



ROWENA PUBLIC SCHOOL

SCHOOL MISSION STATEMENT:

At Rowena Public School, all students experience a safe, innovative learning environment in which they are continually challenged to achieve their best and develop confidence and resilience.

SCHOOL MOTTO:

Respect for all



Shaw Street
ROWENA NSW 2387
Email: rowena-p.school@det.nsw.edu.au
Website: www.rowena-p.schools.nsw.edu.au

Telephone: 0267965145
Facsimile: 0267965271

Principal: Ms Kerrel Haire

'Respect for all'

~ CONTENTS ~

Welcome	3
Teaching staff	4
Bell Times	4
Office Hours	4
Ambulance	4
Arrivals and Departures	4
Art Supplies	4
Assemblies	4
Attendance	5
Basic Skills Tests	5
Book Club	5
Attendance	5
Classroom supplies and textbooks	5
Curriculum	5
Enrolment	6
Evacuations	6
Excursions	6
Family Information/Details	6
Hats	6
Headlice	7
Homework	9
Illness and Infectious diseases	9
Internet use at School	10
Kindergarten Orientation	10
Lunch Orders	11
Library	11
Medications	11
Mobile phones	11
Payments to school	11
Playground supervision	11
Progress Association	11
Reading/Swimming Roster	11
Reporting and Assessment	12
School Bus	12
School Council	12
School Counsellor	12
School Development Day	13

School Photographs	13
School Newsletter	13
School uniform	13
Scripture	14
Smoking	14
Sport	14
Student Assistance Scheme	15
Support Teacher Learning Difficulties	15
Swimming lessons	15
Travel	15
Local Contacts etc	15
Handy tips for new Kindergarten parents	16
Student Welfare and Discipline Policy	17



WELCOME

The Rowena school community extends a warm welcome to new students and their families as they enrol at Rowena Public School. We are sure your time in our small school will be enjoyable, educational and rewarding. Please become involved in the many activities our school community provides as we all believe the best education comes when there is a close partnership between home, school and the community.

Rowena Public School is situated in the hamlet of Rowena in Northern New South Wales. The school is an integral part of this rural community, strongly supported by the Rowena Progress Association which is heavily involved in fundraising and forms a link between the school and its community. The Rowena branch of the Country Women's Association also supports the school in a variety of ways ranging from the annual celebration of International Day to prize giving and an endless supply of home cooked delights for many annual events.

Rowena Public School was originally opened on its present site in 1923. New school buildings were opened in 1996 and includes two well resourced classrooms, a library and administration office.

The school is set in approximately 1.4 hectares (3.5 acres) of grounds and enjoys many excellent facilities including a twelve metre in-ground pool, large sporting fields and modern play equipment.



Rowena Public School is also supported by the Country Areas Program which funds school-based projects designed to overcome geographical isolation.

Students at Rowena Public School enjoy a quality education. An engaging curriculum and caring, safe environment ensures all students are highly motivated and strive to achieve their best. Courteous students, professional staff and supportive parents work together, living the school motto, Respect for All.

Kerrel Haire

Principal

TEACHING STAFF

Rowena Public School is very fortunate to have a dynamic, caring staff. The staff provides a very positive and safe learning environment for the students and play an active role in the Rowena community as well as the school community.

At present there are two permanent members of staff: Ms Kerrel Haire (Teaching Principal on Years 3-6) and Mrs Emily Holcombe (K-2). We also employ staff on a casual basis for Library, Release and Student Teacher Learning Difficulties. This employment is determined by enrolments and varies accordingly from year to year. We are lucky to have a wealth of expertise within our local community and rely upon these members of staff to ensure the success of Rowena Public School.

OFFICE

The Administration Manager, Mrs Doris Baylis, is employed three days per week:

Monday	9.00am- 3.40pm
Wednesday	9.00am- 3.40pm
Friday	9.00am- 3.40pm

BELL TIMES



School Commences:	9.15am
Recess:	11.15am-11.45am
Lunch:	1.30pm-2.15pm
School Concludes:	3.15pm

AMBULANCE

An ambulance will be called upon to assist any student with illness or injury. Parents will also be contacted in the event of the ambulance being called.

ARRIVALS AND DEPARTURES

Please inform teachers by note or telephone if you plan to take your child or children from school during school hours. A note or call is also necessary when there are any changes to a child's normal routine regarding arrival and departure from school. This is a legal requirement of the NSW Department of School Education to ensure student safety.

ART SUPPLIES

Students will participate in art and craft activities within class time and parents can provide their child with a painting shirt to protect their school uniform during these times.



ASSEMBLIES

A morning assembly is held each day commencing at 9.15am. Brief messages may be given at this time.

ATTENDANCE

Regular attendance at school is an important element of each child's education to ensure satisfactory progress in all areas. If your child is absent from school for any reason, including wet weather, an explanatory note should be provided to school with your child upon their return to school. If an explanatory note is not provided to the school, a reminder will be sent home with the student(s) to the parent. It is essential that such notice is given, as all unexplained absences must be reported to the department. The school is legally required to keep absence notes for seven (7) years from the date of issue.

BASIC SKILLS TESTS

Basic Skills Tests are conducted in primary school to test aspects of literacy and numeracy. The tests are held for students in Years 3 and 5. Parents receive a personal report in Term 4.

BOOK CLUB



Scholastic Book Club provides students with the opportunity to purchase books. Book Club order forms are sent home with each child. Payment is to accompany each order. Cheques can be made payable to either the School or Scholastic Australia. Due date for each issue will be advised at the time of distribution.

