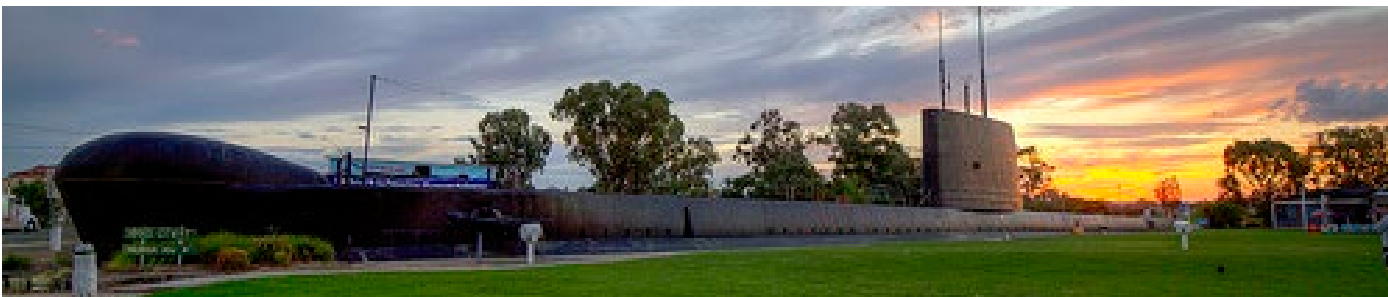


Holbrook Public School

Quality education for all in a secure and caring environment

2021 Information Handbook



School Information

Address: 146 Albury Street
Holbrook NSW 2644

Phone: (02) 6036 2021

Fax: (02) 6036 2901

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

Website: <https://holbrook-p.schools.nsw.gov.au/>

App: Skoolbag



Holbrook Public School Grounds



Holbrook Public School Grounds	3	Infectious Diseases	17
Welcome to Holbrook Public School	5	Kindergarten Orientation	18
The Values of NSW Public Schools	6	Late Arrivals and Early Departures.....	18
Staff	6	Leaving School Grounds	18
School Goals	6	Library.....	18
School Motto.....	7	Lost Property	19
School Song	7	Lunch Routine	19
Parents and Citizens Association (P&C).....	7	Media Appearance	19
P&C Executive for 2021	7	Medication	19
2021 Term Dates.....	7	Music	19
School Development Days	7	National Testing.....	19
School Hours	8	Newsletters/Notes Home.....	19
A Brief School History.....	8	Organisation	19
A to Z of Holbrook Public School	8	Painting Shirt	20
Administration.....	8	Parent Helpers.....	20
Ambulance.....	9	Parents Providing Transport.....	20
Annual Report.....	9	Payment of Money by Students.....	20
Artistic Performances	9	Peer Support Program.....	20
Assemblies	9	Playground Supervision.....	20
Assessment and Reporting to Parents.....	9	Presentation Night.....	20
Attendance	9	Release From Face-To-Face Teaching (RFF)	20
Bicycles	10	Reports	21
Book Club.....	10	School Crossings.....	21
Book Fair	10	School Photographs	21
Bullying.....	10	Sick Children at School	21
Bus Rules	11	Special Activity Days	21
Bus Travel	11	Special Religious Education.....	21
Canteen.....	11	Specific Consent Forms	21
Care, Courtesy, Consideration and Co-operation – The 4 C's – Our School Rules	12	Sport and PE	21
Captains	12	Student Assistance Scheme.....	22
Change of Address.....	12	Student Clothing and Property	22
Changed Family Circumstances.....	12	Student Representative Council.....	22
Chaplain	12	Telephone.....	22
Child Protection Programs.....	12	Term Planner.....	22
Class Meetings for Parents – Term 1	13	Transition to High School	22
Classroom Needs	13	Uniform	22
Classroom Newsletter	13	Uniform – Student Requirements	22
Communication.....	13	Voluntary School Contribution Fee.....	25
Community Visits.....	13	Work Health and Safety.....	25
Competitions.....	13	Student Wellbeing	26
Complaints.....	13	Students, Parents/Carers and the Public School System.....	26
Computers	13	Student Discipline and Wellbeing Policy	26
Contact with the School.....	13	Wellbeing and Discipline - A Partnership	26
Counsellor – School	14	Core Rules for Students in NSW Government Schools.....	26
Curriculum	14		
Custody of Children	15		
Dance	15		
Diaries	15		
Emergency Policy.....	15		
Enrolment	15		
Excursions	15		
Freedom of Information	16		
Fruito	16		
Fundraising.....	16		
Hats – No Hat, No Play	16		
Home Learning/Home Reading Scheme.....	16		
House Systems	16		
Information and Permission Notes	17		
Immunisation	17		

Welcome to Holbrook Public School

Dear Parents and Carers

Your family is about to embark on a wonderful and exciting adventure. Let us work in partnership with you to nurture and educate your child.

Our school motto, *'Quality education for all in a secure and caring environment'*, sums up the ethos and commitment of all staff to nurture the potential of every child, developing personal excellence in a caring environment.

Success for all students is ensured by the delivery of an enriching and structured curriculum and a whole school focus on student wellbeing that focuses on the positive recognition of student effort and achievement.

All students are taught the skills and values necessary for success in education, life and work. They leave Holbrook Public School as literate, numerate, well-educated citizens who have the capability, confidence and independence to make a positive contribution to our society.

Our school is strengthened by a very supportive parent and wider community and we encourage you to become actively involved in all aspects of your child's education. You'll find many opportunities to support in the classrooms and the Parents and Citizens Association. Get to know the staff, especially your child's teachers, and assist where you can, so we can work together in the interests of all children in our community.

We are very proud of our history, our values, our outstanding facilities and the high standards achieved by our students.

If at any time you would like to speak to me, please contact the office to make an appointment.

Mr Nathan Fisher

Principal



Principal, Nathan Fisher with 2020 school leaders (from left to right), Georgina Barr-Smith (Prefect), Klay Liddell (Prefect) and Annabel Pincott (Captain), absent Archie Swan (Vice-Captain)

Holbrook Public School, situated between Albury and Wagga, provides a safe and positive learning environment where children can learn and develop as individuals.

The school is made up of 6 classes with a total of 151 students enrolled. It has a culture that encourages students, parents, staff and the wider community to work together as a team to enhance the learning experience of all students through effective teaching and learning, a positive climate, good discipline and community participation.

A collaborative and open approach is emphasised which provides the pursuit of individual excellence; a balanced, challenging and diverse curriculum catering for all students; participation in a wide range of academic, sporting and cultural activities; ongoing emphasis on the achievements of all students in a positive environment conducive to learning; a strong emphasis on technology to promote the development of digital, information, communication and research skills, incorporating an extensive school computer network system and internet site; a strong partnership with our school community; effective training and development programs for all staff; and the development of student leaders.

