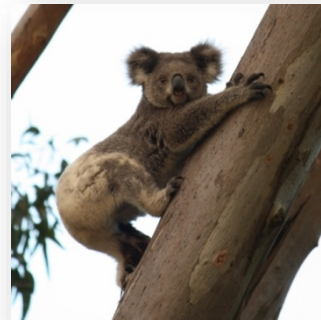




**Soldiers Point Public School**

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# Parent Handbook



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Our school community is committed to providing a supportive learning environment fostering respect, creativity and resilience.

Thank you for choosing Soldiers Point Public School.

We look forward to working together with you to provide a supported learning environment for your child fostering respect, creativity and resilience.

We pay respect to the Traditional Owners of the land, the Worimi people, and their continuing connection to the land, waters and sea. We pay respect to them and their culture and to Elders both past and present.

*Yii Gathangguba barray* (this is Gathang\* country)

*Gathay nyiirun* (let us go together)

*\*The Gathang (pron. Gat-ang) language group comprises of three nations: Birrbay (Biripi), Guringay (Giringai) and Warrimay (Worimi). Gathang is the traditional Indigenous language of the mid-north coast including Port Macquarie, Wauchope, Taree, Forster, Gloucester, Dungog, Port Stephens and Maitland.*

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# School Snapshot

## Contact Us

Soldiers Point Public School  
39 Cromarty Road  
Soldiers Point NSW 2317

T: 02 4982 7151  
F: 02 4982 0576

Email: [soldierspt-p.school@det.nsw.edu.au](mailto:soldierspt-p.school@det.nsw.edu.au)

Website: <http://www.soldierspt-p.schools.nsw.edu.au>

## School Routine

Number of Students	303
Front Office Opening Hours	8.15am – 3.30pm
Playground Supervision	8.25am – 8.55am
Classes commence	8.55am
Recess	10.55am – 11.20am
Lunch	12.40pm – 1.30pm
Classes end	2.55pm
Canteen Operates:	Every day
Uniform Shop Open:	Every day at Canteen from 8.15am to 8.30am
Kindergarten, Years 1 & 2 Sport Day	Wednesday
Years 3 & 4 Sport Day	Thursday
Years 5 & 6 Sport Day	Friday

### Bus Operators

Port Stephens Coaches  
17A Port Stephens Drive  
Anna Bay NSW 2315  
T: 4982 2940

# Soldiers Point Public School Staff

## Principal

Mr Simon Parson

## Assistant Principals

Miss Kate Johnson  
Mrs Rachel Wagland  
Mrs Louisa De Souza

## Teaching Staff

Mrs Jenny Baxter  
Miss Emma Champion  
Miss Lisa Cornwell  
Mr Jeff Gibson  
Mr Nathan MacGregor  
Mrs Lucy Merriman (Teacher Librarian)  
Mrs Kate Miller  
Mr Peter Nix  
Miss Amy Pack  
Mrs Michelle Sproule  
Miss Lya Strassmeir  
Mrs Sharon Egan

## Learning & Support Teacher ATSI

Mrs Suzi Fuimaono  
Mrs Nicole Wightman

## School Administrative Manager

Mrs Bronwyn Sherman

## School Administrative Officers

Mrs Simone Bradbury  
Ms Terrie Walker (Tues – Wed)  
Mrs Susan Sams

## School Learning Support Officers

Mrs Susan Sala  
Ms Michelle Campbell  
Mrs Nicole Pizzuto  
Mrs Leanne Benbow  
Mrs Janet Fordham

## General Assistant

Mr Guy Holloway

## School Counsellor

Mr Matthew Clements – Tuesday &  
Friday morning

## School Wellbeing Officer

Ms Barbara MacDonald

## Cleaner

Mr Howard Cameron

## Message to Parents

This Parent Handbook provides an introduction to Soldiers Point Public School by informing parents of current procedures and practices. This information is given to assist in the smooth transition from home or other schools to the Soldiers Point Public School environment.

By working together we hope life at Soldiers Point Public School can be a positive and rewarding experience. Some strategies which may assist in making your school experience a happy one are:

- Take an active interest in the education of your child. A combination of the school and home best promotes the wellbeing and development of children.
- Be supportive of the school and promote the advantages of mutual co-operation between the home and the school to the student child.

Generate a positive attitude by:

- Encouraging and supporting your child to do their best and to behave in a way, this is for the collective good.
- Recognising and rewarding the successful efforts of students.
- Taking an interest in what your child is learning at school and helping them, where you can, with any difficulties they may be having.
- Providing good study conditions.
- Identifying with the school.
- Supporting any school activities (where possible).

I hope that this booklet will assist you to understand many of the organisational and functional requirements of our school.

S. Parson ~ Principal

# School Profile

## Vision Statement

Our school community is committed to providing a supportive learning environment fostering respect, creativity and resilience.

## Strategic Directions

1. Successful learning through innovative teaching.
2. Successful teaching through cooperative and consistent practices.
3. Successful partnerships through collaboration and communication.

## School Motto

'OUR GUIDING LIGHT' which incorporates WISDOM, CONDUCT and LEARNING.

## School Pledge

Have pride and show respect.

## School Song

We sing with pride at Soldiers Point  
our school amongst the trees  
Where sparkling seas and golden sands  
surround our boundaries

Together we learn side by side  
we aim to do our best  
With wisdom, conduct, knowledge  
the keys to our success

And as we grow and travel on  
our guiding light shall be  
The school we knew at Soldiers Point  
and all its memories

The School Song was written for the 50th Anniversary of Education at Soldiers Point that was held in September, 1997. The words and music were written by Mrs Veronica Gibson and Mrs Sonja Lock.



