Dear parent/carer

We welcome you and your child to the happy, caring and safe environment at Kareela Public School and hope that your association with the school will be a rewarding and enjoyable one.

This handbook has been prepared for you. It contains important information that will be helpful for you and your child, and we ask you to read it carefully and then to keep it as a handy reference during the school year.

Your child's education is very important to the staff. We will do our best to ensure that your child's first year and subsequent years at Kareela Public School will be happy and purposeful ones.

Mr David O'Connell
Principal

The staff of KPS
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Policies and Plans

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**SCHOOL SONG**

Proudly with high endeavour,
We all meet here together.
Children, teachers, parents share,
And in friendship show we care.
Always we do our best,
To face each and every test.
With Knowledge, Pride, Success,
We are Kareela School.
With Knowledge, Pride, Success,
We are Kareela School.

**SCHOOL PRAYER**

This is our school,
Let peace dwell here.
Let the rooms be full of contentment,
Let love abide here.
Love of one another,
Love of mankind,
Love of life itself,
And love of God.
And let us remember,
That as many hands build a house,
So many hearts make a school.

**ADVANCE AUSTRALIA FAIR**

Australians all let us rejoice,
For we are young and free.
We’ve golden soil and wealth for toil,
Our home is girt by sea.
Our land abounds in nature’s gifts,
Of beauty rich and rare.
In history’s page, let every stage,
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross,
We’ll toil with hearts and hands.
To make this Commonwealth of ours,
Renowned of all the lands.
For those who’ve come across the seas,
We’ve boundless plains to share.
With courage let us all combine,
To Advance Australia fair.
In joyful strains then let us sing,
Advance Australia Fair.
KAREELA PUBLIC SCHOOL STAFF – 2012

PRINCIPAL
Mr David O'Connell

TEACHING STAFF

ASSISTANT PRINCIPALS
Ms Sonya Bruyn
Mrs Shellee Whiffin (Relieving)
Mrs Michelle Kay (Relieving)

CLASS TEACHERS
Mrs Catherine Bridges
Mrs Jennifer Field
Mrs Kathy Harris
Miss Kate Miller
Mrs Karen O'Toole
Miss Kate Owen
Miss Brittany Penrose
Mrs Maria Pyne
Mr Wayne Smith
Ms Frankie Tatar
Miss Ashlee Trembath
Mrs Kirsty Whittaker

SUPPORT TEACHERS
Teacher - Librarians
Miss Kristen Gant (Mon – Wed)
Mrs Cathy Edwards (Thurs)

RFF Teachers
Mrs Karen Brady (Mon – Fri)
Mrs Mandy De Lore (Tues – Wed)

ESL Teacher
Mrs Jodie Pringle (Mon – Tues)

LaST Teacher
Mrs Sandra Campbell (Mon - Tues)

School Counsellor
Mr Lann Dawes (Thurs)

School Chaplains
Mr Robyn Walker (Wed - Thurs)

SCHOOL ADMINISTRATION AND SUPPORT STAFF (SASS)

School Administrative Manager (SAM)
Mrs Sue Gilbert (Wed-Fri)
Mrs Robyn Walker (Mon-Tues)

School Administrative Officers (SAO)
Mrs Robyn Walker (Wed-Thurs)
Mrs Joanne Flitcroft (Tues/lib, Wed/office)
Mrs Angela Murarotto (Mon, Tues, Fri)

School Learning Support Officers (SLSO)
Mrs Joan Seage (Various days)

General Assistants
Mr Don Fergusson (Tues)
Mr Brad Martin (Wed)
SCHOOL INFORMATION

Kareela Public School
Freya Street
Kareela NSW 2232

Ph: 9528 5444 and 9528 5015
Fax: 9528 3484
Email: kareela-p.school@det.nsw.edu.au
Website: www.kareelaps.nsw.edu.au
Before and After School Care (BASC): 9524 3711

Office Hours 8.00am - 4.00pm
School Hours 9.10am - 3.15pm

Morning assembly is at 9.10am. All students are expected to arrive at school between 8.40am and 9.10am.

If children arrive at school prior to 8.40am they MUST sit on the seats outside the administration block.

There is no supervision in the playground before 8.40am or after 3.15pm.

Recess Time Monday – Friday 11.10am -11.35am

Lunch Time Monday - Thursday 1.00pm - 2.00pm
Friday 12.15pm - 1.15pm (Winter)
Friday 1.00pm - 2.00pm (Summer)

Home Time Monday - Friday 3.15pm

Playing in the school grounds is not permitted after 3.15pm.
Attending School

Children must attend school every day unless they are sick or for other special circumstances. An exemption should be applied for, for absences in excess of 12 days.