The Values of NSW Public Schools

Integrity
Excellence
Respect
Responsibility
Co-operation

Participation
Care
Fairness
Democracy

Staff

- Principal Mr Nathan Fisher
- Assistant Principals Mrs Kate Wedgwood
Mrs Megan Young
- Classroom Teachers Miss Ashleigh Hemphill
Mrs Christine Biar
Mrs Megan Young
Mrs Christel Pargeter
Miss Chrissy Lavis
Mrs Kate Wedgwood
- Literacy/Numeracy/RFF Miss Emma Burton
- Literacy/RFF Mrs Chontelle Henderson
- Senior Psychologist, Education Mrs Lara McEachern (relieving)
- School Counsellor Mrs Leah Heanes
- School Chaplain Mrs Sonja Dionysius
- School Learning Support Officers Mrs Brenda Jones, Mr Brenton Earl,
Mrs Danielle Liddell and Mrs Wendy Knust
- School Administrative Manager Mrs Tracey Mullavey
- School Administrative Officer Ms Judith Mullins
- School General Assistant Mr Mark Wedgwood
- Cleaners Mrs Kerryn Keatings and Ms Kathleen Reid

School Goals

- To provide high quality, engaging teaching and learning programs that enable each child to reach his/her full potential.
- To provide wellbeing programs that cater for each child's emotional, physical and social wellbeing.
- To ensure effective and positive communication and strong relationships between all members of the school community.
- To extend the opportunities for learning through relevant resources.
- To foster pride in the school and its environment.
- To broaden the profile of the school within the Holbrook community.
- To manage school funds effectively.

School Motto

The School motto is 'Quality education for all in a secure and caring environment'.

School Song

Sing a song to our school, Holbrook Public School,
In the town where the submarine stands.
Where the native trees sway over grassy fields.
As we learn both in class and at play.

Chorus

Bless our school, our own Holbrook Public School,
Our friends and our teachers who care.
With 'honour, perseverance, sincerity,'
All together the future we'll share.

Take pride in our school, Holbrook Public School.
New children we welcome and pray,
That as they grow up and they leave us
They gain success on life's way.

Chorus

Parents and Citizens Association (P&C)

Schools today need the positive support of their communities. Active parent organisations assist with the efficient functioning of the school.

Fundraising is not the only function of these organisations. Reports on school activities are also given at the meetings. Discussion also takes place on particular aspects of school policy and its development. Also, parents have the opportunity to meet other parents and staff.

Our P&C Association meets in the school library twice a term (Week 3 and Week 8). All Meetings start at 7:30 p.m. and finish at around 9:00 p.m. All members of the school community are encouraged to attend these meetings.

P&C Executive for 2021

President: Mrs Jess Barr-Smith
Vice President: Mrs Sarah Triggs
Secretary: Mrs Prue Pincott
Treasurer: Ms Anna Marsden

2021 Term Dates

Term	Commence	End
Term 1	Wednesday, 27 January 2021	Thursday, 1 April 2021
Term 2	Monday, 19 April 2021	Friday, 25 June 2021
Term 3	Monday, 12 July 2021	Friday, 17 September 2021
Term 4	Tuesday, 5 October 2021	Friday, 17 December 2021

Teachers and staff return to school on Wednesday, **27 January 2021**. Students in Years 1-6 return to school Thursday, **28 January 2021**, Kindergarten students commence school on Monday, **1 February 2021**.

School Development Days

The NSW Department of Education has approved five student-free days each year for the purpose of Teacher Professional Development. They are held on the first day of Terms 1, 2 and 3 and the last two days of Term 4 each year, unless otherwise notified.

School Hours

Bell rings:	A bell sounds at 9:00 a.m. to tell students that they can leave the quiet area and play. Another bell sounds at 9:15 a.m. to tell students to finish playing and go to the toilet before lining up for the morning assembly	
School commences at:	9:20 a.m. each day with a morning assembly	
Home Class Roll and Fruits:	9:25	to 9:30 a.m.
1 st Session:	9:30	to 11:30 a.m.
Short Lunch:	11:30	to 11:55 a.m.
2 nd Session:	11:55 a.m.	to 1:15 p.m.
Long Lunch:	1:15	to 1:55 p.m.
3 rd Session:	1:55	to 3:20 p.m.
Dismissal Time:	3:20 p.m.	

Late arrival is disruptive for others and should be avoided. Late arrivals must report to the office with their parent or carer who will fill in a partial absence note. A late arrival docket or late pass will then be issued to the student who must hand it to their teacher.

Bus travellers arrive at various times prior to 9:20 a.m. **Please ensure that your child(ren) do not arrive at school before 8:50 a.m. unless they are a bus traveller, as supervision is not provided before this time.**

The school accepts no responsibility and provides no supervision for students who arrive at school before 8:50 a.m. A memorandum to principals from the Director General of Education clearly states: *'It is not the responsibility of schools to provide free child minding services for students for extended periods before and after school.'*

Students are expected to leave school promptly at the end of the school day. Staff provide transitional supervision for students catching the bus, leaving the school with parents, or by walking or riding. Those students being picked up by parents must wait within the school grounds. Parents must come into the school to pick their child up.

A Brief School History

Germanton Public School	1875 – 1915
Holbrook Public School	1915 – 1943
Holbrook Central School	1944 – 1977
Holbrook Public School	1978 – present



The town of Holbrook can boast a colourful history in names. In 1858, the area was surveyed for a township known as Ten Mile Creek. This was changed in 1875 to Germanton in honour of the first settler, a German called John Pabst. Local patriotism caused a further change of name in 1915 when anti-German feeling led to the civic fathers choosing the name of Holbrook for the township, thereby honouring Lieutenant Norman Holbrook who was awarded the Victoria Cross after torpedoing a Turkish battleship in the Dardanelles in 1914.

It was therefore under the name of Germanton that the first school was established on 5 April 1875, Miss Hughena Daley being appointed as the teacher on 14 July. First records show that student enrolment for the year was 34.

Enrolment peaked in 1968 at 443 students. This was when the school also catered for secondary students drawn from a wide area. With the opening of Billabong High School in Culcairn in 1978, the secondary department of Holbrook Central School closed and the name was changed back to Holbrook Public School.

A to Z of Holbrook Public School

Administration

The office is officially open from 8:30 a.m. through to 3:45 p.m. **Please ensure that you notify the office in writing of any changes to contact numbers, addresses, employment or family law so that entries on our database can be altered accordingly.** This information is confidential and will not be released to outside agencies.

Ambulance

Our school contributes to the NSW Ambulance Fund covering the cost of transporting students within NSW where necessary. An ambulance will be called if it is felt that a student's health is at risk. Parents or contact persons will also be contacted as soon as is possible with regard to the child's health concerns.

Ambulance cover is not provided for parents and it is advisable that families consider their own ambulance cover where possible.

Annual Report

Each government school in NSW is required to compile an Annual Report. This report is written by the executive team and provides members of our school community with information regarding budgets, curriculum and teaching practices. A copy can be found on the school website.

Artistic Performances

To enrich our curriculum, performances and visitors are selected and invited to the school throughout the year (generally one per term). Selection ensures an appealing variety of cultural experiences for our students and includes: drama, dance, music/song, language, poetry, Aboriginal education, environmental studies, science and sport.

