From the Principal

Welcome to Meadow Flat Public School. A great small school.

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.

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 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

Thursday, 30 July 2015
Meadow Flat Public School
2630 Great Western Highway
Meadow Flat NSW 2795

Principal: Mr Michael Wood

2014 Teaching Staff:
K/1 – Mrs Carolyn Whitfeld
2/3 – Mr Joshua Meyers
4/5/6 – Mr Michael Wood
Part-time teacher – Mrs Rebecca O’Connor and Miss Brittani Hotham
Music Education – Mr Aaron Hollier

School Administration Manager:
Mrs Hayley Kelly – Monday – Friday

School Administration Officer:
Mrs Cathy Loadsman - Friday

School Learning Support Officers:
Mrs Nicole Lloyd and Mrs Tania Robins

General Assistant:
Mrs Petra Brasington

Telephone: 02 6359 5259
Mobile: 0437 59 52 59

Email: meadowflat-p.school@det.nsw.edu.au
Website: http://www.meadowflat-p.schools.nsw.edu.au
Facebook https://www.facebook.com/pages/Meadow-Flat-Public-School/391382494218338
YouTube http://www.youtube.com/channel/UCYzMGDB4V1dZFyhywXBpmHw
Twitter https://twitter.com/MeadowFlat2509

P&C Association:
President: Mrs Sarah Martin
Secretary: Mrs Jaye Shean
Treasurer: Mrs Bronwyn Chadwick-Cocks

2015 Dates
*School development days occur at the beginning of Terms 1, 2 and 3 and the last two days of the school year.

Term 1
Tuesday, 27 January to Thursday, 02 April

Term 2
Monday, 20 April to Friday, 26 June

Term 3
Monday, 13 July to Friday, 18 September

Term 4
Tuesday, 06 October to Friday, 18 December
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 Communities 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 programs 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 personal circumstances, 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 Department of Education and Communities pays the annual membership costs. If parents receive an invoice to pay they are asked to give it to the school to arrange payment.

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 are 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 1990, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 17 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.

Must children be sent to school every day?  - Yes

Unless:
- the student is too sick to leave the house;
- the student has an infectious disease like chicken pox, mumps or measles;
- the student is incapacitated by injury preventing movement around the school;
- the student has to honour a religious commitment; or
- the student is accompanying their parents on a family holiday which cannot be arranged in school vacations. (This should be communicated to the Principal prior to absence so that appropriate Exemption from Attendance Certificates can be issued).

Wherever possible dental, medical and other appointments should be made out of school hours.
**Must the school be notified if a student has been away?** - Yes.

- Parents/guardians are required to ALWAYS send a note to explain the reason for any absence.
- When a student is to be absent for more than two days, parents/guardians are requested to inform the school verbally as well as by note.
- A note is attached to this booklet.

**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>8.50 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>11.00</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 those students 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. Parents are requested to attend the office to sign their children into the school if they are late or need to leave early.

**Afternoon Dismissal:**

All students, including Kindergarten, are dismissed at 3.00pm. Parents are requested to wait at the front gate near the administration building, 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.

**BICYCLES**

Students 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 school canteen building.

**BIRTHDAYS**

If you wish to send cakes to celebrate your child’s birthday, please send items such as cupcakes, crackles, lamingtons etc rather than large cakes or ice cream 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 school 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. It is each parent’s responsibility to ensure the forms are returned for processing if they wish to claim the PVC. You can also go online to apply by visiting [www.transport.nsw.gov.au/pvc](http://www.transport.nsw.gov.au/pvc)
BOOK CLUB
The students will receive an Ashton Scholastic Book Club brochure each month that they may like to purchase books from. The school receives credit points 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 – Sydney
Odd Year – Dubbo Zoo and Environmental Education 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. Correct 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.

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.

Virtual Excursions
Meadow Flat Public School has video conference facilities which allow the students to use the interactive technologies to attend places of educational interest. This equipment is located in the school library.

