



# **PARKVIEW PUBLIC SCHOOL**

# **PROSPECTUS**

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# PARKVIEW PUBLIC SCHOOL



Director, Educational Leadership

Narrandera Principals Network

Telephone:

Mr Troy Mott

6937 3800

## **SCHOOL STAFF**

Principal:

Instructional Leader Literacy & Numeracy

Mr Travis Irvin

Ms Marilyn Blakeman (1.0), Mrs Sally Irvin (0.2),

Miss Jodie Boardman (1.0)

Assistant Principals:

Mrs Fiona Hislop, Mr Jackson Goman, Mrs Lacey Chilko (Rel)

## **Class Teachers**

Mrs Lee Norman

Miss Alison Eddie

Miss Lauren Brett

Miss Desni White

Mrs Leanne Hillyer/Mrs Amanda Auddino

Mr Jackson Goman

Mrs Elisha Irvin

Mrs Fiona Hislop

Miss Grace Green

Mrs Ondria Miller

Miss Kira Brettschneider

Miss Yvonne Quinlivan

Miss Meaghan Townsend

Miss Maddie Flint

Miss Kelsey Deeves

Mrs Lacey Chilko

KN - Teak

KE - Gum

K/1B - Coral

1W

1/2 HA - Coolamon

2G - Poplar

2I - Birch

3H - Seville

3G - Valencia

3/4M - Lilac

4B - Melaleuca

4/5Q - Telopea

5T - Cudgerie

5F - Carabeen

6D - Jacaranda

6C - Sassafras

Kindergarten

Kindergarten

Kindergarten/Year 1

Year 1

Year 1/Year 2

Year 2

Year 2

Year 3

Year 3

Year 3/Year 4

Year 4

Year 4/Year 5

Year 5

Year 5

Year 6

Year 6

## **Supplementary Teachers**

Mrs Sally Irvin

Mrs Susan Stevens

Mrs Juanita Hickson

Mrs Cathy Dando

Mrs Tracey Jacobson

Learning and Support Teacher

Learning and Support Teacher

Learning and Support Teacher

Learning and Support Teacher

School Counsellor

## **School Administration Staff**

Mrs Cheryl Berthon

Mrs Joanne Peacock

Mrs Linda Ashcroft

Mrs Shelley Lang

Mrs Julie Axtill

Mrs Mimmy Balaz

Mrs Carolyn Payten

Mrs Bronwyn Cherry

Mrs Margaret Pengelly

Mr Tim Hislop

Mrs Nicole Browne

Mrs Amanda Mills

Mrs Dianne Lee

Mrs Anna-Jane Lang

Ms Ann Norris

Mrs Nicole Matthews

Mr William Meline

Mr Joey Longford

Mr Bruce Staines

Mrs Anna Celi

School Administration Manager

School Administration Officer

School Administration Officer

School Administration Officer

Schools as Community Centres Facilitator

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

School Learning Support Officer

Cultural Coordinator

General Assistant (Building and Grounds)

Youth Outreach Worker

## **Canteen and Uniform Supervisor**

Mrs Niomi McKellar

## **Cleaners**

Mrs Nichole Ingram, Mrs Mel Thornton

## **Canteen Staff**

Miss Alex Silva, Mrs Pam Bandy, Mrs Kylie Bowyer



# *Welcome to our school*

Welcome!

Parkview Public School was established in 1971 and since this time has developed a record of excellent academic, creative, sporting, cultural and social achievement. This has grown out of the vision and hard work of the school community working together for children.

As a result the school is able to provide a relevant and challenging education for all students in a safe and caring environment. Parkview Public School provides high quality educational opportunities in all academic areas and gives students the opportunity to develop creativity, healthy bodies, adventurous minds and social skills including respect for themselves, others and property.

A child's education is a shared partnership between home and school and this partnership plays a huge role in the child's overall progress and development. It is most important that the school and home are working together at all times with the common goal of providing every child with the best possible education within a safe and happy environment.

It is important to remember that:

- Children **will** make mistakes. They learn from these mistakes.
- Success no matter how small **will** lead to more success.
- All children **need** to feel loved and to feel good about themselves.

Taking an interest in your child and their schooling is the most important investment you will make in your child's life. Take the time to become involved in your child's schooling and make sure that they value their education as much as you value it.

Parents and carers are welcomed into the school. Parents and carers who are actively involved within the school are more aware of school routines and programs and therefore able to offer greater support to assist their children to reach their potential. We encourage open communication between families and the school. Should parents or carers wish to make an appointment for an interview at any time throughout the year, they are encouraged to contact the school office, to make a mutually convenient time.

I wish your family a happy, safe and rewarding time at Parkview Public School.

**Travis Irvin**  
**PRINCIPAL**



## **PARKVIEW PUBLIC SCHOOL HISTORY**

Parkview Public School was opened in 1971 and the library building was added in 1981. There are five main buildings including the canteen, library, classrooms and administration. The COLA was constructed by the schools P&C during 2001.

The Federal Government's 'Primary School's for the 21<sup>st</sup> Century' Initiative has facilitated the construction of a highly anticipated communal hall, which was completed adjacent to the existing Library building in late 2010. In more recent times a number of demountable buildings have been added to the school to house the expanding student population.

The Parkview badge has an interesting history, developed to show the philosophy of the founding parents and staff. This philosophy is still current and has made the school a forerunner in modern educational thinking and operation.

The top of the badge shows the unique architecture of the buildings, three columns support the school and symbolize the community, the staff and the children. If any column is weakened the school is the worse for it. Green, grey and white are the school badge colours (the school uniform colours are green and grey). White represents the enlightenment of education, green the parkland setting and grey wisdom. The triangular base was initially designed purely to balance the badge.

The base has now come to represent the school community all working together in a partnership, striving together to provide children with the very best for a future full of new and exciting challenges.

Parents are always welcome at the school to share and discuss their child's progress. It is generally recommended that parents arrange interviews by contacting the school. An interview will often remove doubts, concerns or worries and often provide the school with valuable information to improve the productive relationship between the school and parents. The address and phone number of the school is provided on the cover of this prospectus.



# **PARENTS AND CITIZENS ASSOCIATION**

Welcome to Parkview Public School and its associated communities.

The P&C provides an opportunity for parents and citizens of the community to contribute to the school. It provides a platform to express ideas, suggestions and concerns and is a great place to meet others involved in the school community and to develop relationships and friendships that last beyond the school gate.

We have an incredible school with some very talented students who have been supported and encouraged by a dedicated and caring staff. The P&C endeavour to enrich the school environment by becoming involved.

The P&C support the school in many ways including;

- Financially - through various fundraisers that are run throughout the year and by assisting in the application and acquisition of various grants available.
- Socially – by running certain activities such as the Mothers’ and Fathers’ Day stalls and school discos.
- By providing services such as the uniform shop. Every new Parkview student has a hat provided by the P&C at no cost to the family.
- By working with school management to develop policies and strategies.

People can become involved at the level they are comfortable with. Some assist at various fundraisers and events, others join the committee. Any support is welcome.

We meet in the Teacher’s Staff Room on the 3<sup>rd</sup> Monday of each month during term at 7.00pm and welcome any interested members of the community to join.

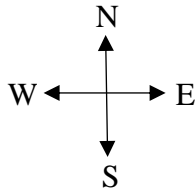
We hope your experiences at Parkview are rewarding and positive. Should you wish to discuss how you can contribute to the P&C please contact me through the school.

