

ABERMAIN PUBLIC SCHOOL

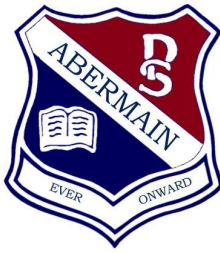
Goulburn Street, Abermain NSW 2326
Phone: 4930 4210 Fax: 4930 4319

Email: abermain-p.school@det.nsw.edu.au

PARENT INFORMATION BOOKLET



Safe, Respectful Learners



VISION STATEMENT

At Abermain Public School

Our community is welcomed, involved and valued.

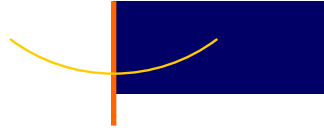
Our students are safe, engaged and achieve personal success.

Our staff build positive relationships and are committed and inspiring.

SCHOOL MOTTO: EVER ONWARD



SCHOOL SONG



Abermain we sing of proudly
Let our voices ring out loudly,
For the school high on the hillside
We all call our own

There we work with love and pleasure,
Seeking to achieve with honour
We shall rally to our banner
Praising Abermain

Let us all be cheerful
And forever thankful
Ever Onward, Ever Onward
Shout our motto so that all may listen

Help us to give all our best work
Ever grateful to our teachers
Abermain, the finest public school in the land



Principal (Rel)	Debbie Bower	
Deputy Principals	Janine Roberson and Erin Gibbs	
Primary Assistant Principal	Emily Hourigan	
Curriculum & Instructional		
Learning Support Co-Ordinator	Debbie Bower	
School Counsellor	Brooke Byrnes	
Teachers:	Will Power	Catherine Ford
	Emily Hourigan	Mikaela Wright
	Elisa Hedley	Olivia Symonds
	Eleanor Britton	Brooke Prior
	Sally Trotter	Hannah Risby
	Zoe Bowen	Melinda Sampson
	Ben Bridge	Jennifer Bailey
	Nathan Checkley	Emily Percy
	Carolyn McGee	Sinead Malam
	Kerry Hodges	Amy McLennan
	Amanda Nowland	Hanna Kastner
	Georgia Harden	Gemma Metcalf
	Amber Russell	Jane Power
School Admin Manager	Kerrie Morgan	
School Admin Officer	Kate Marquet and Holly Morgan	
School Learning Support	Jill Crossley	Tanya King
	Renaë Carroll	Kirsty Zwirek
	Linda Stoimenoff	Melanie Walton
General Assistant	William Emerson	
<u>Abermain Public School P&C Committee:</u>		
P&C President	Paul Jolly	
P&C Vice President	Michelle Robards	
P&C Secretary	Cheryl-Ann Leggatt	
P&C Treasurer	Paul Jolly	
P&C Canteen Co-Ordinator	Michelle Robards	

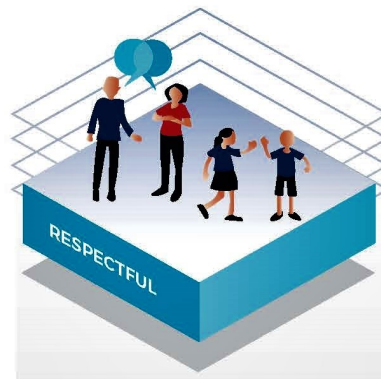


School Community Charter

 **Collaborative. Respectful. Communication.**



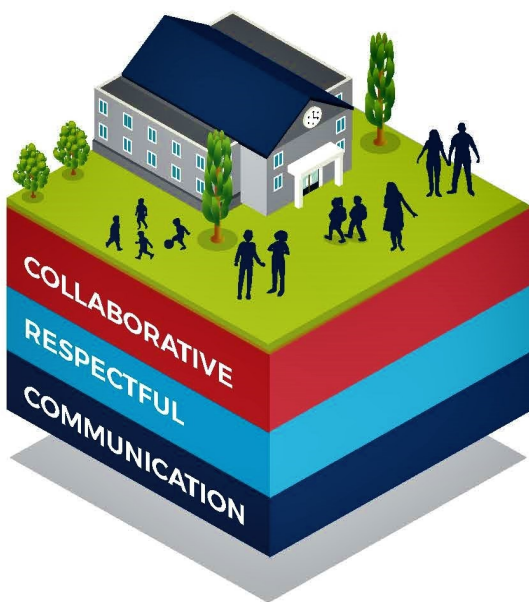
We work in partnership to promote student learning.