If children arrive late to school, parents must sign-in children at the school office. If children leave early from school, they must be signed-out by parents at the school office.

If children are absent from school, a note must be supplied to the class teacher on return to school. If children are going to be absent for more than a few days, please contact the school.

Before & After School Care

Operated by Tom Thumb Kindergarten and available on the school premises.

Opening Hours
Mondays to Fridays
7.00am - 8.40am
3.15pm - 6.00pm

The centre offers children a range of educational and recreational activities.

Contact Nos
Michelle (Coordinator) 0407251801
Tom Thumb 9524 3711

Canteen

The canteen operates at recess and lunch times (Tues – Thurs) as a ‘Healthy Food Canteen’ according to DET policy. Over-the-counter sales are available at recess and lunch. Lunch orders are also available at lunchtime. Write your child’s name, class and lunch order on a lunch bag with money inside, and deposit the bag before 9.10am in the letterbox outside the canteen.

Communication

Communicating to parents is a key feature of the school. This includes:

- weekly newsletters published online on Wednesdays on the school’s website and emailed to parents through subscription;
- ‘Parent Information Evenings’ at the beginning of the school year;
- parent/teacher interviews in the first semester;
- interviews at any time upon request; and
- written reports on student progress issued twice a year.
Department of Education & Communities (DEC) policies

All DEC buildings and grounds are smoke free. Smoking is not permitted in any school buildings, car parks or school grounds.

Dogs are not permitted ‘on site’. If you are walking your dog to and/or from school, please ensure it is kept away from all children coming to, or leaving the school.

Fitness Program

All classes are involved in a fitness program on Tuesdays and Thursdays from 9.10am – 9.30am.

Health Care Plans

If your child has any health concerns, including asthma or food allergies, please inform the school so that an individualised ‘Health Care Plan’ can be developed.

Healthy Food

It is vital that your child begins each day with a nutritious breakfast. At school, in accordance with Department of Education (DET) policy, our school has a ‘Healthy Food’ canteen and children are also encouraged to bring healthy food to school for recess and lunch. Healthy alternatives for lunch are advertised throughout the year in the school’s newsletter. **Lollies and sweet drinks are not encouraged and chewing gum of any kind is not permitted.**

Jewellery

All jewellery, except watches and sleeper or stud earrings are not permitted at school.

Library

All students attend library lessons each week and are expected to provide a library bag for borrowing books. All bags should be well labelled. School library bags are available for purchase from the office.

Library days are Monday - Thursday. The library is open at lunchtimes on these days from 1.35pm - 2.00pm.

Lost Property

All lost property is available for collection in the bin behind the library. Any items not collected by the end of each term will be disposed of. Labelling of all your child’s articles will ensure lost property is kept to a minimum.

Mobile Phones

Students are permitted to bring mobile phones to school for parent communication **before and after school only.** All phones must be turned off on arrival at school and are not to be used until after the 3.15pm hooter. No responsibility will be taken by the school for lost or stolen phones. For further details, refer to the Mobile Phone Policy on the school’s website.
Nut Minimisation Policy

Our school has a nut minimisation policy. Nuts of any kind and sandwiches with peanut butter or Nutella are not permitted at the school.

P&C Association

The Parents’ and Citizens’ (P&C) Association represents parents from the whole school and all parents are welcome to attend meetings held on the third and eighth Tuesdays of each term. This association provides an opportunity for parents to discuss school issues and assist in fund-raising activities and social events.

Several committees operate at the school as sub-committees of the Parents’ and Citizens’ (P&C) Association.

Parent Participation

Parents are encouraged to actively participate in the life of the school.

Ways to participate can include:
- being involved in class and school activities
- volunteering time at the canteen/uniform shop
- regularly attending P&C meetings
- volunteering on P&C sub-committees
- helping at school discos and other fundraising events

Parking

The car parks in both Freya and Westward Streets are for school staff only. **Entry is only permitted before 7.30am for parents using Before School Care and after 5.00pm for parents collecting students from After School Care.**

School Assemblies

Assemblies are held in the school hall on Fridays throughout the year. Parents are most welcome to attend these assemblies. Please move into the hall and be seated on the benches and seats at the side and back of the hall.

Awards are presented at assemblies so that parents can celebrate their children’s achievements.

The times for assemblies change depending on whether it is the summer or winter sport program. Always check the newsletter each week for assembly times. Your child’s teacher will inform you when your child’s class is performing an item at assembly. Please try to be present at this assembly as the children love to see family members encouraging their efforts, and the children love performing in front of an admiring audience.