CURRICULUM
The curriculum is defined in terms of Key Learning Areas (KLA) and other areas of learning: The 6 KLAs are set by the NSW Board of Studies:
- 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
- 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.
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.

The school has a Non-Local Enrolment Policy for students who want to come to our school from other nearby areas. A copy is available from the school office.

Parents of students from overseas enrolling in a NSW Public 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

Homework is considered to be an important and integral part of the student’s education at Meadow Flat Public 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
- 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 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 welcome to visit the school and discuss any relevant matters with their child’s class teacher or the Principal.

Parents should contact 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

Students 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. MP3 players, electronic games and other toys must 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, Classroom teachers 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. Borrowers need to be members of the Bathurst Regional Library.

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. Prescription medicine can only be given to the person listed on the medication.

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 students not to leave money in classrooms. Stolen money creates problems, much unhappiness and inconvenience. Students 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. A school receipt is expected for all payments made to the office.

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 a specialist teacher. The school has a range of wind instruments that the students can use at home if they are receiving private instrument tuition.

WORKPLACE HEALTH & SAFETY

Procedures are in place to ensure the safety of all members of the school community and visitors. Implementation of the Workplace Health and Safety Act 2011 and the W.H.& S. Regulations 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, accidents or injuries that occur at 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.

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 have a Working with Children Check before volunteering. You are able to do this online at http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check.

PARENTS AND CITIZENS’ ASSOCIATION

The Parents and Citizens’ Association meets in the school Staff room twice a term. Meetings are held at 4.30 pm and conclude at 6.30 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 OPTIONS

The school accepts the following methods of paying monies for school activities:

- EFTPOS
- Telephone payments via account cards
- Cash
- Personal or bank cheque
- Money orders
- Written advice of account card details (using the attached sheet).

Payments for P and C based activities are to be made separately to the school accounts. The P and C Treasurer processes payments and receipts through a separate bank account. The P and C does not have access to EFTPOS payments.

PETS

Under the Companion Animals Act 1998 (section 14.1[e]) dogs are prohibited to be on school grounds. Parents are requested to ensure that their dogs do not enter the school grounds. This ultimately protects our students.

STUDENTS BEING IN SCHOOL GROUNDS

Students 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 student 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.

STUDENTS 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 parent wishing to collect the children early will need to sign them out at the front office.

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 their own before 3.00 pm.

REPORTING TO PARENTS

In early Term 1 the classroom teachers will invite all parents to the school for a meet and greet meeting. At this meeting it is anticipated that the parents will find out about homework expectations, planned class activities and routines.

At the end of Term 1 the classroom teachers will invite all parents to an individual parent meeting. Parents will receive an up date about their children’s progress.

At the end of Term 2 and 4 parents will receive a written progress report about their children’s progress. Interviews will be as requested by the parents or teachers.

THROUGH NEWSLETTERS

The school issues a weekly Newsletter on most Mondays which 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 is also emailed home to parents. They are also put on the school’s website.

Please look 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.

THROUGH INTERVIEWS

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

THROUGH ANNUAL SCHOOL REPORTS

Each year the school community evaluates its current practices and reports on the various programs through the Annual School Report. Feedback is sought from parents about a range of areas.

SCHOOL CONTRIBUTIONS

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

The 2015 school contribution levy is set at $50.00. This is reviewed annually and set by the Department of Education and Communities.

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 each year.
SCRIPTURE
Scripture lessons take place for half an hour a week. These lessons are given by Church appointed teacher.

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
Friday is the school’s Sport day. The time each Friday will vary throughout the year depending on the program and weather. Infants students participate in regular sporting activities which consist of early skill development, lead-up games and modified sports.

Students 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 PSSA levels of competition.

PRIMARY SPORT
Primary students 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 sports such as 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 Anti Bullying policies

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 students unless in extreme emergencies. The office is not staffed every day.

