

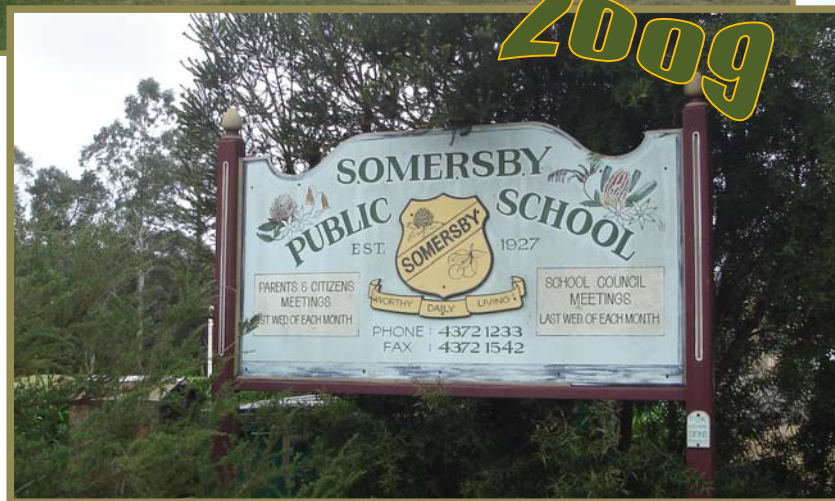
INFORMATION BOOKLET SOMERSBY PUBLIC SCHOOL



2009



"Worthy Daily Living"



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WELCOME



Somersby Public School has an inclusive and caring school community, where every student is provided with opportunities to excel. Parents are involved in many different aspects of school life and are greatly appreciated. If you are new to our school, I hope that your family will soon feel a sense of belonging and that your association with the school will be a happy and rewarding time. If you are already part of our school community you will have experienced our recent growth in the use of technology and been involved in decision making with regards to the Building Education Revolution.

Somersby Public School is a small, semi-rural school located approximately 10km from Gosford. Well-trained professional staff works with students in the utilisation of computers and interactive Smartboards in the classrooms and library to enhance curriculum delivery. The school hall is used for band, dance, drama and the regular interactive assemblies which are hosted by Year 6 Student Leaders. Our generously spacious grounds allow for sports such as cricket, all football codes, basketball and games or students can choose to use the state of the art playground equipment. Vegetables and fruit trees are grown in our environmental area where organic fertiliser is used from the worm farm to fertilise the gardens.

Our school community looks forward to sharing your child's education with you.

JANE YOUNG
Principal
2009

MISSION STATEMENT

Somersby Public School is a happy, caring, community school providing quality educational experiences that value and challenge individuals to achieve their personal best as lifelong learners.

SCHOOL RULES		
<u>RESPECT</u> <ul style="list-style-type: none">✓ Care for all property✓ Speak politely✓ Follow teacher instructions✓ Give everyone a fair go	<u>RESPONSIBILITY</u> <ul style="list-style-type: none">✓ Produce quality work✓ Be proud✓ Be ready to learn✓ Care for the environment	<u>SAFETY</u> <ul style="list-style-type: none">✓ Act safely and sensibly✓ Plan ahead✓ Healthy body and mind✓ Consider others

ABOUT OUR SCHOOL

In the 1880's, Somersby first came to prominence as an area where citrus orchards were planted. Timber getters had cleared the land and the climate and soils were considered suitable. As the local roads were developed, farming spread to the Somersby Plateau. In 1897 the district produced 3% of the state's citrus crop, increasing to 21% by 1921 and 34% in 1928. Market gardens and passionfruit were also increasing in popularity in the district.

In 1927 Somersby Public School was established at its present site.