Rebecca Lashbrook  
P&C President





# PARKVIEW PUBLIC SCHOOL



Central

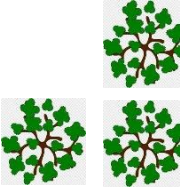
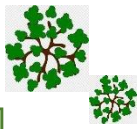
Car Park

Lilac Avenue



Park Ave Crossing

Main Entrance Park Avenue



Basketball Court

**4/5Q – TELOPEA**  
Yvonne  
Quinlivan  
**Dem 9**  
**D19042**

**4B - MELALEUCA**  
Kira  
Brettschneider  
**Dem 8**  
**D18260**

**3H – SEVILLE**  
Fiona Hislop  
**Dem 4**  
**D12440**

**3G - VALENCIA**  
Grace Green  
**Dem 3**  
**D14430**

**5T - CUDGERIE**  
Meaghan  
Townsend  
**Dem 7**  
**D1331**

**5F - CARABEEN**  
Maddie  
Flint  
**Dem 6**  
**D11392**

**6C – SASSAFRAS**  
Lacey  
Chilko  
**Dem 5**  
**D14524**

**6D – JACARANDA**  
Kelsey  
Deeves  
**Dem 2**  
**D12785**

**3/4M - LILAC**  
Ondria Miller  
**Dem 1**  
**D12908**

HALL

Container

Container

GA SHED

Store Room  
Canteen  
Store Room  
Toilet  
Uniform Shop

C.O.L.A

Skip

Bike Rack

Out of School Care

Office  
Office  
Library

IT Room  
Staff Room  
RES Room  
Toilet  
Office  
Foyer  
Principal Office  
Work Room  
Toilet

## QUADRANGLE

**K/1B - CORAL**  
Lauren  
Brett  
**BR0011**  
Boys Toilet  
Girls Toilet  
Office  
Store Rm/ Toilet  
Store Rm/ Toilet  
Office  
**KN - TEAK**  
Lee  
Norman  
**BR0009**  
**KE - GUM**  
Alison  
Eddie  
**BR0008**

**1/2HA - COOLAMON**  
L Hillyer  
A.Auddino  
**DR0011**  
Girls Toilet  
Office  
**2G - POPLAR**  
Jackson  
Goman  
**DR0008**  
**1W - HICKORY**  
Desni  
White  
**DR0002**  
Store Room  
Store Room  
**2I - BIRCH**  
Elisha  
Irvin  
**DR0007**

## **ABSENCES**

During the school year you are requested to send a note of explanation to the teacher when your child is absent. ***This should be done on the day after a child has been away or within four days when leave is going to be extended.***

## **APPROACHING THE SCHOOL**

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of your own child.
- Express concern about actions of other students.
- Enquire about school policy or practice.
- Express concern about actions of staff.

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- Provide a guide in order that concerns are dealt with in an open and fair manner.
- Ensure that the rights of students, staff and parents are respected and upheld.
- Support sensitivity and confidentiality.
- Help reach an agreed solution.

CONCERN	APPROPRIATE ACTION
The academic progress of your own child.	<ul style="list-style-type: none"><li>• Directly contact your child's teacher either by note, phone or by making an appointment to discuss any issues.</li></ul>
The welfare of your own child.	<ul style="list-style-type: none"><li>• For minor issues directly contact your child's teacher either by note or phone to clarify information.</li><li>• For more serious concerns, contact office. State nature of concern and arrange an appointment to talk with your child's teacher or appropriate staff member.</li><li>• To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. please contact the office.</li></ul>
Actions of other students.	<ul style="list-style-type: none"><li>• Contact the class teacher for a classroom problem.</li><li>• Contact the teacher on duty for playground problems.</li></ul>
School policy or practice.	<ul style="list-style-type: none"><li>• Contact office. State nature of concern and make an appointment to see the Principal and/or appropriate member of staff.</li></ul>
Actions of a staff member	<ul style="list-style-type: none"><li>• Contact the teacher directly in the first instance.</li><li>• For more serious concerns, contact the office. State nature of concern and arrange an appointment to see the Principal.</li></ul>

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

**Please Note:** No parent should directly approach another person's child. The school will deal with issues between students as part of the school's Discipline and Welfare policy.

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority under the 'Inclosed Lands Act' to:

- Direct the person to immediately leave the grounds.
- Call the police to remove the person should he/she refuse.
- Withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal.
- Seek further legal avenues.

## **ATTENDANCE**

Students should attend school on all occasions that the school is open. By law every absence from school must be explained with a written note from a parent or carer. Notes have to be sent to the class teacher on the day the child returns. All information passed from you to the teacher remains confidential. Alternatively, a verbal message (e.g. phone call) can be made to the school to explain a particular absence. Absence notes are filed and details are recorded on departmental rolls. Unsatisfactory or unexplained attendance is reported to the Home-School Liaison Officer.

If, for any reason, a child has to leave the grounds at any time, during school hours, a note fully stating the reason has to be received before permission can be granted.

Children who regularly have lunch at home need bring only one note at the beginning of the year.

There is no direct supervision of students prior to 8.30am. Those children who arrive early by bus or by special permission from the principal are to sit quietly in the central quadrangle area. No games or running are permitted in this area.

**Children who live near the school are asked to remain at home until 8.30am.**

### **BELLS**

8.30am	Supervised morning play commence.
9.00am	Bell to signal end of morning play.
11.00am	<b>Morning Recess:</b>
11.30am	<b>End of Recess</b>
1.15pm	<b>Lunch</b>
1.42pm	<b>Change of Duty Teacher:</b> Second half lunch duty commences. <b>Wet Weather:</b> During wet weather children are supervised under cover or in the classrooms.
2.10pm	Children move from playground, go to the toilet then line up outside their classrooms.
3.10pm	Classes dismissed for the day. Children are to directly leave the school area unless under supervision for sport training, buses or attending Leeton After School Care.





## **BEGINNING SCHOOL**

Children who turn five before **1<sup>st</sup> August** are eligible to enrol at school.

During the five years before enrolment, physical and mental growth has been rapid. Most learning has been informal and unrestricted.

From the beginning of enrolment at school your child associates with a large number of children away from the home situation. Many activities in the early years, and especially Kindergarten, encourage learning through play because learning in this way is natural and informal while allowing interaction between children to take place. The teacher will be making observations in order to provide each child with stimulating and meaningful activities.



## **BE READY FOR SCHOOL**

When you come to the school to enrol please bring your child's Birth Certificate, proof of your residential address, Immunisation history statement and copies of any family law or other relevant court orders (if applicable).

Does your child:

1. Know his/her name, address and phone number well enough to repeat them when necessary?
2. Know the safest way to and from school?
3. Always have a handkerchief and know how to use it correctly?
4. Know that hands should be washed before meals and after visiting the toilet?
5. Know how to use and flush the toilet without assistance?
6. Put away playthings and materials after using them?
7. Know how to tie their own shoelaces?
8. Take off and put on outer clothing without help?

**WARN YOUR CHILD** against loitering on the way home, visiting friends without permission or going anywhere with strangers.

**IMMUNISATION** is a safeguard to health and we suggest that you consult your doctor concerning protection against diphtheria, whooping cough, poliomyelitis, tetanus, mumps, rubella and measles. If a child has one of the childhood diseases, then they will have to stay at home until they are well. Unimmunised children who have been in contact with the sick child must stay at home during the outbreak. This will prevent the disease from spreading. **All children starting kindergarten will need to present a complete, or incomplete immunisation certificate. Refer to "Immunisation" booklet issued by NSW Department of Health.**

## **WHAT CAN THE HOME DO TO HELP?**

*GOLDEN RULE – ALWAYS BE POSITIVE.*

Unfair criticism will destroy your child's confidence.

Things you can do:

- ☺ Talk to your child about school, new friends, games, songs and things they have made.
- ☺ Teach your child how to put on and do up shoes.
- ☺ Buy clothes that are easy to manage. The buttons and buttonholes should be large. Coats and pullovers should have large loops so that they are easy to hang up.
- ☺ Label **CLEARLY**, with **FULL NAME**, **ALL** possessions your child will take to school, e.g. raincoat, hat, spray jacket, pullover, bag, case, drink bottle (this will save teachers a lot of time).
- ☺ Send your child to school on time, each and every day if possible.

- ☺ Give your child simple duties around the home. This will help to foster confidence in the performance of small tasks.
- ☺ Allow your child to stay with relatives or friends for short periods so that they accept the fact that it is not always possible to be with parents.
- ☺ Encourage your child by admiring work when it is brought home. Give paintings and handy work a place of honour for a few days at least.
- ☺ Select suitable stories, picture books, radio and television programs for your child. Set rules on T.V. now and it will avoid problems later.

