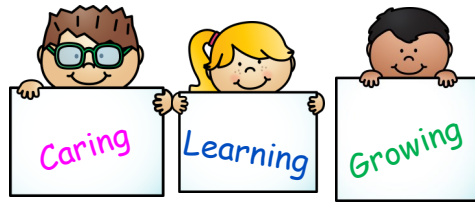
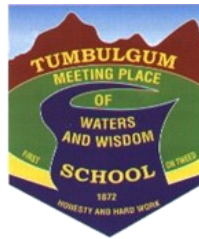


# Tumbulgum Public School

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## Information Booklet



Welcome to Tumbulgum Public School, a small school that delivers caring and innovative schooling that meets every child's personal learning needs.

There are so many reasons to choose Tumbulgum Public School for your child's schooling.

We pride ourselves in delivering an education tailored specifically for each child. With the children involved in setting their own learning goals, this leads to greater motivation and higher achievement.

While we have a strong emphasis on literacy and numeracy, we take pride in delivering an education that prepares students for life.

Caring, dedicated and enthusiastic teachers provide a nurturing environment where students feel safe, secure and happy.

We use the latest technology, including iPads and robots, to engage students and motivate them to learn.

Our student wellbeing program teaches students core values such as respect, responsibility and having a go, building their social skills, increasing resilience and giving them solid foundations in getting along with others.

We have beautifully maintained grounds, which include gardens tended by the students, play equipment and open space for games.

We are part of the Tumbulgum community, which is a small, friendly village community with an active community association. Our Parents and Citizens Association enhances school life both socially and through provision of extra resources for the students.

Tumbulgum Public School offers great extra-curricular opportunities including music, sport, public speaking, creative arts and language.

We are a small school, with small classes, where your child will be assured of attention, but we are part of a bigger community of schools and can offer some wonderful opportunities for students to learn, compete and socialise with others. For instance, our yearly athletics carnival is held with nearby Duranbah Public School and our students travel with other schools to special events such as the GRIP student leadership conference in Brisbane.

Everyone at Tumbulgum Public School loves it here. Check out our video on our website to see what they like best.

This booklet is designed to answer the most common questions people have about attending Tumbulgum Public School. If you have any other queries, I am always happy to discuss these with you. You can contact me on 02 66766237 or email me at [tumbulgum-p.school@det.nsw.edu.au](mailto:tumbulgum-p.school@det.nsw.edu.au)

*Jenni McKeon*

Relieving Principal



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## CONTACT DETAILS

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**Tumbulgum NSW 2490**

**Phone: 02 6676 6237**

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

**Website: [www.tumbulgum-p.school.nsw.edu.au](http://www.tumbulgum-p.school.nsw.edu.au)**

**Facebook: [www.facebook.com/tumbulgumpublicschool/](http://www.facebook.com/tumbulgumpublicschool/)**

### School times

Before school	8:30—9:00 am
Morning session	9:00—11:00
Recess	11:00—11:35
Middle session	11:35—1:00
Lunch	1:00—1:35
Afternoon session	1:35—3:00pm

### School Dates 2017

Term 1	Friday, 27 January to Friday, 7 April 2 10 weeks Students commence Monday 30 January *Kindy commences Thursday 2 February
Term 2	Monday, 24 April to Friday, 30 June Students commence Wednesday 26 April
Term 3	Monday 17 July to Friday, 22 September Students commence Tuesday 18 July
Term 4	Monday, 09 October to Tuesday 19 December Students commence Monday 9 October and finish Friday 15 December
Term 1 2018	Students commence Tuesday 30 January



## ABSENCES

All absences should be explained with a note within 7 days.

## ANTI-BULLYING POLICY

Tumbulgum Public School provides a caring environment where all should feel safe and respected, and have a sense of belonging as an individual. Bullying of any kind is not acceptable at school. The policy has the following components: A definition of bullying; the effects of bullying; primary prevention; early intervention; and how we handle bullying complaints. Input into this policy was received from staff, students and parents. It is available on our school's website.

## ASSEMBLIES

Parents and visitors are welcome at our assemblies, which are held weekly on Fridays at 9:00am. Each week we acknowledge the hard work of our students with awards. On even weeks, we enjoy sharing some of what we have been working on in class.



