

JERRABOMBERRA PUBLIC SCHOOL



A – Z OF SCHOOL INFORMATION

A

Absences from School

Under the Education Act, it is the responsibility of parents/guardians to report their child's absences to the school. Penalties exist under the Act for non-attendance of children and all absences are monitored by a Home-School Liaison Officer appointed by the department. For further information please refer to the Department Website.

Class rolls are marked at the beginning of each day. A reason for all student absences must be provided by parents. This can be done by phone: 62998860, email: Jerra-p.school@det.nsw.edu.au, note to the teacher or via the school Enews App.

Early Departure – If a student needs to leave during school hours (9:00am-3:00pm), a parent must come to the office and sign the student out of class. A computer generated docket will be processed for the parent to hand to the class teacher.

Arrive Late – If a student arrives at school after 9:00am, a parent must sign the student in at the office.

Attendance

It is a legal requirement that the classroom teacher maintains an accurate record of children's attendance with an on-line class roll. Therefore, parents must provide an explanation for all student absences. Care should be taken in planning holidays to try and incorporate the regular vacation breaks. Applications for non-attendance of more than 10 school days, can be sought through the Office for extended holidays, family visits and illness if required.

Accident and Illness

If a child appears to be unwell before school, parents should make arrangements for the child to remain at home or be cared for elsewhere.

In the event of an accident or a child becoming ill during the day, we will make every effort to contact the parent using the contact information provided. If this is not possible and it is deemed necessary, an ambulance will be called.

To facilitate speedy contact with parents in an emergency, please ensure the office has up to date parent and emergency contact information. Any change in home or work phone numbers, home address, place of employment or name of emergency contact should be notified immediately.

Medicines needing to be administered during school hours **must** be handed in at the Office and accompanied by a "Request to Administer Medication" form which is available on the school website under the "Useful forms and other information" tab or by contacting the school. No medication, other than asthma puffers, can be kept by the student in their bag.

After School Care

We currently have 3 options for out of school hour's care. These are:

- **The Y Canberra** – The Y offer before and after school care, located on school grounds. They also run a vacation care program located at their centre on Southbar Rd, Queanbeyan. They operate Monday to Friday from 3-6pm from the school hall. Contact 6242 4040 or email queanbeyan@ymca.org.au
- **Our Place Jerrabomberra** – Our Place provides before school care and after school care from their premises at 1 Firethorn Pl, Jerrabomberra. Before school care is offered from 7:30am – 9:00am and after school care from 3:00pm – 6:00pm. Contact 0430 465 437 or email jerra@ourplace.education
- **Greater Kids** – Greater Kids offer before school care at the Community Hall, Jerrabomberra from 7:00am and vacation care. Contact 0426 461 882 or www.careforkids.com.au

Ambulance Transportation

Students injured while under supervision at school or in a school-related situation are transported free of charge to the emergency section of the closest public hospital. The school is part of a general Ambulance Scheme which provides free transport in cases of emergency. Parents and guardians of students who participate in excursions and other school trips outside NSW should note that free ambulance transportation may not apply. Parents and guardians are reminded to check their health cover for ambulance transportation outside the NSW.

Casualty Treatment

Under the Medicare arrangements, no charges are raised for services provided at the accident and emergency sections of public hospitals.

If a student is subsequently admitted to hospital after receiving treatment in the accident or emergency section, s/he will be automatically classified as a Medicare patient and no charge will be raised.

Appointments

Communication between school and home is highly valued. Parents are asked to make an appointment for any

discussion with the Principal, Deputy Principal, Counsellor or teachers. An appointment will be arranged at the earliest possible time and attention will be given immediately to urgent issues.

Assessment

A range of assessment tools is used by our teachers to determine your child's progress throughout the year. A component of our assessment procedures each year will be the Best Start assessment for Kindergarten children early in Term 1. This indicates a baseline starting point of what your kinder child brings to school and allows teachers to plan to meet their learning capabilities. Year 3, Year 5, Year 7 and Year 9 children participate in the National Assessment Program for Literacy and Numeracy (NAPLAN) early in Term 2. This is a National testing program and after analysis, provides information for the school to support your child's individual learning. We strongly encourage all students to participate in the NAPLAN testing program.

Assemblies

Whole school assemblies, conducted by our school captains, are held every three weeks on a Friday afternoon at 1.45 pm. These assemblies feature class awards and items, special awards, displays of work, special guests and general announcements. All children attend, as regular whole-school gatherings create a cohesive school community and maintain a heightened school spirit. Parents are also welcome to attend. Parents whose children are known to be receiving an award will be invited to attend that assembly via a note sent home.