## The School Community

Soldiers Point lies on the shores of beautiful Port Stephens. It is 10km from Nelson Bay, 51km from Newcastle and serves the local community and its immediate surrounds. The greater region contains large areas of National Park, parts of which are co-managed by the Worimi people.

A natural bushland setting enhances the location of the school.

Many residents of the area commute to Raymond Terrace, Newcastle and beyond for employment however local opportunities include tourism, hospitality, farming (land and water based), government departments (Fisheries and National Parks) and service industries. The school population currently stands at 325 students (May 2019). Our school community comes from two basic groups:

- Those who are permanent residents of the area and have progressed through the school from Kindergarten; and
- Those who have become permanent residents of the area but have come to the school following time spent at another school or schools.

A survey has shown a low percentage of Indigenous children and those born outside of Australia. Parents and grandparents of our students have a diverse range of cultural and ethnic backgrounds.

Enrolments at the school have grown over recent years from the time when the school was a three teacher school to a point where we now have fourteen classes and a number of support staff. The school is situated in a growth area and it is anticipated that school enrolments will continue to grow.

The buildings consist of an administration centre, school hall, eight home bases, one timber classroom, five demountable classrooms and a demountable library. Our caring and experienced staff provide activities from within the key learning areas (KLA's) for students from Kindergarten to Year 6. In general, students attending the school willingly promote the expectations regarding uniform, attendance, behaviour and attitude.

In 2000 an Opportunity Class (OC) was formed providing extension opportunities for Stage 3 students. Places in this class are filled by competitive selection tests which are conducted by the Department of Education Selective Schools Unit.

The school is currently staffed by: a principal, 3 assistant principals, 13 class teachers, a teacher/librarian and supplementary teachers for teacher release time and support teachers for students requiring learning assistance and Reading Recovery. The school front office is ably supported by a full-time School Administrative Manager, one full-time Administrative Officer and one part-time Administrative Officer with some additional supplementary staffing being allocated each year.

The local community sees the role of the school as a training centre to impart to children a firm foundation of the necessary knowledge, skills and attitudes to grow as responsible citizens able to make a worthwhile contribution to society. A supportive school community raises funds through various activities organised by the Parents and Citizens Association (P & C) and the school canteen. Many volunteer parents assist in many of the school-based activities that are provided for students. These include helping students with reading in the classroom, assisting at sporting events and on special class days and excursions.

Features Soldiers Point Public School has to offer include:

- ▣ Dedicated and caring staff
- ▣ Friendly community spirit
- ▣ A quiet bushland setting
- ▣ Effective Learning Code (updated 2015)
- ▣ Library facilities
- ▣ Extensive educational resources and equipment
- ▣ Multiple computer workstations and current technology in each classroom
- ▣ School band and music lessons
- ▣ School choirs (infants and primary)
- ▣ School dance troupe
- ▣ Comprehensive excursion program for infants, junior and senior primary
- ▣ School community events eg. Anzac Day Commemoration, Book Week, Education Week ~ Open Day, Celebration Assembly and Year 6 Graduation Dinner
- ▣ Sun Smart Policy
- ▣ Child Protection Education Policy
- ▣ Drug Education Policy
- ▣ Student Councillors and active Student Representative Council (SRC)
- ▣ Inter-school debating and public speaking
- ▣ Sporting activities with extension to: Port Stephens Zone, Hunter Area and State representation

# School Identity

## School Logo

The school logo came into being in 1972 and is the result of a competition that combined several entries.

The white and red 'S' stands for Soldiers Point.

The star at the top represents the Star of Bethlehem (conduct) and the torch at the bottom represents wisdom.



## Uniform

It is school policy that all children wear the appropriate uniform to and from school. Generally, the summer uniform is worn in Terms 1 and 4, and the winter uniform is worn in Terms 2 and 3.

***Parents are urged to assist the school in its efforts to have all children attend in the correct uniform.***

### School Uniform requirements:

#### **Girls Summer**

Red polo style shirt  
Black skirt, culottes or shorts  
Black school shoes & laces  
White socks  
Black hat

#### **Girls Winter**

Black track pants  
Black skirt  
Black opaque tights (optional)  
Red polo style shirt  
Red polar fleece jumper or bomber jacket  
Black school shoes & laces  
White socks  
Black hat

#### **Boys Summer**

Black shorts  
Red polo style shirt  
Black school shoes & laces  
White socks  
Black hat

#### **Boys Winter**

Black track pants  
Black long cargo pants  
Red polo style shirt  
Red polar fleece jumper or bomber jacket  
Black school shoes & laces  
White socks  
Black hat

## Uniform Shop

The Uniform Shop is operated by the P & C. Uniforms can be purchased from the Canteen each morning from 8.15am to 8.30am.

- ▣ red polo shirt (long and short sleeves) with school logo
- ▣ polar fleece jumper with school logo
- ▣ bomber jackets with school logo
- ▣ hat with school logo
- ▣ library bag with school logo
- ▣ culottes and skirts
- ▣ microfibre shorts
- ▣ cargo shorts and long cargo pants
- ▣ cotton or polyester bootleg pants

There is also a selection of quality used items for sale. Clothing items are available for purchase online through the Flexi Schools website.

For a current Uniform Shop Price List please visit the Flexischool website (below) or drop into the school front office

<http://www.flexischools.com.au>

# Enrolment

## Enrolment Policy

Students are eligible to enrol at Soldiers Point Public School provided they turn 5 by 31 July in the year they will commence school. Parents with children whose 5th birthday is after the beginning of Term 2 are encouraged to defer enrolments until the following year. The school will accept the enrolment of these children to accommodate the wishes of a parent. Kindergarten children will usually commence school on the 3<sup>rd</sup> day of Term 1, in any school year.