Our school is a member of the Hunter/Central Coast Region of schools in the New South Wales Department of Education and Training. We have approximately 100 students enrolled in our mainstream classes. Our highly dedicated staff members are:

Principal / Classroom Teacher	Mrs Jane Young
Classroom Teachers	Mr Neil Mitchell Mrs Belinda Hickey Miss Laura Hamill Mrs Lorell Masters
Librarian / Relief from Face to Face Teaching	Mrs Kirsty Squires
Relieving School Administration Manager	Mrs Merrile Herbert
School Administrative Officer	Mrs Cathrine Middleton
General Assistant	Mr Geoff Ward
Cleaner	Mr John Liptrott
School Counsellor	Ms Deborah Warwick
Home School Liaison Officer	Mr Greg Calloway
Support Teacher Learning Assistance	Ms Susan Doust
School Learning Support Officer	Mr Mark Wilson
Parent Groups	School Council Parents and Citizens' Association (P&C)

School Times:	Morning Supervision	8.30 – 9.00am
	Morning Assembly	9.00am
	Lunch	11.30am – 12.20pm
	Recess	1.30pm – 1.50pm
	Finish	2.50pm

Please note that supervision, other than After School Bus Supervision, is **not** provided outside these hours. Children should not arrive at school before 8.30am and should not be in the school grounds after 2.50pm.

Bus Times:	<u>Arrival</u>	<u>Departure</u>
Mangrove Mountain Bus	8.50am	2.55pm
Kariong Bus	8.55am	2.55pm

A teacher is on bus duty each afternoon.

PRIMARY CURRICULUM

KEY LEARNING AREAS

The primary curriculum is divided into Key Learning Areas with the greatest emphasis placed on achievement of English. The greatest emphasis is placed on English and Mathematics outcomes.

English

English is divided into the sub-strands of Talking and Listening, Reading, Writing, Spelling, Grammar, Handwriting. Groups based upon ability, are in operation in each classroom.

Mathematics

Mathematics is divided into the sub-strands of Number, Patterns and Algebra, Space, Data and Measurement. Mathematics groups based upon Stage and ability, operate in each classroom. All students are provided with access to the interactive computer program Mathletics, which supplements class Maths activities

Connected Outcomes Group's (COG's)

COG's incorporates Human Society and its Environment, Science and Technology and the other four KLA's depending on each unit.

Creative Arts

This includes Music, Visual Arts, Craft, Drama and Dance. The school boasts an outstanding band. Students in Stages 2&3 are eligible for selection. There is a choir for students in Stages 2&3. Students in Stage 3 also learn recorder with their class teacher.

Personal Development, Health and Physical Education

This includes Growth and Development, Games and Sport, Gymnastics, Dance, Active Lifestyle, Personal Health Choices, Safe Living and Interpersonal Relationships.

The school also caters for individual learning needs by providing Literacy and Numeracy support, designed around Stage level outcomes. Support is provided by the Support Teacher Learning Assistant (STLA) in conjunction with the class teacher.

The New South Wales Board of Studies determines the curriculum taught in accredited NSW schools. All schools are issued with a mandatory syllabus for each of the Key Learning Areas.

Included in, the Key Learning Areas are a number of across curriculum perspectives, are incorporated into learning programs. These include:

Environmental Education

Aboriginal Education

Gifted and Talented

Multi-cultural Education

Gender Equity Issues

SCHOOL ZONING

Most students attend their local government, primary or high school, but parents may choose to send their child to another school. Each school must give priority to local students. Any vacant positions in the school after the local students have enrolled may be open to a limited number of non-local students.

Parents seeking to enrol their child in a school outside their local area are required to complete a Non-Local Application Form for consideration by the Principal of the school they wish their child to attend. Generally this should be done several weeks in advance of the anticipated starting date.

STARTING SCHOOL

Parents are required by law to ensure that their children are enrolled at school from the age of six to fifteen years. However, most children are enrolled earlier than six years of age.

Generally, all children in Kindergarten commence school within the first two weeks of the school year. To be eligible for enrolment they must turn 5 on, or before, 31st July in the enrolment year.

Each year during Term 4 we organise a Kindergarten Orientation program to familiarise new children and their parents with the school. Parents are invited to an information session and will receive a Kindergarten Orientation Package.

Kindergarten students may not start school until appropriate proof of age has been shown to the school. A Birth Registration Card, Health Clinic Blue Book, Birth Certificate or Passport may be used as appropriate proof of age. Once proof of age is accepted, the following forms must be completed prior to enrolment in the school:

- Immunisation Certificate
- Enrolment Information

IMMUNISATION

All Kindergarten students should present an Immunisation Certificate to the school before they are enrolled. Students who have not been fully immunised against infectious diseases like measles and mumps may be excluded from school each time an outbreak of the disease occurs. This could lead to a high number of absences from school and therefore have an adverse effect on your child's education.