CLASSROOM SUPPLIES AND TEXTBOOKS

All students are required to have a school bag, esky or cool packs for lunch preservation, pencil case, pencils etc. Students in Year 3 to 6 are requested to bring their own lead pencil, blue, red and black pens, coloured pencils, textas, rulers and erasers to school.

Textbooks are required to be purchased from the school at the beginning of each school year. An invoice will be sent home early in Term One. Exercise books for writing etc are provided by the school.

CURRICULUM

The K-6 curriculum aims to develop in students:

1. Basic skills
2. Respect for learning
3. A positive attitude for lifelong learning.

The skills include:

1. English literacy including Talking and Listening, Reading and Writing
2. Mathematical skills including Number, Space, Measurement and
3. Problem solving, Information Processing and Computing
4. Scientific and communication.

The NSW curriculum includes six Key Learning Areas (K-6):

1. English
2. Mathematics
3. Science and Technology
4. Human Societies and Its Environment
5. Creative and Practical Arts
6. Personal Development, Health and Physical Education

ENROLMENTS

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31st of that year. Documentation providing proof of age (birth certificate) and immunisation records are required when students are enrolled.

Students transferring from other schools can enrol any time throughout the year. Birth certificates and immunisation records are also required for new enrolments. An enrolment form must be completed prior to enrolment – please contact the school for appropriate paperwork.

EVACUATION

To conform with Departmental requirements and for general safety reasons, the school has a set evacuation procedures designed to provide for the kinds of emergencies we hope never arise - earthquake, fire etc.

Parents are advised that regular practice will occur to ensure correct procedures are followed.

EXCURSIONS

Students are sometimes given the opportunity to participate in local, minor and major excursions to enrich their educational experience. These excursions may form part of a whole school, class or small group activity.

A blanket permission note at the beginning of the year is issued to cover local excursions which require students leaving the school grounds. This may entail a historical walk of the village or a visit to the hall or town oval for weekly sport, special events etc.

Information regarding all excursions will be sent home prior to the event. Permission notes must be signed by guardians and returned to school prior to the excursion date. Students who have not returned a permission note are by law, unable to attend.

The success of school excursions rely on the enthusiasm and dedication of staff and parent volunteers. As a gesture of good will, these people leave their families and work many hours outside the normal school day. It is a huge responsibility and one that is not taken lightly. Your cooperation and support of staff and volunteers for these events is most appreciated.

FAMILY INFORMATION/DETAILS

Contact details and medical information is provided to the school upon enrolment. It is imperative that this information is regularly updated so that parents and guardians can be contacted when necessary. It is the parents' responsibility to inform the school of any changes or special requirements/conditions that the child experiences or requires.

HATS

Children are required to have a hat as part of their Summer and Winter uniform. The school community strongly supports a "No hat, no play" rule. There are spare hats available and these can be obtained from staff. No hats will be shared if there is evidence of nits within the school community. If you do not wish your child to use one of the spare hats, please inform the school as soon as possible.

HEAD LICE

Head lice infestations are a common occurrence, particularly in primary schools. **Advice from NSW Health indicates that there is no need for students to be sent home or excluded from school because of head lice.** The following information comes from the Department of School Education website:

- About 23% of primary students have head lice at any one time
- Anyone can catch head lice regardless of their age, sex, or how clean their hair is
- Head lice move from one person's head to another via hair
- Head lice do not survive long when they are off a human head
- Head lice do not live on furniture, hats, bedding or carpet
- Head lice have built up some resistance to head lice treatments
- Daily combing of white hair conditioner using a fine tooth comb is effective in getting rid of head lice and eggs (nits)

Observing students scratching their heads is not a reliable or efficient means of assessing head lice prevalence in the school.

Where one student has head lice, this serves as a warning light that there is likely to be an infestation in either specific classes or across the whole school population, including staff.

The school will send a letter home to parents when infestations of head lice occur and request that parents examine their child's hair and undertake treatment where eggs or lice are identified.

Tips for parents in reducing the spread of head lice:

- Regularly check your children's hair
- Teach older children to check their own hair
- Tie back and braid long hair
- Keep a fine tooth head lice comb in the bathroom and encourage all family members to use it when they wash their hair.

As infestations are particularly common in primary schools, it is best to choose a treatment that can be used over time. There is no single solution to eradication, only persistence.

The following information is taken from the NSW Department of Health (www.health.nsw.gov.au/headlice/treatment/index.html)

TREATMENT:

Head lice are only found on the human head. They are not found on any other part of the human body, although there are other types of lice that do infest other parts of the human body. Nor are they found on any other animal. Head lice do not live on furniture, hats, bedding, carpet or anywhere else in the environment. Treating anything other than the human head does not eradicate head lice.

Before you choose a treatment for head lice, consider the following:

- Make sure that the heads you treat actually do have head lice and do not treat unless they do!
- Do not treat babies or a scalp that is irritated or inflamed.

