Meadow Flat Public School is committed to the development of each student's individual potential in all areas of the curriculum. We endeavour to empower students to take responsibility for their learning and to always "Do Your Best".
From the Principal
Welcome to Meadow Flat Public School. A great small school.

This booklet provides information about our wonderful school that educates students from the villages or localities of:
- Meadow Flat;
- Kirkconnell;
- Yetholme;
- Walang;
- Rydal;
- Tarana;
- Mt Lambie;
- Sunny Corner; and
- Dark Corner.

The information will help you make the most out of the marvellous opportunities provided at our school every day. Students receive a comprehensive primary education in a spacious, comfortable and well resourced, safe environment. Our classrooms are designed to enhance learning and the school grounds are expansive and well maintained.

Our qualified, energetic and dedicated staff strive to meet the needs of individual students. An innovative professional approach to learning ensures teaching methods are modern and achieve real outcomes for your child.

At Meadow Flat Public School education is fun, challenging and stimulating and is an excellent foundation for life. Our school is a school that cares for students from the first day a child enrols.

Over many years Meadow Flat Public School has been part of the local community that parents and students have come to appreciate.

Michael Wood
Principal
May 10
Meadow Flat Public School
2630 Great Western Highway
Meadow Flat NSW 2795

Principal: Mr Michael Wood

Teaching Staff: Junior class – Mrs Gael Harvey
Senior Class – Mr Michael Wood
Library and part-time teacher – Mrs Betty Murphy

Administration Managers:
Mrs Cathy Loadsman – Tuesdays and Thursdays
Ms Nita Pieper – Mondays and every 2nd Friday

General Assistant: Mrs Petra Brasington

Telephone: 02 6359 5259
Fax: 02 6359 5265
Email: meadowflat-p.school@det.nsw.edu.au
Website: http://www.meadowflat-p.schools.nsw.edu.au

P& C Association:
President: Mrs Sarah Martin
Secretary: Mrs Sue Brooking
Treasurer: Mrs Bronwyn Chadwick-Cocks

2010 Dates:

Kindergarten Starting Date

Term One
Students commence Thursday 28th January 2009 to Thursday 1st April 2009 (10 weeks)

Term Two
Students commence Tuesday 20th April 2009 to Friday 2nd July 2009 (11 weeks)

Term Three
Students commence Tuesday 20th July 2009 to Friday 24th September 2009 (10 weeks)

Term Four
Student commence Monday 11th October 2009 to Wednesday 15th December 2009 (10 weeks)
ACCIDENTS AT SCHOOL
At school every care is taken to avoid accidents. This is achieved by both the enforcement of school rules and the provision of safe, supervised play areas. In the event of accidents involving children at the school first aid is administered by the office or teaching staff. If the student is admitted to the "sick-bay" the condition will be monitored by staff until the child feels better or the parent has arrived to take the child home. In the case of serious injuries or illness, parents are immediately notified by telephone and medical advice or parental direction sought. An ambulance may be called in some situations.

There is no personal injury insurance cover provided by the NSW Department of Education and Training for students in relation to school sporting activities, physical education lessons or any other school activity. Parents and caregivers are advised to assess the level and extent of their child’s involvement in the sport program when deciding whether additional insurance cover, above that provided by Medicare, is required. Personal accident insurance cover is available through the normal retail insurance outlets. The NSW Supplementary Sporting Injuries Benefits Scheme, funded by the NSW Government, provides limited cover for any serious injury resulting in the permanent loss of a prescribed faculty or the use of some prescribed part of the body. Further information can be obtained from www.sportinginjuries.nsw.gov.au

ADDITIONAL RESOURCES
Each year additional resources are purchased to facilitate classrooms programs. These usually take the form of textbooks and the school makes a bulk purchase. These purchases are made from the voluntary school contributions made by parents.

ADMINISTRATION
The front office is officially open from 8.30 am through to 3.30 p.m. Please ensure that the Office is contacted in writing of any changes to contact numbers or addresses so that entries on our database can be altered accordingly. This information is confidential and will not be released to outside agencies.

AMBULANCE
In the case of an emergency, an ambulance is organised and the school contacts the parent(s) as soon as possible. The student would normally be taken to Bathurst or Lithgow Hospital. This is dependent on where the ambulance comes from.

There is no cost to parents, as the school pays the annual membership costs.