MEDICATION POLICY

All prescribed medication should be left at the school office; no student should have any medication on them at school. Children with Asthma requiring inhalers for self-administering are to carry them or keep them within easy access at all times.

The school *prefers not to administer medication to students* because no medical staffs are employed for that purpose. Where administration of prescribed medication in school hours is essential to the child's health and educational welfare the procedures set out in the school

Policy for the Administration of Prescribed Medication to Students will be strictly enforced. Copies are available from the office.

ATTENDANCE REQUIREMENTS

All children aged between six and fifteen years of age must be enrolled in school. The students are required by law to attend school on each day that instruction is provided. All schools are required to keep official records of daily attendance.

It is the parent/caregiver's duty to ensure regular and punctual school attendance. A late arrival is recorded as a Partial Absence and must be explained in writing, as for other absences.

Sick children should not be sent to school. Parents should send a note explaining the reason for an absence and the date of the absence to the class teacher on the day the child returns to school or within 7 days of returning. When a child is absent for three or more days, the parent should contact the school on the third day of absence. These procedures are essential to children's safety and educational welfare.

You may contact the Principal for further information about the NSW Government Schools Attendance Policy.

Home School Liaison Officers are specially trained teachers who work with school staff, families and students to improve student attendance at school.

STUDENT WELFARE

You are asked to support teachers in the supervision and care of students by:

- Ensuring that if students are late for school they go to the front office for a late note.
- Filling in a request form at the main office if you wish to take your child out of class early.
- Providing the school with documentary evidence of child custody orders issued by the courts (should these arrangements change, it is essential that the school be advised immediately).
- Consistently abiding by agreements the school makes with you regarding these orders.

The care and safety of students is our highest priority and these procedures help prevent unauthorised persons removing children from school. Please be sure to let the Principal know about any concerns you have in this matter.

GENERAL EXPECTATIONS

Students are expected to be active participants in their education. Good attendance and appropriate behaviour, consideration for the rights and feelings of others, and a realisation that each individual has to take responsibility for his or her own actions are keys to success.

The school's Student Welfare & Discipline Policy is endorsed by the School Council and is designed to develop and reward appropriate behaviour and discourage inappropriate behaviour. Somersby Public School's Student Welfare and Discipline Policy promote a safe, caring and productive learning environment for Somersby Public School. Parents are notified of their child's work habits and conduct weekly by the use of the Conduct, Attitude and Citizenship card.

Some students with additional needs may be referred to the School Counsellor for assistance. The School Counsellor, Mrs Debbie Warwick, visits the school every four weeks.

If you wish to speak to the School Counsellor please contact the school Principal for a referral form.

ILLNESS

Sick children should not be sent to school. If children become sick at school their parents will be telephoned and asked to collect them.

Parents are required to provide the school with the name and phone number of an Emergency Contact for occasions when parents cannot be reached. *It is important that Emergency Contact Information is kept up to date.*

Children should be kept at home if:

- They need to be excluded from school in accordance with Department of Health regulations relating to immunisations; or
- They are suffering from any of the illnesses or complaints listed below:

Influenza	Severe Asthma	Temperature
Vomiting	Diarrhoea	Severe skin rash or infection
Headache,	Earache	Toothache
Head Lice		Discharge from eyes, nose or ears

Once the child has recovered they may return to school.

If a serious accident occurs at school, parents or emergency contacts will be telephoned as soon as possible. An ambulance will be called and the child admitted to casualty at the Principal's discretion if parents or contacts cannot be reached.

PLEASE NOTE: For obvious reasons, it is essential that parents notify the school whenever contact details change.

PARENT HELPERS

Parents are always welcome in our school. We are aware of the importance of your role in your children's education and believe that teachers and parents need to work as a team to ensure the best education for students. Home/school partnerships play an essential role in providing support for students as they strive to realise their academic, physical, social, emotional and moral potential.

Often you will be asked if you can help in class activities. This is a good way to observe school programs, and get to know your child's class teacher and educational practices.

The staff are appreciative of the very high level of parent support we receive at Somersby Public School. This is a record we should all be proud of, and one which we seek your help in maintaining. We rely on parents to regularly assist in the following areas:

- Reading groups
- Mathematics groups
- Transportation
- Canteen helpers

If you would like information about your child's progress or school work, or if you are worried about any aspect of his or her education, you should ask to speak to the class teacher who can address most of your concerns. As the teachers have the responsibility for teaching their

classes it is necessary to make an appointment. Appointments can be made with the teacher or the front office by note, telephone or in person.