A morning assembly is held at 9:00am every Monday (weather permitting), for students and teachers, in the quadrangle in front of the hall. This assembly is to pass on messages and information for the coming week.

B

Behaviour Management

The school respects the basic values of the home and promotes socially acceptable behaviour based on the fundamental principles of:

- the right to learn/teach without disruption;
- care and consideration for each other;
- care of the environment and property;
- the right to feel happy and safe at all times.

The school has a Behaviour Management Policy which states that children are responsible for their own behaviour. With teacher assistance, children have drawn up a comprehensive list of acceptable behaviours in classrooms and the school playground. The policy outlines various steps through which a child progresses, depending on the type of misbehaviour.

Communication with parents is always made when the child's behaviour indicates that this is necessary. Parents are requested to inform the teacher or principal when a child's school work or behaviour might be affected in some way by circumstances not known to the school (e.g. serious illness in family or separation). Please see our full and detailed **School Discipline Policy** on the school website.

Before School

The ideal arrival time is between 8.30am and 8.50am, as school begins at 9am. Students who come to school earlier than 8.30am are unsupervised and should sit quietly in the COLA area.

Once in the school grounds, students must walk with bicycles, scooters and skateboards and store them at the bike racks by locking them on or taking skateboards to their classrooms and follow teacher direction for their safe storage. We ask that students do not play on the playground equipment before or after school.

Teachers are rostered on for playground supervision from 8.30 am. In the event of wet weather before school, all students should remain undercover until the teacher arrives to let them into the classroom.

Bicycles

Children who ride bicycles to school should wear helmets at all times. Bicycles are to be locked in the bicycle areas which are out of bounds during the day. The school cannot accept responsibility for any damage to bicycles and for the safety of all children, bicycles are not to be ridden in the school playground at any time.

Bus Travel

Bus travel is provided to and from school by QCity Transit. Bus travel is FREE for all students in K-2 no matter how far they live from the school. Students in Years 3-6 may travel FREE if they live outside a 1.6 km radius (as the crow flies) from the school, students who live inside this radius can travel on buses but have to pay.

Bus Travel continued....

To apply for a school bus pass go to www.transportnsw.info/school-students. Lost bus passes can be replaced by ringing QCity on 6299 3722.

C

Canteen

We have a well-equipped and attractively designed canteen located near the Hall in the COLA. The canteen is operated **Monday for lunch orders only** and **Wednesday – Friday for lunch orders and snacks**. The canteen does not open for recess snacks. The canteen is run by a canteen manager employed by our P&C and parent volunteers.

Lunch orders can be handed in at the canteen between 8.30am – 9.00am or ordered using the online system. Go to www.scamps.com.au/online_canteen_registration01.asp

Parents who can assist in the canteen are urged contact the Canteen Roster Coordinator via email at jpscanteenroster@hotmail.com , or by calling in or leaving a message at the Canteen. The canteen can be contacted on 6299 8865

Car Parking

We recommend parents use the Council carpark at the Community Centre or areas in Coral Drive, and urge you to exercise extreme caution in either location, they can be extremely busy. Please note that there is very limited vehicle access to Firethorn Pl at 3:00pm and a lot of pedestrian traffic in this area. Firethorn Pl should be avoided at this time if possible and remember not to park in the bus zone which is located in Coachwood Avenue.

All **BLUE LINE** areas are no parking zones, these are "Kiss-n-Go" areas for morning drop off and afternoon pick up. The Blue Line system is designed for drivers to stay in their car and work up to the top of the line to collect their children who will be waiting with the teacher on duty. PLEASE do not queue jump or load students from further down the line, this can cause confusion and danger with cars moving in and out of the line from anywhere. This system works very well if all drivers obey the rules.

Chaplaincy Program

Jerrabomberra Public School has been fortunate to have a Federal Government's chaplaincy program since 2008. At Jerrabomberra, this is called our GLAD program (Good Living and Development). The program provides the school with a pastoral helper two days a week, on Tuesdays and Thursdays.

Our Chaplain runs a variety of programs during the day including GLAD Space at lunchtime for alternative non-playground activities, classroom support services, and special events for parents and students and scripture class organisation at the end of each term.

Any participation in these activities is voluntary on the part of students. The chaplaincy service operates on a self-referral basis and is open to all students and parents.

Collection of Money

During the year payment for school activities, such as excursions or incursions, may be requested. Parents can send cash or cheque to the office in a sealed envelope bearing:

- child's name and class
- amount enclosed
- purpose (e.g. Botanic gardens excursion)
- signed permission note

A receipt will be issued and returned to your child for cash or cheque amounts over \$10. Payment can also be made by credit card through the school's Parent Online Payment (POP) portal. Go to www.jerra-schools.nsw.gov.au and click on the make a payment icon. Details for online payments are always included on the permission notes.