- Do not let product into eyes.
- There is no preventative treatment available. While it is tempting to "do" the whole family, unless they actually have head lice you may be contributing to the problem of resistance.
- Any product applied to the head should be used with caution, particularly on young heads. **READ THE LABEL.**
- Use your common sense when selecting a head lice treatment. There is nothing natural about pouring a product on a head!
- Some essential oils, including tea tree oil, can trigger a reaction in some people. Tea tree oil is a proven antiseptic, however, its efficacy as a head lice treatment has not been demonstrated.
- Many products have a very strong smell. A strong smelling substance left on the hair for any length of time may trigger a reaction.
- Certainly try a commercial head lice preparation, but read the label first and apply strictly as directed. Again, in desperation it can be tempting to change the dose in an effort to kill the lice. However, increasing the dosage does not enhance efficacy of treatment products.
- Apply product to every strand of hair and work through, leave for 20 minutes, and comb out with a good quality lice comb.
- If dead lice are found, the product has worked. But you must re-treat in seven days to catch nymphs that have emerged from unhatched eggs.
- If you find live lice, the treatment probably hasn't worked. Either use another product with a different active ingredient (read the label) **OR** try the **comb and conditioner** method.
- Reduce transmission by tying hair back and braiding. We know it's hard for young girls to consider this cool, but try it!
- Regularly check your children's hair. Young girls growing up often become very independent about their hair care and it can become difficult to convince them that it's important for you to continue checking their hair. Try to persist or show them how they can check their own hair when they wash it in the shower or bath.
- Keep a good quality head lice comb in the shower so that every time anyone washes their hair they use the comb. The more folk know about simple management methods the easier it will be to reduce the problem. But it takes time!
- **Do not use insecticides, methylated spirits or kerosene on your child's head.**

What's the comb and conditioner method?

Head lice breathe through small openings along their abdomens called spiracles. By coating the hair and therefore the louse in something thick and slimy, these openings close over, shutting down the louse's breathing for about 20 minutes.

Head lice can move very fast across the scalp. Using a head lice comb on a dry scalp will often miss many lice as they are very clever at avoiding being caught. While unfortunately the louse doesn't die with this method, it does slow it down so that you can catch them.

Any thick and slimy substance applied to the hair will have the same effect. Some parents swear by mayonnaise or olive oil, though it does seem logical to use simple hair conditioner. It can be difficult to wash out oils easily and using mayonnaise does seem a waste! Nevertheless the principle is the same; the lice will be slowed down so that you can comb them out.

Applying conditioner, or any other slimy product, will not kill nor remove eggs, although some good quality lice combs will remove them.

HOMEWORK

Teachers set homework on a regular basis to encourage the development of steady work habits and to reinforce concepts covered in the classroom. Homework may vary throughout the year but an expectation exists for children to read every night across both classes.

Homework hints for parents:

1. Don't let homework sessions become a time of family disruption and tension. Work done under such conditions can reinforce a child's dislike for school and schoolwork.
2. Encourage your child, praise freely and offer constructive feedback.
3. If possible, supply your child with his own desk/table in his own room away from the distractions of other people, T.V. etc.
4. If helping or supervising your child's homework, choose a time when you can give all your attention to the task, eg. don't try to hear reading over the kitchen stove.
5. Keep a regular set time for the homework to be done, preferably not straight after a heavy meal.
6. If any problems at all arise which you cannot resolve, make an appointment to see your child's teacher.

ILLNESS AND INFECTIOUS DISEASES

Every effort is made to contact parents should a child become sick or is injured at school. The decision to remain at school or be collected by parents will be made by both parents and school staff.

1. ACCIDENTS TO CHILDREN

Minor injuries or illness during the day are normally attended to at school. In more serious situations, every endeavour is made to contact a parent to arrange for the child to be collected from school. In extreme emergencies the child may be taken to a doctor or hospital.

It is most important that parents ensure that **emergency contact numbers are kept up to date**. Please advise Mrs Baylis in the office if telephone numbers and/or addresses are altered.

2. FIRST AID

Minimal First Aid can be offered by the staff. The types of injury, which our staff can manage, may include - small cuts/bruises/grazes.

Any injuries beyond this may necessitate a staff member taking the child to the nearest local Doctor (eg Asthma attack) and something more serious may warrant an ambulance. The general procedure is to assist the child to become more comfortable and to return to lessons. Beyond this the parents may be contacted at home or at work, and ALWAYS in the case of a head injury.

Therefore, whenever there is any doubt at all, the problem is referred to the parents, who may make their own decisions on the medical treatment required by their child.

3. INFECTIOUS DISEASES

If children contract an infectious disease the NSW Department of Education recommends they stay at home until the infectious stage passes. This prevents other children from getting the disease and allows the child with the disease to recover fully. Depending on the nature of the disease, schools may notify parents/caregivers of the outbreak so that families are aware of the symptoms.

Do you need to keep your child at home if they are suffering from:

Chicken Pox

Yes, for the first 5 days after the rash first appears and until the blisters have all scabbed over.

Conjunctivitis

Yes, while there is discharge from the eye.

Glandular Fever

No, unless sick.

Hand, foot and mouth disease

Yes, until the blisters have dried.

Hepatitis A

Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.

Impetigo(school sores)

Yes, until treatment starts. Sores should be covered with a water tight dressing.

Measles

Yes, for at least 4 days after the rash appears.

Meningococcal disease

Seek medical help immediately. Patient will need hospital treatment.

Mumps

Yes, for 9 days after onset of swelling.

Pediculosis (head lice)

No, as long as head lice management is ongoing. (See separate section on Head lice)

Rubella (German Measles)

Yes, until fully recovered and at least 4 days after rash appears.

Ringworm

Yes, until the day after fungal treatment is begun.

Scarlet fever

Yes, until at least 24 hours of treatment has begun and the child is feeling better.

Whooping cough

Yes, until the first 5 days of a special antibiotic have been taken.