Problems are usually resolved quite easily when everybody concerned understands the issues and is fully informed. Great harm can be caused by inaccurate or incomplete information and by allowing concerns to continue.

For ongoing concerns and major problems you should contact the school and arrange an appointment with the Principal.

SCHOOL COUNCIL

The School Council allows the community and parents to take an active role in defining school aims and philosophies and in determining school priorities for planning, budgeting and resource use.

The School Council is composed of the Principal, a representative of the P&C, two parent representatives, two school staff members and one community member. Some Council members are elected and some are appointed.

Councils advise and discuss matters such as the educational goals of the school, school policies, student welfare, monitoring the school budget and presenting a positive school image in the community. The School Council meets on the first Wednesday of each month from 6.30pm – 7.30pm at the school.

PARENTS AND CITIZENS' ASSOCIATION (P&C)

The P&C is a formal body run by the parents and citizens of Somersby Public School community. They act as an advisory body to the school and organise activities to raise much-needed funds for our educational programs.

Monthly meetings of the P&C are held in the Library on the first Wednesday of each month at 7.30pm during the school term. All parents and community members are encouraged to attend the meetings.

Our P&C meetings are informal and friendly. These meetings provide a valuable discussion forum to discuss school matters. You can gain voting rights at P&C meetings by paying \$2 for one year's membership.

Early each school year, the P&C hold their Annual General Meeting where the Office Bearers for that school year are elected.

The P&C Executive for 2009 are:

President	Vacant position
Vice Presidents	Teresa Read / Paul Jacobson
Publicity Officer	Jenny Tinworth
Secretary	Kirrilly Green
Treasurer	Helen Taylor
Canteen Manager	Belinda Katrakilis
Uniform Officer	Rachel Ross
Environmental Officers	Lisa Wriley

SCHOOL CANTEEN

One of our major sources of income is the School Canteen. The canteen is currently managed by Belinda Katrakilis on behalf of the P&C. Volunteers – generally parents – staff the canteen.

The canteen is located in the school hall and operates on Fridays. The canteen is open during Friday lunchtime between 11.30am and 12.20pm for snacks and drinks. Every Friday children can order their lunches between 8.30 and 9.00am in the school hall. Changes to the menus and prices throughout the year will be advertised in the school's Newsletter.

If you would like to volunteer your services to the Canteen please contact the school or Belinda. You will be made very welcome and it's a great way to meet new people. Help is always needed so please give volunteering some serious thought.

SCHOOL UNIFORM

In an effort to promote the student's pride in their school and to create a feeling of high esteem, we urge parents to encourage their children to always be in school uniform when attending school. This is relevant not only on a day-to-day basis but particularly where school outings or excursions are planned.

Three very good reasons for uniform are:

- Uniform prevents comparisons between "rich" and "poor"
- Uniform saves parents money and children stress. Children don't constantly want new clothes or the latest fashions to wear to school
- Uniform contributes to student safety on school outings and whilst children travel to and from school.

Availability

All clothing items with a school emblem (jumpers, gold tab polo shirts, jackets) can be purchased from the school's Uniform Shop. Please ask the office staff or Uniform Manager for a price list to purchase new clothing.

School track pants, the 'A' line dress, library bags and scrunchies are also available from the school's Uniform Shop.

- All other items can be purchased from Lowes.
- Second-hand items are available for \$2 each from our Clothing Pool.

PLEASE NOTE

We ask that you label your child's school equipment including clothing, lunch boxes, drink bottles, bags and hats.