The newsletter outlines coming events and costs, with the school subsidising the cost where possible. Parents will be informed of these events and a fee to cover costs may be imposed. This information will be made available to parents.

Assemblies

A morning assembly is held each day commencing at 9:20 a.m. Brief information may be given or sought at this time. Formal assemblies are usually held every second Friday commencing at 12:45 p.m. in the school hall, however, this may change depending on other school events. At this assembly, weekly awards are presented and parents and friends are most welcome to attend. Please remember to sign in at the office first. Each class has a turn to lead these assemblies. In addition, special assemblies are conducted during the year. Information will be provided about these through the newsletter.

Assessment and Reporting to Parents

All families within our school are encouraged to contact the school at any time during the school year to arrange an appointment to discuss their child's progress. Teachers welcome discussions with parents in the interest of the children. The best time for an interview is generally after school. However, where this is not convenient, attempts will be made to arrange a mutually acceptable time. All parents are invited to attend an interview with the class teacher about their child at the end of Term 1. As an important part of our annual reporting system, parents are also encouraged to meet with teachers at the end of Terms 2 and 4.

Student assessment is an ongoing process throughout the school year and information is obtained from each child about:

- The strengths and areas of need;
- The effectiveness of teaching methods;
- The various aspects of the curriculum that need to be taught.

Your child will be assessed in the following ways:

- Observation
- Class testing program
- Anecdotal records
- Samples of work – judged using criteria
- Formal and informal assessments e.g. end of term tests, yearly tests
- Diagnostic test results
- Information from interviews
- Support teacher, external providers (NDIS) and School counsellor information
- Achievement of outcomes as deemed suitable for stage level.

Attendance

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

Must children be sent to school every day? - Yes

Unless:

- The child is too sick to leave the house;
- The child has an infectious disease like chicken pox, mumps or measles;
- The child is incapacitated by injury preventing movement around the school;
- The child has to honour a religious commitment or
- The child is accompanying his or her parents on a family holiday which cannot be arranged in school vacations. (This should be communicated to the principal prior to absence and will be included on your child's attendance record).

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

Must the school be notified if a child has been away? - Yes

- Parents/carers are required to ALWAYS send a note to explain the reason for any absence. It is at the principal's discretion if the reason is accepted, and a medical certificate may be requested.
- When a child is to be absent for more than two days, parents/carers are requested to inform the school verbally as well as by note.

Should the school be notified if a child refuses to go to school? - Yes

- Parents/carers 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 available for students, parents/carers 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.

Bicycles

Students may ride their bicycles to and from school. The recommendation of the Roads and Maritime Services (RMS) is that children under the age of 10 should not be allowed to ride unsupervised on the road. Helmets are compulsory. Students must 'walk' their bikes within the school grounds when entering and leaving.

A bike rack is provided and should be used to store bikes.

No responsibility can be taken for bikes brought to school.

Book Club

The school participates in the Scholastic Book Club each month. Order forms will be sent home and orders can be made via Scholastic's Linked Online Ordering Payment (LOOP) or alternatively, payment should be returned to the school by the due date in an envelope marked with the child's name.

Book Fair

This is usually once per year during Book Week celebrations in Term 3. Students may peruse books sent to the school and may order or purchase if they wish.

Bullying

Bullying is an anti-social behaviour. It has no place at Holbrook Public School. Our school does not tolerate bullying or harassment. All teachers are firmly committed to putting an end to acts of bullying. Victims of bullying will be supported. No one deserves to be bullied even if their behaviour is irritating or annoying.

There are other positive and constructive ways to deal with irritating and annoying behaviour. Anti-bullying lessons are conducted across each classroom, every year.

Please refer to the school's Anti-Bullying Plan for more detailed information.

Bus Rules

To ensure safe travel, please have your child abide by the following:

- **Alighting**

Students alighting from a bus shall, if the parent is waiting on the other side of the road, be instructed to stop on the side alighted from and allow the bus to move off before they proceed to cross the road.

- **Stopping Places**

Regular stopping places are set. Students shall be instructed to wait at these stops and NOT attempt to board the bus until it has come to a complete stop.

- **Behaviour on Buses**

All students must follow the Code of Conduct set out by the RMS. Misbehaviour of a serious nature by students on buses will be reported immediately by the driver to the principal and the parents concerned. If further action by the driver is considered necessary (e.g. refusal to convey student on bus) such action will be taken after notifying the principal and the parents.

- **Change of Bus**

All students who travel on buses will NOT be placed on a different bus unless the school is informed in writing or by telephone that there is to be a variation of their daily travel. It is the parents'/carers' responsibility to contact the bus company to organise travel for your child.

Bus Travel

Kindergarten, Year 1 and Year 2 students are eligible for free bus travel, irrespective of the distance from home to school.

Students in Years 3 to 6 are eligible for free bus travel if the distance from home to school, or the nearest bus pick up point, is outside a 1.6 km radial distance.

Parents/carers may also be eligible for a bus subsidy to assist with the cost of the student's travel to the bus pick up point. If you are unsure of your eligibility, information is available from Transport for NSW in Wollongong, phone 1800 049 961. Forms are available online.

The following bus runs service the school daily.

Mountain Creek Neil and Leonie Hibberson	6036 2358	Woomargama Philip and Jenni Papworth	0409 362 486
Culcairn Road Neil and Leonie Hibberson	6036 2358	Wagga Road Mr H Miller	0427 203 766
Jingellic Road David and Maricar Lieschke	0429 363 623	Sydney Road Philip and Jenni Papworth	0409 362 486

On occasions when your child may not be travelling on the bus as usual, please inform the bus driver, as this will save confusion and make supervision of bus travellers a little easier.

Canteen

In line with the NSW School Canteen guidelines '*Fresh Tastes at School*' and the nutrition units in our health curriculum, students are encouraged to eat healthy foods, and drink water throughout the day.

The school canteen operates every Monday and Friday through the Holbrook Bakery. The Holbrook Bakery donates 25% of all sales back to the school. All profits are used for the benefit of the students.

We encourage your support both in patronage and in assisting in staffing the canteen.

Care, Courtesy, Consideration and Co-operation – The 4 C's – Our School Rules

Obedying the teachers' instructions	Keeping your desk tidy	Obedying the bell times
Showing respect to all staff and peers	Wearing your uniform with pride	Keeping walkways clear
Keeping on task and completing work	Looking after your own and school property	Playing safe games
Listening while others speak	Eating in the correct place	Staying in the right area
Speaking nicely to others	Helping others when they ask	Keeping your hands and feet to yourself
Waiting for your turn	Asking the owner before you borrow something	Keeping sticks and stones on the ground
Putting your hand up to speak	Returning borrowed items to the owner	Putting your rubbish in the bin

Personal rewards include:

- Classroom stamps and stickers for effort, quality work samples and behaviour;
- Fortnightly assembly merit awards;
- Playground and classroom star cards earning the chance for a special award;
- Star of the Week selected by chosen class;
- Aussie of the Month, for demonstrating admirable values
- Fortnightly sportsmanship award from each class for sportsmanship in PE;
- Values awards;
- Student generated awards such as 'Sustainable Sam' for the tidiest classroom;
- Sports awards specific to each sport at a specific end of year sports assembly;
- End of year Presentation Night specific awards for student achievement; and
- Community awards as they arise e.g. Australia Day Citizenship awards.

