

KARIONG PUBLIC SCHOOL

PARENT INFORMATION BOOKLET

A-Z





MISSION STATEMENT

Kariong Public School is a positive, engaging and supportive environment where all students are valued and motivated to learn.

Our whole school community shows **RESPECT, RESPONSIBILITY** and strives to achieve their **PERSONAL BEST.**

Welcome

The staff and students of Kariong Public School extend a very warm welcome to you and your family as you become a part of our school's community. We trust that your association with the school will be a happy and productive one for both you and your children. Kariong Public School strives to create a positive, engaging and supportive environment where all students are valued and motivated to learn.

We endeavour to continually strengthen our partnerships between parents, teachers, students and members of the wider community through effective communication and your active involvement in the school is encouraged. Whether it's helping in the classroom, listening to children read, or being a member of the P & C, your support is invaluable and appreciated.

Kariong Public school opened on 11 April 1988. The school overlooks the State Forest and Brisbane Water National Park and is surrounded by native flora.

Our school is a Positive Behaviour for Learning (PBL) School with a focus on our three core values of RESPECT, RESPONSIBILITY and PERSONAL BEST. We offer quality teaching and learning programs across all key learning areas. We offer many extra curricula activities to develop the whole child. Students are taught to use technology responsibly and effectively to ensure they are capable, future focussed learners. Each room is equipped with

smartboard technology and wireless Internet access to complement our learning programs.

Kariong Public School's three strategic directions that drive our school plan are:

- Student growth and attainment
- Student engagement through creativity in the curriculum
- Parent and family communication and collaboration

The Kariong Public School Motto is: 'View to the Future'.

Kariong Public School is a positive, engaging and supportive environment where all students are valued and motivated to learn.

We look forward to getting to know you and your children.

Toni Skinner

Toni Skinner
PRINCIPAL
(September 2021)



Contact Us

Office Hours: 8:30am – 3:15pm

Office: Located on Truscott Avenue (side of the school)

Phone: 4340 1885

Email: kariong-p.school@det.nsw.edu.au

Website: www.kariong-p.schools.nsw.edu.au

EXECUTIVE STAFF

Principal

Mrs Toni Skinner

Deputy Principal

Ms Sondra Broadhurst

Acting Deputy Principal

Mrs Kerry Rayner

Assistant Principals

Miss Skye Drabsch

Mrs Louise Hoyle

Mrs Vicki Priest

OFFICE STAFF

School Administrative Manager

Mrs Debbie Shoobridge

School Administrative Officers

Ms Darlene Edwards

Mrs Vanessa O'Meara

Mrs Tracey Leete

P&C President

Ms Van Den Heuvel

ACCESS TO SCHOOL GROUNDS

There are three pedestrian access points to the school - Langford Drive, Truscott Avenue and Foster Close. Due to limited parking in these streets, parents collecting children in cars are encouraged to use the nearest access point and escort children back to their car. The bus bay in Langford Drive has parking restrictions. Please do not park in any driveways or car parks. Car parks are not for pedestrian use. An authorised car park is located near the school hall.

Langford Drive gates are locked between 9:30am and 2:30pm daily. All access during these hours is via Truscott Avenue where the gates remain closed but not locked.

AFTERNOON DISMISSAL

Kindergarten, Year 1 and Year 2 children who are not collected on time will be

taken to the Office. Any Year 3 to 6 students who are not collected on time, should go to the Office. Executive staff will contact the parent/emergency contact. Please advise your child's class teacher if there is to be a change in the method of departure from school.

ALLERGIES

New regulations require specific paperwork to be completed by your child's doctor if your child has anaphylaxis, asthma or allergies. The office staff will provide this paperwork that **MUST BE SIGNED BY A DOCTOR**. We appreciate your support in this matter.

ANAPHYLAXIS

We have several children in our school who have anaphylaxis. Parents have been incredibly supportive in the efforts to

keep children safe. On behalf of families with children who have anaphylaxis, we thank you for limiting nut products given to your children and hope you continue this practice.