Any child who enrolls at Soldiers Point Public School from the school's local area (*refer to the Soldiers Point School Zone List on page 15*) may continue to remain as an enrolled student if they later become a non-local resident.

Procedures to identify enrolments in Kindergarten for the ensuing year begin in Term 2. A survey is circulated in the school community to update anticipated enrolments. During Term 3, parents of children whose names are on both local and non-local lists are contacted and invited to attend transition activities to familiarise students with school and classroom settings (eg. story time and classroom based activities).

Parents of local Kindergarten children are requested to complete enrolment applications as soon as possible so that an indication of their intention to take up their right to local enrolment in the following year is gained. This enables the school to determine the number of non-local Kindergarten enrolments it may be able to accept.

Information required upon enrolment:

- Proof of age eg. Birth Certificate
- Immunisation Certificate
- Proof of residency (eg. Rental Agreement, Electricity Bill, Proof of Purchase) \*Please note: a drivers licence is not acceptable

Parents of children for whom enrolment is sought are also required to advise of any 'special needs' for their child.

## Information for Non-local Enrolments

Parents who seek non-local enrolment for their children need to indicate their interest by completing a Non-Local Enrolment Application Form from which a list of potential enrolments is generated (*refer to the Soldiers Point School Zone List on page 15*).

A Placement Panel has been formed to consider and make recommendations on all non-local enrolment applications. The three member Panel includes the principal, a P & C representative and a member of staff.

Criteria for non-local enrolments include:

- proximity and access to the school
- special programs
- compassionate circumstances
- structure and organisation of the school

A non-local enrolment waiting list is current for one year and parents are advised in writing if their child has been placed on the waiting list and his or her position on it. Parents also have the right of appeal against the decision of the Placement Panel.

Non-local enrolment applications must be returned to the front office within 7 days of being received for consideration by the placement panel. Non-local enrolments may not be considered if they generate a demand for extra staff, create disruption to school routine or increase class sizes beyond the maximum capacity limits.

The availability of non-local places cannot be determined each year until firm enrolments are established at the end of any school year. Offers of non-local enrolment will be made late in Term 4. Any offer of enrolment made will need to be accepted within one week or the place will be offered to another child on the waiting list.

Non-local enrolments in Years 1 - 6 are totally dependent upon the availability of places in the appropriate grade after reference to the buffer for potential local transfers.

Parents seeking non-local enrolments for their child must:

- complete an Expression of Interest
- discuss their intention with the principal of their local school
- discuss their application with the non-local principal

## Soldiers Point School Zone

Admiral Close	King's Court
Albert Street	Lambton Close
Albatross Avenue	Lyndel Close
Anchor Cove	Manoora Close
Anderson Place	Marty Avenue
Arunta Close	Mary Street
Ash Street	Mitchell Street
Bagnall Avenue	Monkley Avenue
Bayview Street	Muller Street
Bennett Lane	Oasis Close
Boronia Drive	The Pier
Bosuns Place	Port Stephens Dr
Brown Avenue	(number 15 or greater)
Caledonia Close	Randall Drive
Compass Close	Raymond Avenue
Cook Street	Redman Place
Corella Close	Rennie Street
Cromarty Road	Resthaven Avenue
Cromarty Bay Road	Ridgeview Drive
Diemars Road	Ridgeway Avenue
Elk Street	Salamander Way
Ellie's Place	Sanderling Close
Estate Drive	Sandpiper Avenue
Fern Avenue	Scott Circuit
Fleet Street	Seaview Crescent
Ford Street	Shores Close
Foreshore Drive to Mambo Creek	Short Street
(number 125 or less)	Soldiers Point Road
George Street	Starboard Close
Gilchrist Road	Sunset Boulevard
Grandview Close	Tarrant Road
Homestead Street	Taylors Beach Road
Horizons Drive	Upton Street
Hutcheson Avenue	Vista Avenue
Inlet Close	Wanda Avenue
Irene Crescent	Waratah Avenue
Jackson Close	Wards Way
The Jetty	Warramunga Close
The Jib	Westralia Close
Kangaroo Point	The Wharf
Kanimbla Drive	Wyalong Place
Kemp Street	Yachtsman Crescent
Kent Gardens	
Kent Street	
Kestrel Avenue	

# Curriculum and Excursions

## Curriculum

Learning activities at Soldiers Point School are planned around six Key Learning Areas (KLA's) for NSW Primary Schools. These are:

- English
- Mathematics
- Human Society & its Environment (HSIE)
- Science & Technology
- Creative & Practical Arts (CAPA)
- Personal Development, Health & Physical Education (PDHPE)

## Excursions

Students take part in three different kinds of excursions. These excursions are:

### Local Excursions

These are held within easy travelling distance of the school and sometimes only involve walking. Bus trips from which children return on the same day are regarded as local excursions.

### Sporting Excursions

These are local excursions that involve a trip to another school to play competitive sport.

### Major Excursions

An excursion which takes more than one day or one-day excursions which involve extensive bus travel are regarded as major excursions.

Currently the Excursion Program is:

- Year 5 & 6 – Outdoor Experience (3 days) / Canberra (3 days)
- Year 3 & 4 – Outdoor Experience (2 days) / Sydney (1 day)
- Kindergarten, Year 1 & 2 - selected excursions related to HSIE themes for that year

Parent/Carer Consent Forms are required for any type of excursion. Consent Forms will be sent home well in advance and should be signed and returned to school. It is a legal requirement that parents give written consent so any child who does not return a Consent Form cannot be permitted to participate in an excursion.