ASSESSMENT
Assessment is ongoing throughout the year and does not depend entirely on formal assessment. Across grade tasks are set, checklists and work samples are kept and observation records are maintained. Written Reports will be sent home in Terms 2 and 4 and followed up with parent and teacher interviews. The class teacher and/or the Principal will be happy to talk with you at any mutually convenient time throughout the year. It is recommended that you phone the school for an appointment.

ATTENDANCE AT SCHOOL
Under the Education and Public Instruction Act 1987, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 15 years.

Is regular attendance important? - Yes
From the first day. If students miss the basics in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the infants and primary years often leads to the development of poor attendance and attitude to learning at High School.

Must children be sent to school? - Yes
All children between the ages of 6 and 17 years are required by law to attend school regularly.

Must children be sent to school every day? - Yes
Unless:
- the child is too sick to leave the house;
- the child has an infectious disease like chicken pox, mumps or measles;
- the child is incapacitated by injury preventing movement around the school;
- the child has to honour a religious commitment or
- the child is accompanying his or her parents on a family holiday which cannot be arranged in school vacations. (This should be communicated to the Principal prior to absence).

Wherever possible, dental, medical and other appointments should be made out of school hours.

Must the school be notified if a child has been away? - Yes.
- Parents/guardians are required to ALWAYS send a note to explain the reason for any absence.
• When a child is to be absent for more than two days, parents/guardians are requested to inform the school verbally as well as by note.

**Should the school be notified if a child refuses to go to school?** - Yes
• Parents/guardians should contact the Principal and seek assistance as a matter of urgency.

**What kind of assistance is available?**
The Home School Liaison Program is a supportive resource to students, parents/guardians and schools. It aims to ensure the full participation of all students in education.

**What is the role of a Home School Liaison Officer?**
The Home School Liaison Officer:
• is a contact between the home and the school when there are attendance problems;
• finds out why the child is not attending school and arranges appropriate help; and
• encourages regular attendance of students.

**BELL TIMES**  
(Monday to Friday)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45 am</td>
<td>Buses arrive and playground supervision commences</td>
</tr>
<tr>
<td>9.00</td>
<td>Assembly / Morning session commences</td>
</tr>
<tr>
<td>10.00</td>
<td>Recess</td>
</tr>
<tr>
<td>11.30</td>
<td>Mid-session commences</td>
</tr>
<tr>
<td>1.00 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.45</td>
<td>Afternoon session commences</td>
</tr>
<tr>
<td>3.00</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Parents are requested to ensure that children are at school **no later than 9.00 am**.

**Late arrival is disruptive** for others and should be avoided. Late arrivals are treated as partial absences and are recorded in the class rolls.

**Afternoon Dismissal:**
All students, including Kindergarten, are dismissed at 3.00pm. Parents are requested to wait near the administration building and not near the classrooms. Those students being picked up are escorted to the front gate to meet parents. Bus travellers line up in bus lines and are supervised onto the buses.

Parents are requested not to park in the bus parking area.

**Best Start**
All students in Kindergarten will be assessed by their classroom teacher under the Best Start program. Best Start is a new government initiative to increase support for the teaching and learning of literacy and numeracy for our youngest students. Parents receive a report about the student’s abilities.

**BICYCLES**
Children need very careful guidance before riding a bicycle to school. Many road safety authorities do not recommend students riding their bike to school until they are 10 years old. Students riding bikes to school MUST wear a helmet and park their bikes at the rear of the tennis courts.

**BIRTHDAYS**
If you wish to send cakes to celebrate your child’s birthday, please send items such as cup cakes, crackles, lamingtons etc rather than large cakes that require cutting as these small items are easier and more hygienic for handling. Please do not send candles, matches or knives for birthday cakes.

**SCHOOL STUDENT TRANSPORT SCHEME - BUS TRAVEL**
For details on local bus services contact the bus operator Mrs Sue Brooking on 02 63595525. Application forms available from the school office.

**PRIVATE VEHICLE CONVEYANCE**
Private Vehicle Conveyance (PVC) subsidy is available for eligible school students, who are residents of NSW, where there is no public transport for all or part of the journey. Please see the office for application forms and further information.

**Book Club**
The students will receive a Ashton Scholastic Book Club brochure each month that they may like to purchase books from. The school receives credit points to trade in for free resources for the library.
Camps
Students in Years 3 to 6 have the opportunity to attend a variety of camps each year with other students from the Bathurst Small Schools.