## ATTENDANCE

Regular attendance at school promotes student learning. Class rolls are marked at the beginning of each day and are checked regularly by the Home School Liaison Officer. It is also a legal requirement that children between the ages of 6 and 17 attend school every day unless sick or on an approved holiday. If students are absent from school, arrive late, or leave early, this should be explained by note to the school within 7 days. Early leavers and late arrivals must be signed in or out with a note.

## BANKING

School banking is conducted on Wednesdays through the office.

## BEHAVIOUR MANAGEMENT

Our school aims to:

Provide a safe and warm environment for students to learn effectively and behave responsibly.

Encourage students to value the personal dignity and worth of themselves and others

Promote a respect for the values that underpin our society

Teach students how to meet behavioural expectations

Create and maintain positive relationships within the school community

Encourage students to develop self-discipline by accepting responsibility for their behaviour

Manage behaviour using positive language and feedback.

Students are acknowledged and rewarded for meeting the following behaviour expectations. Consequences (such as time out and parent contact) are given for inappropriate behaviour.

## **BICYCLES**

Our school supports the recommendations of the Roads and Maritime Services that children under ten years of age should not take a bicycle on the road unless accompanied by an adult.

Older children may ride bikes to school, provided parents accept the responsibility for teaching them the necessary road safety rules and set a clearly defined route for the children to ride. It is compulsory for helmets to be worn. Bikes must not be ridden in the school grounds.

## **BUSES**

All children from Kindergarten to year 2 are eligible for free bus travel. Children in years 3-6 must live at least 1.6km from the school to be eligible. A conveyance subsidy is available for parents who transport their children 1/6km or more to a bus stop. Appropriate and safe behaviour on school buses is critical at all times to ensure the health and safety of all. As part of our road safety lessons, bus safety is addressed during the school year to raise the children's awareness of the need to be safe when travelling.

Travel on a school bus and excursion bus involves an emphasis on safe travel. Students are instructed to:

- enter and leave the bus in an orderly manner
- remain in the designated seat
- converse quietly only with others beside them
- remain wholly within the bus at all times
- respect property of others
- refrain from throwing objects within or from the bus

Travellers who break these rules shall be reported to the bus operator.

## **CANTEEN**

Lunch can be ordered through school from the Bearded Baker. Orders need to be in on Wednesday for Wednesday, Thursday and Friday lunches.

## **CLASSROOM RULES**

*Follow instructions*

Keep hands and feet to yourself

Allow others to learn

Hands up to speak

Stay on task

Clean up after ourselves

*Playground rules*

Wear a hat to play

Follow instructions

Play in the correct areas

Take care of equipment

Stay seated while waiting for permission to play

Our social skills program aims to teach students these rules, as well as develop understanding of the values underpinning behaviour expectations.

## **COMMUNICATION**

We encourage you to keep us informed about your children and any concerns you might have in regards to their schooling. Parents and teachers often find it easy to have a quick word at pick up time, but if you require a longer chat, please ask to make a suitable time. Your contact with the school is most welcome as we work in partnership to ensure your children's education.

The weekly newsletter is an important communication tool, as is our website, where you can find newsletters, notes home, upcoming events and school policies.

## COMPLAINTS

Please contact the school as soon as an issue arises. Often these are misunderstandings that can quickly be resolved. Sometimes they spiral out of control if not dealt with in a timely manner. It is important that we work together to provide your children and you with the best possible outcomes.

## CURRICULUM

In New South Wales, all children Kindergarten to Year 6 are taught a comprehensive curriculum that covering the following Key Learning Areas:

English

Mathematics

Science and Technology

History

Geography

Personal Development, Health and Physical Education

Creative and Performing Arts

The latest teaching methods ensure students engage in personalised learning to help them meet their potential.

## CYBER SAFETY

It is essential that students and their parents are aware of the pitfalls and possible dangers in the digital world. We teach students about being safe online, but there are steps you can take at home. It is recommended that parents monitor internet use and implement restrictions appropriate to the age of your child and to your family. Information about cyber safety can be found at [www.cybersmartkids.com.au](http://www.cybersmartkids.com.au)—a government website that gives excellent information on internet usage.

## EMERGENCY CONTACTS

In case of students accident or illness, it is essential that we have current contact

information if there is an emergency. Any changes in home, work or emergency contact details or court orders, please let us know as soon as possible.

## ENROLMENT

Tumbulgum Public School caters to the students living in the local area, guaranteeing them a place in our school. Enrolment of non-local students is dependent on different factors. Our enrolment policy addresses this and is available on our website.