Excursions are only approved if they have educational merit so all children should take part if they are to fully benefit from the learning activities which take place at school after the excursion. Parents who find it difficult to pay excursion costs are invited to approach the principal. All discussions are treated as confidential. These arrangements should be made well in advance of the excursion.



## **Fitness and Skills Program (Sport)**

All students (Kindergarten – Year 6) participate in a Fitness & Skills Program for part of one day during each week. No special clothing is required. Times and locations vary according to weather and activity requirements.

Kindergarten, Year 1 & 2 sport is held on Wednesday.

Year 3 & 4 sport is held on Thursday.

Year 5 & 6 sport is held on Friday.

For school swimming and athletic carnivals students are placed into 'House Teams'. The House Team names and colours are:

Pearson – Red

Everitt – Blue

Courtney – Green

Tinson – Yellow

## **Scripture**

The clergy or their representatives visit the school each Wednesday to conduct religious instruction classes between 1.30pm and 2.00pm on an ecumenical basis, except for Roman Catholic children who receive separate lessons. All children will attend scripture/ethics/non scripture classes as indicated by the advice provided on their SRE letter. If you wish to change your preference please send a letter to the Office advising of the change.

Ethics classes are offered to Stage 2 and 3 students.

Students not attending scripture will be supervised in quiet reading time in an alternate location within the school grounds.

## **Visiting Performances**

The Department of Education & Communities issues approval certificates to performers whose shows have educational merit for selected audiences of children. Any performer booked for Soldiers Point School has been approved by the Department of School Education & Training and it is school policy that only one show per semester is booked. Children will receive information about the performance at least two weeks before they are to be held.

# School Policy

## Attendance

Students are required to attend school each day with regular attendance being absolutely essential for children to receive the maximum benefit from school. It is a proven fact that students with an attendance record of less than 90% tend to have learning problems.

The *Education Reform Act, 1990* requires students between the ages of 6 and 15 years of age to attend school each day the school is open for instruction.

If a student is absent due to sickness or special family circumstances, you are required to send a note to your child's teacher explaining the reason for the absence. There is no need to advise the school on the day of the absence but a note of explanation must be sent when the student returns to school. However, if the absence exceeds three days please advise the school.

Repeated cases of unexplained absences are referred to the Home School Liaison Officer.

Partial absences also require a note to the teacher.

Students who arrive late (after 8.55am) are to report directly to the front office for a late note. An explanation must be provided by the parent/caregiver. An occasional late absence is understandable but continual late absences impact upon learning progress.

## Hats

School Policy is: **No Hat – No Play**. Students need to wear a hat every day regardless of the weather conditions. We define a hat as a wide-brimmed hat that offers protection for the neck and ears.

## Jewellery

Jewellery is generally not permitted at school however sleepers, studs and watches are acceptable.

## Pets

Pets are not allowed on the school grounds. All pets are encouraged to be placed on a lead around the school perimeter. All pet owners are deeply encouraged to pick up after their pet around the perimeter of the school should the need arise.

## School Rules

Soldiers Point Public School aims to provide a happy and safe environment where effective learning takes place. To achieve this students are expected to observe the school rules and understand what they mean. Parents can assist by discussing the following rules and how they may be applied with their own child or children. All students are expected to:

- ▣ Attend every school day and be in class on time ready to learn
- ▣ Wear school uniform and maintain a neat appearance
- ▣ Behave safely, considerately and responsibly, including when travelling to and from school
- ▣ Show respect and tolerance for all
- ▣ Follow class rules, speak courteously and cooperate
- ▣ Care for property belonging to themselves, the school and others.

Each class also has its own set of rules, which are negotiated at the beginning of each year and are reinforced by being on display. Behaviour that infringes on the safety of others such as harassment, bullying, illegal or anti-social behaviour of any kind will not be tolerated.

## Toys

Only small, inexpensive toys may be brought to school to play with. The school takes no responsibility for toys that are damaged, lost or missing.

## Uniform

It is school policy that all students wear the appropriate uniform to and from school. The desirability of wearing the accepted uniform is recognised by the P & C. This practice encourages pride in the school, assists in maintaining good conduct and greatly reduces the undesirable distinctions between students because of clothing.

## Visitors/Transporting Students to Sporting Events

All visitors to the school are required to sign in and out at the front office. A visitor is defined as someone who is attending a classroom as a volunteer, persons attending the school to undertake maintenance or carry out works, or any person assisting in an event or learning activity within the school grounds. Anyone transporting students to a sporting event etc must also have a WWCC as outlined below.

All volunteers and canteen helpers are required to have an Unpaid Volunteer Working With Children Number. The Volunteer Working With Children Check number is **free** and must be applied for on-line at – <https://www.kidsguradian.nsw.gov.au/child-safe-organisations/working-with-children-check> .

After receiving your WWCC Number please bring the official document to the school office and we can place you on our data base.

# Communication

Occasionally, parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of their child
- Express concern about actions of other students
- Enquire about school practice or policy

It is necessary, therefore, to have consistent procedures that can be followed to ensure a safe and harmonious school environment. The best results usually flow from working together.

## Change of address/Contact details

Please inform the school if you have a change of address, home phone number, emergency contact, work phone number or changes to your child's medical plan (if required) as soon as possible. This can be done in person at the front office, by email or by phone.

***It is essential to keep personal information up to date in case of an emergency.***

## Divorced and separated parents

In some cases it may be necessary for Parenting Orders of children attending the school to be sighted. If this is so these must be presented to the principal. Parents are requested to make direct contact with the principal if any such order exists or where a problem is likely to occur through divorce or separation.

## Face to Face Meetings

Two broad scale Parent Information Sessions are held throughout the year. The sessions are designed to provide orientation regarding school procedures, guidance about homework and extra-curricular activities, and insights into what is happening in the classroom. It is your opportunity to visit the classroom, view students work and speak with a member of staff. One session is held in Term 1 and another during Education Week in Term 3.