At school we encourage your children to:

1. Not share food
2. Not buy food for others at the canteen
3. Wash their hands regularly after eating

ATTENDANCE

Students are required by law to attend school every day, unless the child is ill, has an infectious disease; is incapacitated by injury, honouring a religious commitment or attending an appointment.

It is important your child maintains consistent attendance patterns to enhance their learning. Students who are absent can miss the introduction of new concepts and

can have difficulty with follow-up activities.

Should your child miss school for any reason, it is necessary to notify the teacher, either by writing a note to the teacher or sending a message via class DoJo. You can also reply to the absentee text that will be sent to your mobile on the day that your child is absent.

A legitimate reason for the absence must be provided within seven days of your child returning to school.

If your child is late to school or leaving early during school hours you must obtain a note from the office to take to the class teacher. If you plan to take your child out of school for an extended period of more than 5 school days for a holiday you must fill in an application for extended leave. When approved by the Principal a certificate will then be issued. Please see the office for further details.

The 2020 School Garden

In 2020, Mrs Dyga and the Gardening group were extremely busy creating a beautiful sensory garden for all to look at and enjoy. In the garden there are some wonderful plants such as a giant gum tree, pink butterfly plants, lamb's ears and kangaroo paws.

The garden is a calm and peaceful area. Students love the space and some classes have even done their work there!

A special thanks to ALL the lovely and amazing people who donated plants and resources. We couldn't have done it without you!

BELL TIMES

First bell	8:52 am
Morning lines	8:55 am
Recess start	10:55 am
Recess ends	11:35 am
Lunch starts	12:55 pm
Lunch ends	13:35 pm
Dismissal	14:55 pm

BIKES AND SCOOTERS

Before a student is permitted to ride a bike or scooter to school, they must be issued with a 'licence'. To gain a licence, the student must be 10 years of age, have parental permission to ride, wear a helmet whilst riding, have a roadworthy bike or scooter and answer questions to establish that they have the knowledge and skills to ride safely. The 'licence' may be withdrawn at any time in the case of unsafe riding.

Children must walk their bike or scooter upon entering and leaving the school grounds. Provision is made for the storing of these during the day, although no responsibility for theft or damage can be borne by the school. All students storing bikes need to have an appropriate lock to ensure their bikes cannot be moved by anyone other than themselves.

BOOK CLUB

The Scholastic book club operates each month. Parents can order online and books will be delivered to the school. [LOOP](https://mybookclubs.scholastic.com.au/Parent/Login.aspx)

<https://mybookclubs.scholastic.com.au/Parent/Login.aspx>

BUS TRAVEL

To travel to school by bus you must apply for a school travel pass (Opal card). To apply for a school travel pass (Opal card) go to

<https://apps.transport.nsw.gov.au/ssts>.

A teacher supervises the safety of students whilst waiting to board the afternoon bus.

CANTEEN

The canteen operates on a daily basis. Children may order recess and lunch by placing their order, each morning, in the lunch baskets provided in each classroom, or preferably online by registering at: www.flexischools.com.au

CONTACT INFORMATION

Please notify the school immediately if there is a change of address, telephone number or emergency contacts so your school records can be kept up-to-date if ever there is a need to contact you regarding your child.

DOGS

Under the Companion Animals Act 1998 school grounds are a Prohibited Area and dogs must not be brought onto the school grounds.

ENROLLING

Prior to enrolling your child, please ensure that you provide the following original documents:

- Birth certificate or passport
- Proof of address
- Immunisation certificate
- Court orders (if applicable)

Once sighted, these documents will be photocopied, kept on file and the originals returned to you.



You can apply online. If you are an Australian or New Zealand citizen or permanent resident you are eligible to complete the online enrolment application. You will then need to finalise the application at the school.

CARNIVALS

A number of sports carnivals are held throughout the year. These include swimming, athletics and cross-country. The 3 - 6 carnivals are designed to select children who will go on to compete at zone level. Students in Year 2 that turn 8 in the year of the carnival may also compete at these carnivals.

Successful competitors at the zone level may qualify for participation in region, state and then national levels. The school also holds a K - 2 Sports Carnival on our school oval. It is a wonderful event that allows for all students to actively participate in a range of running races and sporting activities.