Captains

Each year, the students elect their school leaders, one School Captain, one Vice-Captain and two Prefects from the Year 5 students who will be going into Year 6 the following year. Our school leaders represent the school at various functions, welcome visitors and lead by example in all school settings.

The election is held in the democratic process and students who nominate have to address the school before the ballot is taken. The staff also have a vote.

Change of Address

Changes of address affect bus travel, bus subsidies etc. Please notify the school immediately of any change of address or phone numbers.

Changed Family Circumstances

Births, deaths, marriages, separations and change to family units are a part of life and, of course, are personal. However, these often can cause a change in a student's personality, behaviour and learning patterns. In these circumstances it is important that the class teacher be advised in the interest of the student concerned.

Chaplain

Our school chaplain is available on Tuesdays (8:30 a.m. to 2:00 p.m.) and Fridays (10:50 a.m. to 3:20 p.m.). On Tuesdays, she works in cooperation with the learning support team and school counsellor, and on Fridays she liaises with the school community through assemblies and events. On both days she provides support in the classrooms and during the breaks. The main aim of the School Chaplain role is to improve the wellbeing of our students, staff and community.

Child Protection Programs

In the classroom, child protection education is taught as part of the Personal Development, Health and Physical Education (PD/H/PE) key learning area. Students are taught to recognise when they may be unsafe and how to seek help.

Parents are readily given information on these programs.

Class Meetings for Parents – Term 1

Set early in Term 1, this informal class meeting is an opportunity for parents to meet all the staff and receive an overview of the year ahead. Information relating to classroom expectations, learning programs, home learning, assessment and reporting, sports organisation, wellbeing support and other general information is presented. Two meetings will be held; Kindergarten to Year 2 and Years 3 to 6.

Classroom Needs

Students will be advised of their classroom needs during the first two weeks of Term 1. Whilst books are supplied to all classes and coloured and lead pencils are supplied for Kindergarten to Year 2 students, students in Years 3 to 6 are required to supply their own equipment, such as pens, pencils, textas and rulers. If your family is experiencing financial difficulty, please contact the principal, and support may be available.

Classroom Newsletter

At the beginning of each term, your child's home class teacher will send home a summary of the learning and events that will take place throughout the term in English, mathematics, home learning and home class (which includes all other Key Learning Areas or KLAs).

Communication

Communication between school and home is a two-way process and that communication is always primarily in the interest of the child. Whilst the school does not wish to intrude into the home, it is important that some information be conveyed to us.

One example is permission notes. Often these are misplaced or ignored and therefore the school is unaware whether a student is permitted to participate, or simply has forgotten the note. This can be difficult, especially on sports carnival days, when no one is left at school. Parents are asked to indicate if they do not wish children to participate in educational visits, sporting activities etc., bearing in mind that these are planned in conjunction with the class program and are part of the school's educational program.

Community Visits

Each year, students visit the Harry Jarvis Wing at the hospital or the Holbrook Hostel to entertain the residents, often with musical performances and reading time.

Year 6 students attend an activity day sponsored and organised by the Country Women's Association, where the focus is on the study of another culture.

Students regularly visit other local venues including Landcare, the fire station, submarine, museums, and the shopping businesses as part of their community studies.

Competitions

Each year, students are given the opportunity to partake in the Australasian English, Mathematics, Science, Spelling and Computing Assessments set by the University of NSW.

When applicable, student work is also entered into the numerous writing, science, reading, art, environmental and other competitions on offer, including local shows.

Complaints

Sometimes issues arise that cause concern. Rather than allow the concern to escalate, it is most important to resolve the problem as soon as possible. If your concern is related to a classroom issue, you should contact the classroom teacher. If it relates to a playground behaviour or a policy matter, please make an appointment with our assistant principals. If you are still concerned having seen and discussed your matter with these people, it may be necessary to raise the issue with our principal.

Computers

We have a Learning Technology Centre in the library, as well as banks of computers, laptops, iPads and robotics equipment for classroom use. Every classroom has an interactive whiteboard and another classroom has a Video Conferencing Unit installed. Technology resources are continually being added. All students are provided with internet access and introduced to information gathering via computer. Our aim is to have Information Technology integrated into all Key Learning Areas. All new students and their parents must sign an *Internet Agreement* form before students are allowed to use the Internet.

Contact with the School

We believe that the best interests of your child are served when there is close co-operation and open communication between the home and the school.

Teachers welcome visits from parents for the purpose of discussing progress or any concerns that may arise throughout the year.

Please contact the school to arrange a mutually suitable interview time.

When you have concerns that require the attention of the principal or assistant principals, again don't hesitate to make a phone call or come in to arrange an interview.

Likewise, if we have concerns we will not hesitate to make contact with you.

Counsellor – School

A school counsellor (trained teacher and educational psychologist) is available at our school one day per week. Services provided include assessments in academic, social and emotional areas as well as individual support. To gain access to the school counsellor, you will need to complete a referral form, which will be assessed and prioritised by the school's Learning and Support team.

Curriculum

The curriculum is organised into six Key Learning Areas. We place great emphasis on the development of a wide range of appropriate, interesting and motivational learning activities when teaching the subjects that are grouped within the KLAs. Literacy and numeracy skills are taught in each learning area.

- ☐ **English** – Reading and Viewing, Writing and Representing, Speaking and Listening, Spelling, Grammar, Handwriting, Library
- ☐ **Mathematics** – Number and Algebra, Measurement and Geometry, Statistics and Probability, Working Mathematically
- ☐ **Geography** – People Live in Places, Features of Places, Places are Similar and Different, The Earth's Environment, Factors that Shape Places, A Diverse and Connected World
- ☐ **History** – Personal and Family Histories, Present and Past Family Life, The Past in the Present, Community and Remembrance, First Contacts, The Australian Colonies, Australia as a Nation
- ☐ **Science and Technology** – Earth and Space, Physical World, Material World, Living World, Digital Technologies, Working Scientifically, Design and Production
- ☐ **Creative Arts** – Music, Drama, Visual Arts, Craft, Public Speaking, Performance, Dance
- ☐ **Personal Development, Health and Physical Education** – Games, Sport, Dance, Gymnastics, Active Lifestyle, Personal Health Choices, Growth and Development, Safe Living, Interpersonal Relationships



Other Curriculum Support

- ☐ **Learning Assistance Programs** support students with learning needs.
- ☐ **High potential and gifted students** are catered for through Special Interest Groups, including service and responsibility groups, competitions, extracurricular activities, enrichment and grouping within classes.
- ☐ **Computers** are networked in all classrooms and in the well-resourced computer laboratory ensuring technology remains a priority for all students. All students have their own email address through their portal. Access to the internet is supervised.
- ☐ **Connected Classrooms Project** incorporates interactive electronic whiteboard teaching and learning with video conferencing facilities for students and teachers. The school has a recently updated Wi-Fi system.
- ☐ **Child Protection, Peer Support, Drug Education, Life Education and Friendly Schools Plus** are an integral part of our PD/Health learning.