One-on-one meetings between parents and individual staff can be arranged by:

- Email [soldierspt-p.school@det.nsw.edu.au](mailto:soldierspt-p.school@det.nsw.edu.au)
- Sending a note to school with your child
- Phone - call the front office and leave a message for your child's teacher to contact you

For email communication place the name of the staff member you wish your message to be delivered to in the 'subject' box.

Attempting to talk to staff when they are trying to teach, manage children or when engaged in playground duty is inappropriate. For a better outcome it is important to meet at a pre-arranged time and place so that the staff member is able to give their full attention and engage in a meaningful, confidential and focused conversation.

Staff may also wish to arrange a one-on-one meeting with parents. You will be invited to meet at a pre-arranged time and place by phone, email or face-to-face (should the opportunity arise).

## Notes

Information, notes and consent forms are sent home with each child throughout the year. Take home notes are handed out in class and provide a simple pathway for teacher/parent communication. The information provided may be about classroom activities, excursions, special events or a change to homework routine.

***Please check student bags, reader bags or library bags weekly for notes from the teacher.***

## Parents and Citizens Association (P & C)

The Parents and Citizens Association (P & C) is the official body representing the parents and citizens of the school community. The Association has a constitution which outlines its objectives and the P & C meets in the school office administration building on the second Tuesday of each month at 7.00pm. Meetings are not held in school holidays and meetings falling in school holiday periods are not transferred to other dates.

The Annual General Meeting is held in March with membership being renewable each year. The current Membership Fee is \$1.00 per person per annum. This is your opportunity to nominate yourself (or be nominated) for a volunteer position on the P & C. Positions include President, Treasurer, Secretary, Fundraising Coordinator or Grounds Officer. The Canteen Committee, Uniform Shop Committee, Fundraising Committee and the School Improvement and Finance Committee (see below) are all subcommittees which operate under the P & C umbrella.

If you wish to attend the P & C Meeting to discuss a certain topic or issue please email the P & C Secretary so that this can be placed on the Meeting Agenda. Contact details for the P & C are found on the school website. Copies of past meeting minutes can also be viewed from the website: <http://www.soldierspt-p.schools.nsw.edu.au>

The P & C also have a Facebook page. Visit [www.facebook.com](http://www.facebook.com) and search for 'Soldiers Point Public School Parents'. This is a good way to connect with other parents, be reminded of school activities and discuss topics that are important to you.

## Reports

Student Reports are sent home at the end of Term 2 and Term 4 each year. The report provides a score out of 5 for each of the curriculum subjects and staff provide written feedback on student progress throughout the year. Formal parent teacher interviews are not regularly scheduled however staff are happy to meet with parents should they wish to discuss their child's report.

\*For families transitioning from child care to Kindergarten please note it is not a requirement of the public school system to regularly photograph, provide daily written record or ongoing verbal updates of your child's continuing progress.

## School Calendar

A calendar of events is published on the school's website

<http://www.soldierspt-p.schools.nsw.edu.au>

Whilst every endeavour is made to ensure the calendar is current unforeseen changes may occur.

## School Finance and Improvement Committee (SIFC)

The SIFC is a subcommittee of the P & C. The committee works closely with the Principal providing input and comment on school policies, plans and programs and assisting in identifying improvements for the school and possible sources of funding. Meetings are open to all to attend and are held on the Wednesday before P & C meetings at 7.00pm in the school administration building.

## School Newsletter

The school newsletter is an essential tool for communication and is issued fortnightly on a Monday. The newsletter is distributed via email, via the Skoolbag App (see below) and is uploaded onto the school website (see below). A printed version of the newsletter is available from the front office if you are unable to access it electronically. The newsletter contains details of events happening both at school and in the community. It contains the calendar of events, meeting reminders, canteen roster, fundraising activities, school ground maintenance or construction updates, information about assembly and results of sporting activities or regional school competitions.

***Parents are requested to read the newsletter carefully.***

## School Website

<http://www.soldierspt-p.schools.nsw.edu.au>

Comprehensive information about the school can be found on the school website. This is also your place to access P & C meeting minutes, updated Uniform Shop Price List, updated Canteen Menu and Price List and a link to past school newsletters.

## Skoolbag App

The Skoolbag App is free and accessible from all smartphones where Apps can be downloaded. The Skoolbag App is a place where you can receive real time updates and alerts for events and excursions (including sporting cancellations, end of day excursion arrival times or notification of changes to school routine) and is also a place to view the current school newsletter.

To download the App onto your device click on the 'App Store' icon on your phone. Type 'Skoolbag' then type 'Soldiers Point Public School' in the name search. You will see the schools name and logo appear. Click 'Get' and then 'Install'. When installed click 'Open'.

## Inside the Classroom

### Book Packs

Book Packs are available for purchase from the front office. Each student is required to purchase a Book Pack at the beginning of each year. Typically, a Book Pack will include the necessary items required by each student to participate in learning activities during the school day. This might include exercise books, text books, pencils, eraser, glue stick, reading folder, display book etc.

Book Packs cost approximately \$100.00 each depending on the items requested by the teacher.

### Clothing and Personal Items

All items of clothing and personal items (eg. lunch box, drink bottle etc.) can be easily misplaced and should be clearly labelled with your child's name. A **Lost Property Box** is located in the foyer of the front office. Items found left in the playground are placed in the box. Parents and students are able to access the box between 8.15am – 3.30pm on school days during term to retrieve any misplaced items.