INTERNET USE AT SCHOOL

The internet is an important resource in many teaching and learning programs. The Department of School Education has placed filters on the information coming from the World Wide Web to ensure suitability of the material accessed by students. Students are responsible for demonstrating appropriate behaviour on school computers just as they are in the classroom or playground. Children responsible for interfering with the learning rights of others and or actively seeking inappropriate material on the web will be disciplined in accordance with the school's discipline policy. Written parent permission is obtained before any student accesses the Internet.

KINDERGARTEN ORIENTATION

During Term 4 a program for Kindergarten 2006 students will take place to familiarise those students with school routines and requirements. Information regarding Kinder orientation is provided to the local pre-school and to any other prospective enrolments upon request.

LUNCH ORDERS

The Rowena Village Inn provides the school with a canteen service every Friday. Lunch orders are to be placed in the lunch order box near the staffroom. A paper bag with names and food clearly written out and the appropriate money enclosed would be appreciated.

LIBRARY

Library lessons are held each Wednesday. Students are requested to have a durable bag in which to take their borrowed Library books home. The library is also used for research throughout the week.

MEDICATION

No student may take medication without supervision. Medication must be stored by staff and children must have their medication administered by staff according to Departmental guidelines. Any child who needs any form of medication administered must send in a permission slip with written advice regarding dosage – amount and times.

Presentation night is held each year in December. This is night to highlight the achievement of the students. Prizes and awards are presented on the night, along with a student performance.

MOBILE PHONES

Children are not permitted to use mobile phones whilst at school. Contact with family during the school day can be facilitated through the office. The school takes no responsibility for the loss of mobile phones.

PAYMENTS TO SCHOOL

Throughout the year money may be collected for different events eg excursions, performances etc. Please send the correct amount together with the permission slip in an envelope marked with your child's/children's name/s and payment details. If you experience financial difficulties in meeting these costs, please contact the principal for assistance.

PLAYGROUND SUPERVISION

Supervision of students commences at 8.45am each school day and concludes when students board the school buses at 3.15pm. If students remain on school premises for any reason after classes have been dismissed, they are to wait quietly for their parents on the verandah between the office and Library doors.

PROGRESS ASSOCIATION

The Rowena Progress Association and school council meet on a regular basis (usually once per month). This parent and community group is the school's fundraising body and provides invaluable support for the school. All interested persons are encouraged to become involved. The current secretary is Mrs Cheri Byrnes who can be contacted on 67965218.

READING ROSTER/SWIMMING ROSTER

Parents provide valuable input into the development of reading at the school by coming to school on a regular basis to listen to students read and participate in a structured reading program. The roster for the reading program is also the roster for parent supervision of students swimming at lunchtime during Terms One and Four. Parents arrive at school at approximately 1.15pm to

supervise the swimming program and then assist in reading from 2.00 – 3.15pm. All parents are encouraged to participate in this program as the more parent helpers available, the more students able to receive assistance. As swimming helpers need a current CPR certificate, the school organises courses and updates on a regular basis.

Volunteers must sign on each time using the book in the staffroom

##Volunteers must complete a Prohibited Employment Declaration.

REPORTING AND ASSESSMENT

At the end of Terms Two and Four, parents will be provided with a written report outlining their student(s) progress. Interviews will be scheduled where requested. Parents are able to make appointments to speak with their child's teacher at any time. Please contact the office or teacher in person to make a time suitable to both parties.

SCHOOL BUS

The school has two bus routes, a smaller bus which transports students from the Western area and a larger bus which transports students along the Eastern route. Please contact the school for application forms. A blue form needs to be completed to enable students to travel on the school bus. There is also a Private Vehicle Conveyance (pink form) subsidy available where travel exceeds 1.6 kilometres (radial distance) from the bus stop to home.

Contact details:

EAST:	Joe and Jenny Holcombe	02 6796 5136
WEST:	Kim Greenaway	02 6796 5245

SCHOOL COUNCIL

The School Council meets on a regular basis providing invaluable support to the school. School Council meetings are held on the same night as the Progress Association and meeting times are publicised in the school newsletter.

SCHOOL COUNSELLORS

School counsellors are experienced teachers who have a degree in psychology and post-graduate qualifications in school counselling. They work with students of all ages, and their families, from pre-school to Year 12. School counsellors work with students, parents or carers and teachers in a variety of ways.

Their work includes:

- counselling students
- assisting parents or carers to make informed decisions about their child's education
- assessing students' learning and behaviour
- assisting schools to identify and address disabilities that affect students' learning
- Liaising with other agencies concerned with the well-being of students.

Parents or carers may seek advice from school counsellors about their child's school progress, educational options, including access to special education services, behaviour and for information about help available from other agencies.

Except when students refer themselves to the school counsellor, parents or carers will be involved from the outset. Their consent is required before any psychological testing is undertaken.

Confidentiality

School counselling is a confidential service and school counsellors will check with students, parents or carers before passing on information (such as the results of tests of learning difficulties) to others. Confidentiality will be maintained unless legal requirements, e.g. child protection legislation, override it. Nor will confidentiality be maintained where someone may suffer serious harm from information being withheld.

Referral

School counsellors are not at every school every day. It is necessary for parents or carers to make an appointment by telephoning the school.

Students will be told of the arrangements applying in their school as to how they can see the school counsellor.