Years 3 and 4
Even Year – Taronga Zoo and Sydney
Odd Year – Red Hill Environment Centre

Years 5 and 6
Even Year – Canberra
Odd Year – Broken Bay Sport and Recreation Camp

CANTEEN
Our canteen operates by volunteers twice a week for lunches on Monday and Friday. To assist the canteen workers, orders should be written on a paper bag and labelled clearly with child’s name and class and handed to the canteen volunteer. All money should be placed inside the lunch bag. Bags are available at the canteen. The canteen does not offer credits.

CHANGE OF ADDRESS AND/OR PHONE NUMBERS
It is most important to notify the school of any changes, so that our records can be kept up to date.

COMMUNICATION
Open lines of communication are crucial for effective management. The school expects that, should a parent have a concern or is seeking clarification on a particular issue, it will be discussed with the member of staff concerned, or the principal.

The school operates on information that is shared, directly, with all involved parties. Our central focus is the student and their learning, self esteem and confidence. If we all work in a partnership to this end, maximum potential is more likely to be reached.

COMPUTERS AND THEIR ROLE IN THE SCHOOL
Computers are an indispensable element of modern society. Students are introduced to them from Kindergarten onwards. Students are encouraged to view computers as a tool or a resource to be used across all subjects, and not to be viewed as a subject in themselves.

In support of this view, computers are widely distributed throughout the school and software resources are spread across all Key Learning Areas.

CURRICULUM
The curriculum is defined in terms of Key Learning Areas (KLA) and other areas of learning: The 6 KLAs are:

- Creative Arts ... Music, craft, drama etc
- English
- Human Society and its Environment (HSIE)
- Mathematics
- Personal Development, Health and Physical Education (PD/H/PE)
- Science and Technology (Sc & T)

Other programs offered
- Special Religious Education (Scripture)
- Sport
- Premier’s Sporting, Spelling and Reading Challenges
- Instrument tuition
- School band

Support Programs offered
- English as a Second Language
- Support Teacher
- Learning Assistance
- Learning Support team
- District Support programs (see Student Welfare programs)

CUSTODY OF CHILDREN
The Principal should be informed of the conditions of custody when parents are separated. If this involves a court order, a copy must be sighted and kept at the school. If these orders are changed through the courts, an update must also be sighted and a copy kept at the school. The school must follow Departmental Policy and guidelines and cannot act only on parental verbal advice regarding custody orders.

Email Accounts
Each student will receive an email account that they are able to access from home. They can be accessed by going to portal.det.nsw.edu.au.

EMERGENCY INFORMATION
An emergency contact is kept at the school office. On enrolling a student, parents will be requested to complete emergency information. Please ensure that all details are filled in correctly and returned promptly to the school office. The school should be advised immediately should any details change. Only contacts who live close or reasonably close to the school should be included.
ENROLMENT
Students can be enrolled at the school from Kindergarten to Year 6. Consideration is given to local enrolments first before considering non-local enrolments. **Proof of date of birth and a recent immunisation certificate are required for all enrolling Kindergarten students.**

Students transferring from another school should present a transfer certificate from their previous school (if possible) together with a recent school report and any other relevant school documentation.

Parents of students from overseas enrolling in a state school for the first time must present the appropriate documents, which include a current passport with visa and entry permit.

EVACUATION PROCEDURES
From time to time, the school organises an evacuation drill so that students are aware of procedures. Classes vacate rooms and assemble in an area where rolls are checked.

EXCURSIONS
Educational excursions are encouraged and supported at the school. Parents receive detailed information and a permission note for each excursion. Student’s experiences beyond the classroom contribute to their growth and development. For some students such experiences, organised and implemented by the school, are the most significant opportunities they have for integrated learning of living skills.

All excursions must have the approval of the Principal, who will have sighted a risk assessment and considered the educational value of the proposed excursion in relation to the child’s needs and the total learning program.

Permission by the Parent/Guardian for a student to participate in a specific excursion is ALWAYS required in writing. Medical information is also required for a child to participate in an overnight excursion.

Students may be excluded from any excursion for unacceptable behaviour prior to an excursion, but only following consultation between the Student, Parent, Teacher and the Principal.