Sport

<table>
<thead>
<tr>
<th>Season</th>
<th>Fridays:</th>
<th>9.10am - 10.15am</th>
<th>School Sport 9.10am - 10.15am</th>
<th>PSSA/Leisure 8.45am - 11.00am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>School Sport 1.15pm - 2.15pm</td>
<td>PSSA/leisure 12.30pm - 2.50pm</td>
<td>PSSA/Leisure 8.45am - 11.00am</td>
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</tbody>
</table>
Term Payments  
All parents receive information of payment for all costs associated with their children’s education on a term basis. It is expected that these ‘Term Payments’ are paid by the due dates. Costs will include payment for excursions, textbooks, special programs, online educational programs etc.

Toys  
Only small, inexpensive, non-electronic toys may be brought to school to play with during the lunch break. No responsibility will be taken by the school for lost, damaged or missing toys.

Uniform  
All students are expected to wear full school uniform, including a school hat. The school policy is ‘No hat, play under the COLA’.

Uniform Shop  
A uniform shop operates ‘on site’ at the school, at the end of the kindergarten rooms and sells new and used uniforms.

Opening Hours  
Wednesday  8.45am - 9.30am  
Fridays  8.45am – 9.30am

Voluntary School Contributions  
As a public school, there are no compulsory fees, however, a contribution is requested from each family to help provide equipment and materials needed by the students. Parents will be informed about school contributions at the beginning of the school year.
EDUCATIONAL PROGRAMS

Classroom programs are based on the following six Key Learning Areas (KLAs):

- English
- Mathematics
- Human Society and Its Environment (HSIE)
- Science and Technology
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts

Human Society and Its Environment, Science and Technology, Personal Development, Health and Physical Education, and Creative Arts are also taught as part of Connected Outcome Groups (COGs).

If you would like to find out more about the Key Learning Areas and the curriculum taught in public schools, log on to the school’s website at kareelaps.nsw.edu.au and click on the Board of Studies link at the bottom of the homepage.

Currently new syllabus documents are being written by the Board of Studies and matched to the new National Curriculum. The first new syllabus will be English and will be implemented from 2014.

Your child will also participate in a range of educational programs including:

- dance troupes;
- school choirs;
- instrumental bands including Training, Performance and Stage Bands;
- public speaking;
- a Student Representative Council (SRC);
- E-team (Environmental group);
- fitness programs;
- SportIt gymnastics program for K-2 students;
- Dance2Bfit K-6
- leisure sports - swimming, tennis, etc;
- inter-school sports competitions – Primary Schools Sports Association (PSSA);
- sports representation at zone, region and state levels;
- UNSW Schools’ Competitions in English, mathematics, science and computers, and a wide variety of other competitions;
- Tournament of Minds;
- class, grade and stage excursions; and
- a camping program for Year 6.

Support Programs

If class teachers have concerns about individual students in their classes, these students are referred to the Learning Support Team (LST). The LST consisting of a coordinator (assistant principal), school counsellor, Learning and Support Teacher (LaST), school chaplain, principal and referring class teachers meet to provide support for students with specific learning needs. At the LST, decisions are made about the appropriate intervention and support for referred students. Students may be referred to the school counsellor for assessment and/or behaviour management strategies and/or counselling. Students may be referred to the school chaplain for ongoing support through a variety of programs or to the LaST for specific literacy assessments. Referrals are also recommended to specialist agencies including speech therapy, occupational therapy, paediatricians and child psychologists. Support programs are also developed in classes with the support of the LaST to cater for students with specific learning needs.
Gifted Programs
The variety of programs offered at Kareela School serve as a sound basis for gifted students. This has been particularly exemplified through the outstanding results in the UNSW Schools’ English, mathematics, science and computer competitions, National Assessment (NAPLAN), opportunity class (OC) and selective high school placements.

Teachers implement a variety of strategies at the classroom and whole school level to guarantee quality education for gifted students. These include:
- extension work in English and mathematics;
- programming units of work based on the Theory of Multiple Intelligences;
- providing access to the latest computer technology; and
- participation in a range of extra-curricula activities.

Learning English as a Second Language
The school has an English Second Language (ESL) teacher who caters for the needs of children from non-English speaking backgrounds (NESB). The ESL teacher works at the school on Monday and Tuesday each week, working with small groups in the classroom, and also withdraws children for extra assistance in English.