Priorities for the school counsellor's time will be determined, in consultation with the school counsellor, by the principal. The counsellor provides support to students with any areas of concern. Teachers, in consultation with parents, make referrals to the School Counsellor. The Counsellor can then work with the individual child and usually contacts parents after any visit or assessment.

SCHOOL DEVELOPMENT DAYS

Three school development days are held during each year. These pupil free days are organised for teachers and community members to meet and investigate some aspect of the school curriculum or organisation. They usually take place on the first day of Terms 1, 2 and 3.

SCHOOL PHOTOGRAPHS

School Photographs are arranged each year and families are given the opportunity to purchase school, individual and sibling photographs. The timing of school photos varies from year to year according to the schedules of both the school and the photographic company.

SCHOOL NEWSLETTER

The newsletter is usually sent home with the eldest child in each family every Friday of the school term. The school newsletter promotes activities and student achievements and provides general information to the Rowena community. Copies of the newsletters are kept in the administration building should you require any additional copies. Copies of each newsletter can be downloaded from the school website – usually after 3.15pm each Friday.

SCHOOL UNIFORM

All items of student clothing are to be clearly labelled with each child's name. This is vitally important during swimming in Terms 1 and 4. Any clothing that has no label will be sent to the classrooms for identification. If unclaimed the clothing will be then put into the clothing pool until claimed or sold.

Rowena Public School colours are white and green.

Summer Girls

- Green and White Gingham A-line dress with Peter Pan collar & cap sleeves
- Green Socks
- Black Shoes

Summer Boys

- Grey Shirt
- Grey Shorts
- Grey Socks
- Black Shoes

Winter Girls

- Green Tartan Tunic
- White Shirt
- Green Jumper
- Green Socks/stockings
- Black Shoes

Winter Boys

- Long Sleeve Grey Shirt
- Green tartan tie
- Long Grey Pants
- Green Jumper
- Grey Socks
- Black Shoes

Sports Day (Friday)- Girls

- White RPS Polo shirt
- Green Rugby knit shorts
- Green track suit
- Green socks
- Joggers (preferably white)

Sports Day (Friday)- Boys

- White RPS Polo shirt
- Green Rugby knit shorts
- Green track suit
- Green socks
- Joggers (preferably white)

A limited clothing pool is available at the school. Enquiries can be made at the office.

SCRIPTURE

The local Anglican Parish provides religious instruction each Wednesday. These lessons are provided on a non-denominational basis during class time. Parents nominate whether or not they wish their children to be included in these lessons upon enrolment.

SMOKING

Smoking is totally prohibited in all NSW Department of School Education premises. Visitors to the school are therefore required to refrain from smoking whilst in school buildings and on school grounds.

SPORT

There are two sporting houses: Myall (red) and Coolabah (blue) into which students will be allocated as they are enrolled in the school.

Sport is held every Friday and students wear their sports uniform to school. During the Summer terms (Term 1 and 4), the students participate in a swimming program. During the Winter terms (Term 2 and 3) the students are involved in skill development. The school holds an annual swimming carnival (usually in Term 1) and athletics carnival (usually in Term 3). Students are also involved in PSSA (Primary School Sports Association) events for swimming, cross-country and athletics as well as the Tri Sports Athletics Carnivals (with Mallowa and Bullarah Public Schools) and the Five Ways Athletic Carnivals (with Burren Junction, Pilliga, Gwabegar and Baradine). A fitness program also runs throughout the year.

STUDENT ASSISTANCE SCHEME

The Student Assistance Scheme provides financial assistance for educational costs (eg uniforms, excursions) for families facing financial difficulties. Please contact the Principal to discuss any request, or send a written request in a sealed envelope marked “confidential” to the Principal.

SUPPORT TEACHER LEARNING DIFFICULTIES

Rowena Public School has the support of a Learning difficulties teacher, Mrs Joc Cameron, and the Learning support team. Any student requiring extra support in the areas of Literacy and Numeracy will be targeted and an individual program will be accessed. Mrs Joc Cameron also organises an afternoon reading program with the assistance of voluntary helpers. This afternoon program also provides extra support for targeted students.

SWIMMING LESSONS

The Department of Education and Training In-term swimming lessons will be held in Term One, 2006. Lessons are conducted by a fully accredited teacher over 10 days. The NSW Department of School Education funds Year Two students only. The school covers the cost of swimming lessons for other students.



TRAVEL

The transporting of students in the cars of staff members, parents, caregivers or volunteers should only occur in those circumstances where there is no feasible option available to provide alternative transportation. This may only occur under the following conditions:

1. Written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained
2. The driver is licensed
3. The vehicle is registered
4. The number of passengers in the vehicle does not exceed the number of seatbelts
5. Current driver's licence and car registration details are sighted by the school prior to giving permission for students to be transported in the vehicle.
6. All parents, caregivers or volunteers who transport students in cars must complete a *Prohibited Employment Declaration* prior to the event.

LOCAL CONTACTS

Rowena Public School-	02 6796 5145
Rowena Pre-school-	02 6796 5396
Post Office/Store-	02 6796 5223
Village Inn-	02 6796 5341
Fuel/Bill Burcher-	02 6796 5225
Rowena Rural Bushfire Service	02 6796 5118- Brian Shearer 02 6796 5229- Jeff Cameron

HANDY TIPS FOR NEW KINDERGARTEN PARENTS

Before starting school

Children should be able to:

- Confidently use the toilet without assistance
- Dress themselves completely – including jumpers/jackets on and off, shoes and socks on and off, etc
- Open and close their school bag and lunch box
- Open their lunch box/esky
- Communicate with adults

The Kindergarten Learning Program

Most children will pass through the same developmental stages but perhaps at different rates.