COMMUNICATION

Our school policy is to ensure on-going communication between school and home. Changes or variations to procedures or routine are always well publicised. The school publishes a fortnightly newsletter, via Enews app & email.

Effective communication between teachers and parents/carers is vital to ensure the best learning environment for each student. If, at any time, you would like to discuss an issue regarding your child's progress, please contact the school to arrange an interview with your child's teacher. If in doubt, always make the appointment. The school communicates with parents/ carers through a variety of processes.

These include:

WHOLE SCHOOL COMMUNICATION

- Newsletter (Weekly Publication online)
- Kids newsletter once a term
- Regular Facebook messages
- School Website

P&C Communication

- P&C Meetings
- P&C Facebook page

Classroom Communication:

- Call the Office between 8:30am - 3:30pm
- Face to face with your class teacher
- Meet the Teacher Evenings as the start of each year
- Annual Parent/Teacher interviews
- Grade or stage newsletters which are distributed at the start of each term

REPORTING TO PARENTS

Parents are provided with reports on their child's progress at the end of each semester. Reports are designed to indicate the student's level of mastery and degree of application and to provide parents with a profile of strengths and weaknesses. Report grades are stipulated by the Department of Education.

Each year students in Years 3 and 5 sit for national tests in Literacy and Numeracy (NAPLAN). Parents receive a diagnostic report which shows the child's level of achievement compared to school and national averages.

DEBATING AND PUBLIC SPEAKING

Students learn debating skills during primary years. Our school has public speaking competitions from Year 1 to Year 6 and we enter debating teams into competitions against other schools.



SCHOOL SONG

With a view to the future
A vision young and free
The beauty of the rolling hills
Means so much to me

Our clean, sweet air
Our native land
A joy for all to see

We live with pride at Kariong
So with true co-operation

We're striving honestly
Strength and dedication

We try to ever be
Caring for our friends

And always working earnestly
Because we come from Kariong



LIBRARY

The school has a well equipped library which is used by all students. The Library supports the literacy program through research skill development and a love of reading. There are inquiry terminals for students to use in their search for both recreational reading and for research. Each child should have a library bag. These can be purchased from the Uniform Shop.



ENGLISH AS AN ADDITION LANGUAGE OR DIALECT (EAL/D)

The school has a specialist teacher who supports the English language development of students, whose first language is not English. Students eligible for EAL/D support range from students newly arrived in Australia, who are beginning to learn English, to Australian-born students from a non-English speaking background (NESB). These students may require further development of their English language skills and on-going English language support. The EAL/D teacher works with class teachers and withdraws small groups of students who require intensive assistance.

FACEBOOK

Kariong Public School has a facebook page:

FACEBOOK LINK

<https://www.facebook.com/kariongpublishschool>

The school regularly uses this online space to share a variety of information to parents about the class work students are completing and various events and activities taking place. Please visit and 'Like' our Facebook page to keep abreast of important notices and school events.

LEARNING SUPPORT TEAM

The role of the Learning Support Team is to provide for the learning needs and welfare of all students at Kariong Public School. The Learning Support Team meets fortnightly to

discuss teacher and parent/carer referrals and to follow up on students referred during the year.

The team discusses the referrals with a view to implementing one or more of the following strategies:

- assistance with developing Personalised Learning and Support Plans (PLSPs) for students;
- help implement programs to support students' needs;
- organise for students to receive extra support from specialist staff within the school;
- seek external help to support student and family;
- refer to the School Counsellor; and
- apply for funding to support the student through the use of the SLSO (Student Learning Support Officer).

MEDIA EVENTS: PERMISSION TO PUBLISH

From time to time students and families will be involved in activities which may be useful in promoting the school through information brochures or our school website. To acknowledge and celebrate student achievement, children's work including writing and artwork, photographs of school/class activities may be used.

Staff may also video students engaging in teaching and learning experiences. To ensure no child is filmed or photographed against their wishes, the school has established a register of students who are not to be filmed or have their photograph and work used for the above activities.