Explanation of Stages - Learning outcomes for students focus on stages, not grades.

Early Stage 1: Kindergarten
 Stage 1: Years 1 and 2
 Stage 2: Years 3 and 4
 Stage 3: Years 5 and 6

Co-curricular Opportunities

These activities are supplementary to the core curriculum and they contribute much to the overall development of each child.

- Australasian competitions – English, spelling, maths, science, computing;
- Ceremonies – NAIDOC Week, Reconciliation Week, ANZAC Day, Remembrance Day;
- Choirs;
- Competitions – writing, art, science, chess, spelling, reading;

- Community service;
- Dance;
- Debating competitions;
- Environmental education;
- Excursions;
- Interest groups;
- Linkages activities;
- Marimba, djembe drums, recorder, band;
- Peer support;
- Public speaking competitions;
- Special interest days;
- Sport – Riverina and zone competitions, gala days, shield days, knockouts;
- Visiting performances.



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.

Dance

Students are encouraged to join the School Dance Troupe. A teacher and an outside choreographer train the dancers. The troupes perform for community, school events and the Riverina Dance Festival, State Dance Festival and Schools Spectacular.

Diaries

There are occasions where classroom teachers need to communicate with parents using a diary format. Parents are asked to respond and sign entries regularly to keep the communication open.

Emergency Policy

The NSW Department of Education and school staff are always concerned with the safety of its students. It must be realised that school employees and students can be subjected to natural or man-made disasters and criminal offences. In consultation with the local town fire brigade and police constable, the staff has prepared a plan to cater for such occurrences. In line with Department policy, practice drills will occur throughout the year.

Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate, is required on enrolment. Proof of immunisation and address are also required.

Excursions

We see these as a vital way to complement learning in the classroom and ask for your co-operation with returning permission slips and money when necessary. Parents and carers are notified before each excursion, and at the school's discretion, some parents may be invited to support with supervision requirements.

Major Excursions:

Our school participates in excursions so as to enrich a child's learning experiences. These excursions may be as part of a whole school activity or in smaller group situations. At present, the school has a set procedure and timetable in place. Students in Years 3 to 6 go on an excursion for three days and two nights to one of the following venues.

- Borambola Sport and Recreation Camp (Years 3/4 odd years)
- Canberra (Years 3/4 even years)
- Melbourne (Years 5/6 even years)
- Ballarat (Years 5/6 odd years)

Students in Kindergarten, Year 1 and Year 2 will go on smaller half day to full day excursions, organised by their individual teacher.

Local Excursions:

A signed Walking within Holbrook permission note at the beginning of the school year will cover all students walking to and from various venues outside of the school grounds. It is important that this permission note is returned as soon as possible.

Freedom of Information

The school cannot provide the phone number or address of any student without the authority of the parent. Similarly, student information and records are confidential. Such information will not be released without an appropriate court order.

Privacy and Information Act

Under the Privacy and Personal Information Protection Act 1998, we are obliged to inform people that the personal information that you provide to the school will be used for general student administration and communication and other matters relating to the education and wellbeing of students. While the provision of this information is voluntary, if you do not provide all or any of this information, it may delay or prevent the processing of student information and enrolment. All personal information will be stored securely. You may access or correct any personal information by contacting the school.

Fruito

A fruito break from 9:25 to 9:30 a.m. allows all students to eat fresh fruit in class as lessons commence for the day. Students are to bring their own fruit (preferably cut up for younger students).

Fundraising

School fundraising initiatives are co-ordinated by the school's P&C. The P&C organises different activities to raise additional funds for school programs, resources and equipment, which might otherwise not be provided due to funding constraints. Parents and students are encouraged to **support the fundraising activities that are organised for your child's benefit.**

Hats – No Hat, No Play

In accordance with Cancer Council guidelines and our school's Sun Smart Policy, children are to wear a school broad brimmed hat when outside, during Terms 1 and 4. Please note, that the school has a 'NO HAT, NO PLAY' policy in effect during these times. A school hat can be purchased from the school. No caps are to be worn. As a further preventative measure, children are encouraged to bring their own sunscreen to use, especially during Terms 1 and 4.

Home Learning/Home Reading Scheme

Home learning provides our students with an opportunity to consolidate their classroom learning experiences. It is also a means for parents to follow the experiences and progress of their child at school. No home learning is set in the first or last week of term. Home learning is sent home on a Monday and expected to be returned by Friday unless otherwise advised.

The individual teacher sets home learning on a regular basis. It is intended that completing set tasks at home will help develop better study habits. Home learning may vary in nature but an expectation that children read regularly at home exists across all grades.

Home learning for Kindergarten and Year 1 students mostly consists of reading.

Students in Years 2 to 6 are given English and mathematics home learning, in addition to reading on a weekly basis. Assignments may be set for this age group as well.

Parents are welcome to obtain a copy of our home learning policy, which is in line with the departmental guidelines.

House Systems

All students are placed in a house team to enable them to participate in friendly competitions within the school. The purpose of the house system is to develop within the children, a sense of co-operation with others and a pride in their team and school.

The three houses are Paterson (**Red**), Lawson (**Blue**) and Mackellar (**Green**).

Information and Permission Notes

All parents are asked to complete information and permission forms which are sent out at the beginning of Term 1 each year. These forms provide you with the opportunity to update your child's and/or family's details including medical information which the school will need to know in the case of an emergency, as well as providing permission to take your child on local excursions.

If there are any changes to essential details, please advise us promptly.

Immunisation

Upon enrolment, parents are requested to provide an Immunisation History Statement issued by the Australian Childhood Immunisation Register. This information will be kept on file for two years after a student has left the school.

Infectious Diseases

The principal is required to exclude students according to the following table, under the **Health (Infectious Diseases) Regulations 1990**. Note the regulations require the parent or carer to inform the principal as soon as practicable if the student is infected with any of the diseases listed in the table or has been in contact with an infected person. It should be noted that in cases of Diphtheria, Typhoid and Paratyphoid Fever, exclusion and determination of recovery will be matters for the Council Officer of Health.

'**Contact**' means a child of school age or pre-school age living in the same house as the patient, '**patient**' includes carrier and '**school**' includes any pre-school centre, Kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless conditions hereunder are complied with.

