS ARE SKILFUL USERS OF COMPUTERS AND ASSOCIATED TECHNOLOGY.

School Times:

Lessons begin at 9.00am. Children should be at school by 8.45am to give them time to prepare for class. (subject to change)

A teacher is on duty in the playground from 8.30am. Children are not to play until 8.30am.

Recess is from 10.45am to 11.15am and the lunch break is from 12.45 pm until 1.30pm. School concludes at 3.00pm.

Parents are asked to meet the students at the assembly area at 3.00 pm – students will be dismissed when an adult arrives for them.

Student Assemblies:

Brief assemblies are held every Friday afternoon before dismissal. Weekly awards are presented at this time.

Students Awards:

Student awards are presented at the weekly assemblies. A “Student of the Week” is acknowledged, and awards for a variety of accomplishments are also handed out. When students have received 5 awards, they may submit them to the office for a Bronze Award. When 2 Bronze Awards have been awarded, the students will receive a Silver Award, and will also have an opportunity to choose a prize from the prize box (toys, vouchers, posters, sports equipment, etc). A Gold Award will be presented to students who have achieved 2 Silver Awards.

Student Leaders:

2014 will see a trial model of shared leadership roles amongst the Stage 3 students. Student representatives will be chosen as required to represent our student body, and to share responsibilities within the school community.

School Banking:

Student banking operates each Monday morning (Thursday after public holidays). Application for Commonwealth Bank Accounts can be obtained from the school office.

P & C Association:

The Parents and Citizens Association meets on the first Wednesday of each month at 6:00pm at the school library. Parents can become financial members for a fee of \$1.00.

School Newsletters:

A weekly newsletter is sent home every Monday informing parents of school activities. From time to time consent forms and reply forms are included. These forms are to be returned to the front office. At times the newsletter will contain examples of student work and comments after participation in varied activities.

School Absences:

Pupils are required to attend school every day that the school is open unless prevented from doing so by illness. Other circumstances occasionally occur that prevent the child from attending school.

If you are aware that your child will not be attending school for any reasons, we would appreciate you letting us know prior to the absence. If you are unable to do this, a note explaining the absence when the child returns to school would be appreciated. Any absence of three days or more must be explained in writing.

Lost Property:

CLEAR LABELLING of all items such as clothing and lunch boxes would greatly assist their return.

The school staff will take care in finding owners for lost property but are not responsible.

Library:

Students have an opportunity to borrow books from our school library every Tuesday. They are encouraged to borrow and read books from the library as part of their reading program, as well as part of their homework contract. Students are asked to carry these books to and from school in a cloth library bag.

If books are lost or damaged, you will be asked to contribute towards replacement.

Book Club:

Our school participates in the Scholastic Book Club. No one is obliged to purchase books. Order forms are sent home each month.

The purpose of Book Club is to encourage children to have their own collection of books which they enjoy and value.

Homework:

Students in kindergarten to year 2 participate in a home reading program. Readers are sent home on a weekly basis, and parents are asked to read with their children, as well as record their reading in the diary provided.

Students in years 3 to 6 will be provided with a homework grid to be completed every fortnight. Many of the activities are open ended, and give students the opportunity to focus on their interests.

There is also an expectation that students are developing a habit of reading for enjoyment.

School Excursions:

While we provide a wide range of experiences at school, many of these experiences can be made more valuable and extended through activities outside the school grounds. We ask you to fully support these activities so that your child can get the most out of school.

Many of these excursions will involve a charge but we try to keep these costs to a minimum. If you find difficulty in meeting these costs, please discuss the matter with the school, as we may be able to help in some way. Often we will depend on private transport (parents driving) to reduce the costs.

School Fees:

To enable our school to function efficiently and be able to provide the necessary equipment for your child's education an annual fee of \$15.00 per child, or \$30.00 per family is payable.

This fee is due at the commencement of each year and arrangements can be made for instalment payments if necessary.