Release from Face to Face Teaching (RFF) Program
All class teachers have two hours per week free from teaching. This is called RFF and during this time, class teachers prepare assessments and teaching and learning programs as well as mark class work. They may also meet with other staff or parents to discuss student progress.

During this time, your child will be taught by one or more of the RFF teachers. In 2012, RFF is taught by Mrs Mandy DeLore (music), Mrs Karen Brady (personal development, health and physical education), Miss Kristen Gant (library) and Mrs Cathy Edwards (library).

FORMATION OF CLASSES AND STUDENT PROGRESS

Classes are formed so that each child has an equal opportunity to develop skills and talents to the best of his/her ability.

Student progress is assessed continuously throughout the year and regular weekly tests, activities and assignments and daily classroom performance are taken into account when reports are compiled.

A Parent Information Night is held during the first few weeks of school. At this meeting, the classroom teacher provides information regarding class routines, special programs, curriculum, homework organisation, school policies and teacher expectations for that year.

Student progress is reported to parents through parent/teacher interviews, and written student reports sent home at the end of each semester.

Interviews are also available on request. Parents wishing to discuss student progress should telephone the school on 9528 5444 to make an appointment with the class teacher.
STUDENT SAFETY

Be sure your child knows the safety rules for our busy streets.

- Look both ways before crossing the street.
- Walk quickly across the street. Do not run.
- Do not run along the footpath. Be aware of car driveways.
- Take special care when getting on and off the bus.
- Do not step out from behind parked cars or buses.
- Warn your child against loitering on the way home, visiting friends without permission, or going anywhere with strangers.

We ask for full cooperation from parents who drive their children to and/or from school. Please comply with all parking regulations and the 40kph zone around schools.

Students are not to play in the school playground after the 3.15pm hooter. The play equipment is only for use by enrolled students supervised by school staff.

Please note that the school car parks are available only for school staff. Students are not permitted to enter or leave the school grounds through the school car parks.

STUDENT HEALTH

Sick or Injured Students

If a child is sick or seriously injured at school, parents will be immediately contacted. If parents cannot be contacted then the nominated contact person will be rung, however, if the nominated person cannot be contacted, the school will act in the best interest of your child.

Sickness or injuries of a minor nature will be dealt with by the administration staff in the school sick bay.

Please inform the school if your child suffers any particular physical problems, asthma or allergies.

Please inform the school immediately of any changes to your child’s details.

Health and Absences

Please keep children at home when they are sick. A child who isn’t healthy cannot concentrate on school work. If your child is absent from school, please send a note to his/her teacher on your child’s return to school. If you know that your child will be absent for more than a couple of days, please notify the school.
The following common childhood diseases will keep your child at home:

- **Chicken Pox**  Until fully recovered - at least seven days after spots appear
- **Measles** For five days after the rash appears
- **German Measles** Until fully recovered or at least five days (minimum).
- **Impetigo** Depends on severity and location. Sores must be covered on return to school
- **Conjunctivitis** Until treatment has been effective
- **Mumps** Until fully recovered - at least 10 days after swelling occurs

**Head Lice and Nits**
Check regularly for head lice and nits. Don't be surprised or upset if your child becomes infected, as many children do. Head lice and nits don't do any harm, but they do make the head feel itchy. If you notice your child has head lice or nits, please treat your child’s hair with a recommended shampoo and remove eggs before your child returns to school.

**Medication**
Children are not allowed to keep any medication at school, except asthma puffers. These can be used as needed. If your child suffers from asthma, you will need to complete an Asthma Plan for your child. This Plan will be followed in an emergency.

If children need to take medication at school the following procedures must be followed.
- Parents must provide written approval to the office with the medication. Medicine and administration procedures must be clearly identified.
- Administration procedures will be recorded in the medication book, which is kept in the administration office.
- The medication will be kept secure in the office and administered under the supervision of the School Administrative Manager and Officers.

**Teachers are not permitted to administer medication.**

**Immunisation Requirements**
A History of Immunisation must be presented to the school on enrolment for all kindergarten children. Children who are not immunised will be required to stay at home for the duration of an outbreak of a vaccine-preventable disease. For further details please refer to the immunisation booklet issued by the Health Department or contact the Community Health Centre.

**SPECIAL RELIGIOUS EDUCATION (Scripture)**

Voluntary scripture teachers attend our school each Wednesday. The lessons they give have the approval of the Department of Education and Communities (DEC) and the Council of Churches. All children are encouraged to attend these lessons as an important part of their moral development and social training. Scripture classes available are Protestant, Catholic, Orthodox and Baha’i.
SCHOOL CHAPLAIN

The school chaplain works at the school two days each week. Student referral is through the school’s Learning Support Team and parents may also seek the support of the school chaplain by contacting the school office. The school chaplaincy is not a religious based position. The position serves to support students socially and emotionally. Additionally the chaplain runs programs in the school including the Friendship Tree and the Kids Hope Mentor program.