Disease or Condition	Patient excluded from school	Exclusion of Contacts
Chicken-pox	Until fully recovered or at least one week after the first eruption appears	Not excluded
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased	Not excluded
Diphtheria	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts excluded until investigated by the medical officer of health, or a health officer of the department, and shown to be clear of infection
Giardiasis (diarrhoea)	Until diarrhoea ceases	Not excluded
Hepatitis (infectious hepatitis)	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms	Not excluded
Hepatitis B	Until recovered from acute attack.	Not excluded
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings	Not excluded
Influenza	Until fully recovered	Not excluded
Leprosy	Until receipt of a medical certificate of recovery from infection	Not excluded
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection	Non-immunised contacts must be excluded from 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact
Meningococcal infection	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours
Mumps	Until fully recovered	Not excluded
Pediculosis (head lice)	Until appropriate treatment has commenced	Not excluded

Disease or Condition	Patient excluded from school	Exclusion of Contacts
Pertussis (whooping cough)	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection	Not excluded
Ringworm	Until appropriate treatment has commenced	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea ceases	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has commenced	Not excluded
Shigella (diarrhoea)	Until diarrhoea ceases	Not excluded
Streptococcal Infection (including scarlet fever)	Until receipt of a medical certificate of recovery from infection	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the department that the child is not considered to be infectious	Not excluded
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection	Not excluded unless the medical officer of health of a health officer of the department considers exclusion to be necessary

Kindergarten Orientation

There are many opportunities for pre-schoolers to be introduced to the school environment through planned transition visits in Term 3. A formal orientation takes place early in Term 4, including the announcement of Kindergarten students' Year 5 buddies. New families are welcome to call at the office for orientation and enrolment information anytime throughout the year. Guided tours are always available.

Late Arrivals and Early Departures

This information is for students arriving late to school and leaving school early:

- If your child arrives late to school you **MUST** report to the office and explain why your child is late. The office staff will print a late arrival docket which your child must present to their teacher. If you don't call into the office, your child will be marked down as an unexplained partial absence.
- If a student is sick and needs to go home, the parent or person picking up the child **MUST** report to the office, and the staff will sign the student out.
- If you will be picking your child up during the day, please report to the office where your child will be called over and signed out by the office staff, or you will be asked to take the early departure docket (printed by the office staff) to your child's classroom to give to their teacher.
- It is important that teachers and the school know where all students are at all times, as it is part of the school's responsibility.

Leaving School Grounds

NO student is permitted to leave the school grounds without the written permission of their parent or carer.

Glass containers, tin containers and chewing gum are not permitted at school.

Library

The school library is central to our educational programs. It has an ever-increasing collection of interesting, up-to-date reading materials. All students are required to bring a clearly labelled library bag to protect their borrowed books. The front office has a supply of bags for purchasing. Every class has a timetabled library lesson each week for introduction to literature, research skills, the teaching of information skills, borrowing and reading for pleasure.

Lost Property

Lost property (clothing) is a major problem which can be avoided. Please **label ALL your child's clothing, containers and belongings with their name** using marking ink or with a sewn label. Labelled items are returned to owners. Unlabelled items are stored in the front office, and if unclaimed at the end of term, they are either donated to the local Op Shop or our second hand clothing shop.

Lunch Routine

All students eat lunch outside from 11:30 to 11:40 a.m. The class teacher on duty will let them go when they have finished eating their lunch. We encourage all children to have their lunches at school. If they go home daily, they miss out on the social development which takes place in the playground during the lunch break. Parents should send a note to school giving permission for children to go home for lunch.

Media Appearance

When you complete your child's enrolment form, you are asked to choose an option under 'Permission to Publish'. By selecting 'Yes', you are giving the school permission to publish your child's name and/or picture in the school newsletter, newspapers or television. Alternatively, if you do not wish your child's name and/or photo to be published, you should tick 'No'. If you wish to alter your selection during the course of your child's education, please contact the school in writing.

Medication

No child should bring any type of medication to school unless accompanied by written parental permission. Please note that medication also includes analgesics, such as Aspirin. The following procedures will apply to students who need to have access to asthma medications and EpiPens:

- Parents are required to send in a copy of the child's Asthma Action Plan or ASCIA Plan for Anaphylaxis.
- Students may self-administer asthma reliever medication under supervision of the first aid officer or teacher.
- Most parents elect to have an asthma relieving spray or EpiPen, labelled with the student's name, kept at school in the office, however if you wish your child to carry their asthma reliever medication or EpiPen, then you must complete a Request to Carry form, available from the office.
- If a nebuliser is required at school, parents must supply their own nebuliser, mask and medication, as well as written permission and directions on dosage. Nebulisers must be used under the supervision of the first aid officer or teacher.

School staff are under no obligation to administer prescribed medication and asthma treatments. If we agree to, it is strictly voluntary.

Music

There are a range of co-curricular music activities taught in our school such as: choir; djembe drums; school band; guitar and marimba. Opportunities to perform in the community are welcomed.

National Testing

Students in Years 3 and 5 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN). In May, they are tested in Literacy (reading, writing and language conventions) and Numeracy. Comprehensive results are provided to schools and parents in October. The data is helpful in school planning, and also provides teachers with an objective guide on what students know and need to learn next.

Newsletters/Notes Home

Fortnightly, on Mondays in odd weeks, a school newsletter is published on our Skoolbag app and website. The newsletter contains important information about the school's teaching and learning programs, general school organisation, an up-to-date diary, P&C information, canteen news, and relevant community news.

If you have an item for the newsletter please email it to the office by 3:30 p.m. Thursday afternoon.

Other notes of an urgent nature are sent home when necessary.

Organisation

Classes in the school will be organised so as to maximise the educational benefits each student receives. Class organisation may vary from year to year. This depends on factors such as staffing allocations by the NSW Department of Education, physical resources and student enrolment figures. All that is possible will be

done to ensure that each student is placed in the class group which is best suited to his/her stage of development.

Painting Shirt

An old shirt or painting smock to cover clothing is a good idea during creative art lessons. This saves the students' clothing from paint stains.

Parent Helpers

Parents as partners in education are appreciated. Your skills are valued by our school community. Help can be given in many areas: reading, craft, maths, gardening and sport coaching etc. Individual teachers will advise parents when their help is needed within the classroom. Any parent wishing to work with children must sign a Declaration for Volunteers and Non-Child Related Contractors, available from the office. Parents and carers must sign in and out at the office and wear a visitor's badge while they are on site.

Parents Providing Transport

There are many occasions where parents provide transport as it is not always practicable to hire a bus. To protect all parties, parents providing transport are required to provide to the office:

- Driver's Licence sighted and number recorded;
- Comprehensive insurance;
- Registration papers checked and current

A simple record of these details is kept by the office and is updated regularly.

Payment of Money by Students

If sending money to school for any reason including excursion payments, visiting shows or voluntary contributions, please put the correct amount into an envelope (as we do not always have change), write your child's name and class, along with the amount of money enclosed and the reason for the payment. Unless otherwise advised, all money is to be collected by the classroom teacher. We also accept EFTPOS, Parents' Online Payments (POP, available via our website) and cheques (made payable to Holbrook Public School). Receipts are issued for large amounts only i.e. voluntary contributions, overnight excursions/camps.

Peer Support Program

Peer Support involves all students and usually takes place during Term 2, with other opportunities for the groups being provided throughout the year. Year 6 students are trained as leaders of the Peer Support Program that operates in K-6 groupings.