## Collection of Money

Throughout the year students may be required to pay for excursions, admission costs for visiting cultural performances or school contributions. In most cases payments can be made at the front office by cash, cheque or EFTPOS. Online payments can also be made via the Soldiers Point school website or by credit card over the phone. Parents may now put an amount "On Account". This money can then be used for excursions, book packs or any other school activity.

If students are required to bring cash to school the following procedures should be followed:

- Correct money should be placed in a sealed envelope. Please support our Recycling Program by not using plastic bags.
- The envelope should be clearly labelled with the following information:
  - Student's Name
  - Class
  - Amount of money
  - Reason for money
- Please assist in our recycling program and avoid using plastic.
- The envelope should be placed in the 'Classroom Collection Tray' when a child enters the classroom or handed over the counter at the front office.

By following this procedure the collection of money is greatly simplified.

### Money for Canteen Orders

To order food from the canteen clearly write your child's name, class and their order on the front of a brown paper bag (or similar). Please indicate if the order is for Lunch or Recess. Place the correct money in the bag. As the student enters the classroom place the bag in the 'Lunch Order Box' in the classroom. Alternatively, parents can order directly via the Flexischool App.

A Canteen Menu & Price List can also be found on the school's website:

<http://www.soldierspt-p.schools.nsw.edu.au>

### Money for Book Club

The school participates in the Scholastic Book Club. Any orders should be placed in an envelope with your child's name, class and amount enclosed written on the front. Place the envelope in the 'Classroom Collection Tray' or hand in at the front office.



## Receipts for Student Payments

Receipts are issued for all individual payments in the payer's name.

For bus trips to sporting events money is collected and 'bulk receipted' under the teachers name. If you require an individual receipt for this please pay at the front office and an individual receipt will be issued.

## **Crunch and Sip**

All classes enjoy a fruit break each morning in the classroom. Children are encouraged to bring pieces of fruit or vegetable (separate to their lunchbox) which they can eat at this time.

## **Homework**

Students from Kindergarten to Year 6 are highly encouraged to participate in set homework activities. If you are unsure about homework or have any questions please speak to a member of staff. Homework is designed to encourage students to undertake a reasonable amount of additional study from Monday to Thursday commensurate with the child's age and developmental level. Homework is an experience whereby each child should reach a stage of responsible self-direction.

Homework is set by class teachers and will be outlined to parents by the teacher at the beginning of the school year at the Parent Information Session. The focus of homework and the time to be taken to complete activities will vary depending on the age of the student.

## **Library**

The library is an integral component of the school community. Lessons and activities support the school curriculum; promote reading and good reading habits. Information literacy skills are improved and developed.

The library is open every day of the school week from 1.05 pm to 1.30 pm for borrowing and quiet reading. During this time the teacher-librarian and library monitors are able to assist children in finding resources for research and suitable reading materials. Children are also able to listen to stories during this time.

Books may be borrowed every week and are usually changed during class library time. Enthusiastic borrowers are also able to borrow at lunchtime. Every student is required to have a library bag in order to borrow. While book wear and tear from normal usage is expected the cost of any wilful loss or damage must be met by the child or children concerned.

Library bags can be purchased from the Uniform Shop and are made from durable, water proof material. Alternatively, you can bring something from home.

## Parent Helpers

Throughout the year teachers will be asking for parents to assist with a diverse range of activities. Parent assistance is much appreciated and it is a good way of becoming involved in your child's education. Parents are requested to contact their child's teacher if they are prepared to assist in any way.

All volunteers must have an Unpaid Volunteer Working with Children Number which is available for free when you apply at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> . After receiving your WWCC number please bring the official document to the school office and we can place you on our data base.

When you come to the school to help you must first sign into the School Office PassTab iPad and take a sticker which should be worn whilst assisting in the classroom.

## Parent / Teacher Contact

All school staff are engaged in some form of activity between 8.25am and 2.55 pm. If you wish to speak to your child's teacher regarding progress or about other matters that may concern you please contact the office or teacher concerned so that a mutually agreeable time can be arranged to discuss the matter. For serious issues please contact the school for an appointment with the Principal.

## Outside the Classroom

### Assembly

School assemblies are generally held on a Friday afternoon at 2.15pm in the school hall. At each assembly awards are presented, guest speakers address the students and special features of school activities are displayed. Each class presents a 'Special Item' at Assembly during the year. Parents are very welcome to attend. Additional seating is provided for parents and visitors. Please refer to each school newsletter for upcoming Assembly dates.

Occasionally, stage assemblies are held at 8.55am for teachers to convey broad messages of a whole-school/stage nature to students.

## Before and After School Routines

Soldiers Point Public School does not provide Out of School Hours Care (OSHC) between 7am-8.25am and 3pm-6pm. These services can be accessed through Tomaree Public School, St Philips Christian College or Shoal Bay Public School which are all located on the Port Stephens peninsula.

There is no supervision for students arriving at school prior to 8.25am. If students arrive before this time they are to sit on the steps beside the covered multipurpose court until supervision commences. There is no supervision provided for students who leave after 3.00pm (other than students travelling by bus).

Students are not permitted to leave the school grounds at any time during the school day without written permission. If you wish to vary the normal procedures for your child to go home (e.g. they normally catch the bus but today they will be picked up after school) please send a note to the class teacher with details of the new arrangements. If this information is not received your child will be sent home in the usual manner.

If you need to collect your child/children during school hours, for any reason at all, you must report to the front office and complete a Student Leaver's Form for each student. The leaver's pass must be given to your child's/children's teacher(s) before you can take your child/children from the school. This is so that the school is aware of students leaving the school and with whom they leave.

***Students are not to be taken directly from the classroom without notification.***

To assist with organisation, parents may consider making tags to attach to their child's bag explaining collection arrangements. This greatly assists teachers when a student is unsure of their collection arrangements.