We treat each other with respect and fairness.



We communicate in a positive and constructive manner.



Respectful communication is a right

In all workplaces people have the right to feel safe and respected. Unacceptable and offensive behaviour has no place in our school communities.

Unacceptable behaviour:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.

We all play a part



School Hours and Student Supervision

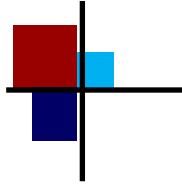
8:45	Playground Supervision Commences Please note that the school gates will not open before 8.45am.
9:10	Bell—School Assemblies
9:15	Lessons Commence
11:15-11:55	Lunch—supervised
11:30-12:00	Play—supervised
12:00	Classes assemble
12:05	Lessons
2:00-2:30	Recess—supervised
2:30	Classes assemble
3:10	First Bus—bell
3:15	School Dismissed— bell

STAFF DEVELOPMENT DAYS

A number of days per year are allocated by the Department of Education for staff development.

Staff only attend school on these days, which are usually before school commences in January and at the beginning of Terms 2 and 3, and end of Term 4. Parents/Carers are notified of the exact dates in newsletters.





GENERAL INFORMATION

1. ABSENCES

The law in NSW (Education Act, 1990) states that all children between the ages of 6 and 17 years of age are required to attend school regularly. It is the responsibility of the parents/carers to make sure that their children attend school every day unless:

- Your child is too sick to go to school
- Your child has been injured
- Your child has to attend a special religious ceremony
- Your child has an infectious illness eg chicken pox, mumps, measles
- There is a serious family situation which requires their involvement

Social functions such as birthdays, holidays and child not wanting to attend school are not valid reasons.

If your child will be absent due to a family holiday during school term an “Application for Extended Leave” form will need to be completed and provided to the Principal. A “Certificate of Extended Leave - Travel” will then be provided to the parent/carer. Please note: This type of leave is not exempt and is recorded as explained but unjustified.

Regular attendance makes learning easier for your child and helps build and maintain friendships with other children. If students miss the basic skills in the early years of school, they may have problems later on. Regular attendance at school will help your child to succeed in later life.

Sport and other exercise help the healthy physical development of children. Sport is part of normal school activity which students must attend.

Absentee Notes

An explanation for your child’s absence from school is required for each absence. If the school has not been notified of your child’s absence (either in writing or by phone) an SMS message will be sent to the parent/carer on that day requesting an explanation. If more than 3 consecutive days sick a doctors medical certificate is required. Explanations for absences must be provided within 7 days of the absence.

2. STUDENT DETAILS

It is important that student details and emergency contacts are always up to date. If there are any changes to your child’s circumstances please advise the school in writing. For change of address, proof of residence (100 point residential address check) must be provided to the school. For further information re; 100 point requirements, please contact the school.



3. SEPARATED FAMILIES

Department recognises that family breakdowns take place. Unless there is formal notice otherwise, it is assumed that both parents have shared and equal parental responsibility for their children and both parents have been involved in decisions regarding their children's education. This also means the school recognises that each parent has equal duties, obligations, responsibilities and opportunities relating to matters involving the school.

If changes occur in your family relationship which might impact on the relationship between the school and your family, you should advise the school immediately. This includes providing copies of any relevant court orders.

4. ASSESSMENT OF STUDENTS

The teachers at this school provide continuous assessment of student's progress. This may take the form of formal assessments, observations and comments. Teachers assess achievement and work effort and can provide an accurate assessment to parents/carers at any time. The school assesses and reports based on learning outcomes.

At the end of each term parents/carers will be provided with an opportunity to attend a catch-up session with their child and their teacher at a Reporting Conference.

Teachers are always available to discuss any matter with you. To minimise disruption, where possible please phone the office for an appointment time. We prefer parents/carers to leave a message in the office rather than go directly to classrooms when visiting the school. .