Communication with Parents

Close and effective two-way communication between the school and the home is vital to the educational process. Parents are asked to make an appointment for any discussion with the Principal, Deputy Principal, Counsellor or teachers. An appointment will be arranged at the earliest possible time and attention will be given immediately to urgent issues. The main forms of communication from school to the home include:

- Jerra Journal newsletter issued each Tuesday; distributed via our School Enews App - please subscribe through the school website homepage through the Newsletters and Alerts tab or download the Enews App to your smart phone, instructions on how to do this can also be found in Newsletters and Alerts tab
- parent/teacher interviews at the end of Term 1
- formal reporting twice a year
- parent information evenings in Term 1
- P&C meetings

Communication with Parents continued.....

Communication from the school is always made when a child's progress or behaviour indicates that this is necessary. Likewise, it is very important that parents contact the school whenever anything occurs in the home environment which might affect your child's work or you have a genuine concern about an issue.

Contact Information

Contact details must be kept up to date with the school. Children can become distressed unnecessarily when sickness or illness occurs and parents cannot be contacted. Please inform the office of any changes to phone numbers, address, occupation or family situation.

Counsellor

We have the services of a school counsellor 5 days a week. The counsellor is responsible for assisting in identifying special educational needs of students and for educational testing. Our counsellors are also trained psychologists and are available to support students and families in times of need.

Curriculum

Our school uses the NSW Department of Education Curriculum which incorporates the Australian National Curriculum as its base. There is a strong focus on six strands:

- English
- Mathematics
- Science & Technology
- Human Society and Its Environment (including History & Geography)
- Creative Arts (including Art, Music & Drama)
- Personal Development, Health & Physical Education

For further information, download departmental publications from the NSW DoE website. Outlines are also available on the school website.

Court Orders and Parenting Agreements

The school needs to be aware of any Court Orders/Arrangements that impact students. Please discuss any special circumstances with the Principal and lodge copies of these orders/agreements with the Front Office. They are treated confidentially in our school but are a condition of enrolment in every NSW school.

D

Defence School Mentor Program (DSM)

Our Defence School Mentor, Debbie Nieslen, can be contacted through the school on 6299 8860 or email at deborah.nielsen1@det.nsw.edu.au.

The DSM program is designed to support all children who enter and exit our school but especially Defence children and their families.

The role facilitates many programs across the school such as Monday Morning Coffee Club for parents, Defence Activity Club and Defence Make and Do lunchtime sessions as well as Kids for Kids sessions for students whose parents have been deployed. Please watch the newsletter for regular information on these programs.

The DSM program also organises and co-ordinates commemorative occasions throughout the year.

Dog Control

Parents are asked **not to bring dogs into the school grounds on any occasion**. The exception is assistance dogs. A dog with a couple of children can be lots of fun but a dog with a lot of children often results in both the dog and children becoming over excited and behaving erratically. In the interests of safety, we seek your co-operation to ensure that this regulation is observed. We also have students who are terrified of dogs and react very badly to their presence.

A dog may only be brought into the grounds with the approval of the Principal and for a specified purpose.

E

Enrolments

Jerrabomberra Public School follows the Department of Education policies and guidelines regarding enrolment. To be eligible to commence school, your child must turn five years of age on or before 31st July. Early entry to school must be negotiated with the Principal and Counsellor and will require significant documentation and psychologist's reports.

Priority enrolment areas are set by the Department of Education. Our priority enrolment area is The Park & The Heights areas of Jerrabomberra only. North Terrace residents are zoned to Queanbeyan South Public School and we encourage these residents to contact this school directly regarding enrolment.

You can find more enrolment information and forms on our website or contact the office for an enrolment pack.

Equipment Requirements

We have a list of equipment we would like students to have for the start of each school year and this can be found on our website under "Useful forms and other information". All items should be clearly labelled and enclosed in a pencil case. All other classroom items and books are provided by the school.

Excursions

Excursions are an integral part of the education program at Jerrabomberra Public School. Through excursions, students benefit from enriching experiences which enhance their educational program by giving them direct access to skills, knowledge and understanding they need to relate to their school units of work. Experiential learning of this type is invaluable for integrating the education experience within the wider community. School uniform must be worn when students attend these activities.

Permission for all excursions is sought and needs to be **returned promptly** to allow teachers to successfully organise them. At times, payment is required. Please see Collection of Money in this document for methods of payment.

Should any parent have difficulty paying for an excursion or event, please contact the Principal in confidence so that we can arrange assistance. We never like to see a student miss an excursion or educational event.