In the case of an excursion involving payment of money for fares or entry, all money is to be paid prior to the excursion on the due date.

Where financial hardship would prevent a student participating in an excursion the parent/guardian may approach the Principal in confidence, and the school may provide financial assistance to enable the student to attend.

HOMEWORK YEARS
Homework is considered to be an important and integral part of the children’s education at this school. Homework will take many forms but is always intended to be both interesting and purposeful.

Homework set by the school usually fulfils one or more of the following purposes:
- to practise and consolidate work given at school;
- to encourage organised and self directed methods of home study, and
- as preparation for future work.

No matter what other homework is set, each child should, every night, learn tables, practise spelling and do at least 10 minutes of reading. The amount of time involved in homework assignments will vary according to age and ability and is not intended to be laborious.

Homework provides parents with the opportunity to see the type of work being covered by their child in class, the standard of work their child is achieving and, assistance in the learning process.

Parents have a real and valuable role to play in encouraging and supporting their child and the school. For this reason parents are encouraged to guide children with their homework and to provide assistance where necessary.

As a general rule, homework is set each Monday and is due each Friday. The contract format encourages children to plan their time carefully around other activities and commitments. This flexibility also encourages an organised and independent approach to home study.

Parents with concerns or questions are always welcome to arrange an appointment with the class teacher to discuss the matter further.

Kindergarten students will often be given small tasks such as collecting pictures and objects to assist class activities. There will be more regular and more involved tasks set as the year progresses, e.g. take home readers and sight words. Please support your child in completing these tasks.
**HEALTH**
Good health is vital to school progress. Please check that your child has been immunised against diphtheria, whooping cough, poliomyelitis, measles and tetanus, and be sure they have had their booster before commencing school.

When enrolling, parents must provide full immunisation records for their child. If this is not produced, your child will be excluded from school if there is an outbreak of any of the diseases for which he or she is not immunised.

The school also needs to be notified immediately of any other special health care issues (eg allergies, asthma, diabetes, anaphylaxis etc). A health care plan may need to be devised in consultation with parents and health authorities to assist the school in caring for your child.

It is possible that at some time during your child’s schooling, they will contract one of the common childhood diseases.

**INTERVIEWS WITH THE PRINCIPAL OR TEACHING STAFF**
Parents are encouraged and are welcomed to visit the school and discuss any relevant matters with their child’s class teacher or the Principal.

Parents should ring the school and make an appointment or write requesting an appropriate time to meet with the relevant staff member. The staff are aware that parents are busy and will make every attempt to accommodate parents’ requests in this regard.

Parents are asked in the first instance to meet with the child’s class teacher if they have any concerns regarding their child’s schooling. If the parent wishes to seek further advice, or the matter cannot be resolved, an appointment can be made with the Principal.

**JEWEllERY, MAKEUP, ELECTRONIC GAMES, TOYS etc**
Children should not wear jewellery to school unless it is a bangle or ring that cannot be removed. Earrings, (except small sleepers or studs) and other adornments are banned to prevent injury, loss and emotional upsets. No makeup is to be worn at school. Radios, MP3 players, electronic games and other toys should not be brought to school.

Responsibility for any jewellery, watches or toys lost or damaged cannot be accepted by staff.

**LEARNING SUPPORT TEAM**
The Learning Support Team, comprising the Counsellor and the Principal, meet on a regular basis in order to discuss planning and programs for specific target groups of students. This is done in collaboration with the classroom teachers.

**LIBRARY**
The Teacher Librarian is in attendance 1 day per week. All classes have library lessons weekly. A library bag is required by all children for borrowing books from the school library. The library lessons happen on a Thursday.

**Library Van visits**
The students, parents and Meadow Flat community members are able to borrow books from the Bathurst Regional Council library van that visits once a month during school terms. The van carries all types of books – Fiction, Non-Fiction and books for advanced readers.

**LOST PROPERTY**
All lost property is handled by the office staff.

*PLEASE MAKE SURE ALL ITEMS OF CLOTHING ARE CLEARLY LABELLED WITH YOUR CHILD’S NAME.*
(*Please alter names if items of clothing are passed on to family/friends.*)

**MEDICATION**
If your child needs to take medication during school time could you please ensure that it is clearly labelled with the child’s name, class, the correct dosage and at what time it is to be taken. This needs to be handed to the student’s class teacher.