5. BIKES/SCOOTERS

Children who ride their bikes/scooters to school are not allowed to ride them in the school grounds. Students are asked to wheel them to one of the bike stands and are not permitted to go to them until the end of the day. No student in an infant class should ride a bike to school.

6. BOOK CLUB

There are assorted Book Club orders for different ages. Book Club comes out twice a term. Although it is not compulsory to order any books, if you do, you are helping our library as bonus points are issued according to the monetary value of the orders. The library uses these bonus points to buy extra books, DVD's and computer software for the school library.

7. BUS

There are Rover Motors school buses that arrive at the school at 9:10am each day and leave the school at 3:15pm. Students who need to use the bus to get to and from school and are entitled to bus travel are asked to apply online for a School OPAL card at **www.transportnsw.info/school-students**. Students must carry this card with them and show the bus driver every day to be eligible for free bus travel. All students in years Kindergarten—Year 2 are entitled to free bus travel. It is expected that students travelling on the school bus will be well mannered and courteous to and from school. Any inappropriate behaviour will be reported to the school by the bus driver and free bus travel suspended.



8. CANTEEN

The canteen is open every day of the week (depending on availability of volunteers). The canteen receives student's lunch orders from 9am until 9:15am every morning. It opens at lunch for drinks, ice-blocks and snacks. It also reopens at recess.

To order your child's lunch, write their name, class and what they require on to a paper bag with payment enclosed. This is then to be given to the canteen staff by 9:15am. The lunch orders are collected by each class and handed out. Lunch order re-usage bags can be purchased at the school canteen.

9. COMMUNICATION

Communication to parents/carers is by school newsletters, notes, school website, Facebook, SMS and information nights.

The school website is: www.abermain-p.school Facebook Page: **Abermain Public School**

10. EXCURSIONS/VISITING PERFORMANCES

Excursions can play a major role in enhancing the learning experiences of students. Therefore they are encouraged as part of our educational program. If there are difficulties meeting costs of planned excursions, please contact the school so suitable arrangements can be made. Parents/Carers providing transport to other children will need to complete an "Authority to Transport" form and provide the following documentation: (forms are available from the school office)

- * Current Car Registration
- * Car Insurance
- * Drivers Licence
- * Appendix 5 form - if related to enrolled student (100 point of proof of ID is required)
- * Appendix 11 form - if not related to enrolled student (100 point proof of ID and a Working with Children Check is required)

The school encourages the performance of highly recommended groups in the school where they enhance the school's curriculum. Parents/Carers will be notified in advance

11. GROUPS

Parents/Carers are asked to volunteer during the year to assist their child's class. The ability to run these programs is determined by the response for help the class teacher receives. The groups usually only require 1/2 to 1 hour of your time and are very rewarding for the students and the parents. All parents/family members assisting in groups must sign in at the office and complete an Appendix 5 form (this is available from the school office (100 point proof of ID is also required). An Appendix 11 form is to be completed for anyone not related to students (a Working with Children Check and 100 point proof of ID is also required) at least 7 days prior to the intended visit.

ALL volunteers engaging directly with students must sign a Volunteer Policy Agreement form (available at school office)



12. ILLNESS/INJURY AT SCHOOL

If a child becomes ill or injured at school every effort will be made to contact the parent/carer. If you cannot be contacted and your child is seriously ill or injured, we will endeavour to contact a person nominated as an emergency contact by yourself. Please keep the school informed of any changes to contact numbers. In the event of the school being unable to contact any of the nominated persons, the child will be transported to hospital by ambulance if warranted. Otherwise, the child will be kept under observation in the school sick bay (located next to the front administration office). All students are covered for ambulance costs .

N.B: the school should have at least 2 emergency contacts on file

13. LIBRARY

The library provides a very valuable resource information service to the school. The school library is open for the students during recess on selected days. Students can borrow up to 4 books at any time if they have a library bag. Kindergarten students, however, may borrow 1 book at a time in Term 1 and then 2 books during Terms 2-4. Any lost/misplaced items will need to be paid for.

All students should have a library bag before borrowing. It is recommended that the bag be made out of a heavy duty, waterproof material to protect the books from drink spillages etc. as they travel to and from school. All bags should have the student's name and class clearly printed on the outside. The recommended dimensions for the library bag are 30cm x 40cm.