## **BUS TRAVEL**

All students in Kindergarten to Year 2 are eligible for free bus travel. Students in Years 3-6 must live at least 1.6 km from school to be eligible. An online application travel form must be filled out by parent/carer for every student travelling by bus. For more information call 131 500 or visit [transportnsw.info/school-students](http://transportnsw.info/school-students). An information brochure is also available from our administration office.

A conveyance subsidy is available for parents who transport their children 1.6 km or more to a bus stop. Application forms are available from the school office.

**Whilst travelling on buses, the behaviour of all children is the responsibility of parents and the bus proprietors. Unacceptable behaviour may result in a student being unable to use the bus service. A code of conduct is printed on the application form.**

At the end of each school day, students travelling on buses are supervised by the teachers on duty, until they enter the bus.

## **BICYCLES**

All bikes are to be left in bike racks. Children must wheel bikes to and from bike racks to Lilac Avenue. Students who ride scooters to school should use the same storage area.

Roller blades, skateboards and 'ripstiks' are banned from school and should not be used between school and home.

## **CANTEEN**

The school's P&C operates a canteen on site 5 days a week. The canteen operates from 9.55am-1.55pm daily. A copy of the menu is available from the school office, school website or from the school app. All the home-made food choices are in line with healthy canteen guidelines. Parent volunteers are welcomed.

### **Ordering:**

Orders are to be written on a paper bag with the correct money inside. These orders are placed in the classroom lunch basket and sent to the canteen at 10.00am. Lunch orders are delivered to classrooms at 1.00pm. **The School also offers on-line ordering through our School App. Please feel free to enquire about this service.**

## **CHAPLAINCY**

Parkview Public School provides an extremely valuable Chaplaincy program facilitated by the school's P&C Association and funded by DEEWR (Department of Employment, Education and Workplace Relations).

In addition the Chaplaincy program has close links with the Leeton Men's Shed, Assumption Villa and Alf Hermann Lodge.

## **COMMUNITY CONTACTS**

Families new to our town may like to widen their community involvement. The school would be very happy to provide contact numbers for: Churches, Scouts, Guides, Australian Football (AFL), Cricket, Rugby League, Soccer, Tennis, Ballet, Piano, Netball, Basketball, Squash, Swimming, Pony Club, Hockey, Brownies, Cubs and Little Athletics.

## **COMPUTERS & TECHNOLOGY**



The school has a specialist technology room which all classes access on a timetabled basis. All students have access to computers and appropriate software. Individual classrooms have computers and iPads for regular pupil use, and the school encourages a Bring Your Own Device (BYOD) philosophy. More information linked to this program is distributed separately from the prospectus.

The technology centre features an open plan layout to maximise students learning and a connected classroom which incorporates an interactive whiteboard and a plasma screen television which facilitates video conferencing to enhance student learning experiences.

The school's technology focused curriculum enables students to undertake significant amounts of "hands on" experiences, with a variety of software packages and other modern technological aids (so that they develop abilities necessary to become confident and responsible users of computer technology). A scope and sequence has been designed from Kindergarten to Year 6.

Students gain familiarity with computing terminology and should be able to make informed decisions about the appropriate use of computers in given situations. It is envisaged that all students will become familiar with various technological platforms (computers and personal electronic devices such as tablets) and their uses during their school life.



Computers in the technology centre and classrooms are linked to the Internet via a network and students have guided access to this facility for research purposes.

## **COLLECTING STUDENTS AT SCHOOL**

Parents wishing to take a child during the day should call at the office so that they can be signed out by an administrative staff member.

Parents wishing to take their child out of the school grounds are to sign them out before they collect their child from the classroom.

## **CONTACTING STUDENTS AT SCHOOL**

Parents delivering lunches, messages etc. to their child during the day **are asked to leave them at the school office**. You would understand that classrooms are busy places and parents going to classroom doors interrupt the teacher and pupils, causing distractions. Also, for the children's safety and security, the school needs to control the access of adults to the school grounds.

### **Unauthorised Contact:**

If your child has problems with other children, please contact the class teacher or the Principal so that the matter can be investigated. **Parents are not to enter the school grounds to talk to other students.**

## **CULTURAL VISITS/ VISITING PERFORMANCES**

Visiting performances are arranged regularly for students, usually once per term, as an avenue of enrichment for our students. These performances afford the students an opportunity to enjoy 'live' performances and be exposed to the expertise of professional presenters.



Areas that are addressed include Aboriginal culture, multiculturalism, creative arts, science and personal development.

## **CUSTODY AND ACCESS TO CHILDREN**

If custody or access becomes a contentious matter between parents, **the school can be bound only by orders issued by a court of law.** Where such orders exist, a copy should be sent to the school for confidential filing. Without such restraining orders, the school cannot deny reasonable access by either parent.

## **EDUCATIONAL RATIONALE**

### **KEY LEARNING AREAS**

To provide an education which develops their talents and capacities to full potential we give all students at this school, a number of basic directions for the future. They include:-

1. Sound foundations in the **Key Learning Areas.**

These six areas are:-

- a) English - Reading, Writing, Talking & Listening
- b) Mathematics
- c) Science and Technology
- d) History & Geography
- e) Creative and Practical Arts
- f) Personal Development, Health and Physical Education.



2. An understanding and acceptance of Cultural Diversity and Equity. Such support documents and curricula include:-
  - a) Multicultural Education Policy
  - b) Aboriginal Education Policy
  - c) Non-sexist Education Policy
  - d) Non-racist Policy
  - e) Gender Equity
3. The development of critical awareness in regard to the impact of Technology on society. This direction incorporates:-
  - a) Mass Media in Education
  - b) Computer Education
4. An awareness of acceptable standards of behaviour, including the need to be a part of society, which has specific moral codes applicable to all members of that society.

### **THE GOALS**

- ◆ To provide students with the knowledge and skills they will need to be active and creative participants in the 21<sup>st</sup> century.
- ◆ To develop citizens who respect themselves, others and property.

- ◆ To promote equality of educational opportunities and to provide for students with special learning requirements.
- ◆ To provide an excellent education for all of our students.

With home and community groups as well as the support of parent bodies, we endeavour to provide an education for all students that best suits each individual. Parkview Public School recognises the challenge. With your continued support, the education of your children will remain our highest priority.

## **EISTEDDFOD**

Parkview Public School has a long and proud history of participation in the Leeton Eisteddfod. Singing and Verse Speaking, Drama Groups, Debating Teams as well as many individual entries have performed with distinction.



## **EMERGENCY CONTACT NUMBERS**

It is **vitaly important** that parents keep the school up to date with access phone numbers for use in the case of emergencies. If you change your phone numbers, add a mobile phone number, or change the person who is your next contact - please let the school know, for your child/ren's safety.

## **ENROLMENT PROCEDURES**

For children enrolling at Parkview Public School, an enrolment form must be completed by a parent or carer. Children enrolled in Kindergarten classes must attain the age of 5 years prior to 1st August in the year they are attending. A birth certificate or proof of date-of-birth, name change or custody arrangements and proof of residence should be provided upon enrolment. Children from overseas must present their passport and visa.

Students transferring from other schools, who wish to attend Parkview Public School are enrolled at any time during the year, provided that they are within the boundaries of the school enrolment area. Other students may be accepted if there are vacancies, following school 'out of zone' enrolment procedures.

A 16 week Kindergarten Transition Program is hosted from August to December (Terms 3 & 4) annually. Information Evenings for parents & carers is held late in term 2 annually.



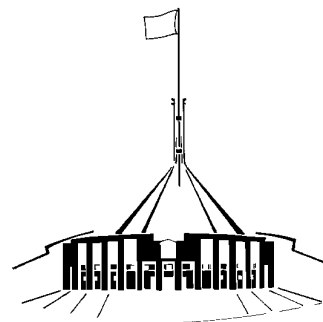


## **EXCURSIONS**

Excursions are seen as a valuable activity for all students as they provide meaningful experiences for the children involved. Excursions form an integral part of our curricula. All excursions are advertised well in advance.

Permission notes must be signed for all excursions including excursions that incorporate overnight stays or water activities.

Major excursions may be paid for in installments. Parents with financial difficulties should see the Principal as soon as possible so that other arrangements may be made.