The administration of all medication will be under supervision of the teaching or office staff. **No medication will be administered** unless a signed note giving all relevant details is on record at the school.

**MOBILE TELEPHONES**
If for some reason parents wish their child to bring a mobile phone to school they must write a letter stating the reasons to the Principal. Any mobile phone that is brought to school must be given to the office staff before school and collected at the end of the day. Whilst every effort is made to ensure they are secure no responsibility can be accepted for loss or damage.
MONEY
We impress upon children not to leave money in classrooms. Stolen money creates problems, much unhappiness and inconvenience. Children should be given only the minimum amount of money required for canteen purchases or school activities. To safeguard any money brought to school it should be kept in a zippered pocket.

All money collected at the school for excursions, visiting shows, purchases, donations, etc. is handled through the class teacher.

Music Program
Music is an integral part at Meadow Flat Public School at a classroom level and in larger school based activities. In the classroom all students are taught music appreciation and singing. The school enters the Bathurst Eisteddfod in the School Band and Choir sections. A school band has been established with specialist teachers coming from the Music of Conservatorium. The school has a range of instruments for hire.

OCCUPATIONAL HEALTH & SAFETY
Procedures are in place to ensure the safety of all members of the school community and visitors. Implementation of the O.H.& S. Act 2000 and the O.H.& S. Regulations 2001 is strictly adhered to. It is the responsibility of the school community and visitors to ensure a safe working environment. Parents, Staff, Students and Visitors are asked to report to the Principal any unsafe conditions within the school.

PARENTAL INVOLVEMENT
Parents are encouraged to become involved in school programs and special projects. Mothers and fathers help with parent organisations, functions, listening to children read, excursions, camps, sporting functions, craft lessons, etc.

If you can help in any way, your time and effort would be most appreciated. Please speak with the Principal or class teacher.

All volunteers in the school, including parents helping with educational programs, are required, for insurance purposes, to sign in when they arrive at the school.

The attendance sheets for this purpose are located in the main office. It is the volunteer worker’s or visitor’s responsibility to ensure that they sign this book, as it is essential for successful insurance coverage.

REMEMBER: All parent helpers must sign a Prohibited Employment Declaration form before being eligible to assist at the school. These forms are available from the school office. This is a legal requirement.

PARENTS AND CITIZENS’ ASSOCIATION
The Parents and Citizens’ Association meets in the school Staff room twice a month. Meetings are held at 5:00 pm and conclude at 7:00 pm at the latest.

The role of the P&C Association is to be the parent representative body within the School community. Through its executive and associated committees it provides financial, technical, managerial and other forms of support.

Regular P&C meetings provide one of the main forums for communication between all parents and the school.

PAYMENT OF SCHOOL EXPENSES
From time to time students attend cultural activities, travel on excursions or require money for specific activities and items not funded by the Department of Education & Training. In cases where this may cause financial hardship, parents are requested to contact the Principal. It is our policy that no child should miss an activity for financial reasons only. All communications in this regard are strictly confidential.

Pets
Due to restrictions to keep the students safety and wellbeing in mind the students are not able to bring their pets into the school.

PUPILS BEING IN SCHOOL GROUNDS
Pupils are not encouraged to be in the school grounds before 8.45 am as no direct supervision is provided by staff prior to this time.

If you consider that you have a valid reason for your child arriving earlier than 8.45 am, please inform the Principal in writing.

It is stressed that the Principal authorises entry to the school, not the parent. This authorisation is necessary for the protection of pupils and staff against accidental injury to pupils or damage to persons and property.

Students on the school premises before 8.45 am must remain seated, no games are allowed.

Unless special school activities have been arranged, students should not be on school premises outside of school hours.
PUPILS LEAVING SCHOOL GROUNDS BEFORE 3.00 PM
If parents wish to collect children during school hours, they must see the classroom teacher. Students that leave early are recorded as being partially absent for that part of the day they are not in attendance. These records are kept and inspected from time to time by the Home School Liaison Officer.

Any person other than a child’s parent who wishes to collect a child, must have signed written permission from the parent. Identification must also be sighted.

No child is allowed to leave the school ground on his/her own before 3.00 pm.

REPORTING TO PARENTS

SCHOOL REPORTS
The school reports to parents twice per year with a written report. These are sent home at the end of terms 2 and 4. Parents are encouraged to make a time to speak about the report with their child’s teacher.