School Student Transport Scheme:

Living more than 1.6km from the school qualifies for payment of the student conveyance subsidy. Applications are available from the office.

Assessment and Reporting:

Interviews will be conducted towards the end of first term to discuss your child's progress. We believe that this is a very valuable method of communicating with parents and therefore encourage all parents to accept the invitation.

Written reports will be distributed in Terms 2 and 4. In Term 3 parents are always welcome to visit the classrooms and see the students actively

participating in activities and assignments. Parents are welcome to come in and discuss their child's progress whenever they feel there is a need. Please arrange for a convenient time beforehand.

Another aspect of Assessment and Reporting is the National Assessment of literacy and numeracy, (NAPLAN) which is carried out for all Year 3 and 5 students annually.

Child Protection:

A Child Protection Program is implemented each year K-6. The program is concerned with reducing the incidence of all forms of child abuse including sexual assault, physical abuse, neglect and emotional abuse.

The initial focus is on child sexual assault.

The New South Wales Department of School Education and Communities recognises the need to provide preventative education for students in the area of child protection.

Written permission from parents/guardians is required before a child takes part in these lessons.

School Uniform Policy

Rationale:

"The community expects that school will insist on sensible standards of clothing, good grooming and personal cleanliness. The Department of Education and Communities requires students to conform to acceptable general standards of dress including the school's particular uniform requirements."

Aims:

- ❖ To promote a sense of belonging to a group
- ❖ To establish a school identity
- ❖ To develop in our students an understanding of the importance of personal neatness, appearance and presentation.

Summer Uniforms

Royal blue school polo shirt
Royal blue school shorts
Royal blue skirt (girls)
Black shoes/gym shoes
Royal blue wide brimmed hat



Winter Uniforms

Royal blue track pants
Royal blue polar fleece school jumper

Sports Uniform

Royal blue and white school t-shirt
Royal blue school shorts or track pants

(ALL CLOTHING TO BE CLEARLY LABELLED)

Wide brimmed school hat available from office \$6.00 each.

Orders for school uniforms are accepted on an annual basis through the school office.

SUN PROTECTION

The wearing of a hat at all times, especially during the summer months, is required. School hats (wide brimmed style) may be purchased from the school office for \$6.00.

The school enforces a rule in the playground "No hat, no play". Children without hats must stay under the school awning.

Discipline Policy

Rationale:

The aims of Education in New South Wales are stated as:

“To guide individual development in the context of society, through recognisable stages of development, towards perceptive understanding, mature judgement, responsible self-direction and moral autonomy.”

Aims:

The aims of the discipline policy in respect of all members of the school community are to:

- maintain and enhance self esteem;
- increase co-operation and respect;
- develop self-discipline;
- promote reasoned decision making, and
- develop a caring environment.

Our school rules are based on the “Aussie Fair Rules”, and are visibly posted in the classroom as well as outside the classroom area. They read as follows:

1. I can follow instructions.
2. I can listen.
3. I can use my hand and wait.
4. I can work quietly
5. I can control what I do and say.

Health

Good health is vital for children to perform at their best. Under the Public Health (Amendment) 1992 all school principals must request that parents provide the school with an Immunisation Certificate on enrolment.

The school must be able to identify the unimmunised children in order that they can be excluded in disease outbreaks.

Accidents:

For minor accidents such as cuts, grazes, bites, etc., children receive on the spot treatment. A record is kept in the school of every injury and treatment.

For serious accidents, parents are immediately notified. If parents are unable to be contacted or it is considered necessary, an ambulance will be called. Parents are responsible for their own ambulance insurance, as the school does not have ambulance cover.

Sickness:

You are encouraged to keep your child at home until he/she has fully recovered. If your child becomes ill at school, parents will be advised to collect the child.

At the beginning of each year and/or at time of enrolment parents are asked to advise staff of telephone contact numbers and medical information that might be required.

Children's Medication:

If your child requires medication administered at school, please complete the required form available at the school office.