Responsibility

- Work and play safely
- Take ownership of your own actions
- Look after your belongings and the school environment
- Be proud and punctual for all school activities

Respect

- Take pride in yourself and your school
- Use your best manners
- Listen and follow directions
- Accept the rights and differences of others

Personal Best

- Be willing to have a go and try your best
- Be a positive role model
- Challenge yourself to do better
- Be resilient

Positive Behaviour for Learning (PBL)

Kariong Public School is a Positive Behaviour for Learning (PBL) school.

Our aim at Kariong Public School is to promote RESPECT, RESPONSIBILITY and PERSONAL BEST in all of our students so they feel safe and secure at school at all times.

Students who regularly demonstrate the expected behaviours associated with these three core values will accrue one point each day towards achieving their Bronze, Silver, Gold and Diamond awards as part of our PBL focus.

MULTICULTURAL EDUCATION

Our school welcomes students, families and community members from all cultural backgrounds. We appreciate difference and diversity and aim to provide a culturally inclusive and responsive environment that benefits all students.

Our teaching and learning programs develop intercultural understanding, promote positive relationships and enable all students to participate as active Australian and global citizens.

The Department of Education provides access to translated documents and policies by following this link.

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents>

A free interpreter service is also available on 131450 if parents need help talking with our staff.

MEDICATION

It is at times necessary for students to take prescribed medication whilst at school. An Individual Health Care Plan and request for support at school form, must be completed and signed to allow for the administration of medication. Medication must be provided in its original packaging clearly labelled with the dosage, time, child's name and delivered to the office upon arrival at school. No medication, except an asthma reliever or EpiPen, is to be kept by students during the day. The school can only administer medication if the appropriate paperwork has been completed. Please see the office.





WARATAH



WATTLE

School house teams

On enrolment each child is placed in one of the following school sporting houses:

- Waratah (red)
- Wattle (yellow)
- Grevillea (blue)
- Banksia (green)

These houses compete in a formal setting for all school athletics, cross country and swimming carnivals and in Years 3 to 6 for grade sport activities.



BANKSIA



GREVILLEA

NEWSLETTER

Our school produces a high quality newsletter each week where we let wonderful photos tell the story. Our [newsletters](#) can found on the Kariong Public School website. You will find important information about school activities and events.

PARENTS & CITIZENS ASSOCIATION (P & C)

Our Parents and Citizens Association is an important and integral part of the school. The P & C is a group of interested parents and citizens who meet and discuss the school's progress, educational developments and ways of assisting the education of our children. The

P & C raises funds which contribute to the enhancement of teaching and learning programs at our school. We hope that as many parents as possible will take advantage of these meetings and become more aware of what is happening in our school. P & C meetings are held on the 3rd Monday of each month at 7:00pm in the school's staffroom. Your attendance at P&C meetings will prove of great benefit to yourself and be a source of encouragement to other parents and the staff. We look forward to seeing you there.

PARENT HELPERS

There are many opportunities for parents to assist at school: by being an active member of the P&C, assisting with small group or individual activities such as reading



Young Writers Festival

Student creativity is fostered in many ways such as in our participation in the Young Writers festival.



THE YARNING CIRCLE

Our Yarning Circle was officially opened in 2018.

This is a place where people can meet and have a yarn or chat. It is constructed 12 large sandstone blocks which sit near the entrance to the school.

During the day you will see groups of children and classes sitting in the Yarning Circle learning, playing, talking and eating.

in the classroom or by assisting at special school events such as carnivals, transporting children to outside activities or helping on excursions.

Whenever you are volunteering to assist whilst on school grounds you must sign in and out of the Visitor's Book located at the office, have completed an Appendix 5 form and provided 100 points of ID. NB-Your WWCC number can go towards your 100 points.

Follow the link to see what ID is needed:

<https://education.nsw.gov.au/policy-library/associated-documents/Appendix6-Proof-of-Identity.pdf>

You must wear a school-issued

'Visitors' or 'Parent Helper' Badge. These requirements are necessary for insurance, Child Protection and emergency evacuation purposes.

BEFORE AND AFTER SCHOOL CARE

Kariong Public School has an onsite Before and After School Care centre run by Coast Community Connections. Children are supervised and cared for by experienced and trained staff who provide the children with a varied range of activities to ensure children get the most out of their time. The centre is open between 6:30am to 9:00am and 3:00pm to 6:30pm. There is parking on the school site via the Truscott Street entrance. For new



STEM AT KARIONG PUBLIC
USING THE SPHEROS



enrolments contact 0413 849 927.