NEWSLETTERS
The school issues a weekly Newsletter on most Tuesdays each week which may contain school news and policies, student work samples, P&C news, etc. Dates of coming events are also included to inform parents of functions. The newsletter can be emailed home to parents if requested. They are also put on the school’s website.

Please make a practice of looking in your child’s school bag for the Newsletter and other important notices which are sent from time to time. This newsletter is an essential communication link between the school, parents and the local community.

INTERVIEWS
The school encourages contact with parents. Please make arrangements through the office for an interview appointment with the class teacher.

SCHOOL CONTRIBUTION (Formerly known as School Fees)
There is a voluntary school contribution scheme.

The school contribution scheme helps to provide some of the following:

- Library books
- Craft material
- Consumable classroom supplies
- Software programs
- Sporting equipment
- Home reading texts
- Guided reading texts
- General equipment etc

The current school contribution levy is $30.00 per child or $50.00 per family.

SCHOOL COUNSELLOR
The school has the services of a school counsellor who is a registered psychologist.

The school counsellor’s role is to assist teachers with classroom learning and behaviour management, to test and assess students, to assist parents with advice about their children’s education, development and adjustment.

The school counsellor is in attendance twice a term.

Parents requesting interviews for their children should contact the office. A permission note must be signed before students can see the school counsellor.

SCRIPTURE
Scripture lessons take place during the morning session each Tuesday. These lessons are given by Church appointed teachers.

SCHOOL SPORT

STRUCTURE
The Sport Program will be Developmental and Sequential. It will consist of:

- Fitness
- Fundamental Movement Skills
- Lead-Up Games
- Modified Sports
- Traditional Sports
- Representative Levels are:
  School - District - Region - State
INFANTS SPORT
Fridays is the school’s Sport day. The time each Friday will vary throughout the year depending on the program and weather. Infants pupils participate in regular sporting activities which consist of early skill development, lead-up games and modified sports.

Pupils who turn 8 in the year of competition and who are in Year 2, will be eligible to compete in the School Athletics, Swimming and Cross Country Carnivals. They are also eligible to proceed further to District, Regional and State levels of competition.

PRIMARY SPORT
Primary pupils participate in regular sporting activities. Gala Days and school sport are usually held on Fridays.

The students in Years 3 to 6 have the opportunity to participate in sports organised by the Bathurst Small Schools. There are opportunities to proceed through to the state level in hockey, soccer, touch football and other team sports.

Sport and physical education activities are part of the normal school program.

STUDENT WELFARE
The school’s Student Welfare Policy aims to meet the educational, emotional and social needs of all students. Students learn better when they feel safe and happy, feel valued and have sound self esteem.

Through the student welfare program the school aims to help students develop:

- a sense of enjoyment and satisfaction from learning
- strong literacy and numeracy skills
- an ability to communicate effectively
- a coherent set of values to guide behaviour
- a sense of personal and social responsibility for their actions and decisions
- a sense of personal dignity and self-worth
- self reliance
- a sense of identity
- a feeling of belonging to the wider community
- a caring attitude towards others
- an ability to form satisfying and stable relationships with others

The school’s student welfare program includes the following features:

- a child protection program
- a support program for children experiencing learning difficulties
- Life Education, Drug Education and Sun Safe program
- Student leadership opportunities
- Anti violence, Racism and Bullying policies

STUDENT ASSISTANCE SCHEME
A small amount ($300 in 2009) of money is provided by the Department of Education and Training to assist needy children. As the name suggests money is available to assist parents in meeting some of the expenses of educating a child.

The money can be used to assist parents to purchase school uniforms, school materials and textbooks or meet the cost of school excursions.

Sun Safe Policy
Meadow Flat Public School has a Sun Safety program and strategies in place to ensure that the students are aware of and protected from the damaging effects of the sun. All students need to wear a school hat when outdoors. Students that do not have a hat will be required to play in the shady areas.

TELEPHONE CALLS
All enquiries should be made to the office by telephoning 02 6359 5259. If you wish to speak to a member of staff, please call outside of class lesson times. Personal messages cannot be conveyed to pupils unless in extreme emergencies.