The aim of the Peer Support Program is to provide opportunities for each student to develop a sense of belonging, a respect for self and others, support and understanding of others, self-esteem, responsible decision making, communication, participation and leadership. The aim for the whole school is to promote interaction between all students, enhance school climate and promote co-operation between students. It will also encourage friendships, acceptance and understanding of individual differences, develop social skills, promote self-discipline and give the senior students in the school the opportunity to develop leadership skills.

Playground Supervision

Teachers are rostered for supervision duties between 8:50 a.m. and 3:30 p.m. Teacher supervision is also provided for children travelling by bus, until the last bus is boarded. Bike riders and walkers are required to line up and depart from the back gate closest to the Kindergarten room or in front of the office. They will be dismissed by the teacher on duty. Bike riders using the front entrance are expected to walk their bikes across the road with the pedestrians, under the supervision of the teacher on duty.

Presentation Night

This evening, held at the end of Term 4, is the culmination of all activities held during the year with the sharing and celebration of student achievements. Students receive class, sporting and other special awards and trophies.

This evening also provides the opportunity for brief musical and other performances.

Release From Face-To-Face Teaching (RFF)

Each teacher with the NSW Department of Education is provided with a two-hour release time from face-to-face teaching each week, which is used for planning the myriad of other tasks that teachers complete on a day-to-day basis.

The RFF teacher who takes the class, follows the normal classroom program of the class teacher.

Reports

Written student reports are sent home at the end of Semesters 1 (Term 2) and 2 (Term 4). These reports provide an indication of student achievement as assessed and noted by the classroom teacher.

School Crossings

The two school crossings are flagged each school day. All persons using the crossings are required to stop at the white line on the footpath until the road is clear to cross. Parents should observe the various parking restrictions that apply in the immediate school area during drop off and pick up times. Parents should also observe the 40km/h speed restriction that is imposed from 8:00 to 9:30 a.m. and from 2:30 to 4:00 p.m. every school day.

School Photographs

School photographs are arranged each year and families are given the opportunity to purchase these if they wish. The school tries to have the school photos taken during Term 1. Information is sent home to inform parents of exactly when photos will be taken.

Sick Children at School

A list of children who suffer from asthma, allergies, epilepsy etc. is compiled each year. Every effort is made to contact parents if children become unwell at school. It is vital that the school has up-to-date emergency telephone numbers.

If a student requires constant medication, he or she should not be at school. Students who are sick should not be sent to school in the hope that they will 'probably feel better later'.

In the event of a serious accident, an ambulance will be called and parents or carers contacted.

So that care can be given to children with special medical conditions, parents should advise the school of any serious medical condition that would constrain a student from participating in school activities.

Special Activity Days

Each year there are a number of special interest days and weeks that support our teaching and learning programs and focus on student and school achievements. Parents are invited to attend open days during these celebrations. We celebrate Education Week, Book Week, and Science Week. Other opportunities include Multicultural Study Days, NAIDOC Wee, Reconciliation Week, Harmony Day, fundraising for charities and special sporting events.

Special Religious Education

Students have scripture lessons each week (40 minutes duration) with clergy and lay people from the local churches.

Catholic students are taught separately, while all others combine within their own class group to be taught by a representative from either the Anglican or Uniting churches. Parents need to nominate in writing, which group children are to attend or if their child is not to attend.

Specific Consent Forms

A specific consent form is always required for excursions away from school, and attendance at performances. A general walking note will be signed by parents to cover the whole year for activities within walking distance of the school.

Sport and PE

All students participate in fitness and PE skills activities throughout the week, and sport on Fridays. Swimming and water safety are included in the summer sports program for Years 3-6. Most other team and individual sports are catered for throughout the year.

Whole school athletics and cross country carnivals are held each year. A swimming carnival is also held for students 8 years old and above.

Successful students from each carnival, as well as the individual and team sports played, have the opportunity to compete at Zone, Riverina and State levels.

An intensive swimming scheme for non-proficient or non-swimming students is held in Term 4.



All students are expected to participate in all sports activities, unless a note is received from parents stating otherwise.

Student Assistance Scheme

The NSW Department of Education has a student assistance scheme designed to assist families who are experiencing difficulties and are unable to meet the costs of uniforms or excursions. Contact the office or the principal for further information. All enquires are strictly confidential.

Student Clothing and Property

- Make sure all articles, especially lunch boxes, drink bottles, jumpers and jackets are clearly and permanently marked.
- Leave treasured and valuable toys, jewellery and books at home. They are easily damaged or lost.
- No responsibility can be taken for the loss or damage of toys, books, trinkets, etc. brought to school.
- Make sure your child's schoolbag is easily recognisable, and encourage him/her to leave it in its correct place.
- Every effort is made to return any 'lost' property to its owner.
- Any dangerous items, such as pocket-knives, **MUST NOT** be brought to school.

Student Representative Council

A Student Representative Council comprising of school captains, prefects and student representatives elected each semester from all classes, meet regularly to discuss student issues and organise fundraising events.

The school community supports Stewart House, World Vision and Sun Smart fundraising each year.

Telephone

The school telephone system is controlled through the school administration staff. Parents are requested not to call a teacher to the phone during lesson times – such calls will cause unnecessary interruptions. The administration staff will take messages and relay them to the teachers concerned during lesson breaks. Parents are requested to telephone for an appointment when they wish to have a parent/teacher interview.

Term Planner

The first newsletter of each term will have attached, a term planner outlining all school events, so that parents are able to plan accordingly.

Transition to High School

Billabong High School, our local high school, provides a comprehensive transition and orientation program for our Year 6 students. Throughout the year there are many activities organised between our schools, which also includes the other feeder schools. For more information about enrolling at Billabong High School, organising an interview or tour, please contact Billabong High School on 02 6029 8377.

Uniform

- The wearing of the correct school uniform at all times at Holbrook Public School has been endorsed by the School P&C Association and will be enforced by the school principal.
- It is expected that students will bring a note to explain their reason for being out of school uniform. Students continually out of school uniform will be spoken to by the principal and their parents contacted, and may eventually be withdrawn from representing the school, including sport, and participating in school activities.
- The school stocks all of the required school uniforms at the lowest available prices. Parents should contact the school or visit our website for an order form. It is hoped that parents will endeavour to dress their children in the school's uniform and that children will wear it with pride.

Uniform – Student Requirements

Students:





- Are not to wear make-up;
- Are to wear stud earrings only;
- Are to be encouraged to wear basic watches;
- Are not to wear necklaces, bracelets or rings as they could be a cause of harm to them or a distraction in class situations.
- Are to be encouraged to wear navy or yellow hair accessories (hair bands, ribbons or scrunchies only);
- Are only able to wear a navy wide-brimmed hat, preferably with the school crest. **Hats are also to be worn all year round under the 'NO HAT, NO PLAY' Policy. Caps are not to be worn** to school.
- Only navy scarves can be worn, but are not to be worn in the classroom.