14. MEDICATION AT SCHOOL

The Department of School Education Drug Policy guidelines will be enforced in this school.

If a student is required to be administered medication during school hours then parents/carers must complete and sign a medical form at the office outlining the type of medication, dosage etc. A medical record of students taking medication is kept at the office and staff keep a record when a student takes his/her medication. Parents/Carers are to ensure the school has enough medication and are not to send medication to school with their child. All medication provided must be in either a Webstercare pack or in the original container with the Doctors name, student details and dosage attached. Any changes to medication must be advised in writing.

Parents/Carers with a child diagnosed as ANAPHYLAXIS must provide the school with an up to date ASCIA plan from their doctor, as well as a valid EpiPen.

Parents/Carers with a child who has severe ASTHMA must provide the school with an up to date Asthma Plan from their doctor, as well as a puffer/spacer.



15. MOBILE PHONES

Any student with a mobile phone is to deliver it to the office on arrival at school so it can be kept in the school safe and returned to the student at the end of the day.

16. PERMISSION NOTES

These are required for a variety of reasons. Whenever the school routine is varied we will require a signed permission note before your child will be allowed to participate. Verbal permission carried by the child cannot be permitted. Copies of all notes are uploaded on to the School Website.

17. PLAY

Students will be required to assemble and play in appropriate areas. Activities dangerous to health or social development will not be permitted. If a student brings a toy to school it is the student's responsibility to look after it.

18. SCHOOL COUNSELLOR

Each district has a School Counsellor who visits the school on a regular basis to carry out a number of tests, assessments or to advise teachers, pupils and parents/carers when a problem may be academic, social or emotional. A system of referral requiring parental approval is in operation. Please contact the School Learning Support Co-Ordinator or Principal.

19. SCHOOL MONEY COLLECTIONS

Payment of excursions, sport etc can be made by cash, cheque or online through Parent Online Payments (POP) which is accessed through our school website. Money for excursions, sport etc **should be given to the class teacher by the student** in an envelope clearly marked with the child's name and class, the amount enclosed and the purpose of the money. Parents/Carers may also choose to place their child's payment in the secure cash box located at the front office. Please note change is not always available at the office.

20. SCHOOL NEWSLETTERS

A school newsletter is distributed in print to parents/carers fortnightly and is sent home with the eldest child. A copy of the school newsletter is also uploaded on to the school website, and school Facebook page. Please make sure you notify the school if you do not wish your child's photograph to appear in the school newsletter.

21. TECHNOLOGY

All classes have access to an interactive whiteboard as well as a computer lab and library workstations. The school currently has sets of iPads which staff and students have access to enhance student engagement and learning. We also have 2 connected classrooms available for virtual excursion and inter-school link ups.

22. TRANSFERS FROM THE SCHOOL

Parents/Carers should notify the school in advance when a child is leaving.



23. EMERGENCY MANAGEMENT

As part of our emergency management procedures staff and students will participate in emergency drills (ie Lockdown, Emergency Evacuation, Bush Fire Procedures) throughout the year. This is to ensure all our procedures are regular reviewed and updated as required.

In the event of an emergency, the following procedures will occur:

LOCKDOWN / LOCKOUT PROCEDURES

An intermittent siren will be sounded. All staff, students and visitors on site will remain indoors and the school will be locked with all blinds closed until the nature of danger is determined. Rolls will be marked and communication will be provided to parents/carers via SMS.

EMERGENCY EVACUATION PROCEDURES

A continuous siren will be sounded. All staff, students and visitors will evacuate all school buildings and move immediately to the designated area on the school netball courts. Rolls will be marked and communication will be provided to parents/carers via SMS.

BUSH FIRE PROCEDURES

During our bush fire period (Term 1 and Term 4) staff will regularly monitor the NSW RFS sites for any local fire activity. Regular updates will be communicated with parents/carers via SMS and the school Facebook page. Students diagnosed with asthma will be kept indoors and closely monitored by staff.

