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.

Dr Margaret Turner
Principal

The staff of KPS
## CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Song and School Prayer</td>
<td>P4</td>
</tr>
<tr>
<td>Advance Australia Fair</td>
<td>P4</td>
</tr>
<tr>
<td>Kareela Public School Staff 2010</td>
<td>P5</td>
</tr>
<tr>
<td>School Information</td>
<td>P6</td>
</tr>
<tr>
<td>A-Z of Information</td>
<td>P7</td>
</tr>
<tr>
<td>Educational Programs</td>
<td>P11</td>
</tr>
<tr>
<td>Formation of Classes and Student Progress</td>
<td>P12</td>
</tr>
<tr>
<td>Student Safety</td>
<td>P13</td>
</tr>
<tr>
<td>Student Health</td>
<td>P13</td>
</tr>
<tr>
<td>Scripture</td>
<td>P14</td>
</tr>
<tr>
<td>School Chaplain</td>
<td>P15</td>
</tr>
<tr>
<td>School Counsellor</td>
<td>P15</td>
</tr>
<tr>
<td>School Uniform</td>
<td>P16</td>
</tr>
<tr>
<td>Fruit and Veggie Break and Waste-Free Lunches</td>
<td>P17</td>
</tr>
<tr>
<td>Term Dates 2011</td>
<td>P17</td>
</tr>
<tr>
<td>Policies and Plans</td>
<td></td>
</tr>
<tr>
<td>- Student Wellbeing Policy</td>
<td></td>
</tr>
<tr>
<td>- Harmony Plan</td>
<td></td>
</tr>
<tr>
<td>- Mobile Phone Policy</td>
<td></td>
</tr>
<tr>
<td>- Homework Policy</td>
<td></td>
</tr>
</tbody>
</table>
**SCHOOL SONG**

Proudly sing 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 mankind,  
And love of life itself,  
And love of God.  
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 – 2010

PRINCIPAL
Dr Margaret Turner

TEACHING STAFF

ASSISTANT PRINCIPALS  Ms Sonya Bruyn
                        Ms Jo Graham
                        Mrs Jennifer Field (Rel.)

CLASS TEACHERS
Mrs Karen Brady
Mrs Catherine Bridges
Mrs Michaela Bridgman
Mr Marcus Dunstan
Mrs Erica Harris
Miss Glenda Johnson
Mrs Karen O’Toole
Mrs Diane Pasqualino
Mrs Maria Pyne
Mr Wayne Smith
Mrs Joan Smollett
Ms Frankie Tatar
Mrs Shellee Whiffin
Mrs Kirsty Whittaker

SUPPORT TEACHERS
Teacher - Librarians  Mrs Robyn Brown (Mon – Wed)
                    Mrs Carole Mozsny (Thurs)
RFF Teachers       Mrs Karen Brady (Mon – Thurs)
                    Mrs Mandy De Lore (Mon – Wed)
ESL Teacher        Mrs Jodie Pringle (Mon – Wed)
STLA Teacher       Mrs Fiona Wilson (Tues)
School Counsellor  Miss Rachel McKinnon (Thurs)
School Chaplain    Miss Rachel McKinnon (Mon, Wed)

SCHOOL ADMINISTRATION AND SUPPORT STAFF (SASS)

School Administrative Manager (SAM)  Mrs Sue Gilbert

School Administrative Officers (SAO)  Mrs Robyn Walker (Mon – Thurs)
                                       Mrs Medeana Harrison (Tues/lib, Wed/office)
                                       Mrs Linda Downing (Fri)

School Learning Support Officers (SLSO)  Mrs Linda Downing (Various days)
                                          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
Mobile: 0407 060 444
Email: kareela-p.school@det.nsw.edu.au
(school information)
kareela-p.admin@det.nsw.edu.au
(newsletter items only)
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
Frday 12.15pm - 1.15pm (Winter)
Frday 1.00pm - 2.00pm (Summer)
Home Time Monday - Friday 3.15pm

**Playing in the school grounds is not permitted after 3.15pm.**
**A-Z OF INFORMATION**

**Attending School**

Children must attend school every day unless they are sick or for other special circumstances. Apart from sick days, 50 absences per year can be approved by the principal. An exemption should be applied for, for absences in excess of 15 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) 0407 251 801
- Tom Thumb 9524 3711

**Department of Education (DET) policies**

All DET 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.