STUDENT ASSISTANCE SCHEME
A small amount $176.36 of money is provided by the Department of Education and Communities to assist parents in meeting some of the expenses of educating a student.

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

Change in Routine for Students
From time to time there may be a need for parents to contact the school as there is a change in how the child is going home.

It cannot be guaranteed that there is a spare seat on a bus so each parent will need to contact the bus operator to see if this change is possible. Once this has occurred the parent needs to contact the school to inform us of the change. You will also need to inform the school that your child needs to be told if they are not already aware of these changes.

The school staff will assume that your child/ren are
aware of this change in plans otherwise.

**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.

**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 in the office. Second hand uniforms are available at the school. School hats are available at the P and C. Please contact the school for further information and current pricing.

Tartan tunics for girls are available by ordering them from the Uniform Coordinator. These need to be ordered in advance.

**Clothing Pool**

The P and C have a school uniform clothing pool. Parents are encouraged to donate uniform clothing items that are able to be recycled by other parents through 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.

It is very important that all clothing is clearly labelled. We asked that the previous owners’ names are removed.

**Payment for Uniforms**

Uniform items will not be provided to parents until they have been paid for. If you are ordering items that need to specifically made or are a special size pre-payment is required. A receipt will be issued to each parent ordering any items by the P and C Treasurer.

Particulars of our school uniform are as follows:

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<tr>
<th><strong>Summer:</strong></th>
<th><strong>Winter:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Red tartan tunic, white short-sleeve polo shirt, white socks, red wide-brimmed school hat, school sloppy joe.</td>
<td>Red tartan tunic, white long or short sleeve polo shirt, black tights, red school sloppy joe, red polar fleece (not to be worn on school excursions).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sports Uniform (Summer):</strong></th>
<th><strong>Sports Uniform (Winter):</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Black pleated skirt or black loose fitting shorts, red school polo shirt (with emblem).</td>
<td>Black track pants, red polo shirt and red school sloppy joe with school emblems</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Boy’s uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer:</strong></td>
</tr>
<tr>
<td>Grey shorts, white short-sleeve polo shirt with school emblem, grey socks, red school sloppy joe, red wide-brimmed school hat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sports Uniform (Summer):</strong></th>
<th><strong>Sports Uniform (Winter):</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Black shorts, red school polo (with emblem).</td>
<td>Black track pants, red school polo shirt, red school sloppy joe.</td>
</tr>
</tbody>
</table>

**Footwear for all students**

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. Joggers are required for sports activities. These may not necessarily be white (as pictured) as it is difficult to get them.
NO to open shoes
NO to colour, must be all black
NO to open shoes
NO to colour, must be all black
NO to open shoes
NO to canvas, NO to open shoes, must be all black
NO to Dunlop Volleys & similar shoes, NO to canvas
NO to canvas, must be all black
NO to canvas, must be all black
NO to open shoes
NO to canvas, must be all black
NO to canvas, must be all black

SPORTS SHOES:
Meadow Flat Public School Rules

There are five rules at Meadow Flat Public School.

**Our learning rule**
- I will learn all I can
  - Pay attention in class
  - Follow my teachers’ instructions
  - Arrive in class on time, ready to learn
  - Avoid disrupting other students’ learning
  - Complete all my learning activities to the best of my ability
  - Hand in my completed homework on time

**Our respect rule**
- I will respect myself and others
  - Be considerate and respectful to others
  - Be honest and truthful
  - Co-operate with teachers and students
  - Avoid causing injury or embarrassment to others
  - Avoid bullying and harassment of others
  - Show respect to visitors

**Our Communication rule**
- I will speak politely to teachers, students and other adults
  - Speak politely
  - Use appropriate language at all times
  - Avoid teasing others

**Our property rule**
- I will respect mine and other’s property
  - Take care of my property
  - Leave other people’s property alone
  - Take care of school buildings, grounds and equipment
  - Keep the classrooms and playground tidy
  - Hand in property that is not mine