Any enquiries please contact the Uniform Manager, Mrs Rachel Ross. Ph: 0415879837

SUMMER	
GIRLS UNIFORM	BOYS UNIFORM
A-line dress, set-in sleeves 'Peter Pan' Collar brown tab at neck	Brown knit shorts / Brown cargo shorts
Brown or black shoes	Black shoes
White socks	White socks
Year 6 T-Shirts (Year 6 privilege only)	Year 6 T-Shirts (Year 6 privilege only)
WINTER	
Brown tracksuit pants / Brown Cords	Brown tracksuit pants / Brown Cords
Brown Sloppy Joe with school emblem	Brown Sloppy Joe with school emblem
Short or long sleeve tab front polo shirt with emblem	Short or long sleeve tab front polo shirt with emblem
Brown fleecy zip front jacket with emblem (optional)	Brown fleecy zip front jacket with emblem (optional)
Year 6 T-Shirts (Year 6 privilege only)	Year 6 T-Shirts (Year 6 privilege only)
ALL SEASONS	
School Hat – Wide Brimmed	
SPORT	
Brown knit shorts, skort or skirt	Brown knit shorts
Gold tab front polo shirt with emblem	Gold tab front polo shirt with emblem
White socks and joggers	White socks and joggers

ASPECTS OF THE UNIFORM	
DESIREABLE / ACCEPTABLE	UNDESIREABLE
Hair bands in school colours	Jewellery
Hats in good condition and worn correctly	Makeup
Shirts tucked in	Dangling earrings
Watches	
Sleepers and stud earrings	

SUNSMART POLICY

All students are expected to wear a broad-brimmed school hat for all outdoor activities. Students without their hats will be restricted to play in the basement or covered outdoor learning area.

The school understands that hats occasionally need to be washed. The school therefore permits the children to have one day wearing a non-school hat. Any time that your child needs longer than a day you must provide a note, addressed to their classroom teacher, explaining the reason. This is an attempt by the school to maintain the quality of the uniform and provide adequate sun protection for your children.

Hats must: Shade the face, Protect ears and neck, Cover the head

MOBILE PHONE POLICY

Introduction

As a communication device, mobile phones (when used appropriately) offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. However, mobile phones have the capacity to have a negative impact on the learning environment and the safety and well-being of students. This Policy aims to establish guidelines for the use of student mobile phones within the school environment and aims to set out the responsibility of staff, parents and students.

What is Inappropriate Use?

The use of mobile phones in schools should not automatically be of concern. It is only if a mobile phone is used inappropriately that action will be necessary. Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of school; or
- Threatens or is likely to threaten the safety or well-being of any person; or
- Is in breach of any law.
- Is used to take photographs or video without permission.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Student Welfare and Discipline Policy.

Guidelines for Use:

1. Once at school the phones should be turned off and remain in the student's school bag while students are in class or on the playground. Phones that ring or beep during the school day disrupt the learning environment. If this occurs the phone will be given to the Principal. The phone will be turned off and kept in a secure storeroom.
2. Students may turn phones on after the class is dismissed at home time. Phones can then be used regarding after school supervision and for no other purpose.
3. Students must not lend a phone to another student for use as a phone, for text messaging or for use as a camera or video recording device. *The student who owns the phone will be held responsible for its safety and use.*

Responsibility for Mobile Phones

Students bring mobile phones to school at their own risk – the school staff members will not accept any responsibility for and loss or damage to mobile phones or for investigating loss or damage.

SCHOOL ROUTINES

Newsletters

These are sent out on Monday each week. They are given to the eldest child in each family. Our school Newsletter includes information about what is happening in our school. It is important that you know what is happening at Somersby Public School and the Newsletter is a very strong communication link between school and home.

School Sign

This provides parents with an indication of upcoming major events or significant school achievements. The sign is changed approximately once a week.

School Sandwich Board

Occasional use for 'special' messages.

Recess and Lunch

All students are to remain seated in the Basement, COLA and picnic table area to eat their lunch/recess before being permitted to play. During play time all students have access to a wide range of play equipment, including the fixed equipment, on a regular basis.

Morning Assemblies

These are held every morning at 9.00am. This K-6 Assembly provides an opportunity for the teachers and principal to address the whole school on daily events. Parents are invited to attend these short assemblies.

Formal Assemblies

Assembly is held every second Friday in the afternoon from 2pm – 2.50pm (usually even weeks e.g. Week 2, 4, 6 etc. this can change on special occasions and will be advertised in the Newsletter). Assemblies are organised by the School Leaders and classes take turns to present special items. Class Awards and Birthday Certificates are presented at these assemblies. Parents and family members are welcome to attend.

Notes

These are sent home giving information about special events, like excursions, with details of dates, times and cost. When children are attending these activities they must have a permission note. All notes and monies must be handed to the classroom teacher between 9.00 – 9.10am each day – clearly marked with the child's name, name of activity/excursion and amount of money given in the envelope. Please send the correct money. Cut off dates for money and permission notes will be adhered to.