- Gloves may be worn to school, but are not to worn in the classroom.
- No beanies to be worn at all.

The entire school uniform, except black shoes, is available from the school uniform shop.

Special Notes:

- Students are encouraged to wear the supplied uniforms with the school emblem. No obvious branding should be visible.
 - The school will, when possible, supply pre-loved uniforms at a greatly reduced cost.
 - Students are to wear shirts tucked in at all times.
 - At the end of each term (or sooner if necessary), the administration staff will clear the lost property box, returning any named articles to students and any unnamed ones to the second hand clothing shop. The administration staff will remove any items that may be re-sold whilst items not required will be donated to the local Op Shop.
 - Students who leave the school and no longer require uniforms will be encouraged to donate them to the second-hand section of the School Uniform Shop.
 - Students are to wear normal school uniform on all days other than those when the sports uniform or a 'mufti/non-uniform' day has been advertised.
 - Students who fail to comply with the uniform code will be asked to comply under the Student Welfare and Discipline Policy, and NSW Public School Behaviour Code for Students.
 - All items are to be clearly labelled with your child's name. When items of clothing do get lost or misplaced, a name makes it easier to find its owner.
-
- **Please note that track pants are to be worn on sports day only**
 - **Full school uniform must be worn at all times and when representing the school**

<p>Summer uniforms are worn in Terms 1 and 4</p> <p>Sports uniform is worn on Fridays</p>	<p>BOYS</p>	<ul style="list-style-type: none"> • Navy-blue cotton shorts • Gold short sleeve polo shirt with emblem • Navy-blue socks • Black shoes • Navy-blue wide-brimmed hat with emblem 	
	<p>GIRLS</p>	<ul style="list-style-type: none"> • Blue and white check dress • Gold short sleeve polo shirt with emblem • Navy-blue skorts • White socks • Black Shoes • Navy-blue wide-brimmed hat with emblem • Scrunchies/headbands in summer uniform material or ribbons etc. in school colours (navy blue and gold) 	
	<p>UNISEX SPORT</p>	<ul style="list-style-type: none"> • Navy and gold sports polo shirt with emblem • Navy-blue sports shorts • Navy-blue wide-brimmed hat with emblem • Navy-blue socks • Sport shoes 	
<p>Winter uniforms are worn in Terms 2 and 3</p> <p>Sports uniform is worn on Fridays</p>	<p>BOYS</p>	<ul style="list-style-type: none"> • Navy-blue drill trousers • Navy-blue wind cheater, with emblem • Navy-blue polar fleece jacket with zipper and emblem • Gold long sleeve polo shirt with emblem • Navy-blue wide-brimmed hat with emblem • Navy-blue socks • Black shoes 	

GIRLS	
<p>Winter uniforms are worn in Terms 2 and 3</p> <p>Sports uniform is worn on Fridays</p>	<ul style="list-style-type: none"> Tartan pants, tunic or skirt Gold long sleeve gold polo shirt with emblem Navy blue windcheater, with emblem Navy-blue polar fleece jacket with zipper and emblem Navy-blue wide-brimmed hat with emblem Navy-blue socks or stockings Black shoes Scrunchies/headbands in winter uniform material or ribbons etc. in school colours (navy blue and gold) <div style="text-align: center; margin-top: 10px;">  <p>OR</p>  <p>OR</p>   </div>
UNISEX SPORT	
<p>Winter uniforms are worn in Terms 2 and 3</p> <p>Sports uniform is worn on Fridays</p>	<ul style="list-style-type: none"> Navy and gold sports polo shirt with emblem Navy-blue track pants Navy-blue wind cheater with emblem Navy-blue wide-brimmed hat with emblem Navy-blue socks Sport shoes <div style="text-align: center; margin-top: 10px;">  </div>

Voluntary School Contribution Fee

The principal, in consultation with the school community, determines the level of voluntary school contributions requested each year. The policy prohibits any discrimination against students for non-payment of voluntary contributions. These funds help to meet some of the costs of resources and materials used by children each year. Whilst these fees are minimal, they are certainly beneficial to the school. These payments can be made in full or by instalments depending on the families’ needs.

The current school contribution levy is **\$35.00** per child.

Work Health and Safety

Procedures are in place to ensure the safety of all members of the school community, including visitors. Implementation of the Work Health and Safety (WH&S) Act 2011 is strictly adhered to. It is the responsibility of the school community and visitors to ensure a safe working environment. Parents, staff, students and visitors are asked to report to the principal any unsafe conditions within the school.

Student Wellbeing

Students, Parents/Carers and the Public School System

Holbrook Public School, along with all public schools of New South Wales, exist to provide a first-class education for all young people.

We have three overriding priorities:

- raising educational standards and levels of educational achievement;
- providing a quality education for all; and
- providing for the care and safety of all students in our care.

In achieving these priorities, we seek to provide young people with their primary foundation for life. The quality of this foundation is of the utmost importance to each individual.

Student Discipline and Wellbeing Policy

A full copy of the policy can be obtained from the office. Other related policies also available include:

- Anti-Bullying
- Peer Support
- Playground Supervision
- Sun Protection

Positive reinforcement of student achievement and behaviour is one of the basic principles of our policy.

We endeavour to develop responsibility within each child, based on a clear understanding of what is expected and the results of not following the rules. We build the belief in the student that he/she obeys the rules because it is 'the right thing to do' (based on commonly held community beliefs) and not just because of fear of punishment.

Our policy is based on the following principles:

- good behaviour is expected;
- there are consequences for positive and negative behaviour; and
- a standardised approach is used by all staff to reward positive behaviour and deal with problems that arise.

Wellbeing and Discipline - A Partnership

When parents enrol their children at our school they enter into a partnership with the school staff.

This partnership is based on shared responsibility and mutual respect. The partnership should aim at achieving effective learning and good discipline so that the school environment is both productive and harmonious.

This partnership should lead to the understanding that the student needs to develop a responsibility for his or her own behaviour.

Consequences for Not Obeying Rules

- Spoken to by a teacher or staff member
- Referral to the Reflection Room and assistant principal
- Sent to principal
- Parents notified by principal or assistant principal
- The departmental guidelines would be adhered to in respect of suspensions and expulsions

Core Rules for Students in NSW Government Schools

Students in NSW government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.

Core rules for student behaviour have been developed to establish consistent expectations in all government schools in support of these aims.

These rules are based on our core values of integrity, excellence, respect, responsibility, co-operation, participation, care, fairness and democracy.

The critical role of parents and care-givers is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

The NSW Department of Education is committed to supporting principals and school staff in the implementation of these rules through state wide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools.

NSW Department of Education

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.



We welcome the opportunity to discuss your child's education with you.

Please call, visit or email us at:

Holbrook Public School

Principal: Nathan Fisher

146 Albury Street

Holbrook NSW 2644

T: 02 6036 2021

F: 02 6036 2901

E: holbrook-p.school@det.nsw.edu.au

<https://holbrook-p.schools.nsw.gov.au/>

© September 2020

NSW Department of Education



Education