**Our safety rule**
- I will help make our school a safe place for everyone who learns here
  - Be in the right place at the right time
  - Obey school rules and instructions – they are designed to protect me
  - Tell teachers about broken things
  - Stay within the school’s fences
  - Leave dangerous and or illegal items at home
  - Wear a hat when playing outside in terms 1 and 2, and on sunny days as directed by the teachers
Bullying: Preventing and Responding to Student Bullying in Schools Policy (2011)

The NSW Department of Education and Communities rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

Bullying

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long term effects on those involved including bystanders. Conflict or fights between equals or single incidents are not defined as bullying.

Bullying behaviour can be:
- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The term “bullying” has a specific meaning. The school’s Anti-bullying Plan sets out the processes for preventing and responding to student bullying. The school has a range of policies and practices, including welfare and discipline policies that apply to student behaviour generally.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

**School staff** have a responsibility to:
- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school’s Anti-bullying Plan.

In addition, teachers have a responsibility to:
- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

**Students** have a responsibility to:
- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

**Parents and caregivers** have a responsibility to:
- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

**All members of the school community** have a responsibility to:
- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school’s Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.
PAYMENT OPTIONS

Please note that Meadow Flat Public prefers payments to be made on time so that all students can participate in the school's activities. To assist you these following payment options are available to you.

PAYING IN PERSON: Payment by Credit Card, Debit Card, Cash, Cheque or Money Order
- Payment can be made at the School Office, Monday to Friday between the hours of 8:30am and 3:00pm
- EFTPOS facilities are available (Minimum payment $10.00).
- Credit Cards and Debit Cards (EFTPOS), Cash, Cheques and Money Orders are accepted

PAYING BY PHONE: Payment by Credit Card Only
- Call the School on 02 63595259, Monday, Wednesday, Thursday and Friday between the hours of 8:30am and 3:30pm
- Please have your account and credit card details with you when you call
- Accepted cards are VISA and Mastercard

PAYING BY MAIL: Payment by Credit Card, Cheque or Money Order
- Credit Card details completed on Payment Advice
- Cheque and Money Orders made payable to Meadow Flat Public School
- Post to Meadow Flat Public School, 2630 Great Western Hwy Meadow Flat NSW 2795

<table>
<thead>
<tr>
<th>PAYMENT ADVICE (Credit Card ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT NAME</td>
</tr>
<tr>
<td>--------------</td>
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<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

AMOUNT PAID: $ __________ INVOICE NUMBER: __________ DATE: ___ / ___ / ___

NAME ON CARD: ____________________________________________

CARD TYPE: ____ VISA ____ MASTERCARD CCV __________

CREDIT CARD NUMBER:

(Please ensure you include all 16 numbers)

EXPIRY DATE: ________

SIGNATURE ON CARD: ________________________________________

Please return to:

MEADOW FLAT PUBLIC SCHOOL
2630 Great Western Highway Meadow Flat NSW 2795  T 02 6359 5259 F 02 6359 5265
E meadowflat-p.school@det.nsw.edu.au  www.meadowflat-p.schools.nsw.edu.au
If your child is going to be absent from school please call staff in the school office to let them know as soon as possible.

Please send this completed note to school on the first day back after your child’s absence.

<table>
<thead>
<tr>
<th>Child's name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
</tr>
<tr>
<td>Dates absent</td>
</tr>
<tr>
<td>Reason</td>
</tr>
</tbody>
</table>

Other comments

Parent/Guardian Name

Signature (parent/guardian)  Date

Child's name

Class

Dates absent

Reason

Other comments

Parent/Guardian Name

Signature (parent/guardian)  Date

Child's name

Class

Dates absent

Reason

Other comments

Parent/Guardian Name

Signature (parent/guardian)  Date

NSW Department of Education & Training

My school kids organiser