On Tuesday afternoon  
I catch Bus 2

## Bicycles/Scooters

Students who ride to school are expected to obey the rules of the road and to park their bicycle or scooter in the racks provided. Bicycles must be **wheeled** into the school grounds in the morning and out to the street in the afternoon. Students should not lend their bicycles to another student or double other children. Parents of infants are asked not to encourage their children to ride bicycles to school unless they are accompanied by a responsible adult.

The school accepts no responsibility for bicycles or scooters which are damaged or taken whilst on the school grounds. ***Students must wear a safety helmet when riding to and from school.***

## Buddy System

The Soldiers Point Buddy Program assists Kindergarten student's transition into school life. The program provides our new students with the opportunity to become familiar with our school and some of its routines, with the assistance of a buddy. Teachers match a student from Year 6 with a student from Kindergarten to promote new friendships and offer support.

From assisting their kindergarten buddy unwrap and open containers at lunch time to encouraging social interaction at special events such as the Teddy Bear's Picnic, the Year 6 role model supports their buddy in developing positive relationships and participating in new experiences.

The benefit is mutual and is rippled throughout the whole school community. Senior students develop a supportive and responsible role in the school community, while the younger students are guided towards building confidence in social and academic settings. The Buddy program's success has supported the successful learner at Soldiers Point Public School.

## School Opal card

The School Opal card gives eligible students free or discounted travel between home and school using the bus. To apply for your Opal card complete the application at [transportnsw.info/school-students](https://transportnsw.info/school-students). Print, sign and date the completed application, then submit it to the school office for endorsement.

Sometimes younger students forget details so may we suggest that you write the location of the bus stop where they are to alight on a piece of paper and keep this with their bus pass so the bus driver can check should your child become confused. Please remember to update this if you begin using a different bus stop throughout the year.

## Bus Behaviour

Excellent bus behaviour is expected at all times. We strive continually to achieve this, however, without supervision this is difficult to monitor. If you have any concerns regarding behaviour on the buses please contact your local bus provider Port Stephens Coaches or the principal and every effort will be made to resolve the matter.

Port Stephens Coaches is located at: 17A Port Stephens Drive, Anna Bay T: 4982 2940

## Canteen

Our canteen is open 5 days per week for lunch and recess. The canteen uses Flexischools, an online ordering platform for parents to enable orders to be placed electronically. The Canteen is operated by the P & C. It is staffed by volunteer workers who are managed by a paid Canteen Supervisor. The Canteen has a constitution which outlines its objectives. Canteen meetings are held at least once a term. These meetings are advertised in the school newsletter.

A Canteen Menu & Price List can be found on the schools website. Alternatively, you can request a copy at the Canteen or from the front office.

## Lost Property

Unclaimed items of clothing are placed in the Lost Property Box located in the foyer of the front office. Please check this for any lost items. Any clothing found that has been correctly labelled is returned to the rightful owner as soon as possible.

At the end of each term all unlabelled, uncollected items are either disposed of or washed and sent to the clothing pool for sale.

## Mosquitoes

The warmer months can sometimes provide ideal breeding conditions for mosquitoes in our local area. It is important that parents apply a good mosquito repellent on their child before school or sporting events should the need arise.

## Parking

The car park on the southern side of the administration building is for school staff only. The car park on the northern side of the school hall is a shared space for school staff and parents. When parking in and around Soldiers Point Public School parents should observe and obey parking signs. There is a drop-off zone (**no parking zone**) on Bagnall Ave where parents may stop for up to 3 minutes before being required to move on. Parents are to stay within the vicinity of their vehicle during this time limit. The school can also be accessed via Lyndel Cl (a cul-de-sac), however there are no formal parking allocations provided in this location.

There is a standard, mandatory 40km/h speed limit on Bagnall Avenue and Cromarty Road as signposted.

***Rangers from Port Stephens Council regularly visit our school to monitor traffic behaviour.***

## Sun Safety

Soldiers Point Public School implements a range of sun safety strategies:

- Sun safety is promoted as a health and safety issue rather than as a matter of discipline.
- The school curriculum includes intentional teaching about the need for sun safety across year levels.
- Families, staff and other school community members support each other in developing and implementing the schools sun safe strategies and these are promoted to students and the wider school community.
- Shade (natural and/or built) is available in the places where students congregate at recess and lunch and where outdoor teaching takes place (eg. under the COLA).
- Sun safe strategies are implemented in peak ultraviolet radiation times for outdoor activities including physical activity, physical education, carnivals, excursions and sport. This includes scheduling outdoor activities in the shade or outside of peak ultraviolet radiation times (where possible).
- Age and developmentally appropriate sun safe strategies such as 'No hat, no play' are implemented.
- Students understand why sun safety is important and take effective action to protect themselves such as wearing sun safe clothing including hats and seeking shade during peak ultraviolet times during the school day.
- The school uniform is effective in minimising exposure to ultraviolet radiation and includes a broad brim hat that students are strongly encouraged to wear.
- Additionally, parents are encouraged to apply a SPF 30+ (or above) broad spectrum water resistant sunscreen to their child each day.

## Wildlife

The school buildings are buffered from the adjoining residential area by a bushland corridor. The bushland supports wildlife such as koalas, squirrel gliders, possums and small nocturnal microbats. Koalas can often be seen in the trees throughout the playground. The school has developed a Koala Management Plan to assist in their conservation and a class blog site records regular koala sightings.

There is a diversity of birdlife on the school grounds including rainbow lorikeets, kookaburras, blue-faced honeyeaters, ibis, magpies and rosellas. The school also has two frog ponds regularly visited by striped marsh frogs, Peron's tree frogs and common tree frogs. The brown toadlet can be heard singing on rainy days.