Major primary excursions include visits to metropolitan areas and regions of historical or educational importance such as the gold fields. Various day excursions include town visits, National Parks, local farms, Griffith and Narrandera and other local attractions.

## **GENERAL OFFICE ENQUIRIES AND PHONE CALLS**

It would be greatly appreciated if general enquiries were done in the morning between 9.00am and 10.30am. Any alteration to your child's normal routine should be notified to the teacher in writing. Phone calls should be used for urgent messages only.

## **HEALTH**

### **FIRST AID AND ILLNESS AT SCHOOL**

Children who are sick before they leave home should be kept at home as the school does not have the facilities or staff to cater for ill children.

If your child becomes ill at school, they will be kept as comfortable as possible by the school's first aid trained staff, until either you or your emergency contacts can be contacted and make arrangements for their collection from the school.

### **HEAD LICE**

These are a common problem. Small white eggs stuck to the hair near ears and on the back of the neck are signs. Information about prevention and cure is provided in this booklet. Children found to have head lice will receive a note from school with directions on what action to take. Children will not be permitted to return to school unless these actions have been taken. Removal of nits (eggs) saves your child from embarrassment.

### **GENERAL WELL BEING**

Good health is vital to school progress. Healthy diet and plenty of sleep is an investment in your child's education and behaviour at school and home.

It is probable that at some time during your child's school career they will catch one of the COMMON DISEASES of childhood. The table on the following page shows how long a child must stay at home when a disease, which can be prevented by immunisation, is diagnosed.



## **HEALTH CONTINUED...**

### **COMMON CHILDHOOD DISEASES**

<b>DISEASE</b>	<b>CHILDREN WHO HAVE THE DISEASE</b>	<b>UNIMMUNISED CHILDREN WHO ARE IN CONTACT WITH THE SICK CHILD</b>
Diphtheria	Stay at home until a doctor has given a certificate of recovery.	Keep household contacts at home until cleared to return by a Medical Officer.
Tetanus	Stay at home until fully recovered.	Can attend school.
Pertussis (Whooping Cough)	Stay at home for at least 14 days from the start of illness or until 5 days of a 14 day course of antibiotics have been completed.	Keep unimmunised household contacts at home for 14 days from exposure or until they have had 5 days of a 14 day course of antibiotics, if they go to a childcare centre or pre-school. Unimmunised contacts in Primary School (K-6) do not need to stay at home.
Measles	Stay at home for at least 4 days from the appearance of the rash.	Unimmunised contacts should stay at home for 14 days or if they are immunised within 72 hours of exposure to measles, they can return to school immediately.
Mumps	Stay at home for 9 days after the appearance of the swelling.	Can attend school.
Rubella	Stay at home for at least 4 days after the rash appears.	Can attend school.
Poliomyelitis	Stay at home for at least 14 days from start of illness until a doctor has issued a medical certificate of recovery.	Can attend school.

## **SOME INFECTIOUS DISEASES OF CHILDREN**

For more information please contact your local public health unit, community health centre, pharmacist or doctor.

### **Chicken pox**

#### **Time from exposure to illness**

2 to 3 weeks

#### **Symptoms**

Slight fever, runny nose and a rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns.

#### **Do I need to keep my child home?**

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

#### **How can I help prevent spread?**

Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.

### **Gastroenteritis**

#### **Time from exposure to illness**

Depends on the cause: several hours to several days.

#### **Symptoms**

A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.

#### **Do I need to keep my child home?**

Yes, at least for 24 hours after diarrhoea stops.

#### **How can I help prevent spread?**

Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.

### **German measles (Rubella)**

#### **Time from exposure to illness**

2 to 3 weeks

#### **Symptoms**

Often mild or no symptoms; mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.

#### **Do I need to keep my child home?**

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

#### **How can I help prevent spread?**

Immunisation (MMR) at 12 months and 4 years of age.

### **Conjunctivitis**

#### **Time from exposure to illness**

1 to 3 days

#### **Symptoms**

The eye feels scratchy, is red and may water. Lids may stick together on waking.

#### **Do I need to keep my child home?**

Yes, while there is a discharge from the eye.

#### **How can I help prevent spread?**

Careful hand washing, avoid sharing towels. Antibiotics may be needed.

### **Hand, foot and mouth disease**

#### **Time from exposure to illness**

3 to 7 days

#### **Symptoms**

Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.

#### **Do I need to keep my child home?**

Yes, until the blisters have dried.

#### **How can I help prevent spread?**

Careful hand washing especially after wiping noses, using the toilet and changing nappies.

### **Glandular Fever**

#### **Time from exposure to illness**

4 to 6 weeks

#### **Symptoms**

Fever, headache, sore throat, tiredness, swollen nodes.

#### **Do I need to keep my child home?**

No, unless sick.

#### **How can I help prevent spread?**

Careful hand washing, avoid sharing drinks, food or utensils and kissing.

### **Mumps**

#### **Time from exposure to illness**

14 to 25 days

#### **Symptoms**

Fever, swollen and tender glands around the jaw.

#### **Do I need to keep my child home?**

Yes, for 9 days after onset of swelling.

#### **How can I help prevent spread?**

Immunisation (MMR) at 12 months and 4 years of age.

### **Ringworm**

#### **Time from exposure to illness**

Varies (May be several days)

#### **Symptoms**

Small scaly patch on the skin surrounded by a pink ring.

#### **Do I need to keep my child home?**

Yes, until the day after fungal treatment has begun.

#### **How can I help prevent spread?**

Careful hand washing.

### **Influenza**

#### **Time from exposure to illness**

1 to 3 days

#### **Symptoms**

Sudden onset of fever, runny nose, sore throat, cough, sore muscles and headaches.

#### **Do I need to keep my child home?**

Yes, until they feel better.

#### **How can I help prevent spread?**

Immunisation is recommended for the elderly and people with chronic illnesses.

---

**Time from infestation to eggs hatching**

Usually 5 to 7 days

**Symptoms**

Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.

**Do I need to keep my child home?**

Children found to have head lice will receive a note from school with directions on what action to take. You need to treat your child's hair with an appropriate head lice product before they can return to school.

**How can I help prevent spread?**

You will need to follow up the treatment in a weeks time to ensure that there is no further infestation. Family, friends and classroom contacts should be examined and managed if infested.

---

**Impetigo (school sores)****Time from exposure to illness**

1 to 3 days

**Symptoms**

Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.

**Do I need to keep my child home?**

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

**How can I help prevent spread?**

Careful hand washing.

---

**Hepatitis A****Time from exposure to illness**

About 2 to 6 weeks

**Symptoms**

Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.

**Do I need to keep my child home?**

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

**How can help prevent spread?**

Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunisation recommended for some people.

---

**Scabies****Time from exposure to illness**

New infections: 2 to 6 weeks;

Re-infections: 1 to 4 days

**Symptoms**

Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

**Do I need to keep my child home?**

Yes, until the day after treatment has begun.

**How can I help prevent spread?**

Close contacts should be examined for infestation and treat if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

---

**Measles****Time from exposure to illness**

About 10 to 12 days until first symptoms and 14 days until the rash develops.

**Symptoms**

Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.

**Do I need to keep my child home?**

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

**How can I help prevent spread?**

Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune should not attend school or work for 14 days.

---

**Meningococcal disease****Time from exposure to illness**

2 to 10 days

**Symptoms**

Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.

**Do I need to keep my child home?**

Seek medical help immediately. Patient will need hospital treatment.

**How can I help prevent spread?**

Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.

---

**Scarlet Fever****Time from exposure to illness**

1 to 3 days

**Symptoms**

Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.

**Do I need to keep my child home?**

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

**How can I help prevent spread?**

Careful hand washing. Sick contacts should see their doctor.

---

**Slapped Cheek (Erythema infectiosum, fifth disease, Parvovirus B19)****Time from exposure to illness**

1 to 2 weeks

**Symptoms**

Mild illness; fever, red cheeks, itchy lace-like rash and possible cough, sore throat or runny nose. Can cause foetal disease in pregnant women.

**Do I need to keep my child home?**

No, most infectious before the rash appears.

**How can I help prevent spread?**

Careful hand washing; avoid sharing drinks.