The school is also supported by the Kariong Neighbourhood Centre that runs a before and after school care service. Students are collected after school and they walk to the local Neighbourhood Centre. The hours are 6:30am to 9:00am and 2:30pm to 6:30pm. For new enrolments contact admin@knc.net.au.

SCHOOL BANKING

School Banking is an excellent opportunity to begin teaching your child the wise use of money and to encourage good banking habits. Facilities are provided by the Commonwealth Bank for children to open School savings accounts. Volunteer parents visit the school once a week to process banking. The school receives a small commission for processing these transactions. Should you wish your child to open a Commonwealth Bank account, please attend the Commonwealth Bank or you can apply online. Small rewards are also offered by the Commonwealth Bank to children who display consistent banking skills.

STUDENT LEADERSHIP

At Kariong Public School we offer a range of opportunities for students to develop and apply their leadership skills. We have three major student leadership groups - the Student Leaders including School Captains, Student Representative Council (SRC) and the Sporting House Captains.

SCHOOL COUNSELLOR

The School Counsellor attends the school on a part-time basis. The school counsellor's work is determined by the Learning and Support Team, they determine allocation of her cases on a needs basis. Her work involves aptitude testing to determine students

in need of special assistance, making diagnostic contact with students referred for emotional, behavioural or learning needs, counselling students, advising teachers on how to improve student outcomes and consulting with parents. Permission from the parent/carer is required prior to this referral. All information is given and received in the strictest confidence. Action, if necessary, is taken for the welfare and educational progress of the child.

SCHOOL DEVELOPMENT DAYS

School Development Days are held on the first two days of term one, the first day of Terms 2 and 3, and the last day of the year. These days are highly organised professional learning opportunities for teachers, focusing on building knowledge and skills in curriculum delivery, co-planning quality teaching programs and assessment tasks and informing teachers about specific aspects and mandatory requirements associated with the Departments guidelines and reform agenda. Parent co-operation is sought in making alternative child minding arrangements for these days. The days are clearly publicised on the school's calendar of events provided to all parents in the newsletter.

SCHOOL HOURS

Teachers are rostered for morning duty from 8:25am to 8:55am. The playground areas are fully supervised during recess and lunch breaks. The school playground is not supervised prior to 8:25am or after 2:55pm. For the children's safety and welfare, students should not be in the playground outside the stated supervised times.

School Map



- 1 Administration Office**
 - 1A Principal
 - 1B Sick Bay
 - 1C Foyer
 - 1D Print Room
 - 1E Counsellor
 - 1F Storeroom
 - 1G Deputy Principal X 2
 - 1H Cleaner
 - 1I SAM
 - 1J Clerical staff
- 2 Staffroom**
- 3 Deliveries**
- 4 EAL/D and Learning Support**
- 5 Technology / Devices**
 - 5A Desktop Computers
 - 5B iPads
 - 5C Laptops
 - 5D Chrome books
- 6 Assistant Principals (X 3)**
- 7 Emergency Assembly Point**
- 8 General Assistant (GA)**
- 9 Uniform Shop**
- 10 Bus Bay**
- 11 Yarning Circle**
- 12 IT Support Office**
- 13 Outdoor Learning Area**
- 14 CAPA storeroom**
- 15 Basketball Courts**
- 16 Multimedia and Arts Space**
- 17 Out Of School Hours care**
- 18 Aboriginal Mural**
- 19 Rain Water Tanks**

 First Aid Kits including EpiPens®  Kitchen

SPECIAL RELIGIOUS EDUCATION (SRE)

Representatives of denominational groups provide religious instruction for 40 minutes a week. Special Religious Education and Special Education in Ethics are formed on the basis of information supplied on your child's enrolment form. If you wish to change at any time it must be put in writing and given to the office. We offer combined churches and Catholic options at Kariong Public School.