UNIFORMS
All students are expected to wear full school uniform. Remember to label your child’s name on all items of clothing, especially sloppy joes, coats and hats. Lost property is kept on the veranda of the classroom building. Second hand uniforms are available at the school. School hats are available at the school office. Please contact to confirm price. Sports jackets can be ordered from school at the beginning of the year. Please contact the school for further information and current pricing. Other items of clothing such as socks, black skirts, tights etc are available from School Jazz, 105 George Street, Bathurst, 63327981 or Big W, Bathurst. Tartan tunics available from Betty Pender, phone 63555713.
Clothing Pool
The P and C has a school uniform clothing pool. Parents are encouraged to donate uniform clothing items that are able to be recycled by other parents to the clothing pool. If students leave the school the uniform items are able to be donated. The items in the clothing pool are provided to students in emergencies or to new students.

Particulars of our school uniform are as follows:

Uniform

Girls
Summer:
Red tartan tunic, white short sleeve polo shirt with school emblem, white socks, red wide-brimmed school hat, school sloppy joe.

Winter:
Red tartan tunic, white long or short sleeve white polo shirt with school emblem, black tights, red school sloppy joe, red polar fleece (not to be worn on school excursions).

Sports Uniform (Summer):
Black pleated skirt, black loose fitting shorts, red school polo shirt (with emblem).

Sports Uniform (Winter):
Black track pants, red polo shirt and red school sloppy joe with school emblems

Boys
Summer:
Grey shorts, white short sleeve polo shirt with school emblem, grey socks, red school sloppy joe, red wide-brimmed school hat

Winter:
Grey long pants (scags are warmer), long/short sleeve white collared polo shirt with emblem, red school sloppy joe, grey socks, red school polar fleece (not to be worn on excursions)

Sports Uniform (Summer):
Black shorts, red school polo (with emblem).

Sports Uniform (Winter):
Black track pants, red school polo shirt, red school sloppy joe.

The school has uniforms for sale. If items are not in stock, orders can be placed and filled quickly. The school also has a pool of good quality second hand clothing. It is very important that all clothing is clearly labelled.
Footwear
Black school shoes or sturdy black joggers are required for both girls and boys. Other shoe types are deemed to be unsafe. Unsafe shoes include those with openings, platform or high heels, shoes made from un-protective, open weave materials such as cottons or canvas.

SPORTS SHOES:
No to Dunlop volleys, No to open weave and canvas shoes

NO to canvas, must be all black
## Our Community Agreements

<table>
<thead>
<tr>
<th>Community Agreement</th>
<th>What it looks like!</th>
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<tbody>
<tr>
<td>Attentive listening</td>
<td>• Hand up to speak</td>
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<tr>
<td></td>
<td>• Practice attentive listening</td>
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<tr>
<td></td>
<td>• Speak one at a time</td>
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<tr>
<td>Appreciation of others / No put downs</td>
<td>• Appreciate the efforts of others</td>
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<tr>
<td></td>
<td>• Work cooperatively with others</td>
</tr>
<tr>
<td></td>
<td>• Display good sportsmanship</td>
</tr>
<tr>
<td>Respect for all; people, property and the environment</td>
<td>• Respect others’ right to learn</td>
</tr>
<tr>
<td></td>
<td>• Speak respectfully to all</td>
</tr>
<tr>
<td></td>
<td>• Be kind and considerate to all</td>
</tr>
<tr>
<td></td>
<td>• Show tolerance of others</td>
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<tr>
<td></td>
<td>• Treat others respectfully</td>
</tr>
<tr>
<td></td>
<td>• Respect the property of others</td>
</tr>
<tr>
<td></td>
<td>• Keep our work space clean and tidy</td>
</tr>
<tr>
<td></td>
<td>• Don’t litter</td>
</tr>
<tr>
<td>Be Responsible</td>
<td>• Take responsibility for our learning</td>
</tr>
<tr>
<td></td>
<td>• Engage in our learning</td>
</tr>
<tr>
<td></td>
<td>• Take responsibility for our behaviour at all times</td>
</tr>
<tr>
<td></td>
<td>• Move around the school in a responsible manner</td>
</tr>
<tr>
<td></td>
<td>• Make your own decisions</td>
</tr>
<tr>
<td>Be Honest</td>
<td>• Always tell the truth</td>
</tr>
<tr>
<td></td>
<td>• Be open and sincere</td>
</tr>
</tbody>
</table>

*Do our best at all time and be the best that we can be!!!*  
*Learning for Life*