Sport

Sport is held every Friday – sports uniform is to be worn.

Also, students participate in a range of fitness activities on a daily basis.

Annual carnivals are:

Cross Country	Term 2
Athletics	Term 3
Swimming	Term 4

Scripture

Scripture is held every Monday from 1.50pm – 2.20pm for Early Stage 1 and Stage 1 and 2.20pm – 2.50pm for Stages 2 and 3 students. Religious denominations include: Catholic

and Protestant. The school must be notified of your religious preference for your child. Non-Scripture supervision is also provided, although attendance at Scripture classes is strongly encouraged as the focus is on values education during this time.

The Library

This is a major educational centre for our school where children can work individually, in a small group or as a class. The library is fully automated with computers which control borrowing, returning, cataloguing and enquiries. The library contains a Smartboard and a bank of computers which are used to integrate technology into all Key Learning Areas.

Borrowing limits for children vary according to the child's grade.

Kindergarten:	1 book at a time
Years 1 & 2:	2 books at a time
Primary:	4 books at a time

Library Borrowing: All books have a 2 week borrowing time limit and must be returned if finished and exchanged, or re-borrowed after this time.

After the due date (i.e. 2 weeks after the book was borrowed) the book is overdue. The computer system will not allow books to be borrowed when the student has overdue books. Overdue notices will be issued to students twice per term.

Long term overdue notices will be issued at the end of term as messages to the parents. Borrowers' cards are kept in the library and all staff, students and parents are welcome to borrow.

The use of library bag is essential to help keep books from getting damaged or lost. Children are encouraged to borrow over the term breaks but there will be no borrowing over the Christmas holiday break.

There will be no borrowing during the times of stock take.

Lost or Damaged Books: If you think a book has been lost or damaged, please contact the school librarian. We will:

- Check the shelves to ensure that the item has not been returned (it may have been incorrectly scanned on return)
- Check with the classroom teacher to see that it has not been left in the classroom
- Ask for payment of no less than \$10 to replace the book
- If the book is found at a later date, a full receipted refund will be given

Book Club

Students may purchase books through Book Club each month. Pamphlets are sent home with your child and should be returned to the school office with an order form and payment.

Book Fair

Book Fair is held once a year during Education Week. This is organised by the Librarian with the aid of our excellent parent helpers. Parents and students are able to select and purchase books and may choose to make book donations to the library.

Bookmobile

Gosford City Library operates a Bookmobile (mobile library) service at school every 2nd Tuesday. Students must join Gosford City Library in order to borrow. Community members can also use the Bookmobile when it visits the school. Books must be returned after 2 weeks or the borrower will incur a fine.

Band

Students in Stages 2&3 are eligible to join the band after auditions. Rehearsals are held every Tuesday and Thursday morning prior to school, 8pm – 8.45am. Group tuition lessons are then provided throughout Thursday afternoons from 12.20pm – 2.40pm. Some instruments are provided by the school. The band is a user pay system. Band fees are \$80 per child per term or \$60 per term if your child has their own instrument.

Technology

Technology plays an integral role in your child's education at Somersby Public School. Computers and Smartboards are used intensively in all classes to access curriculum.

Students use individual USB drives to store class computer work. All NSW public school students are provided with their own email address and have access to the internet from their classroom and library computers.

Small Schools' Days

The Mountain Small Schools come together throughout the year for sporting and educational activities. The Small schools are Central Mangrove Mountain Public School, Peats Ridge Public School, Kariong Public School and Somersby Public School.

Transition to Year 7

A transition program to prepare students for High School commences when students are in Year 5. This program is held in conjunction with our Local Management Group (LMG) schools and involves Leadership, team building and transition activities.

School Development Days

These are significant training and development opportunities for all staff. School Development days are held on the first day of the school Term during Terms 1, 2 and 3 and for the last two days of the school year.

Community Use of School Property

The Hall and school grounds are available for community groups to hire. Community groups hiring school facilities on regular basis must sign a 'Community Use of School Facility Agreement'. Please contact the front office in regards to the hire of these facilities and costs.

Support Teacher Learning Assistance (STLA)

Children with particular education learning needs may be referred to the STLA for development of individual programs. This teacher visits the school several times a term and works with the class teachers to help address individual student's needs by assisting with preparation and delivery of class programs and assessments.