---

**Worms****Time from exposure to illness**

Several weeks

**Symptoms**

Itchy bottom

**Do I need to keep my child home?**

No

**How can I help prevent spread?**

Careful hand washing. Whole household should be treated. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

---

**Whooping cough (Pertussis)****Time from exposure to illness**

7 to 20 days

**Symptoms**

Starts with runny nose, followed by persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound as the child gasps for air.

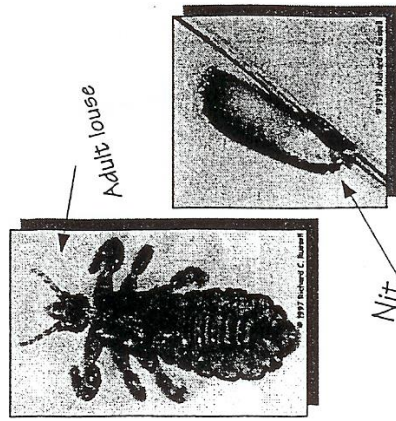
**Do I need to keep my child home?**

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

**How can I help prevent spread?**

Immunisation at 2, 4, 6 and 18 months and 4 years of age. A special antibiotic can be given for the patient and close contacts. Unimmunised contacts may be excluded from child care until the first 5 days of a special antibiotic has been taken.

# Head Lice facts & treatment



## Centre for Public Health

641 Olive Street, ALBURY, NSW 2640  
PH: 02 60214799  
FX: 02 60214899

*GREATTER MURRAY AREA HEALTH SERVICE*

## The Facts

- ▶ Head lice survive only on humans.
- ▶ If stranded away from the human scalp they die very quickly (1-2 days).
- ▶ The usual way people are infected is from direct hair to hair contact with another person. This happens when children play or people hug.
- ▶ Head lice do not have wings or jumping legs, so they cannot fly or jump from head to head without assistance.
- ▶ There is no point in treating the whole family unless they are infected.
- ▶ No treatment kills 100% of eggs, so treatment must involve two applications 7 days apart.
- ▶ Resistance to treatment is common and must be checked on application.

**If you have any questions or would like more information please phone the Centre:  
02 60214799**

## How do I know if a child has lice?

Many lice infections cause no symptoms and probably less than half cause an itch, so you have to look to find them.

Lice are terrific at running and hiding and even the sharpest eye can miss them. The easiest way to detect lice in children's hair is to follow these steps.

- 1 Wet the hair
- 2 Apply a hair conditioner
  - ▶ this makes it difficult for lice to grip the hair and run around
- 3 Comb the hair with a fine tooth comb
- 4 Wipe the conditioner from the comb onto a paper towel or tissue
- 5 Look on the tissue and comb for lice and eggs
  - ▶ If lice are found, the child should be treated;
  - ▶ If only eggs are found, the child should be treated;
  - ▶ If the child has been treated recently and only hatched eggs are found, you may not have to treat since the eggs could be from the old infection.



# Treating Head Lice

Head lice live in the hair and come down to the scalp to feed. So head lice formulation must be applied to **all parts of the hair**.

Lice lay eggs (also called nits) which are not always killed by one treatment. So treatment consists of two applications 7 days apart. The first treatment is to kill all lice, the second treatment is to kill young lice hatched over the next 6 days.

## Important tips

- 1 Apply product to all areas of the head and coat all hairs from roots to tips.
- 2 If you are using lotions, apply the product to dry hair. For shampoos, wet the hair, but use the least amount of water possible.
- 3 For long hair, apply the treatment near the scalp and then use an ordinary comb to carry the formulation down the hair shaft to the tip, until all hair is covered. If the product is left on the comb after one sweep it should be wiped off onto the same or new area of hair. By repeating the process several times an even coverage of all hairs can be obtained.
- 4 Leave the preparation on for at least 20 minutes.
- 5 Cover the child's eyes while the treatment is being applied. Ask them to hold a towel against their eyes.
- 6 Test for resistance (see overleaf).

# Has treatment worked?

If the head lice product works, the lice will be dead within 20 minutes. Insecticide resistance is common, so you should test if lice are killed by doing the following.

## Six Steps To Test Resistance

- 1 Wait 20 minutes and use a fine tooth comb to comb the hair from roots to tips. Wipe the combings onto a tissue.
- 2 Repeat this many times until the whole head has been combed at least twice and little treatment formulation is visible on the hair.
- 3 Examine the tissue to see if lice are either:
  - ▶ dead (no movement),
  - ▶ inactive (lice are stationary, but moving legs or antennae), or
  - ▶ active (crawling on the tissue).
- 4 If lice are dead, the product has worked and so the lice are **sensitive**, Re-treat in 7 days.
- 5 If lice are inactive but alive, some lice may be partially resistant to treatment, but regard them as sensitive if no lice are active.
- 6 If lice are active, the treatment has been unsuccessful and the lice are resistant. See the section "The lice aren't dead - what now?"

# The lice aren't dead - what now?

If active lice are found in the combings after treatment, the head lice are resistant to the product used and **all products containing that active compound**.

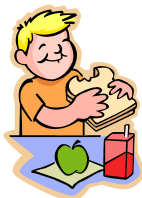
- ▶ Wash off the first product.
- ▶ Re-treat as soon as possible using a product from a **different active group**. There are approximately 17 products commercially available and they belong to 4 groups of active compounds - see the table below↓
- ▶ Please phone the Centre - as we are very interested in keeping track of product resistance - talk to Gerard Finnigan on (02 60214799)

ACTIVE COMPOUND	PRODUCT NAMES
PYRETHRINS	<ul style="list-style-type: none"> <li>▶ Meditox foam</li> <li>▶ Banlice</li> <li>▶ Lyban</li> </ul>
SYNTHETIC PYRETHROIDS (permethrin & bioallethrin)	<ul style="list-style-type: none"> <li>▶ Quellada</li> <li>▶ Pyrifoam</li> <li>▶ Lyclear</li> <li>▶ Nix Creme Rinse</li> <li>▶ Parallice</li> </ul>
MALATHION	<ul style="list-style-type: none"> <li>▶ Lice rid</li> <li>▶ HL7</li> <li>▶ KP24</li> </ul>
HERBAL	<ul style="list-style-type: none"> <li>▶ Lice buster</li> <li>▶ Lice Guard</li> </ul>

This information is extracted from: "Head Lice - resistant or what", by Associate Professor Rick Speare, School of Public Health and Tropical Medicine, James Cook University. See website: <http://www.jcu.edu.au/school/phim/PHTM/whice/hinfo1.htm>

## **HOME LUNCHES**

Students wishing to go home for lunch require a note from their parent/carer.



## **HOMEWORK**

Homework is given to students at Parkview Public School to consolidate, extend and enrich the learning program. The amount of homework to be set will be based on the experience and age of the child, and will range from informal, optional experiences in the early years to more structured programs as each student progresses through the years. Homework set by teachers will be reviewed and followed up in the classroom to ensure optimum benefit for all students.



Parent/carers are advised to seek further clarification of specific homework demands for their students from the class teacher. Parent/ carers are also able to assist by ensuring that a regular quiet time and suitable place can be set aside for the homework routine.

## **HOUSE CHAMPIONSHIP**

Our three Houses, Bradman, Freeman and Thorpe compete for the honour of Champion House throughout the year. Points are awarded for the various sporting and scholastic events as well as the weekly House Points' Competition. The House Championship was first awarded in 1973. Originally contested between four houses, Griffin, Wade, Dooley and Lee, the number of houses was reduced to cater for the reduction in the number of students at the school.

House points are awarded for praiseworthy work and acts of good citizenship. All House Points earned by students count towards the House Championship, presented at the end of the year.

## **INTEGRATION**

The Department of Education & Communities provides a range of services and resources to support the education of students with disabilities. Student Services work with the Principal, the Learning and Support Team, parent/carers and other appropriate personnel to determine the most appropriate option to meet the students learning needs, to identify the resources available and to arrange access to services as required.



## **INTERVIEWS**

Parents are welcome to seek an interview on receipt of the written reports during Terms 2 and 4. The school also invites parents and carers to engage in termly Personalised Learning Plan Conferences (PLPs).