To enrol a child, parents, guardians or caregivers need to complete an enrolment application and provide a birth certificate, proof of address and an immunisation record. Children enrolling in Kindergarten must attain the age of 5 years prior to 31 July in the year they are attending.

## EXCURSIONS AND VISITING PERFORMANCES

Excursions are planned to complement classroom learning. Information is provided through the newsletter and permission notes from the organising teacher. Consent forms need to be returned for your child to participate in an excursion.





## FIRST AID

In case of an accident or illness, staff make every effort to contact parents or emergency contacts. In emergency cases, children would be conveyed to hospital by ambulance as soon as possible.

## HOME READING

Students are encouraged to read books at an appropriate level for their reading ability every night. The school has a large library of levelled readers which we lend out to help children get enough reading practice.

## HOMEWORK

At Tumbulgun Public School, we offer homework weekly to all students. Homework can develop good habits and is useful for reinforcing basic skills such as reading, writing and basic maths facts. It should be seen as a time to encourage students to learn study habits, improve basic skills and share what they are learning at school. Children in the early years should spend no longer than 10 minutes daily on homework, increasing to 30 minutes for senior students.

Homework is not compulsory in NSW public schools.

Any questions regarding homework, should be directed to the class teacher.

## LEADERSHIP

Students are encouraged to develop leadership skills from an early age as part of our social skills program. Students in the senior years attend leadership days to help develop these further. Our year 6 students are



seen as school leaders and are given the opportunity to lead different aspects of school life, such as sports, assemblies, hosting visitors and organising events.

## LIBRARY

All children are given weekly library lessons, where they are introduced to different information skills, as well as a wide range of literature. All children are encouraged to borrow regularly. A library bag is needed to protect the books from damage.



## LIVE LIFE WELL @ SCHOOL

As part of our commitment to your child's health, we have partnered with NSW Health and their Live Life Well @ School program, which includes healthy eating, physical activity, drinking water and turning off technology.

We are a Crunch and Sip school, which means children are encouraged to bring a piece of fruit or vegetable to munch on in the morning session, as well as to drink water freely throughout the day from their own water bottle.



## **LOST PROPERTY**

It is essential that all belongings are clearly marked with your child's name. Lost and misplaced items are usually returned by the teacher who found them. Unnamed property left at school for extended periods is disposed of either by being given to a charity (non-school uniform items) or by being placed in the clothing pool and offered for sale.

## **LUNCH**

All students are encouraged to bring healthy lunches, with minimal packaged food. Fruit and vegetables should be included. Students are not allowed to share food.

## **MEDICATION**

If your child is prescribed medication to take during school hours, this needs to be clearly labelled with the child's name and instructions for dosage and handed in at the office.

## **MOBILE PHONES**

Students bring mobile phones to school at their own risk. They may not be used at all during school hours and should be handed to the front office on arrival and picked up on the student's way home.



## **MONEY**

Payments and canteen orders should be taken straight to the office. Students should not bring other money to school.

## **NEWSLETTERS**

To help parents keep up to date with what is happening at school, we send a newsletter home on Tuesdays. The newsletter is also available on our website.

## **ORIENTATION DAYS**

An invitation is extended to children enrolling in Kindergarten in the new year to attend orientation days during Term 4. These days provide children with the opportunity to become familiar with school and its routines. Meeting other children and the teachers helps to establish confidence and a secure atmosphere when full time schooling commences in the new year. The days also provide an occasion for parents to discuss any special needs the children may have and to establish a good working relationship between home and school.

Year 6 students also participate in a transition to high school program with local high schools.

## **PARENT PARTNERSHIP OPPORTUNITIES**

Schools and parents working together create educational success for children. At Tumbulgum Public School, we welcome opportunities to work with parents and there are many different ways to get involved. There are informal picnic days and sports events, where parents are always welcome. Or there are other more formal ways to get involved.

## PARENTS AND CITIZENS ASSOCIATION (P&C)

The P&C is an organisation that works in partnership with the school to support the school priorities, values and standards. Membership of the P&C is open to all parents of students enrolled at our school (past and present), as well as interested citizens and members of the wider community eager to support the school.

Meetings take place monthly and are advertised in our newsletter. They provide a forum for discussion about education matters and are a way in which parents can be actively involved in the education of their children.

Regular fundraising activities are held throughout the year, with proceeds providing resources for the school and the students.