Throughout the school year, Kindergarten children are exposed to a wide range of learning activities. All children develop at different rates, this is particularly noticeable in the first year of school. Please do not compare your child's rate of progress with that of other children, rather praise their own development. Children's confidence and belief in themselves should always be protected and nurtured.

During Term One, the children are introduced to single sounds. We teach the sound names for letters and only refer to the letter name occasionally. These sounds are then used in beginning reading and writing. Children will need to practise these sounds at home. The sounds are taught in the following order:

a m s t i f d r o g h l u c n k n b v e p j w y x q u z

Handwriting

Encourage your child to use the NSW Foundation Style formation of the letters when writing his or her name. Only use a capital letter to begin your child's name.

THE SMALL LETTERS
 u y v w a d d g q c e o
 f j s n r m h k b p l t i x z

abcdefghijklmnopqrstuvwxyz

THE CAPITAL LETTERS
 U C G O O J S
 B P R D I I L E F H T
 A V W M N
 K Y X Z

The quick brown fox
 jumps over the lazy dog.

THE NUMERALS 0 1 2 3 4 5 6 7 8 9

STUDENT WELFARE AND DISCIPLINE POLICY

Rowena Public School, along with all public schools of New South Wales, exists 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.

Welfare 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 and aims for 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.

Rights and responsibilities of Parents, Teachers and Students

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the RIGHT to:	Students have the RESPONSIBILITY to:
<ul style="list-style-type: none"> • learn at school in a purposeful and supportive environment without being disrupted; • be treated with respect, courtesy and honesty; • work and play in a safe, secure, friendly and clean environment. 	<ul style="list-style-type: none"> • work without disturbing others; • always be cooperative and considerate of others; • work and play sensibly, in a way that protects the safety and well-being of ourselves and others; • care for our school grounds and property.



‘Respect for all’

STAFF RIGHTS AND RESPONSIBILITIES

Staff have the RIGHT to;	Staff have the RESPONSIBILITY to:
<ul style="list-style-type: none"> • be treated with respect, courtesy and honesty; • teach in a safe, secure, friendly and clean environment; • teach in a purposeful, supportive and non-disruptive environment; • cooperation and support from parents. 	<ul style="list-style-type: none"> • model respectful, courteous and honest behaviour; • ensure that the school environment is kept neat, tidy and secure; • establish good student relationships and a positive classroom atmosphere; • ensure good organisation and planning; • ensure that all children are given the opportunity to earn and receive acknowledgement of their work; • consistently apply the school's behaviour management policy; • report student positive and negative behaviour to parents.

Teachers, the Principal, and all other school staff, are **required by law** to notify the appropriate authorities in cases where there are reasonable grounds to suspect that a student under 18 years of age is, or has been, subject to :

•**Child Sexual Assault**

Child Sexual Assault is any sexual act or sexual threat imposed on a child

•**Physical Abuse**

Physical Abuse refers to non-accidental injury to a child by a parent, caregiver or another person responsible for the child.

•**Emotional Abuse**

Emotional Abuse is behaviour by a parent or caregiver which can destroy the confidence of a child resulting in significant emotional deprivation or trauma.

•**Neglect**

Child Neglect occurs where the child is harmed by failure to provide the basic necessities of life such as adequate and proper food, nursing, clothing, medical aid or lodging.

(Procedures for Recognising and Notifying Child Abuse and Neglect. Memorandum 97/019 (S.018)

The principle underpinning this mandatory requirement is that the welfare of the child is paramount. This is the primary responsibility of the school.

PARENT RIGHTS AND RESPONSIBILITIES

Parents have the RIGHT to:	Parents have the RESPONSIBILITY to:
<ul style="list-style-type: none"> • access a meaningful and good quality education for their child; • be informed of curriculum material relevant to the school's behaviour management policy and procedures; • be informed of their child's progress and of decisions affecting their child's health and welfare; • be heard in an appropriate forum on matters related to the rights of their child while in the care of the school. 	<ul style="list-style-type: none"> • support the school in providing a meaningful and good quality education for their child; • ensure that their child attends school and is punctual; • ensure that the physical and emotional condition of their child is appropriate for effective learning; • ensure that their child is provided with appropriate materials to make effective use of the learning environment. • behave in a respectful, courteous, friendly and honest manner when addressing with the school any issue concerning their child; • support the school in it's application of the behaviour management policy.

Providing a good learning environment

Our school goals are derived from the goals for all public education in NSW as specified in legislation and in yearly statements of Agenda for the NSW Department of School Education.

- A critical factor in achieving our goals as a public school is the aspiration of students to do well.
- Real levels of achievement are greatly increased when teachers and parents expect high standards.
- Good classroom discipline improves the level of aspirations of students.
- An effective classroom should be a place of excitement, exploration, scholarship and learning.
- It is our aim to create such an environment.
- If the classroom is disrupted by the noisy and inattentive few, the learning of other students suffers.

The Expectations of Good Discipline

Students need to:

- Be responsible for their behaviour;
- Understand how behaviour affects themselves and others;
- Understand the consequences which follow from their behaviour according to the school's behaviour management plans – both in the classroom and out in the playground.