If our school has received advice to evacuate, all parents/carers will be notified immediately by SMS and Facebook. This message will include:

- ◆ Request for parents/carers to organise for their child to be picked up from their classroom immediately. If parents/carers cannot arrange for their child to be picked up from school they will be asked to contact the school immediately so that students can be taken by staff to the designated refuge.
- ◆ The specific school gates (which will be identified by their numbers) that will be open to enter the school grounds to access classrooms quickly.
- ◆ Advice on the refuge students and staff will be evacuating to. This will either be McDonalds in Cessnock, or McDonalds at Kurri Kurri, depending on where the fire activity is.
- ◆ Any road closures or traffic restrictions as per updated information on www.lifetraffic.com.au.

To assist with these procedures, could you please ensure your contact details and your child's health records are kept up to date.



23. UNIFORMS

The wearing of school uniform and its enforcement was confirmed by a parental survey and public meeting in 1989 and by decision of the School Council in 1995. The wearing of approved school hats is expected. **“No approved hat—No play”** policy is in place and will be enforced. Uniforms, including hats, are available for purchase from Flanagans Menswear, Cessnock and Lowes, Cessnock. School hats can also be purchased from the school office.

The school uniform is unisex and is made up of the following items:

School Uniform

- Tartan tunic (blue, navy, red stripe)
- Tartan Skort
- Light blue round collar button blouse (logo on pocket)
- Light blue button shirt (logo on pocket)
- Navy shorts with APS
- Navy trousers
- White Socks

Sports Uniform

- Sports shirt - pale blue under arms as a side panel and red piping up either side of pale blue
- Sports Short
- White Socks

Hats

- School bucket hat with school logo

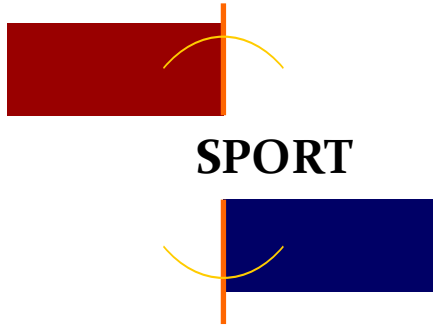
Optional Extras

- School bag with school logo
- School Wind Jacket
- Long navy pants



**CORRECT FOOTWEAR
TO BE WORN AT
ABERMAIN PUBLIC
SCHOOL** →





Sport is an important part of your child's school life. Students participate in PD/H/PE programs throughout the year.

Sport is held on Fridays for both the infants and primary students.

There are four Sport Houses at our school. Your child will be allotted to a House when he/she is enrolled and you will be notified. The four houses are:

HUNTER (yellow)
LAWSON (red)

EDGEWORTH (green)
SHORTLAND (blue)

The school participates in weekly PSSA activities in winter.

CARNIVALS

The school conducts three carnivals each year:

1. Swimming carnival—held in Term 1 (for Year 2 (8yrs only) to Year 6)
2. Athletics carnival—held in Term 2 (for all students—Kinder to Year 6)
3. Cross Country carnival—held in Term 1 (for Year 2 (8yrs only) to Year 6)

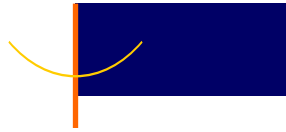
All eligible students are encouraged to participate. Successful competitors will proceed to District, Zone and State meetings.

SWIMMING

The school places much importance on the teaching of swimming skills. We participate in the "Intensive Swim" program in Term 4. All non-swimmers (Years 2-6) are invited to participate in this program, priority however is given to Year 2 students.



STUDENT WELFARE



Abermain Public School has developed a set of “core values” based on the nine core values of NSW Public Schools and those identified in our commitment to the Positive Behaviour and Learning (PBL) Strategy.

We recognise the significant influence parents/carers have on their child’s character and behaviour and the importance of working in partnership with them in supporting the core values our school has established.

These core values are explicitly taught and practised throughout the school.