### **Interviews at other times:**

Apart from the interviews scheduled for parents to discuss with the teacher the progress and development of their children, parents should feel free to arrange to see a teacher any time they see a need. The teaching staff, and the Principal are always willing to discuss any concerns you may have about the school at mutually convenient times. The best place to discuss any problems or difficulties is at the school. It is often surprising how an exchange of views, based on full and correct information, can clear up misunderstandings or worries the parent or teacher may have.

## **JEWELLERY**

Pieces of jewellery, other than watches, sleepers (studs), signet rings and medical pendants are not allowed at school.

## **LATE/LEAVE PASS**

If students are late for school they **must** report to the front office with their parent/carer and receive a 'Late Pass' before they go to their class.

If a student is being picked up early from school, the parent/carer **must** call at the front office and fill out a 'Leave Pass' then take the pass to the child's class. The class teacher will not be permitted to release the child without the pass.

### **REGULAR APPOINTMENTS**

If your child has regular appointments over a period of time, eg counselling sessions or music lessons etc., parent/carers must go to the front office on the first occasion to fill in a Late/Leave Pass and then take it to the class teacher. The teacher will note the reason in the class roll. The parent/carer can then go straight to the class teacher for all future appointments without the need to go through the front office.

### **LEAVING SCHOOL AREA**

NO children are to leave the school grounds without permission. Children wishing to leave the playground during the day must bring a note from a parent or care provider.

Children are permitted to go home for lunch following a note from parents, showing daily or weekly routines.

All children are to leave the school grounds promptly on being dismissed from classrooms at the end of the day. Children in sport teams or those catching buses may remain at school under supervision.





## **LIBRARY**

The Library at Parkview Public School was established in 1981 and contains one of the largest collections of material suitable for children K-6 in the Leeton Shire.

Every class has a weekly library lesson with the teacher/librarian. All students have access to the library material.








Computer technology assists both students and staff to borrow and maintain book-stock and research.

Children have Library lessons once each week. During this time they will be able to borrow. If they are to borrow they will need to bring a library bag. A plastic shopping bag is alright to use. If you are making a cloth bag, make it a generous size to accommodate larger books (about 40cm x 40cm should suit most books).

Library bags are also available from the uniform shop.

The number of books children can borrow varies depending on which class they are in or whether they are working on a special project etc.

Books may be borrowed for two weeks. If after two weeks a child is not finished with a book they should bring it back and re-borrow.

-  Books that are not returned after two weeks are overdue and an overdue notice will be given to the child to remind them to return their books.
-  Children who have overdue books are unable to borrow until the book/s are returned.
-  Damaged books should be returned to school for repairs. Please don't attempt this at home.
-  The children become responsible for the books as soon as they borrow them (even if they don't get home) until they are returned. They must not borrow books for other children or loan them to someone else.
-  Please encourage children to keep their library books in a safe place at home.

## **LOST PROPERTY**

Please label everything with your child's name, including the lids of lunch boxes and drink containers.

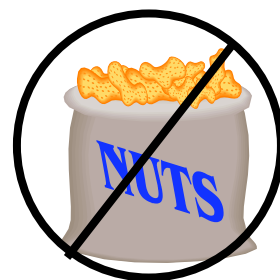
If hats and jumpers are found, they are put in the lost property boxes which are accessible to students to check for their lost gear. If a name is on the property, it is returned to the child.

Whilst the teachers do their best to safeguard the property of the children, parents should be aware that it is possible for toys and special items that the children may bring to school to be mislaid, or go missing for other reasons.

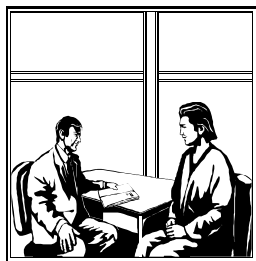
## **LUNCHES**

A number of children within schools have severe allergies. Some have anaphylactic reactions to peanuts and peanut products.

With this in mind we ask that the amount of peanut products provided for lunch or recess foods be kept to a minimum e.g. Snickers Bars, Peanut Butter sandwiches or cakes and slices made with peanuts or peanut products. We thank you for your understanding in this matter.



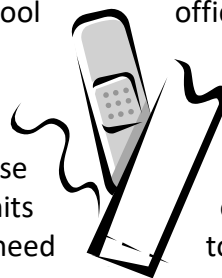
Our preference is for all children to bring nut free items to school. If this is a challenge for families we ask you to discuss this with the school as a matter of urgency.



## **MEDICAL**

The Community Health Nurse is based at Leeton District Hospital and is available to screen students for vision, hearing and speech. Application forms are available upon request at the school office.

Parent/carers of students found to have head lice are notified and the child is excluded from school until some appropriate action has been administered. Parent/carers of students in these classes are notified that head lice have been detected. If your child has nits or lice, please notify the school so that we can notify other parents that they may need to check their children's hair.



First aid is administered at school for minor problems by qualified first aiders. Parent/carers are notified of any serious problems and an ambulance is contacted. Medication can be administered by the School Assistants only when a Medical Permission form has been signed by the parent/carers.

Students with infectious diseases must be kept home for the period of quarantine or doctor's written advice is received to the contrary. If the child is not well at the start of the day, she/he should not be sent to school and the teacher must be informed of the illness when the child returns to school. The school's sickbay is equipped to accommodate students who become ill whilst at school. Parent/carers notification is made as soon as possible with the expectation that such sick children will be collected from the sick bay and taken home for rest and appropriate care.

## **MEDICATION AT SCHOOL**

### **Medication**

If your child requires prescribed medication at school you must complete the parent request form stating the type of medication, the time to be administered and the dosage required. These forms are available from the office.

We are no longer permitted to dispense non-prescribed medication to students i.e. panadol, hay fever medication or cough mixtures. If your child has a headache or is not well and requires medicine you will be contacted to either supply and dispense the medicine or take the child home.

### **Asthma**

If your child suffers from asthma, even if it is only mild, the school needs to be informed. An asthma register is kept at the school and parents are asked to notify the school whether their child carries their own puffer or not.

## **MONEY PAID TO THE SCHOOL**

When paying money to the school please put it in an envelope clearly marked with your child's NAME, CLASS and the ACTIVITY you are paying for. The student must then hand the envelope to their teacher at the beginning of classes.

## **MONITORS**

Pupil Monitors are responsible for the flags, sports room, playground folders, bins and collation of house points.



The task of monitors is shared by all Year Six pupils. The experience of being a monitor, responsible for an important part of the playground routine, is a good lesson in appreciating and respecting society's rules.

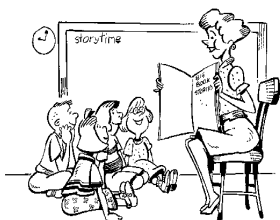
## **NEWSLETTER**

Parent/carers are notified of past, current and future events throughout the school by means of the weekly newsletter. Our newsletters are distributed to the eldest student of each family on the first school day of each week.



If you would like items added to the newsletter, they are to be handed to the school office before 9am on a thumb drive on the day of printing or alternatively emailed to the school's administration account before the day of printing.

## **PARENT/CARER HELPERS**



Parent and community involvement with the school is essential in assisting children to learn. Parents of all children at this school are urged to show an interest in the education of their children by keeping in touch with the school through personal contact, supervising homework and by reading school newsletters and reading notes which may be sent home at various times.

Opportunities exist throughout the school for parents/carer to assist in such areas as reading, mathematics, writing, sport, hobby groups, and library. If you are able to help at any time, please contact the school.

Your assistance is gratefully appreciated and you will be able to see firsthand, your children in their classrooms.

## **PARENT/TEACHER INTERVIEWS AND REPORTS**

Early each year a Class Information Sheet will be sent home to parents explaining your child's class routine, including homework schedule and special requirements. An Orientation Evening will be conducted early in Term 1 by the classroom teacher.

A formal interview is arranged in June each year. This coincides with the issuing of the half-yearly report. The yearly report is issued in early December and Parent/Teacher interviews follow.

The Principal, Assistant Principals or class teachers are only too willing to arrange a special interview to discuss your child's progress or any concerns you may have. Please telephone the office to make a mutually convenient appointment.