Personal Possessions

Students are responsible for all items they bring to school. They cannot be reimbursed for lost or stolen property. Therefore, they should not bring valuables to school, and should keep any money in a wallet in a zip pocket. All clothing and other belongings should be clearly marked with the child's name.

No toys or sports equipment other than tennis balls should be brought to school as they may be used inappropriately, lost or damaged.

The school provides equipment for children to use at appropriate times.

Nut products, fizzy drink, Chewing gum, lolly pops and bubblegum are banned from school.

Lost Property

Please ensure that all items are clearly identified with your child's name. This means that items can be quickly returned to the correct child should they become lost.

All personal belongings found are placed in Lost Property and clothing that is unlabelled and not collected will be given to the P&C clothing pool at the end of each week.

Students are expected to develop responsibility for their own possessions and to respect the property of others.

School Car Park

The school car park is for staff cars. The car parking area is limited. Parents are requested to use the DROP AND KISS ZONE when dropping off and collecting their children. Please park in a considerate and careful manner for the safety of all.

Bicycles at School

Road Safety guidelines recommend that children less than 10 years of age should not ride bikes on public roads without parent supervision.

If ridden to school, bikes are to be wheeled onto school premises.

Children are not encouraged to ride bikes to school because:

- the road outside the school consists of a blind bend and various entry and exit points
- there is no shoulder to either side of the road where bikes can be ridden safely
- there is always a lot of traffic outside the school in the afternoons
- security sometimes causes problems.

Out-of-Bounds Area

In the interests of their own safety, students are not permitted in the school nature area unless supervised by a teacher.

Student Leaders

Somersby Public School runs a Leadership Program for Stage 3 students to develop leadership skills and participate in school processes of democracy and decision-making in the areas of student activities, school facilities and policies. During Term 4, Year 5 students will be asked to nominate for a Student Leadership position for Year 6 if their behaviour rating is acceptable. Senior students are given a variety of responsibilities. These include such things as recycling, flags, sports shed, library and lunch order monitors and school signs.

Mufti Days

A Mufti Day is a "no uniform" day. Sometimes, a special theme is chosen but on most occasions children wear normal "weekend" clothing. They may wear uniform as usual if they wish. Mufti Days usually are held to raise money, so a small "fine" is charged. Children should still wear appropriate footwear - no thongs, sandals or slippers.

Visiting Performances

Performances may occur throughout the school year to enrich and support classroom programs or extend children's educational horizons. The performers are approved by the

Department of Education and Training and are carefully selected by the school. It is hoped that all students will participate in these valuable learning experiences. Most performances have a fee associated with them.

Swimming School

Somersby Public School participates in the Department of Sport and Recreation's 10 day Learn to Swim Program each year. Students from Years K–6 are targeted for participation in this program. The program is designed for non-swimmers to advanced swimmers and is aimed at increasing the swimmer's confidence and competence. Qualified instructors and school staff supervise these lessons. Students receive a certificate indicating the level achieved. Kindergarten students undertake Water Safety Lessons through to the more advanced swimmers participating in Life Saving Lessons. Parents must meet the cost of the bus fares and pool entry for ten days. This is held in Term 4 each year.

RESOLUTION OF COMPLAINTS AND PROVIDING SUGGESTIONS

Informal Complaints:

Parents are encouraged in the first instance to address informal complaints or suggestions to the class teacher of their child/children. Please contact the class teacher to make a suitable meeting time if you wish to discuss any issues or concerns. For ongoing concerns parents are encouraged to contact the Principal.

After discussing complaints or suggestions with the Principal or teachers, parents who are still not happy with the proposed resolutions have the right to formalise their complaint.

Formal Complaints:

The Department of Education and Training has established a formal complaint and suggestion procedure which should be used for the resolution of complaints of serious and significant nature.

Parents are invited to contact the Principal and ask for a copy of these procedures and forms. The Principal will outline the procedures, indicate the rights of the parents and supply the forms.

BUS / CAR TRAVEL AND EXPECTED BEHAVIOUR

Bus Travel

A school bus service is run by Busways. All students in Kindergarten to Year 2 are entitled to free travel on school buses. Students in Years 3–6 who live at least 1.6 kilometres, by the shortest route, from the school may apply for Free Travel Passes. Year 3 students can apply for a bus pass at the end of Year 2 if parents feel it is necessary for safety reasons.