The “core values” of Abermain Public School are:

Abermain students are SAFE, RESPECTFUL LEARNERS

Example of PBL Badges



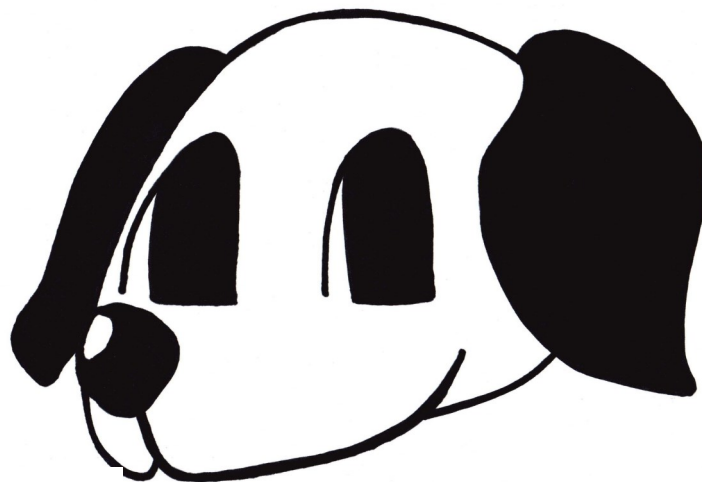


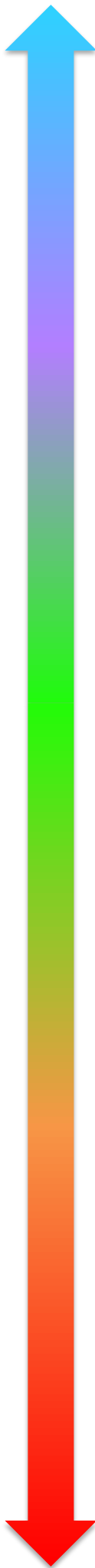
POSITIVE REINFORCEMENT & REWARD SYSTEM



Our PBL program is based on a school-wide set of expectations which apply across the school in every circumstance and setting in which students are learning. We are **Safe, Respectful Learners**. From these expectations, a set of rules has been developed in each school setting. These rules define our expectations for behaviour in our school. You will see these rules posted throughout the school and your child will be learning them and practising them with teacher support during their lessons break times.

Abermain Public School uses a system of rewards in relation to encouraging positive behaviour in all students.





ABERMAIN PUBLIC SCHOOL CLASSROOM REWARDS		
SPECIAL AWARDS	<ul style="list-style-type: none"> • PAWS Badge • PAWS Post • Classroom Celebrations 	<ul style="list-style-type: none"> • End of Term Prize • Merit Award • Principal Awards
DAILY REWARDS	<ul style="list-style-type: none"> • Praise • Choices in learning • Enjoying school • Stickers, stamps • Seeking Successes / Dojo points 	
ABERMAIN PUBLIC SCHOOL Students are:		
SAFETY	Sitting safely Leaving our seat and desk safely Moving safely in the learning areas Putting items away safely	
RESPECT	Listening without disrupting Talking at the right time in a nice voice Behaving in a calm and controlled manner	
LEARNING	Prepared for all parts of the school day Doing quality work at all times Having no distractions	
ABERMAIN PUBLIC SCHOOL CLASSROOM MANAGEMENT		
WHITE LEVEL: WARNING	<ul style="list-style-type: none"> • Visual cue – name on chart at ‘WHITE’ 	
ORANGE LEVEL: TIME OUT	<ul style="list-style-type: none"> • Visual cue – name moves to ‘ORANGE’ • Student moves to time out area and continues work quietly • Informal notification • Student moves to buddy class or with another teacher 	
RED LEVEL: NOTIFICATION	<ul style="list-style-type: none"> • Visual cue – name moves to ‘RED’ • ANY OF THE FOLLOWING MAY OCCUR • Completion of unfinished work in own time • Discuss expectations with student in own time. • Restricted access to playground • Phone call home • Behaviour is recorded as a formal notification • Removal to executive 	



ABERMAIN PUBLIC SCHOOL DISCIPLINE PROCEDURES

Where students at Abermain Public School display behaviours that are not consistent with the school's core values of safety, respect and learning, behaviours are recorded and varying consequences implemented as follows:

1. Record of Behaviour

The behaviour is recorded along with the relevant consequence, such as warning or time out. In some instances, a teacher may contact the parents/carers to discuss concerns relating to the incident(s)

2. Formal Notifications

Formal Notifications may be issued instantly depending on the seriousness of the incident.