Our state public school system has the following requirements of all students:

- sustained application to learning
- respect for other individuals and their property
- courtesy to other students, to teachers and to community members
- due respect for teachers
- no violence, discrimination, harassment, bullying or intimidation
- no weapons

- no illegal drugs, alcohol or tobacco
- peaceful resolution of conflict
- adherence to the standards of dress determined by the school community
- compliance with all school rules and the Fair Discipline Code.

Rowena Public School is a happy and safe place to be when children:

- Abide by our school and classroom rules
- Attend school regularly, be punctual and present notes to explain absences.
- Follow the instructions of teachers and others in authority.
- Complete all required work carefully and to the best of their ability.
- Behave in a responsible, polite and courteous manner.
- Behave in a manner that shows respect for themselves, and for the rights and feelings of others.
- Behave in a manner that keeps themselves and others, safe at all times.
- Respect and care for school buildings, school property and the property of others.
- Wear appropriate school uniform at all times.
- Accept their responsibilities as members of the School Community.

While meeting these expectations, students also have the right to expect courtesy, fairness, respect and excellence in teaching.

Strategies to promote Good Discipline and Effective Learning

Our school is doing these things to encourage effective discipline.

- Providing appropriate curriculum, based on Board of Studies requirements, to meet the needs of each student
- Encouraging the presentation of this curriculum in a way which motivates and encourages the active participation of children in the learning process
- Supporting children in achieving success in learning
- Providing recognition and reward for positive achievements and behaviour through the commendation system
- Maintaining a small number of easily understood rules which are fair, clear and consistently applied
- Implementing the school's behaviour management plans with consistency and procedural fairness

SCHOOL RULES

Playground rules:

- Play in approved areas—do not go out of bounds or outside the school grounds without permission
- 'No hat, no play'
- Abide by the rules of structured games
- Play fairly—make sure teams are even and everyone who wishes to participate is welcomed
- Respect the feelings of others—encourage those with developing skills
- Food is not to be shared or swapped

- Wear appropriate safety equipment—soccer shin pads, softball helmets, etc
- Play safely—always ask permission to use any equipment, leave sticks or stones on the ground, do not play aggressively

Classroom rules:

(These are general rules – each year the students and their teacher establish five key rules for their classroom)

- Move sensibly in the classroom
- Work quietly when asked
- Be cooperative
- Listen carefully
- Be silent when someone is speaking to the class

Pool rules

- Do not enter the pool yard without an adult
- Do not run around the edge of the pool
- No running, pushing, diving, back flips or dive bombing
- Do not hold your breath under water for longer than necessary for swimming activities
- Do not hold anyone under the water
- Keep your hands to yourself
- Follow instructions given by the adult supervisor at all times

BEHAVIOUR MANAGEMENT PLAN

Rowena aims to provide programs that develop self discipline, self review, effective communication and conflict resolution skills in students.

While student self discipline is the ultimate aim of Rowena Public School, this needs to be supported by a behaviour management plan which has clear guidelines, well defined expectations, consequences and support structures to acknowledge appropriate behaviour and address inappropriate and unacceptable behaviour.

Positive discipline is fostered through the provision of appropriate curriculum to meet the needs of each student. Students are actively supported to ensure success in learning.

Positive discipline is also fostered through the use of good behaviour management techniques such as recognising students for complying with rules and directions, encouraging on-task learning behaviour (through the Commendation System), giving simple directions and also expecting students to comply and follow directions.

As students require clear limits and guidelines in order to function effectively in the school community and to learn to their full potential in a safe and caring environment, the students, staff and parents of Rowena Public School will work together to develop this behaviour management plan in order to ensure commitment and consistency in implementation.

The basic tenets of our behaviour management plan are that no students should prevent the teacher from teaching, or keep another student from learning. Student compliance is imperative in creating and maintaining an effective and efficient learning environment.

CLASSROOM BEHAVIOUR MANAGEMENT PLAN

1. **WARNING** given by the teacher
2. **NAME ON CHALKBOARD**—10 minutes ‘**time out**’ in the classroom
3. If the inappropriate behaviour continues or there is another instance of inappropriate behaviour during the day, **NAME and X ON CHALKBOARD**— Student to be withdrawn from classroom and spend 10 minutes in the other classroom . The student will sit quietly in a designated area and write down the rule that has been broken and how the student should have behaved. Once the 10 minutes has passed, the student will return to the classroom quietly and without discussion. The teacher will talk through the behaviour and rules during the next break.
4. If a student **NAME** and **XX** against student name during the same day. Immediately sent to the principal and removed from the classroom for the rest of the day or session where appropriate. A note will be sent home informing parents of the inappropriate behaviours that have taken place. The parent will discuss these behaviours with their child, sign and return the letter to the school the next day.
5. If a student reaches the fourth level twice in one week, a parent interview will be requested as soon as possible.
6. Where a serious incident occurs or there is an instance of violent behaviour the student will proceed immediately to Step 5 and a short suspension may ensue.

ROWENA PUBLIC SCHOOL PLAYGROUND BEHAVIOUR MANAGEMENT PLAN

The following steps have been put in place for students who choose not to follow the school rules at Rowena Public School. By following this structured procedure, students, staff and parents can be assured all students are being treated fairly and that our playground is safe for all.

1. **WARNING** given by the teacher
2. **SILVER SEAT** for half of lunch time
3. If the inappropriate behaviour continues or there is another instance of inappropriate behaviour during the week, the student will be withdrawn from the playground for one or two full days. The student will sit quietly in a designated area and write down the rule that has been broken and how the student should have behaved. The principal or teacher will talk through the behaviour and rules with the student that day and a letter informing parents will be sent home.
4. If the inappropriate behaviour continues, a note will be sent home informing parents of the inappropriate behaviours that have taken place and a parent/student/principal meeting will take place as soon as possible to discuss the student's behaviour and agree on a plan for the student to return to the playground.
5. If the inappropriate behaviour continues a short suspension may ensue.