All students travelling on the school buses are expected to behave in an appropriate manner e.g. enter and exit without pushing others, remain seated and quiet during the journey, show courtesy and consideration towards others.

Children who do not behave appropriately may be forbidden to travel on the school bus.

Forms for bus travel are available from the school office.

The phone number for Busways is: (02) 4368 2277.

Car Travel

Car Travel Subsidy forms are available for parents conveying their children to and from school, or to a connecting bus service more than 1.6 km distance from home. Forms for car travel subsidy are available through the office.

Parents dropping off or picking up students should enter through the western gate and exit through the eastern gate.

Parents are required to supervise K–6 students from the basement area to cars.

NO CHILD IS TO WALK THROUGH THE CARPARK OR CROSS THE ROAD WITHOUT ADULT SUPERVISION.

OTHER QUESTIONS PARENTS OFTEN ASK

How are Students Assessed?

Class work, class tests, teacher observations, discussions, homework and assignment marks or grades are some of the ways that teachers assess student progress. Teaching and assessment is outcomes-based at grade level.

Individual written Student Reports are sent home at the end of Semesters 1 and 2. These reports are the results of ongoing formal and informal assessment.

In addition to outcomes based and other teaching designed assessments, the school uses a variety of externally developed criterion referenced tests to assess student progress and school policy effectiveness. These include the Naplan Tests for Literacy and Numeracy which are held in Years 3, 5 & 7. Some students also choose to sit the yearly University of NSW tests during Stages 2 & 3.

Student-Led Conferences are held after students Semester One Reports are sent home. During these conferences you, your child and the teacher will discuss outcomes, achievement and progress. At any other time, you may request an appointment to see your child's teacher about any concerns you or your child may have. Sometimes the teacher will contact you for an appointment to discuss your child's progress.

Homework

Students should have a regular time and place to complete homework and it should be done in a neat and thoughtful fashion. Parents are requested to monitor and sign their child's homework each week.

The school Homework Policy requires Stages 1, 2 & 3 students to complete homework each week as it supplements existing class learning programs. Class teachers will explain homework requirements at the beginning of each year.

School contributions and text book fees

At the start of each year parents are asked to pay for student text books to be used throughout the year and a voluntary school contribution. The voluntary school contribution is used to purchase school resources such as paper, paint, craft resources, computer software

and other such items. These fees are minimal for each student and are costed at the beginning of each year. Payments of these fees assist with the smooth running of class programs.

Financial Assistance

Under the Student Assistance Program the NSW Government provides financial assistance to families in need. The Principal has the discretion to provide assistance to help families who are having difficulty paying for expenses associated with schooling, such as excursions, textbooks and uniforms.

If you are in need of assistance, application forms are available from the Principal and all information provided is kept confidential.

Why Do Schools Have Excursions?

Excursions are a part of the school curriculum and are essential to the students' education. Learning outside the classroom is as important as learning inside the classroom. Parents usually pay for excursions, but if you have difficulty paying for some excursions, you should contact the Principal to see if the school can assist. At times, the more local excursions may be free of charge if at all possible.

Teachers need written consent from parents before students are permitted to participate in excursions. The permission notes will also require information from parents about whether their child is allowed to participate in swimming activities, the status of the student's swimming abilities and special requirements for children (e.g. whether they need a flotation device). Parents must ensure that the school is aware of any pre-existing medical conditions prior to excursions.

Staff may invite parents on excursions to assist with supervision. A teacher who has training in resuscitation techniques and emergency care must attend all school excursions involving water activities or where an overnight stay is required. On other excursions one staff member must have completed a two hour course in emergency care.

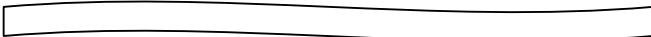
Somersby Public School School Prayer

Somersby is our school
Let peace dwell here
Let the rooms be full of contentment
Let love abide here
Love of God
Love of one another
and Love of life itself
Let us remember
As many hands make a house
So many hearts make our school

The Australian National Anthem

Advance Australia Fair

Australians all let us rejoice,
For we are young and free,
With 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.
In joyful strains then let us sing
Advance Australia Fair.



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.