Alternatively, Formal Notifications may be issued after repeated Records of Behaviour for similar incidents. Parents/Carers will be notified verbally, by SMS and via email.

Formal notifications result in a period of playground interventions, which includes a teacher check-in, re-direction to a supported activity and additional monitoring. This will occur every play session, within the following guidelines:

- * The **first Formal Notification** in the term will result in a **2 days of playground support**
- * The **second Formal Notification** within the term will result in a **3 days of playground support**
- * The **third Formal Notification** within the term will result in a **5 days of playground support**. The letter sent home at this point will remind parents/carers that a further Formal Notification within the term will result in a suspension.
- * A **Fourth Formal Notification** within the term will result in a learning support meeting with parents/carers to discuss options to address the needs of the student.


3. Suspensions

Decisions regarding suspension of students and their duration will be in line with current Department of Education policy and guidelines.

4. Return after suspension

A Return-to-School meeting will be attended by parent/carer, child, classroom teacher and school executive. The team will discuss strategies to ensure a successful return to school and put in to place any support needed. The student will need to share completed set school work with the team at the Return-to School meeting.

Students returning to school after a suspension will be required to check-in with the Check-In Teacher every play session for the first two days back at school. The check-in allows the student to reflect on their transition back to school and discuss strategies with the teacher for their return to the playground. Additional return to school systems may include identifying a timetable of playground activities for the student to engage in, and additional playground support.





ABERMAIN PUBLIC SCHOOL

P&C ASSOCIATION (Inc)

We would like to take the opportunity to welcome all new parents/carers to Abermain Public School.

Our P&C Association is made up of a friendly group of parents, carers and in some cases interested community members, whose main objective is to provide the students of this school with materials, equipment and opportunities which would not otherwise be supplied by the Department of Education.

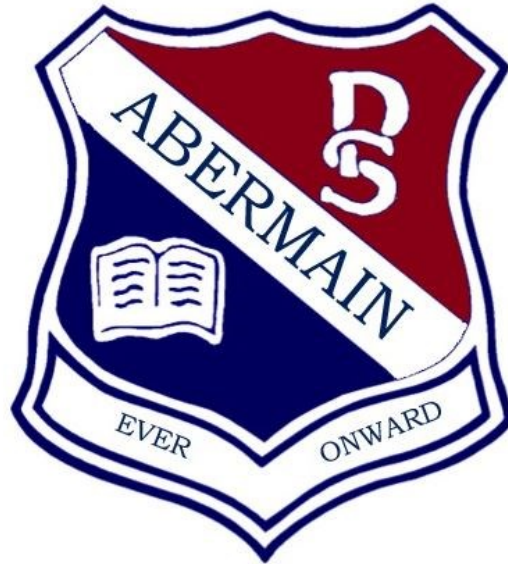
The P&C Association organises various fund raising activities throughout the year and operates the school canteen. The funds that are raised go towards projects that we decide to undertake. Fund raising is not our only concern though. The P&C have contributed remarks/suggestions on curriculum development, reports and discussed many school issues. The Principal attends our meetings and gives a report, updating the P&C members about school issues. In the past, members of the P&C have been involved in staff selection and the formation of School Council. The P&C have input and involvement on many issues concerning the school lives and education of our students. We feel that it is important that every parent is given the opportunity to have some input into the children's education.

If you would like to join the P&C you would be made most welcome and can do so by simply coming along to our monthly meetings. Your participation and input would be greatly appreciated. Even if you are unable to attend all the meetings, you can still join and are therefore entitled to have your say.

Membership of the Association is \$2 per person per year. This membership makes you a financial member and entitles you to vote on any issue before the Association, and for any office bearers of the Association.

P&C meetings are held monthly:	When:	Every second Monday of the month
	Where:	School Library
	Time:	5pm





SAFE, RESPECTFUL LEARNERS

Phone: **4930 4210**

Fax: **4930 4319**

Email: **abermain-p.school@det.nsw.edu.au**

School Website: **<https://abermain-p.schools.nsw.gov.au>**

School Facebook Page:

[Abermain Public School](#)

Abermain Public School P&C Facebook Page:

[Abermain Public School P&C Association Inc.](#)