SCHOOL COUNSELLOR

The school counsellor’s role is to provide a service to students, parents and teachers, in respect to student learning, welfare and behaviour. Students may self-refer or students may be referred by parents or teachers.

Parents are kept fully informed and are invited to the school for an interview with the counsellor in order that the desired outcome may be achieved.

*Parental permission is required before a child can be assessed by the counsellor.*
SCHOOL UNIFORM

The wearing of school uniform, including school hats is strongly encouraged at Kareela Public School. Jewellery, except watches, sleeper earrings or studs, is not to be worn to school.

PLEASE LABEL ALL ITEMS OF CLOTHING

LOST PROPERTY can be collected daily from the lost property bin behind the library.

All uniforms include a school green hat with KPS logo.
All girls’ hair accessories should be green or gold, or made from school fabric.

GIRLS

Summer
- School fabric uniform (light green, white, yellow check) OR
- Lemon short sleeve blouse (peter pan collar) with logo and split, tabbed hem WITH
- Dark green cullottes
- School green sloppy joe or tracksuit jacket with logo
- White socks with black school shoes

Winter
- School fabric tunic (black, dark green, white, yellow check) OR
- Lemon long/short sleeve blouse (peter pan collar) with logo and split, tabbed hem WITH
- Dark green trousers
- School green sloppy joe or tracksuit jacket with logo
- White socks or green tights with black school shoes

BOYS

Summer
- Lemon short sleeve shirt (peak collar) with logo and split hem WITH
- School grey shorts
- School green sloppy joe or tracksuit jacket with logo
- School stripe or plain grey socks with black school shoes

Winter
- Lemon long/short sleeve shirt (peak collar) with logo and split hem WITH
- School grey trousers/shorts
- School green sloppy joe or tracksuit jacket with logo
- School stripe or plain grey socks with black school shoes

Sports (Girls and boys)
- Unisex green and gold polo shirt
- Unisex green shorts with embroidered KPS
- White socks with white sneakers/joggers

Winter sport addition - KPS logo tracksuit (micro-fibre). Worn on Fridays only.
FRUIT AND VEGGIE BREAK AND WASTE-FREE LUNCHES

Fruit and Veggie Break
All children are encouraged to bring a fruit or vegetable snack and a bottle of water (Crunch ‘n’ Sip program).

Crunch ‘n’ Sip snacks include fresh fruit or vegetables cut into snack size portions. Please refer to the Healthy Kids Association website: https://healthy-kids.com.au/category/8/crunch-sip

Waste-Free Lunches
When packing your child’s lunch please consider a waste-free lunch. This is easier than it seems!

Pack your child’s sandwich in a plastic sandwich container and use a plastic drink bottle. All containers can be re-used, therefore, reducing the waste produced at school. Please remember to label all items.

TERM DATES 2013

| Term 1 2013 | Tuesday 29 January to Friday 12 April  
| Students in Years 1 - 6 return Wednesday 30 January  
| Students in Kindergarten begin Monday 4 February  
| Best Start: Kindergarten Assessments (by appointment)  
| Wednesday 30 and Thursday 31 January, and Friday 1 February.  |

| Term 2 2013 | Monday 29 April to Friday 28 June  
| Students in K-6 return on Wednesday 1 May  |

| Term 3 2013 | Monday 15 July to Friday 20 September  
| Students in K-6 return on Tuesday 16 July  |

| Term 4 2013 | Tuesday 8 October to Friday 20 December  
| Students in K-6 return on Tuesday 8 October  
| Last day of school for all students is Wednesday 18 December  |

NB. The first day in terms 1, 2 and 3, and the last two days in term 4 are ‘Pupil-Free Days’, and additionally in 2013 day 2 of Term 2 is a Pupil Free Day. The Pupil Free Days will be held on Tuesday 29 January, Monday 29 April, Tuesday 30 April, Tuesday 8 October, Thursday 19 December and Friday 20 December.

For all DET information log on to the DET website: www.det.nsw.edu.au

Education at Kareela Public School is a partnership in learning, where parents and teachers work together.

With your help, your child’s experience at school will be a happy one where he/she will develop a high level of confidence and self-esteem, as well as learning to enjoy and love learning.