F

Finances

The NSW Department of Education provides the bulk of funding required for the running of the school. In general, this includes the buildings and facilities and provides for basic requirements. This amount needs to be augmented if our children are to receive the quality education which is their right.

Our starter pack (normally \$70) and the P&C voluntary contribution (normally \$100 or \$150 a family) are an important part of the school's budget and enables our children to learn in the richest possible environment. These contributions are spent in consultation with the P&C to buy facilities and services such as books, resources, playground equipment and to enhance school facilities.

H

Head Lice

Head lice are extremely contagious but easily eradicated. Parents of children with either eggs or live lice will be notified so that treatment can occur. Please report any cases of head lice to the class teacher or School Office. This will mean that we can send out a note to the whole class to try and stop the infestation. We ask parents to check their children's hair regularly as this vigilance assists everyone.

Home Contacts

In case of student sickness or accident, it is essential that the school be supplied with current names, and telephone numbers of family or emergency contacts who can be contacted during the school day.

It is important to inform the office of any changes to phone numbers, address, occupation or family situation and emergency contacts.

Homework

Communication and shared family experiences are of primary importance to children's learning and self-esteem and is a partnership between school and home. Teachers, parents and students each have responsibilities. We believe that homework is important to:

- practise skills taught in the classroom
- develop study habits and organisational skills
- develop responsibility
- involve parents in the learning process
- pursue extra or special activities

The particular form of school-initiated homework will be explained at the beginning of the school year by individual class teachers at the Parent Information Night.

Parents are encouraged to take an active interest in homework and to assist when necessary.

Homework, provided it is approached correctly by your child, should not intrude unduly on leisure activities. Please discuss homework with your child's teacher if you believe it is excessive or too difficult.

Home Reading

Children learn to read by regular reading and writing. As part of the Home Reading Program, we encourage Years 3-6 to borrow from the school library and to read daily to an adult; Kindergarten, Year 1 and Year 2 children take home readers from our home reading selection on a daily basis.

Home Reading continued.....

Home Reading - how can you help?

- Be a classroom helper. Every day, each class has the need for one or two helpers to support our Home Reading program. This task involves listening to children read and assisting teachers in the changing of reading materials
- Set aside a special time to listen to your child read; read to your child; encourage success; help to make reading a pleasurable stress free experience; model reading in the home by parents; work with your child to find information or to provide support when completing homework tasks

Literacy and Numeracy workshops are held, as announced, to support families to help children at home. How to help children in the classroom is an important aspect of these workshops.

Hours of Attendance

School commences at 9.00am and concludes at 3:00pm. Children should not be left at school prior to 8.30am as teacher supervision does not begin until then. No equipment should be used before school or after school. The most appropriate arrival time is 8.40am.

8:55am	School Bell rings. Classes line up in their designated spot.
9.00am	Teacher collects class and begin their morning session.
11:00am - 12:00	Lunch (including 10 minutes eating time supervised by the class teacher)
12:00pm - 1:20pm	Middle Session
1:20pm - 1.40pm	Recess – Crunch 'n Sip – fruit and water encouraged
1:40pm - 3.00pm	Afternoon session

I

Immunisation

The NSW Department of Health advises that all children attending school in NSW should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps and rubella. We would ask that you check your child's present immunisation status to see whether it is complete for his/her age. NSW Health regulations require schools to request proof of up-to-date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur. When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement. Parents can request an Immunisation History Statement by contacting [the Australian Childhood Immunisation Register](#) on 1800 653 809, or from your myGov account online.

Primary schools record the immunisation status of students on enrolment. This statement (or photocopy of the original statement) is kept for three years after the student has left primary school. If a student changes primary schools within NSW, the Immunisation History Statement (or a copy) is forwarded to the new primary school. Primary schools are not required to transfer history statements to high schools as high schools are not required to keep immunisation records.

A child without an Immunisation History Statement will not be prevented from enrolling in primary school. Under the NSW Public Health Act 2010, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

Infectious Diseases and Exclusion from School

A copy of exclusion periods for students with infectious diseases is available from the Office if required. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing. For further information download the departmental policy on **Infectious Diseases and Exclusion from School**.

Insurance

Whilst the school has some insurance coverage through the DEC, the school does not carry personal accident insurance for students. However, the P&C holds a P&C Federation Student Accident Insurance policy facilitated through a payment included in the Starter Pack (currently \$5 annually).

Internet, Email, Computer Facilities and External Networks

Students have access to IT equipment with computer lab facilities, interactive whiteboards and computers / laptops in the classroom. Acceptable usage is encouraged at all times and all student activities are supervised by a teacher. Students found to be abusing the use of technology either within or outside the school will be reprimanded and have their access suspended for a period of time.