THE COMMENDATION SYSTEM

Rowena Public School has adopted a Commendation System to promote a positive learning environment and recognise students who are choosing self-responsibility. When students choose responsible behaviour, both in their interactions with other members of the school community and their attitude and approach to the completion of schoolwork, such efforts will be noticed and appreciated. Areas recognised may include:

- Academic achievement and effort.
- Improvement and participation.
- Regular completion of homework.
- Participation in special events.
- Good citizenship, fair play and sportsmanship.
- Demonstration of a positive attitude and approach.
- Concern for the rights and welfare of others at school.

Teachers award Commendations to students as an immediate recognition of responsible behaviour, positive contribution or attitude. The teacher will write the student's name, class and date on the commendation. The teacher will also sign the commendations. Any teacher may award commendations at various times during different school activities to any students from any class. A few specific examples are:

- Special effort in class or in Reading, Maths or other group situation.
- Exemplary behaviour in the playground.
- Participation and/or success in a performance or assembly item.
- Helping a teacher, student or parent without being asked.

Students collect the commendations to earn higher awards: **BRONZE**, **SILVER** and **GOLD**. These higher awards may be presented at assemblies so that student achievement can be recognised by whole school community.

10 Commendation Cards are needed for a **BRONZE AWARD**.

15 more Commendation Cards are needed for a **SILVER AWARD** (25 in total).

20 more Commendation Cards are needed for a **GOLD AWARD** (45 in total).

Commendations and subsequent awards can be continued from one year to another. It may take more than one year for students to earn a **GOLD** award.

ANTI BULLYING POLICY

Context

NSW public schools aim to provide quality education in supportive environments that are free from violence, discrimination, harassment, bullying and intimidation.

Policy Statement

Rowena Public School will not tolerate bullying of any kind. Intimidatory behaviour adversely affects teaching, learning and students' well-being and is unacceptable.

Students have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation.

Defining Bullying

Bullying can be defined as deliberately hurtful behaviour, often repeated, which causes distress, isolation or injury.

Bullying can be:

- verbal e.g. teasing, name calling, threats
- physical e.g. hitting, kicking, pushing, spitting
- social e.g. exclusion, ignoring
- psychological e.g. spreading rumours, damaging possessions, sending malicious SMS messages.

Statement of Purpose

Teachers, parents, caregivers and students all have important co-operative roles to play in helping to create a safe and happy school environment at Rowena.

Students, teachers and caregivers have responsibility to

- promote respect and acceptance of individual differences and diversity within the school community
- accept and support the Anti-bullying Plan
- work together to resolve bullying incidents

Students can expect to

- be supported by school staff if they encounter bullying
- participate in learning experiences relating to positive relationships, discrimination, harassment etc.

Students have a responsibility to

- follow and respond to the school Anti-bullying Plan
- treat each other with fairness and respect

Parents and caregivers have a responsibility to

- be aware of the school Anti-bullying Plan and assist their children to develop positive responses to bullying incidents
- help their children to deal effectively with bullying by using the Anti-bullying Plan strategies.

Schools have a responsibility to

- develop an Anti-bullying Plan through consultation with all school community groups
- use the Anti-bullying Plan to clearly identify unacceptable behaviour and to enumerate strategies to combat bullying
- teach students about their responsibilities as bystanders
- include all students in activities at the school
- inform the school community about the Anti-bullying Plan and Student Welfare Policy
- investigate complaints of bullying and intimidation
- inform parents and caregivers of the importance of their role in resolving bullying incidents.

Teachers have a responsibility to

- respect and support students and to model appropriate behaviour
- respond appropriately and promptly to bullying behaviour according to the school Anti-bullying plan.

Reporting Bullying

Students, parents and caregivers are expected to report bullying behaviour promptly to the principal or a school staff member. Reporting may be verbal or in writing. The school will keep a written record of all reported bullying instances.

Intervening

Students, parent and caregivers are encouraged to be proactive in dealing with bullying by:

- identifying and reporting unacceptable behaviour
- speaking up if they are bystanders or witnesses.

Accessing Help and Support

The school will:

- respond promptly to complaints of victimization
- provide support to those students involved
- guide students through conflict resolution processes
- collaborate with parents and caregivers of the parties involved
- teach appropriate skills and understandings to help eliminate bullying behaviour
- promote positive attitudes, resilience and respect
- provide copies of the Anti-bullying Plan to all members of the school community
- use programs which employ peer support, mentoring and student leadership skills to develop school culture.

In dealing with bullying behaviour the school will follow the school's Behaviour Management Plan.

Strategies in this section range from warnings, time out, to special counselling for students and parents, to possible suspension and expulsion.

Professional Learning

Teachers will develop effective strategies for dealing with bullying behaviour. Professional learning activities will include:

- staff meetings
- consultations with school counsellors where necessary
- seminars with guest speakers when available
- Implementing departmental resources eg syllabuses, programs, documents.

Monitoring and Evaluation

The school will collect and analyse appropriate data on the nature and extent of bullying in the school using records of incidences throughout the year and anecdotal evidence.

The Anti-bullying Plan will be reviewed at the beginning of each school year.