

Mallawa Public School



Parent Information Booklet

Contents

GENERAL INFORMATION	3
School Contact Details	
Staff List	
SCHOOL AIMS	4
ORGANISATION / PROCEDURES	5
Bell Times	
Enrolments / Transfers	
Absences	
Assemblies	
Buses	
Canteen	
Communications	
Homework Policy	
Leaving School Grounds	
Library	
Parental Interviews	
P & C Association	
School uniform	
School Pledge	
Sport	
Student Assistance Scheme	
Supervision	
Visiting the School	
LEARNING PROGRAMS	8
Kindergarten to Year 6	
SCHOOL DISCIPLINE CODE	9
School Rules	
Strategies to promote good discipline and effective learning	
Practices to recognise and reinforce student achievements	
Strategies for dealing with unacceptable behaviour	
Suspension and expulsion from School	
Key Names and Contact Numbers	11

GENERAL INFORMATION

This booklet provides parents with basic information about our school.

School Contact Details

School Address:	Mallawa Road Moree, NSW. 2400.
School Phone:	(02)6753 9520
School Fax:	(02)6753 9526
School Email:	mallawa-p.school@det.nsw.edu.au
School Hours:	9:00 am to 3:05 pm
School Colours:	Red and Navy
School Motto:	Striving to Achieve
School Houses:	Mehi – Red Moomin – Blue

STAFF LIST

Principal:	Mrs Cassandra Diaz
School Education Director:	Mr John Charles – Moree District Office
School Admin. Manager:	Ms Penny Logan
General Assistant:	Mr James Pritchard
School Counsellor:	Mrs Anne Yates

Teachers

Mrs Shelli Morse
Mrs Meg Pawley
Miss Courtney Cochrane
Miss Phillippa Hunt

SCHOOL AIMS

With home and community groups, the school pursues the central aim of education which, is to guide individual development in the context of society through recognisable stages of development towards:

PERCEPTIVE UNDERSTANDING

MATURE JUSGEMENT

RESPONSIBLE SELF-DIRECTION

MORAL AUTONOMY

Towards the achievement of this fundamental central aim, this school strives to:

1. Provide a secure, stimulating and harmonious school environment, which allows children to learn and develop to the best of their abilities.
2. Provide a series of basic skills through a balanced curriculum.
3. Teachers literacy and numeracy, taking into account individual differences.
4. Develop in each child the ability to think critically, make decisions and solve problems.
5. Provide for the development of diligent, co-operative, respectful and considerate attitudes to others.
6. Build children's self-esteem, cultural pride and self-reliance.
7. Develop a sense of pride in the school community.
8. Develop useful leisure skills.
9. Encourage students to learn and appreciate that education is an ongoing process.

ORGANISATION / PROCEDURES

Bell Times:

Morning Bell	9:00
Class	
Recess	11:00
Class	11:25
Lunch	1:00
Class	1:45
Home	3:05

Enrolments / Transfers:

When enrolling students, parents should proceed to the main office to complete the Application for Enrolment. A record of the student's date of birth is required i.e. birth certificate or registration form.

If transferring from another school, it would be helpful if any current report forms could be made available.

If the new student travels more than 2 kilometres to a bus stop or school by private vehicle a Conveyance Subsidy Application form can be filled out.

Short-term enrolments, where the students will be enrolled for a period of less than four weeks, are to follow a program of work provided by their 'home school'. Because of disruptions to class programs, short-term enrolments will need to be negotiated with the Principal.

Absences:

On occasions when your child is unable to attend school a note is required which fully explains the reason for the absence. The note should be handed to the child's roll teacher on their first day back after the absence or within 5 days. Cases of persistent unexplained absences will be referred to the Home School Liaison Officer.

Assemblies:

Term assemblies are held at the school. Parents have an open invitation to attend these assemblies and see the class displays, merit awards, guest speakers and general school announcements.

Buses:

The school runs a bus which brings students to and from school.

If your child normally catches the bus but you have altered arrangements for the day please contact the school to inform us.

Canteen:

There is NO CANTEEN at school. Students can however bring food to be heated in the pie warmer or microwave on designated days.

Communications:

The school always attempts to keep parents and the community informed about the school's daily events, staff changes, excursions, sports carnivals and other events. A school newsletter is usually distributed fortnightly. Class notes are distributed from time to time as appropriate.

Homework Policy:

Homework is set on a regular basis and students should complete and return homework when set.

Leaving School Grounds:

Students are not permitted to leave the school grounds during school hours without written parental permission. This request must be made in writing or person by the parent and must go through the front office.

Library:

Students are encouraged to borrow books from the library. Students may borrow from the Library during weekly library time. Students must bring a library bag.

Parental Interviews:

Parents are invited to talk with their child's teacher at any time. It is often best to make an appointment in advance so that the teacher can be prepared to assist you.

P & C Association:

The school has an active P & C which supports using many ways. Parents are encouraged to become involved and be an active part of the P & C and their child's education.

School Uniform:

It is a requirement that students wear a hat when in the sun as the school policy of "No Hat, No Play" applies.