## **PARENTS AND CITIZEN'S ASSOCIATION**

Our school has a very active P & C Association where matters relating to the progress of the school and other emerging matters of importance and interest to the school are discussed. They also raise money to improve the resources for the students of our school. The P & C Association meets on the third Monday of each month at 7.00pm in the school's staffroom.



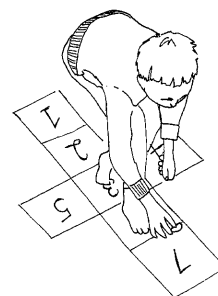
## **PLAYGROUND ROUTINES**

The School Playground Routine is designed to allow children to play in safety and to allow everybody a “fair go” with the facilities available.

Play equipment is available from the sports room. Students are not permitted to bring sports equipment to school other than tennis balls and skipping ropes.

Pupils are directly supervised by rostered teachers from 9.00am until 3.30pm. Permission to leave the school grounds can only be given following a written request from a parent/carer.

No direct supervision is rostered before 9.00am. Students who arrive on early buses must wait quietly in the COLA. Other students are requested not to arrive at school before 9.00am.



Children are to leave the school grounds as soon as possible after 3.30pm. Direct supervision is only available for students waiting to be collected, crossing Lilac Avenue or catching a bus. Students who behave poorly while waiting for buses can be denied the option of this type of transportation.

## **OUT OF BOUNDS**

- ☛ Areas in and around all buildings that are not in view of supervising teachers.
- ☛ Bicycle storage area.
- ☛ Playing in toilet and ablution areas.
- ☛ Fixed equipment is out of bounds unless under the direct supervision of the playground teacher.
- ☛ Classrooms/Library unless supervised by a teacher.

## **ACTIVITIES IN THE PLAYGROUND**

- 🚪 Organised safe games are encouraged at all times.
- 🚪 Permission must be given by a teacher to retrieve balls from outside the fence.
- 🚪 Children given permission to practise shot put, long or high jump or cricket with hard ball outside the nets must be under the direct supervision of the teacher concerned (not duty teacher).
- 🚪 No fielder will be within four (4) metres of the batter for games like cricket or softball unless supervised by a teacher.
- 🚪 Protective clothing must be worn for selected activities.

## **PRESENTATION NIGHT**

A special Presentation Night is held towards the end of each school year. Students receive recognition for achievement attained throughout the year.

Certificates and book prizes are presented to acknowledge all aspects of scholastic, cultural and sporting achievement throughout the year.

## **YEAR 6 GRADUATION**

The Year 6 Graduation Ceremony is a formal dinner held at the end of each year where we formally farewell our Year 6 class after seven years of schooling at Parkview Public School.

## **READING RECOVERY**



Reading Recovery is an early intervention program designed for Year 1 students, to reduce reading failure. The Reading Recovery program aims to accelerate student progress to the average level of their class as quickly as possible; by offering daily instruction of ½ hour in a range of literacy activities involving both reading and writing.

## **REPORTS**

Detailed, comprehensive assessment reports are sent home at the end of Term 2 and Term 4. These reports give an overall view of your child's progress and development. The reports summarise strengths and weaknesses. You will be able to see the progress of skills your child is attaining and also the outcomes that are being set for students at their level of schooling.

## **SCHOOL BANKING**

School Banking is conducted weekly on a Tuesday. Students should place bank books in the sleeve provided in classrooms. The Student Banking Scheme is provided by the Commonwealth Bank.

## **SCHOOL CAPTAINS AND VICE CAPTAINS**

Each year a boy and a girl captain and a boy and girl vice-captain are elected by students from Years 2 to 5. Nominated students must be on the highest level of behaviour.

The duties of the School Captains and Vice-Captains include representing the school on formal occasions, giving welcome and thank you speeches to special guests, assisting teachers and monitors with playground routines, conducting school assemblies, assisting with Kindergarten Orientation Mornings and Information Evening.

## **SCHOOL DENTAL SERVICE**

There is a School Dental Clinic providing a FREE service to all pre-school, primary and high school students whose parents hold a current Medicare Card.

The Leeton School Dental Clinic is open every Monday and Wednesday, as well as Tuesday of every second week. Please phone 1800 450 046 for an appointment.

If the surgery is not attended please contact Griffith Base Hospital Clinic on 6969 5581 and request an appointment for Leeton.

## **SCHOOL VOLUNTARY CONTRIBUTIONS**

The State Government only provides money to the school for the basic materials needed in educating our youth.

To enable the school to purchase the resources necessary to give your children a full and relevant education, we ask each family to contribute towards the cost of these resources.

Contributions requested:

One child family	-	\$25
Two child family	-	\$45
And \$15 for each additional child in the family.		

## **SCHOOL COUNSELLOR SERVICE**

All students have access to the School Counsellor and the District Guidance Officer. These Officers assist parent/carer and staff in the identification of learning difficulties and help in the areas of personal development, self-esteem, study skills and interpersonal relationships. The Counsellor is also available to parents. Contact can be made through the school.

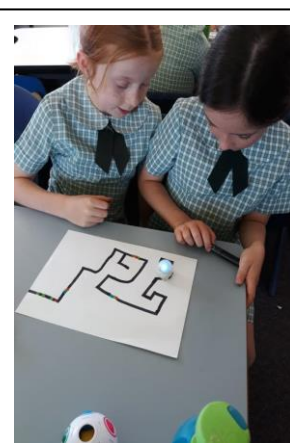
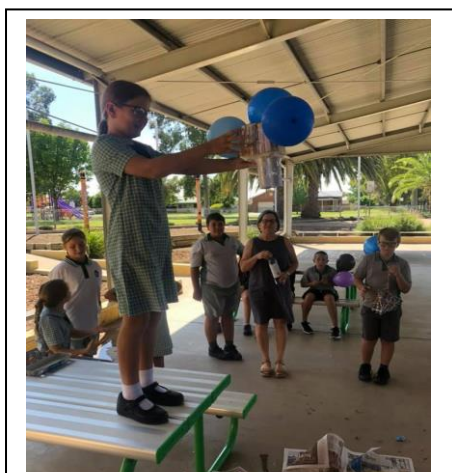
A signed permission note is required before testing may be administered by the School Counsellor to any child.

Parent/Carer are then provided with a follow-up interview by the School Counsellor.

## **SCHOOL STAFFING**

The school currently has sixteen full time classes, ranging from Kindergarten to Year 6. The classes are a mixture of straight and composite classes. The reason for class groupings is reflective of the number of children in each year. Utilising composite classes enables the school to maximise student opportunity and minimise class sizes.

If you would like to discuss your child's needs, the first point of call is your class teacher, who can discuss their needs from a school situation.



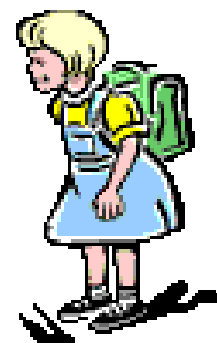
## **SCHOOL UNIFORM AND UNIFORM SHOP**

Pupils are encouraged to take pride in the distinctive uniform of their school and to follow the rules of conduct for which it stands. The school's P&C runs a reasonably priced uniform shop, open on Mondays from 9am-10am and Thursdays 2:10pm-3:10pm. If these times are unsuitable, parents and carers should contact the school to arrange a mutually convenient appointment time.