TECHNOLOGY

Students in K-1 have access to the computer room each week to enhance their use of technology. All classrooms have an interactive whiteboard and access to computers. Students in Years 5 and 6 can bring their own device to school (BYOD). In addition students in Years 2 - 6 have weekly lessons in our Science, Technology, Engineering and Mathematics (STEM) room.

Laptops are available to all stages with a focus on meaningfully integrating technology into our daily teaching and learning programs across all stages. The school has a comprehensive wireless network allowing devices to be used in all teaching and learning spaces.

Our school has a Multimedia Studio where students and teachers can record and edit videos using the Adobe suite of programs and access a set of iPads.

VOLUNTARY SCHOOL CONTRIBUTIONS

School contributions are voluntary. The money is used to purchase resources to directly support student learning. Parents are notified of the amount at the beginning of each school year. The contribution for 2021 is \$50.00 per student or \$75 per family.

Uniform

DRESS CODE

Our school uniform is supported by parents and staff as part of the School dress code for Kariong Public School. Therefore, it is expected that children will wear this school uniform. Certain circumstances may apply where a child is not able to wear the adopted uniform. Variations may be considered for limited occasions with the permission of the Principal. As part of the dress code, no jewellery; except watches and studs, for pierced ears, may be worn.

UNIFORM SHOP

Uniform items can be purchased from the uniform shop which is located to the eastern side of the canteen.

Hours of operation are:-

Tuesday and Thursday 8:30am-9:30am

Payments can be made via Cash, Eftpos or online at

gtschool.com.au

You can also contact the uniform shop on Facebook at kps uniformshop.



A-LINE RED, WHITE & BLUE CHECKED DRESS

Winter Uniform

KARIONG PUBLIC SCHOOL



RED AND NAVY SCHOOL BOMBER JACKET

WHITE POLO SHIRT & NAVY PANTS

NAVY SKORT & RED SLOPPY JOE WITH HOOD



Girls

- Navy blue **dress** or plain navy blue **track pants** (no stripes or logos)
- White blouse, skivvy or polo **shirt**
- Navy blue **tights** or white **socks** (socks to be above ankle bones)
- Red **sloppy joe** (with or without hood), red **jumper**, red **cardigan** (school logo only) or red and navy school bomber **jacket**
- Black **shoes**

Boys

- Navy blue **trousers**, or navy plain **track pants** (no stripes or logos)
- White **shirt**, skivvy or polo shirt
- White or navy blue **socks** (socks to be above ankle bones)
- Red sloppy **joe** (with or without hood), **jumper**, red **cardigan** (school logo only) or red & navy school bomber **jacket**
- Black **shoes**

Summer Uniform

KARIONG PUBLIC SCHOOL



Sports Uniform

KARIONG PUBLIC SCHOOL



Girls

- A-line red, white and blue checked **dress**; or navy shorts with a white **blouse** or polo **shirt**
- White **socks** (socks to be above ankle bones)
- Red **jumper**, red **cardigan** (school logo only) or red and navy school bomber **jacket**
- Black **shoes**

Boys

- White **shirt** with white collar button through, or polo shirt
- Navy **shorts** to the knee, without side pockets
- White or navy **socks** (socks to be above ankle bones)
- Red **jumper**, red **cardigan** (school logo only) or red & navy school bomber **jacket**
- Black **shoes**

Girls

- Red **skirt** (navy bike pants may be worn but they must be above the hemline); or red sport shorts
- White polo **shirt**
- Sports **shoes** and white **socks**

Boys

- Red sports **shorts**
- White polo **shirt**
- Sports **shoes** and white **socks**



ACKNOWLEDGMENT OF COUNTRY

We acknowledge any elders past, present and future and the past traditional practices of the land in which we are on today. The meaning of Kariong is *meeting place* which makes our school an important part of Aboriginal culture.

Kariong is a meeting place amongst the mountains, surrounded by sacred sites, where birdcalls echo and coastal breezes carry the knowledge, wisdom and culture of Aboriginal people.

We take this time to give gratitude to all Aboriginal people throughout time. We acknowledge connection to sky, land, water, country and culture. Local Aboriginal people have, and continue to, look after this land. The carvings in our school courtyard clearly signify the strong connection between past, present and future Aboriginal people.

It is for us all.