Parents are asked to indicate yes or no permission to online services for students upon enrolment in the Application to Enrol. More information about online services can be found on our website in the Enrolment section.

Cyber bullying will not be tolerated and can lead to a school suspension as per the Discipline Policy.

K

Kindergarten Entry

Children are accepted into Kindergarten if they turn 5 years of age on or before 31 July of their year of entry. Early entry to school must be negotiated with the Principal.

Starting school is a big step for children and it takes time to adjust. Children do best at school when their parents and teachers support each other. Enrolment information and forms can be found on our website or contact the school for an enrolment pack to be sent out. We run a Kinder Orientation Program every year late October/early November.

Kindergarten Class Sizes

Kindergarten classes are 20 children per class. Our small class sizes ensure that teachers get to know each child very quickly and are able to more accurately develop programs that meet each child's learning needs.

L

Learning Support and Enrichment

Students in need of extra support in Literacy and Numeracy have the availability of a School Learning Support Teacher. Small group and individual assistance is available based on teacher assessment and referral. Support for students with English as a second language is also available. A variety of programs are available to students to enrich their school experiences.

Leaving the School Premises

No child is permitted to leave the school grounds during the day without being signed out at the office by a parent or carer. In the interests of safety, we seek the co-operation of all parents to let us know of any children who are obviously out of school without permission. It is better to be over cautious than to fail to report to us, as a child's safety may be at stake.

If any child is required to leave the school between 9.00am and 3.00pm, they are to be signed out of the school through the front office where a computer generated docket is provided for the class teacher.

Liaison with Preschool and High School

It is very important to recognise that developmental learning is an on-going process and it is vital that effective liaison between the Preschool and the Primary School and the Primary School and the High School is maintained.

Regular, open communication with the Preschool and High Schools is an integral part of Jerrabomberra Public School's efforts in this area.

Library

The Library/Resource Centre is operated by our Teacher Librarian. Children visit in class groups for research and private borrowing. The Library is automated and children are instructed in the use of the computer for locating information. In addition to class visits, our Library is also open for children's use during lunch times. Parent helpers, especially for book covering, are always welcome.

Lost Property

Your child's name should be marked clearly on all personal belongings, particularly clothing. Unclaimed belongings are kept in the Lost Property bins located in the COLA near the Hall and may be checked at any time. Lost property is checked weekly for named items to be returned to students. Any unclaimed items in lost property at the end of the term is donated to the school's uniform shop.

Lunches

We encourage you to provide a healthy lunch for your child in a named lunch box, please keep packaging and wraps to a minimum. We would prefer students to have reusable drink bottles and "nude food" rather than pre-packaged high-sugar, high-salt snacks.

Lunch Breaks at The Block

We are fortunate to have access to "The Block", a section of land adjacent to our school grounds for students to use at lunch time. Due to a lack of space in the playground and high student numbers, year levels are rostered to go to The Block at least once a week (this does not include Kindergarten). This makes our playground safer and less prone to minor accidents.

M

Media Events - Permission

From time to time students and parents will be involved in activities which may be of interest to the Media or may be useful in promoting our school through Information Brochures or on the department's website and/or our school's website. We may also, to acknowledge and celebrate student achievement, publish children's work, and photographs of school/class activities in our newsletter. Teachers, to assist them in observing and understanding strategies students use to achieve specific outcomes, may also wish to video students engaging in learning tasks. Permission to publish is sought from parents in the Application to Enrol. More information about this can be found on our website in the enrolment section. Permission can be changed, in writing, by parents at any time.

Medication

The school is committed to providing a safe and healthy environment for all students. While school staff have a duty of care to provide first aid assistance when required, parents need to be aware that schools cannot be responsible for the general management of medical conditions.

Prior arrangements must be made with the school if a student needs to take prescribed medication during the school day. Parents are required to supply the medication, clearly labelled with name and dose, and any 'consumables' necessary for its administration along with a completed request to administer medication form, available from our website under "Useful forms & other information". Students must not carry medications on them, with the exception of an asthma puffer, all medication is stored at the front office.

In the event of asthma, an Asthma Action Plan will be required along with a request to administer medication form.

Anaphylaxis – If your child suffers from a severe allergy, ie anaphylaxis, parents must provide an Anaphylaxis Action Plan signed by your doctor. We may also request you to attend a meeting to complete an Individual Health Care Plan which will assist us in the management of your child's medical condition at school. All staff have completed training in the recognition of anaphylaxis and the administration of an EpiPen.