### **GIRLS**

#### **WINTER UNIFORM**

- ❖ Green Tartan Pinafore.\*
- ❖ Green Tartan Slacks.\*
- ❖ Long sleeved Peter Pan Collared Shirt\*
- ❖ Long sleeved white polo shirt\* or white skivvy for colder months.
- ❖ White socks and/or green tights\*.
- ❖ Black shoes.
- ❖ Bottle green jumper or sloppy-joe (v neck).\*
- ❖ Bottle green spray jacket with school logo.\*
- ❖ Bottle green hat with school logo.\*



#### **SUMMER UNIFORM**

- ❖ **Dresses\*** can be ordered through the uniform shop.
- ❖ White socks and black shoes/brown sandals.
- ❖ Bottle green hat with school logo.\*
- ❖ White shirt with school logo worn with shorts (same as dress material).\*

#### **SPORTS UNIFORM**

- ❖ Bottle green wrap around sports skirt with black or green pants (scungies) under skirt OR Black shorts.
- ❖ Coloured polo shirts (sport house colours with house name on back and Parkview logo)\*.
- ❖ White socks.
- ❖ White joggers or black joggers.
- ❖ Plain green tracksuits may be worn on sports days only (no stripes).\*
- ❖ Bottle green hat with school logo.\*

**## PLEASE ENSURE THAT ALL ARTICLES OF CLOTHING ARE MARKED CLEARLY WITH YOUR CHILD'S NAME.**

*\*Indicates that this item is available from the uniform shop.*



## **SCHOOL UNIFORM AND UNIFORM SHOP CONTINUED...**

### **BOYS**

#### **WINTER UNIFORM**

- ❖ Grey trousers.
- ❖ Grey polo shirt\* or grey skivvy for colder months (optional).
- ❖ Grey socks.
- ❖ Black shoes.
- ❖ Bottle green jumper or sloppy-joe (v neck).\*
- ❖ Bottle green spray jacket with school logo.\*
- ❖ Bottle green hat with school logo.\*



#### **SUMMER UNIFORM**

- ❖ Grey shorts.
- ❖ Grey short sleeved polo shirt with school logo.\*
- ❖ Grey socks.
- ❖ Black shoes / brown sandals.
- ❖ Bottle green hat with school logo.\*

#### **SPORTS UNIFORM**

- ❖ Black shorts.
- ❖ Coloured polo shirts (sport house colours with house name on back and Parkview logo)\*.
- ❖ White socks.
- ❖ White joggers or black joggers.
- ❖ Plain green tracksuits may be worn on sports days only (no stripes).\*
- ❖ Bottle green hat with school logo.\*

**## PLEASE ENSURE THAT ALL ARTICLES OF CLOTHING ARE MARKED CLEARLY WITH YOUR CHILD'S NAME.**

*\*Indicates that this item is available from the uniform shop.*



## **SCHOOL RULES**

**Students should.....**

1. Abide by the school's Fair Discipline Code.
2. Attend school regularly, be punctual and present notes to explain absences.
3. Follow the instructions of teachers and others in authority.
4. Complete all required work carefully and to the best of their ability.
5. Behave in a responsible, polite and courteous manner.
6. Behave in a manner that shows respect for themselves and for the rights and feelings of others.
7. Behave in a manner that keeps themselves and others safe at all times.
8. Respect and care for school buildings, school property and the property of others.
9. Observe the general standards of dress and uniform requirements of the school.
10. Accept their responsibilities as members of the community.

# **Simple School Rules**

**Hands off!**  
**Show good manners.**  
**Be clean and tidy.**  
**Be safe.**  
**Always do your best.**  
**Be a friend.**

## STUDENT RIGHTS AND RESPONSIBILITIES

I have the right...	I have the responsibility...
To learn	<ul style="list-style-type: none"> <li>• To let others learn</li> <li>• To be attentive</li> <li>• To learn all I can</li> <li>• To be punctual</li> <li>• To ask for and accept help</li> <li>• To do my best</li> </ul>
To be happy	<ul style="list-style-type: none"> <li>• To care for others</li> <li>• To speak in a kind way</li> <li>• To be courteous and kind</li> <li>• To respect the rights of others</li> <li>• To behave in a way that brings credit to myself and my school</li> </ul>
For myself and my property to be safe	<ul style="list-style-type: none"> <li>• To look after my own property</li> <li>• To leave other people's property alone</li> <li>• To play safely</li> <li>• To play in the right places</li> <li>• To use equipment carefully</li> <li>• To return all class and sports equipment to its correct place</li> <li>• To think responsibly</li> </ul>
To be treated with respect and politeness	<ul style="list-style-type: none"> <li>• To be courteous and kind to others</li> <li>• To make sure my language is acceptable</li> <li>• To show good manners</li> <li>• To make visitors welcome and help them</li> <li>• To treat others with respect</li> </ul>
To be in a clean and tidy school	<ul style="list-style-type: none"> <li>• To keep my own space clean and tidy</li> <li>• To care for the school buildings and environment</li> <li>• To wear the school uniform</li> <li>• To clean up when asked</li> <li>• To keep my classroom and playground clean and tidy</li> </ul>
To make responsible decisions	<ul style="list-style-type: none"> <li>• To know the school rules</li> <li>• To behave in a way that makes the school a better place as well as safe and happy for all</li> <li>• To respect the rights of others</li> </ul>

## **SCRIPTURE**

Scripture lessons are conducted weekly by visiting clergy and lay-teachers. The lessons are denominational. Supervision is provided for students whose parents do not wish them to attend Scripture lessons.



## **SPECIAL DAYS**

Many special days are observed throughout the year. A variation of normal routine is often arranged to add emphasis to the observance.

Among the special days observed or conducted are:-

- \* Anzac Day
- \* Kindergarten Transition Program
- \* Year 6/7 Transition Program
- \* Parent/Pupil Luncheons
- \* Open Days - Education Week
- \* Special Sporting Days - Athletics, Swimming and Cross Country Carnivals
- \* Book Week
- \* Mufti Days (for special causes)

Additional special days may include events such as Mother's Day and Father's Day Picnic Lunches and stalls. Such days are advertised in the regular Newsletter.

## **SPORT AND PHYSICAL EDUCATION**

Each student is allocated to a House – Freeman (Red), Bradman (Green) or Thorpe (Blue).

Primary sport, Years 3-6 is each Friday afternoon for (Terms 2 and 3) and on Friday mornings (Terms 1 and 4) to avoid excessive sun exposure.

Infants sport, Years K-2 is each Friday (Terms 2 and 3) before lunch and (Terms 1 and 4) before recess to avoid excessive sun exposure.

Sporting Activities vary with the seasons and include games such as Australian Football, Netball, Softball, Soccer, Athletics, Volleyball, Basketball, Touch Football, Rugby League, Lawns Bowls, Tennis, Golf, Badminton and Squash.

An Intensive "Learn to Swim" campaign is conducted each year, with students given the opportunity to improve water safety skills. Students from Kindergarten to Year 6 are eligible.

Annual House Carnivals are conducted in Swimming, Athletics, Ball Games and Cross Country Running. Successful students are given the opportunity of representing the school in P.S.S.A. sport at District, Region and State levels.

## **STUDENT WELFARE**

Our Student Welfare Policy aims to foster self-discipline and self-worth in our pupils. A separate booklet entitled "Fair Discipline Code and Student Welfare Policy" outlines the ways in which we believe this can be achieved.

To achieve these objectives, a child needs the support and guidance of a wide range of people and facilities. These include an understanding, firm and fair teacher, teacher-parent liaison, School Counsellor and appropriate curricula.

Socially acceptable behaviour is encouraged by positive acknowledgment, reinforcement and praise. Behaviour levels, house points, merit awards, special lessons, stickers and end of term rewards are utilised as positive reinforcement.



## **LEARNING AND SUPPORT TEACHER**

The L.A.S.T. provides support for the classroom teacher for students who are experiencing learning difficulties. This is done by:-

1. Assessing and diagnosing the needs of those children
2. Prioritising the students in accordance with the Department of Education & Training guidelines
3. Preparing programs and resources
4. Assisting in class or withdrawing students according to their needs.

## **TESTING**

Assessment and evaluation are an integral part of our school programs. These processes include ongoing assessments, weekly tests, general-purpose tests and standardised tests. NAPLAN Assessments for students in Years 3 and 5 are administered in Term 2. Best Start Assessments for students in Kindergarten are conducted at the commencement of the school year.

Year supervisors and our Support Teacher assist teachers in formal testing and subsequent evaluations. These results are used in assessing a student's progress and are reported to parent/carer through School Report Cards in June and December each year.

External Australian Schools tests in English, Science, Maths and Computing administered by the University of NSW are conducted annually and participation is offered to students in Years 3 – 6.

## **TRANSFERRING TO OTHER SCHOOLS**

If parents move to another district and intend to enrol their child(ren) at the local government school, a Transfer Certificate should be obtained from this school before leaving.





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