# Student Health and Wellbeing

Parents will be informed as soon as possible if a student becomes ill or in the event of an accident. Whilst the importance of good school attendance is stressed, parents ***should not send students to school if they are obviously unwell***. If a student has been absent from school due to illness, parents/carers are required to provide their teacher with a note explaining their absence upon their return to class.

Any student can be brought to school later in the day when recovery is evident. Should this occur please drop into the front office for a Late Arrival Note before proceeding to the classroom.

The school ***must be notified*** of any infectious disease that keeps your child from attending school (refer to the NSW Health Infectious Diseases List on page 32-33).

***Unimmunised students may be excluded from school during any outbreaks of contagious childhood illness.***

## Accidents / Illness

If a student is feeling unwell or has a minor accident at school, staff will decide what they consider to be the next appropriate action i.e. administer basic first aid, lay down for a period of time or arrange for the student to be collected. All teachers and several support staff hold an Emergency Care Certificate and most have completed their cardiopulmonary resuscitation (CPR) accreditation and anaphylaxis training.

If a student becomes seriously ill or injured in an accident at school, the school principal or nominee may elect to seek emergency medical attention i.e. call an ambulance. Parents will be contacted as soon as possible. ***For this reason it is vital for the school to have current emergency contact details should you be unavailable.***

In the case of separated parents, please ensure that access details are clearly defined so that staff can contact the designated parent.

## Bullying

School procedures for dealing with incidences of bullying are outlined in the Effective Learning Code. If you are concerned about your child and wish to speak to a member of staff (ie. teacher, principal or school counsellor) please contact the school direct to arrange a confidential meeting.

## Health Care Plans

If a student has a health condition that may require support at school you should notify the school when enrolling or as soon as the condition becomes known to you. You will be asked to complete an individual Health Care Plan which will provide staff with information to help them support the student at school.

## Medication

Our school is an asthma friendly school. If your child is asthmatic there is a form you will need to complete at the front office. The information provided will assist staff at the school manage student incidences of asthma.

Students are permitted to carry an asthma puffer on their person, Students should not carry any other form of medication. Where medication needs to be prescribed over the course of a week, parents are requested to ask their doctor to schedule dosages before and after school. This will avoid the necessity to administer medication at school.

If medication must be administered during school hours a written authority from the prescribing doctor must be provided. It should list the following information:

- The students name
- Name of the medication to be administered
- Dosage to be administered
- Time to be administered
- The medication must be in original pharmacy packaging or 'Webster Pack'

Staff will only administer medication if the written authority from the doctor together with a completed Request for Administering Prescribed Medication to a Student Form (available from the front office) has been completed.

## School Counsellor

The School Counsellor provides a range of counselling and child assessment services to assist with the general management of students. The counsellor is commonly involved in situations where advice is sought by a teacher or parent in relation to student's academic achievement or behaviour. The counsellor may assist with school related physical and emotional health issues (e.g. sight, hearing, emotional problems, concerns about schoolwork and school performance) or provide advice about repeating a student where a second opinion has been requested.

The counsellor visits the school one day a week. Parents may see the counsellor by appointment. This can be arranged by contacting the classroom teacher or staff at the front office.



## **Infectious Diseases**

<b><i>Disease</i></b>	<b><i>Time from exposure to illness</i></b>	<b><i>Symptoms</i></b>	<b><i>Do I need to keep my child home?</i></b>
Chicken Pox	2 to 3 weeks	Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab	Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.
Conjunctivitis	1 to 3 days	The eye feels scratchy, is red and may water. Lids may stick together on waking	Yes, while there is discharge from the eye.
Gastroenteritis	Depends on the cause – several hours to several days	A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches	Yes, at least for 24 hours after diarrhoea stops.
German Measles	2 to 3 weeks	Often mild or no symptoms; mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time	Yes, for at least 4 days after the rash appears.
Glandular fever	4 to 6 weeks	Fever, headache, sore throat, tiredness, swollen nodes	No, unless sick.
Hand, foot and mouth disease	3 to 7 days	Mild illness, perhaps with fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.	Yes, until the blisters have dried.
Head Lice	Time from infestation to eggs hatching - Usually 5 to 7 days	Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp	No, as long as head lice management is ongoing.
Hepatitis A	About 2 to 6 weeks	Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools	Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.

Impetigo	1 to 3 days	Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp	Yes, until treatment starts. Sores should be covered with a watertight dressing.
Measles	About 10 to 12 days, until first symptoms, and 14 days until the rash develops	Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days	Yes, for at least 4 days after the rash appears.
Meningococcal disease	3 to 10 days	Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash	Seek medical help immediately. Patient will need hospital treatment.
Mumps	14 to 25 days	Fever, swollen and tender glands around the jaw	Yes, for 9 days after onset of swelling.
Ringworm	Varies (may be several days)	Small scaly patch on the skin surrounded by a pink ring	Yes, until the day after fungal treatment has begun
Scabies	New infections – 2 to 6 weeks; reinfections – 1 to 4 days	Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes	Yes, until the day after treatment has begun.
Scarlet Fever	1 to 3 days	Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours	Yes, until at least 24 hours of treatment has begun and the child is feeling better.
Slapped Cheek	1 to 2 weeks	Mild illness, fever, red cheeks, itchy lace-like rash and possible cough, sore throat or runny nose	No, most infectious before the rash appears.
Whooping Cough	7 to 20 days	Starts with runny nose, followed by persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound as the child gasps for air.	Yes, until the first 5 days of a special antibiotic have been taken.
Worms	Several weeks	Itchy bottom	No