The school uniform is available for purchase at the school office and consists of the following:

Girls Summer: Dress

Girls Winter: Winter Tunic, Red Skivvy, School Rugby Jumper

Boys Summer: Navy Shorts, School polo

Boys Winter: Navy pants, School Rugby Jumper

Sports Uniform: Navy shorts, School Polo, School Tracksuit.

Please contact the school to inspect and purchase clothing.

School Pledge:

In our hands lies the future of this great land.

If we all work together doing our best.

There is no limit to what we can achieve.

Sport:

Sport is a compulsory part of Kindergarten to Year 6 curriculum and an important part of the school curriculum. It is an opportunity to promote physical fitness and develop skills such as team-work and cooperation.

Every attempt is made to make sport varied and interesting within the limits of school and community resources and as far as possible, sports are chosen which cater to the interests of the students.

Student Assistance Scheme:

The school is given a limited amount of funding annually to support needy students with things such as school uniform and the cost of school excursions. Those parents experiencing financial difficulties are welcome to apply to the Principal for assistance.

Supervision:

Supervision of students is provided at the school from 8:30 am each morning. Students SHOULD NOT be at school BEFORE this time. At 3:05 pm a staff member will supervise students going home by bus.

Visiting the School:

Parents and visitors are welcome to visit the school at any time provided they report to the Front Office before entering the school grounds. Students are expected not to talk to anyone who is outside the school grounds.

LEARNING PROGRAMS

Kindergarten to Year 6

Aims:

The Infants / Primary Department offer classes from Kindergarten to Year 6.

Additional support is provided by:

- Support Teacher for Learning Assistance
- School Counsellors – Behavioural and Social Problems
- Outside services including Occupational Therapy, Hearing and Sight Testing, Royal Far West Speech Programs and the Life Education Van.

Key Learning Areas:

The learning fostered by teachers encourages individual development through a variety of teaching styles. The collaborative and cooperative learning environment has been designed to develop problem solving techniques for academic, social and personal purposes. We have modern teaching aids recommended and used by many schools that support this learning.

MATHEMATICS

Students learn concepts in these areas – NUMBER, SPACE AND GEOMETRY, DATA, PATTERNS AND ALGEBRA, MEASUREMENT and WORKING MATHEMATICALLY.

ENGLISH

This area provides experiences in reading, talking & listening and writing through an integrated approach. Handwriting is developed using the foundation style.

SCIENCE AND TECHNOLOGY

Students investigate and develop skills in research, design, construction, presentation of findings and a range of technologies.

HUMAN SOCIETY AND ITS ENVIRONMENT

Students investigate issues relating to the areas of Environments, Cultures, Change and Continuity and Social Systems and Structures.

CREATIVE ARTS

Students develop skills in Visual Art, Music, Dance and Drama.

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

PD/H/PE encourages an understanding and valuing of self and other it promotes physical activity and emphasises informed decision –making leading to effective and responsible action.

SCHOOL DISCIPLINE CODE

School Rules

While travelling to and from school, at school or participating in other school activities including excursions students should:

1. Be on time and prepared for learning.
2. Complete all tasks, including homework.
3. Speak politely to everyone.
4. Follow instructions from all staff.
5. Treat others so that they feel safe and happy.
6. Wear school uniform.
7. Work and play safely and care for the property of others.

Strategies to promote good discipline and effective learning

At Mallowa Public School:

- Teachers provide appropriate curriculum to meet the needs of each student;
- Staff support students in achieving success in learning
- Teachers use good behaviour management techniques consistently including:
 - Giving simple directions
 - Expecting students to comply and follow directions
 - Regularly noticing and commending students for complying with rules and directions
 - Avoiding the use of ridicule, embarrassment or 'put downs'
 - Involving all members of the class by directing questions to the full range of students encouraging on-task learning behaviour by moving about the room and supervising work
 - Refocusing and redirecting attention when students become restless or inattentive
 - Having a plan for managing behaviour disruptions in their programs
 - Following up any significant behaviour disruptions
- Staff participate in relevant training and development programs to support improved teaching and learning
- Staff model consistent, caring and controlled behaviour
- Teachers have regular discussions with parents and caregivers about their roles and responsibilities in managing student behaviour
- Everyone encourages respect for teachers as professional educators
- A school discipline code has been developed – a small number of easily understood rules which state the expected behaviour, can be monitored and be consistently and fairly applied
- Staff have knowledge and understanding of the particular needs and pressures experienced in the local community
- Staff liaise with supportive community agencies to build teams and
- Appropriate support programs, such as counselling and remediation, are provided.

Practices to recognise and reinforce student achievements

1. Classroom teacher will provide support and praise to students within their day to day activities. The use of small tokens such as stickers is encouraged as the use of whole class points systems. For example children earn a game of soccer or computer time as a reward after the class gets 20 points.

Strategies for dealing with unacceptable behaviour

A systematic approach is used to deal with inappropriate behaviour. There are 5 key steps.

1. Classroom teacher action including time out
2. Executive support
3. Parent support
4. Suspension from School

Suspension and Expulsion from School

The Principal may suspend or expel a child from the school in accordance with departmental policy outlined in “Suspension and Expulsion of School Students Procedures”

Key Names and Contact Numbers

[illegible]