We are a "Nut Aware School" and ask that, in consideration of those at risk, the whole community help by not sending nut or nut products to school. Our Canteen also endeavours to be nut free.

Mobile Phones

Whilst we acknowledge that mobile phones are a part of life today, they have no place in the classroom or playground. We understand that parents may issue their child with a phone for safety reasons, however on arrival at school, we ask that all phones be dropped off at the Office and collected at the end of the school day. The school will not be held responsible for any phone held in a student's bag which is damaged, lost or stolen.

Music

Children in all classes receive a Music lesson each week as part of our teacher release program. We also have Junior (Yrs 2,3 & 4) and Senior (Yrs 5 & 6) choirs for students to join if they wish, who perform at regular events and assemblies.

We have a School Band, usually for students in Yrs 3-6, which is run by Musicorp, a company who provide instrumental lessons during school time on Wednesdays. The band practices on Wednesday at lunchtime for no additional cost. Instrumental lessons and instrument hire are arranged through Musicorp at parental cost. If you are interested, ask at the Office for details. Children learning instruments outside the school may join the band when proficiency level has been attained.

At various times, recorder bands and marimba bands may operate to enhance our school music program. The school is also involved in annual district choir and performing art programs.

N

Newsletter

The school newsletter (Jerra Journal) is produced every Tuesday and is our main source of communication between the school and school community. It contains information about school activities, excursions, meetings, coming events, student work and policy information.

We distribute the Jerra Journal via the School Enews App which can be received as a notification or email. You have the choice when you subscribe as to how you would like to receive it. Information on how to download this free app is on our website under the Newsletter and alerts tab.

The Enews app is also used to communicate last minute changes to events, notices and reminders. Hard copies of the newsletter are available upon request from the front office.

Nut Aware Policy

Due to a high number of students diagnosed with nut allergies and life-threatening anaphylaxis, we ask for the assistance of the whole community in supporting them. We try to be **nut-free** and ask that no nuts or nut products are brought to school by students. Our Canteen also endeavours to be nut-free. Thank you for your consideration and support with this matter as we try to keep all students safe and healthy at school.

O

Out of School Hours Care - OOSCH

We currently have 3 options for out of school hour's care. These are:

- **The Y Canberra** – The Y offer before and after school care, located on school grounds. They also run a vacation care program located at their centre on Southbar Rd, Queanbeyan. They operate Monday to Friday from 3-6pm from the school hall. Contact 6242 4040 or email queanbeyan@ymca.org.au
- **Our Place Jerrabomberra** – Our Place provides before school care and after school care from their premises at 1 Firethorn Pl, Jerrabomberra. Before school care is offered from 7:30am – 9:00am and after school care from 3:00pm – 6:00pm. Contact 0430 465 437 or email jerra@ourplace.education
- **Sherpa Kids** – Sherpa Kids offer before school care at the Community Hall, Jerrabomberra from 7:00am and vacation care. Contact 0426 461 882 or www.careforkids.com.au

P

Parking at School

Parents are urged to exercise extreme caution in the car parks, they get very busy before and after school. Parking is available in the Community Centre carpark and on Coral Drive. Please do not park and leave your car on the blue line.

Parent Interviews

Close and effective two-way communication between the school and the home is vital to the educational process. Parents are asked to make an appointment for any discussion with the Principal, Deputy Principal, Counsellor or teachers. An appointment will be arranged at the earliest possible time and attention will be given immediately to urgent issues. Parents are always welcome to visit the school.

General parent information nights are offered in Term 1 and formal parent/teacher interviews are held at the end of Term 1 for an exchange of information.

Parent Partnerships

Positive parent partnerships are critical to your child's educational success. Recent research indicates that parent involvement in their children's education has a significant and positive effect on educational outcomes. We encourage you to contact your child's teacher if you have any queries or concerns. There are many ways in which you can become involved in your child's school: from participation in the P&C, volunteering or helping in the classroom.

Parents and the Community

At Jerrabomberra Public School, we have an active community base. We encourage all members of the school community to be actively involved. Some areas where assistance is welcome are:

- Classroom support (roster)
- Fundraising
- Library
- Working Bees
- Social occasions
- Special Days & Concerts
- Canteen Roster
- P&C Meetings (held monthly – first Tuesday at 7 pm)
- Excursions
- Information Technology
- Fetes
- School gardens
- Voluntary Contributions
- Offering special skills and talents

At Jerrabomberra Public, the community plays a vital role in helping out and offering their expertise with competitions and fundraising activities. Each year the school P&C holds events that are a fantastic culmination of the community's efforts.