**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 letterbox no. 1 outside the office.
Clothing Pool
A clothing pool operates ‘on site’ at the school, at the end of the kindergarten rooms and sells new and used uniforms.

Opening Hours
Mondays 8.45am - 9.30am
Fridays 2.45pm – 3.30pm

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 on request;
- ‘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.

Family 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.

Fitness Program
All classes are involved in a fitness program on Mondays, 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. Recess is a fruit and veggie break. 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.

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 or in this handbook.

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.

Parent Participation

A School Council was established in 1996 but has currently ceased operation.

The Parents’ and Citizens’ (P&C) Association comprises a group of extremely supportive and active members.

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

Parents participate in decision making through various school committees.

Parental involvement in class and school activities is highly encouraged and supported.

Parking

The car parks in both Freya and Westward Sts are for school staff only. Entry is only permitted before 8.00am and after 4.00pm in Westward St for parents using Before and After School Care.

School Assemblies

Assemblies are held in the school hall on several Fridays throughout the year. Parents are most welcome to attend these assemblies. Please move into the hall and be seated on the 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

#### Winter

- **Fridays:** School Sport 1.15pm - 2.15pm
- **PSSA/leisure** 12.30pm - 2.50pm

#### Summer

- **Fridays:** School Sport 9.10am - 10.15am
- **PSSA/Leisure** 8.45am - 11.00am

### 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.

### 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’.

---

*Images of children engaging in various school activities.*
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.

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

- dance troupes;
- school choirs;
- instrumental bands including Training, Intermediate, Performance and Stage Bands;
- public speaking;
- a Student Representative Council (SRC);
- E-team (Environmental group);
- daily fitness programs;
- SportIt gymnastics program for K-2 students;
- leisure sports - swimming, tennis, etc;
- inter-school sports competitions – Primary Schools Sports Association (PSSA);
- sports representation at district 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, support teacher learning assistance (STLA), school chaplain, principal and referring class teachers meets on a weekly basis 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 STLA 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 STLA 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 from Monday to Wednesday 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 2010, RFF was taught by Mrs Mandy DeLore (performing arts), Mrs Karen Brady (personal development, health and physical education), Mrs Robyn Brown (library) and Mrs Carole Mozsny (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.

**SCRIPTURE**

Voluntary scripture teachers attend our school each Wednesday. The lessons they give have the approval of the Department of Education and Training (DET) 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 and Baha’i.

Parents who do not wish their children to attend scripture classes will need to inform the principal, in writing.
**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.

**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 fruit or vegetable snacks for recess. Fruit and Veggie Break has been very successful and the children enjoy eating the variety of fruit and vegetables they bring to school.

Fruit and Veggie Break snacks include fresh fruit or vegetables, dried fruit, fruit snack-packs or fruit based yoghurts or muffins. It is desirable that your child brings one or more of the above items for fruit and veggie break each day.

**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 2011

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
</table>
| Term 1 2011 | Friday 28 January to Friday 8 April  
Students in Years 1 - 6 begin Monday 31 January  
Students in Kindergarten begin Friday 4 February  
Best Start: Kindergarten Assessments (by appointment) Monday 31 January, Tuesday 1 and Wednesday 2 February. |
| Term 2 2011 | Tuesday 26 April to Friday 1 July  
Students in K-6 begin on Wednesday 27 April |
| Term 3 2011 | Monday 18 July to Friday 23 September  
Students in K-6 begin on Tuesday 19 July |
| Term 4 2011 | Monday 10 October to Tuesday 20 December  
Students in K-6 begin on Monday 10 October  
Last day of school for all students is Friday 16 December |

NB. **The first day in terms 1, 2 and 3, and the last two days in term 4 are ‘Pupil-Free Days’**.

For all DET information log on to the DET website: [www.det.nsw.edu.au](http://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.