New parents are encouraged to attend these informal meetings and are made most welcome. They are a great opportunity for parents to get together and work towards common goals.

## PARENT-TEACHER INTERVIEWS

In order to ensure ongoing and successful learning progression, it is helpful for parents to develop a relationship with their child's teacher. We provide parents with the opportunity to meet with your child's teacher formally at the end of Term 1. This is a time to discuss aspects of your child's progress and development. Teachers may request additional meetings, especially if there are learning, behaviour or developmental concerns. Parents are also welcome to request additional meeting times with parents.

## PARENT HELPERS IN THE CLASSROOM

At times, teachers seek the support of parent helpers in classrooms for different activities. If you are interested in supporting teachers in this way and have some spare time, please let your teacher know. Volunteers are required to complete a Working With Children Check Declaration and are expected to respect confidential information.

## SCHOOL COUNSELLOR

Ms Leanne Neville, our school counsellor, provides support for students from K-6. She conducts educational assessments and advises about the social and emotional development of students. She can aid in referrals to other agencies if necessary. If a teacher feels it necessary to refer your child to the school counsellor, permission will be sought from you.





## SCRIPTURE

Scripture is available to all children. We currently offer non-denominational scripture, on Thursday mornings, which offers instruction in Christianity.

## SOCIAL SKILLS

At Tumbulgum Public School, we take a whole school approach to teaching social skills and values. Our core values are be respectful, responsible and involved. We tie our social skills program to these values, with a new topic each week. Topics include manners, feelings, sharing, taking turns, speaking kindly, including others, looking after our belongings, resilience, empathy, tolerance, cooperation and having a go. You can support this program at home through discussions with your children.

## SPORT

Children participate in sport and skills development weekly. We conduct a learn to swim program for the whole school each year. Sporting events are arranged between other schools, providing students with opportunities to socialise as well as to compete in a larger arena.



## STATIONERY REQUIREMENTS

Parents may provide the following materials for their child to use in their classroom each day. Please remember to label all items with your child's name.

*Kindergarten and Stage 1 (years 1 and 2)* - All equipment is provided. If an item is required, you will be notified.

*Stage 2 and 3 (years 3-6)* - In a small, soft pencil case—2 HB or 2B pencils, coloured pencils, black pen, blue pen, red pen, eraser, sharpener, 30cm ruler, glue sticks, textas. White out products and metal rulers are not permitted.

## SUN SAFETY

It is a requirement that students wear a broad brimmed hat in the playground. Our policy is no hat—play in the shade.

## TECHNOLOGY

Technology is a vital component of our curriculum. We have computers, laptops, iPads and interactive whiteboards in our classrooms. We teach beginning coding skills through robotics and older students learn movie making.



## TRAVEL TO AND FROM SCHOOL

Please advise the school if there is any variation to routine to avoid distress or inconvenience.



## UNIFORM

Tumbulgum Public School students wear their uniform with pride. We believe that wearing a school uniform develops pride in the school team; allows for equality of dress; identifies students in the wider community; and develops a sense of belonging to the school.

Students should look neat and tidy at all times. No make-up, nail polish or jewellery should be worn. Hair should be tied up neatly. All items should be named.

All students must wear closed in shoes at all times. These may be standard black school shoes or white, undecorated, sports shoes.



All students wear a bottle green polo shirt with the white and burgundy collar, and embroidered logo.

Burgundy skirts or skorts for girls and burgundy shorts for boys.

In cooler weathers, students may wear bottle green tracksuits or jackets.

All students wear the sports polo shirt and burgundy (basketball type) sports shorts.

All students wear a bottle green broad brimmed hat.

The polo shirts are available from the school office.

Other components of the uniform can be purchased from major chain stores.

The school operates a second hand clothing pool. If you have any uniforms your children have outgrown, your donations would be appreciated. Proceeds support school activities.



## **VISITORS**

All visitors and volunteers are required to sign in and collect a name tag from the front office upon entering the school. All volunteers must sign a Working with Children Check, available from the office.

## **VOLUNTARY CONTRIBUTIONS**

Parents are asked to pay the voluntary contribution fee (set by the P&C). This is a small fee which helps provide necessary equipment and resources for your child's schooling.

## **WEBSITE AND FACEBOOK**

If you are wondering where you can find more information about Tumbulgum Public School, school life in general or what we've been up to, our website and Facebook page provide lots of current information.