Permission Notes

Permission notes for excursions and activities held within or outside the school must be returned signed by a parent/carer. Students cannot attend an excursion without a signed permission note. Please return notes promptly by the due date to assist with the organisation required for such activities.

Personal Property

Belongings should be carefully labelled for easy identification. Any lost property left at the end of each term is donated to the school's uniform shop. Children should not bring electronic games, jewellery or collectables to school that would cause upset if they were misplaced.

Promoting Positive Relationships

Jerrabomberra School aims to satisfy the needs of individual students to the greatest extent possible. **Our Mission Statement** is that:

In partnership with parents, our aim is to provide a vibrant and responsive school environment that produces confident, well-educated and community-conscious students.

Towards this end, our school aims to ensure that:

- Each child is to be respected and his or her individuality recognised
- The curriculum will be designed and implemented with flexibility to meet the needs and abilities of each child as an individual and as a member of a group in a variety of situations
- The learning environment provided by the school and the community will encourage adaptability, initiative, self-reliance and self-discipline with individual guidance and discipline
- Individual potential will be achieved in a positive climate of trust, through relevant curriculum and the provision of a positive guidance program
- Each student will develop a sound knowledge of the basic skills in literacy and numeracy, while optimum performance will be encouraged in all learning experiences
- A high level of attainment in education at Jerrabomberra will be accomplished through a partnership between teachers, parents and students

R

Reporting to Parents

Assessment is a continuous process of gathering evidence to determine what each student knows, understands, values and can do. It is used at the beginning, during and end of learning sequences to determine where each student is 'at' initially, their progress, and final judgements about the extent to which they have achieved the expected outcomes. Reporting is the process of communicating assessment of student development to students and parents to provide them with constructive feedback which assists understanding and growth. The emphasis will be on descriptive reporting as this allows the teacher to describe what has been learned in relation to learning opportunities. Written reports are issued in June and December along with a work sample folder with examples of your child's class work.

Special Religious Education – SRE (otherwise known as Scripture)

At Jerrabomberra PS, religious instruction is offered for three weeks at the end of each term. This is due largely to the availability of scripture teachers and their capability to service our large numbers. The groups offered are usually Ecumenical, Catholic, Baha'i and other registered religions as needs arise.

Parents are asked to indicate a scripture choice for their child at the time of enrolment. Children will attend this scripture class for 40 minutes during the last weeks of term on either a Wednesday or a Thursday.

Whilst we encourage all students to attend these lessons, as they lead into our shared Easter and Christmas assemblies, students may be withdrawn only with written permission from the parents. Students not attending a scripture class will be sent to a buddy class, as their class teacher will be on duty during the scripture lesson providing supervision.

Our visiting scripture teachers are all endorsed by their particular group and have police clearance for working with children.

S

Safety

The development of school and class rules is a collaborative effort and they are designed for safety and security of the whole community. These are regularly discussed during class meetings, SRC meetings and assemblies and should be clear to all students. They are:

- bullying and harassment, physical violence or verbal abuse is unacceptable
- teacher permission and supervision is required to enter school buildings during recess and lunch
- appropriate hats must be worn in the playground
- bicycle racks, canteen and front of the main school building are "no play areas". **RED** lines indicate out of bounds areas

School Photographs

School photos are taken annually, usually in Term 1 or early Term 2. Information and order forms are sent home to families, and sibling photos are also an option.

School Rules

Jerrabomberra Primary School is committed to maximising opportunities for every student to learn and play in a friendly and safe environment. The school has developed clear guidelines in relation to all aspects of student management which are used to deal with issues which can occur in the classroom or playground. The school works with students to promote positive behaviours and any problems are addressed promptly.

Our mascot, **Responsibility Roo** helps students to remember our basic values underpinning our rules.



The basic school rules are:

- BE RESPONSIBLE
- RESPECT - Be kind, caring and considerate of others
- SAFETY - Play and behave in a safe, sensible and fair way
- HONESTY – tell the truth at all times
- Look after our school environment, equipment and other people's property

For our Discipline Policy in detail, see the school website.

Security

Outside school hours, the school buildings are under the protection of a security system. However, any suspicious behaviour on school property should be reported to Police immediately. Parents, students and community members who use the school after hours are asked to enter and leave by the entrance at the back of the Hall. The **School Security Hotline is 1300 88 00 21** if you see any suspicious activity out of school hours.

Supervision in the Playground

The school is fortunate to have an attractive playground featuring play equipment, grass areas, asphalt and access to The Block located adjacent to the school. The playground is supervised by the teaching staff each lunch and recess. However, only minimum staff are rostered for playground duty before 9.00am. Children should not arrive at school before 8.30am.

Sports Houses

Students are allocated to a 'House' for special events and carnivals and remain in this house throughout their primary years. These houses are:

Brindabella - Blue

Namadgi - Green

Lanyon - Yellow

Tidbinbilla - Red

Sun Protection Policy

The school supports the Department's Sun Protection Policy and these guidelines are considered whenever outdoor activities are planned. All children are expected to wear a hat when outdoors during school time. This policy applies in summer and winter. If a hat is not worn, children are asked to play in the shade or sit out on a yellow seat. For further information download the school policy on Sun Protection from our website.

Sun Smart

Jerrabomberra School follows the Sun Protection Policy Guidelines for NSW Schools, "No Hat-No Play". A key requirement of the Sun Protection Policy is for students to wear hats which protect the face, neck and ears whenever the students are outside. Students without suitable hats are not permitted to play in the sun at recess and lunchtime. Parents are requested to buy a school hat from the clothing pool (or the school office) and also provide a sun protection factor (SPF) 15 plus water resistant sunscreen. The school has provided additional outdoor seating and tree planting as measures to support the policy.

T

Teaching and Learning Program

Jerrabomberra Public School works with families to assist students to become responsible, caring and co-operative learners who actively participate in a broad curriculum that serves their present needs and provides a secure grounding for later learning and living. The curriculum has strong emphasis on developing literacy and numeracy skills as well as exploring rich concepts through integrated inquiries. Quality programs support the academic, emotional and social needs of each student.

The development of students is our core business. We believe that every student can learn and that every student must have sustained opportunities to learn. It is our responsibility to provide the conditions and experiences that provide equitable access to high quality learning for all students.

Teaching and Learning Program continued....

We aim to develop students who demonstrate resilience, respect, integrity and independence and who will be able to:

- Think critically
- Have a sense of community
- Be able to find out things
- Express themselves for a range of audiences
- Have confidence to make choices, and
- Self manage

Telephone Calls

Telephone calls are sometimes made to inform parents of interview times, a child's social or academic progress or illness. Parents may telephone the school at any time on 62998860, but should they wish to speak to an individual teacher, please try between 8.30 - 8.50 a.m. or at recess and lunchtimes. If the teacher is not available a message will be taken and passed on by office staff.

If you need to get a message to your child about changes to after school arrangements, please phone before 2.30pm. After this time, messages cannot be guaranteed to reach a student before 3:00pm.

Term Dates

The school operates on a four term system with holidays set by the NSW Department of Education. A term calendar will come home at the beginning of each term and our website has a link to the NSW term and vacation dates as well. Wherever possible, family holidays should be kept to these vacation dates.

Toys

Children's toys, unless specifically asked for by a teacher, should be kept at home.

Transferring from the School

If you are moving interstate or transferring to another NSW school, please inform the teacher and front office staff. If possible, plenty of notice should be provided so that a written report can be prepared for the new school. It is vital that we know if you are moving at the end of the year as soon as possible. Our staffing entitlement from the DoE for the next year depends entirely on accurate student numbers. Please help us out by letting us know your intentions early.

U

Uniform and Dress Code

A simple and functional teal, navy and white uniform is worn by all students in order to foster a sense of school spirit and pride. The school encourages parents to purchase new or second hand clothes through Lowes in Queanbeyan, or the school Uniform Shop which is open before school Mondays and Fridays and during assembly time every third week. It is important that all students wear the school uniform at all times. Our uniform list is available on the website in the P&C and canteen tab or from the front office.

V

Volunteers

As per the Department's Working With Children Check procedure, all parents/carers who volunteer in classrooms, at sporting events, in the canteen, on excursions or as drivers, need to complete a Declaration for Volunteers and Non-Child Related Contractors and show one government issued photo ID document with full name, date of birth and current residential address. Information and forms for this procedure are available from the office or on our website under "Useful forms & other information". Volunteers must sign in at classrooms each time they volunteer.

From time to time, parents are asked to assist with the transportation of students to special events. Your assistance is appreciated however the driver is responsible for ensuring they have completed the working with children check paperwork mentioned before and provide their driver's licence and car registration to the office before the event. The driver must carry the required driver's licence, ensure that the vehicle is appropriately registered and insured, is roadworthy, and that loading does not exceed the seat belt provision of the vehicle.

W

Water

Drinking water is essential for keeping the brain and body hydrated for learning. Students are asked to bring a water bottle to school daily. Students are reminded to have regular drinks of water during the day and may drink water inside the classroom. There are three water bottle refill stations throughout the school to encourage students to refill and drink water often.

No high-sugar fizzy drinks are sold at the school canteen and are not encouraged as part of a student's lunch or recess. Energy drinks are also frowned upon in the school setting. Water, please.