



Handbook

Preparing Children for the Future



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This handbook provides detailed information about life at Mount Colah Public School. We hope you find it a handy reference during your association with the school. Please phone if you require further information.

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Mount Colah is a friendly school with beautiful grounds and a committed staff of experienced teachers.

“My personal philosophy of education is that I want to see a lifelong love of learning develop in the students”

Dr John Paterson
Principal

The Bush Telegraph
Weekly
23rd February 2012



Absences

The Minister for Education has approved changes to the use of the Attendance Register codes for 2015. The Department of Education School Attendance Policy has recently been revised. As a result, students who take holidays outside of school vacation periods will no longer be issued with a Certificate of Exemption. Families are encouraged to holiday or travel during school vacation periods. If travel outside of school vacation periods is necessary, the following considerations apply: If the Principal **accepts** the reason for absence, the absence will be marked as “L” for leave and a Certificate of Extended Leave – Holiday will be issued. If the Principal does not believe the absence is in the student’s best interests and does not accept the reason, the absence will be recorded as “A” for absent, and a Certificate of Extended Leave – Holiday **will not** be issued. If the period is in excess of 50 days, the student may be eligible to enrol in distance education.

Following an absence from school you must ensure that within seven days you provide your child’s school with an explanation for the absence. This can be verbal, written or via the online School Enews app.

The “A” code is used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the Principal. It is at the Principal’s discretion to accept the explanation provided. If a student’s absence is due to sickness the “S” code is used. The principal may request a medical certificate in addition to an explanation if the explanation provided is doubted or the student has a history of unsatisfactory attendance.

The Home School Liaison Officer, employed by Department of

Education and Communities regularly reviews class rolls and will contact parents if an absence from school is unexplained.

If your child arrives late or leaves early from school grounds, a parent or guardian must sign your child in or out at the school office by signing the Red Register on the school office counter. An older sibling of High School Age cannot sign out a student. The office will then issue your child with a computer generated late/early slip which must go to your child’s teacher. These slips are also issued for appointments through the day.

Access to Staff

We encourage regular contact between parents and teachers. Of course, there are times during the day when teachers are unable to meet with parents because they are teaching or have other school commitments. Please contact the school and arrange a time to meet.

Accidents

In case of a sudden illness or accident, staff will make every effort to contact parents. If no one can be contacted, appropriate emergency action will be taken. First Aid is available at the school and minor accidents are treated by qualified office staff. It is school policy that parents are informed if a child has any injury to the head. In the case of a child feeling sick but subsequently returning to class the parent would not be routinely informed.

Assemblies

Student assemblies are held on Wednesdays at 12.30 pm. School merit certificates are presented during assemblies. Sports awards and reports may also be presented. Parents and visitors are welcome to attend assemblies.

Attendance

Students are required to attend school every day when lessons are being conducted. School starts at 9.00 am and ends at 3.05 pm. Teachers provide supervision in the playground from 8.30 am. Children should not be at school before 8.30 am unless they are attending a program such as band or choir, or the *Before and After School Care Centre*. Children should be collected promptly at the end of the school day. Students who are not collected may be sent to *Before and After School Care* – where a fee will apply. There is no playground supervision after school.

Band Program

The schools P & C offers an opportunity for children to learn and play an instrument and join one of the bands. Children may begin learning an instrument and join a band from Year 3, however auditions for band and instrument selection begins in Year 2 during third term and lessons for new band members commence in term 4. Instruments available include saxophone, clarinet, flute, trumpet, euphonium, trombone and percussion. Tuition is conducted during the school day on a rotating timetable by professional instrument tutors. Lessons are thirty minutes in length and may be private or shared (2 - 3 children). The music program has a number of instruments available to hire for beginners at reasonable rates. Once a year there is a band camp, and all bands are given a variety of performance opportunities through the year, from assemblies to external eisteddfods and band festivals.

Before & After School Care Centre

The Centre provides care at reasonable rates, before and after school. The *Before and After School Care Centre* also provides a range of activities for the children. Activities include organised sport, team games, art and craft. Homework supervision is also provided by the Centre's staff. The Centre opens at

7.00 am and closes at 6.20 pm. An extra fee is charged for children collected late. It is strongly encouraged that all children be registered with the Centre regardless of whether you intend using its facilities. This is helpful in case of an accident or another incident when you may need emergency child care. For legal reasons your child must be registered with the Centre otherwise emergency care cannot be provided. Vacation Care is also available. There is no charge to register. The BASC has a parent committee which is run independently of the school.

Bicycles and Scooters

Any student riding a bicycle or a scooter to school under the age of 10 must do so in the company of an adult. Students riding their bikes or scooters to school must wear an approved helmet and obey the road rules. Students are not permitted to ride their bikes or scooters in the school grounds and must leave their bikes or scooters in the designated area. Children observed riding in a dangerous manner will not be permitted to ride to school. Parents are urged to ensure that their child has proper bike or scooter control and knowledge of road rules. Parents and students must sign an agreement to abide by all the points of the school's bicycle and scooter policy or have their rights to riding a bike or scooter to school withdrawn for a period specified by the Principal or his delegate. This agreement is available from the Principal, School Office and the School Website.

Book Club

Scholastic Book Club operates twice a term to encourage reading. Brochures are sent home with the children. Books on offer are chosen for their interest level and appeal to varying age groups. Orders are placed online. All orders are submitted together to Scholastic and books are delivered to classrooms about two weeks after order closing date. The school librarian receives rewards dollars to use on resources

for the school.

Buddy Program

During the KindiStart Program the kindergarten children are teamed up with a buddy from Year 4, meaning they will be Year 5 the year your child starts Kindergarten. As part of the program they regularly meet to play games, read stories and complete tasks. The program allows the kindergarten children to become "buddies" with an older student that they can rely on. This also gives the older students an opportunity to learn leadership and social responsibility.

Bullying

The school has an active anti-bullying policy which includes classroom lessons, support for targeted students and witnesses, programs for bullies and information for parents. Targeted students and witnesses are encouraged to report incidents to their teacher or executive staff.

Bus Travel

The School Opal Card gives eligible students free or discounted travel between home and school using the train, bus and ferry services you nominate in your application. Go to transportsw.info/school-students or call 131 500. Children must behave in an orderly manner when travelling on the bus. Parents are asked to ensure their children are responsible bus users. If a Kindergarten child is to catch a bus they wear a bus badge available from their class teacher.

Canteen

The school canteen operates with a paid Canteen Manager along with the voluntary support of parents. New volunteers are always welcome. Recess and Lunch orders can only be made on the Qkr! App. Students still have the opportunity to buy snacks or drinks at both Recess and Lunch over the counter.

If your child has forgotten their lunch, a note will be provided to the canteen from their teacher. The student will receive a Vegemite or Cheese sandwich, a piece of fruit and a

Stewart House is our major charity because it is funded by students and teachers of NSW schools.

water. An invoice from the canteen will be emailed to you directly for payment.

The canteen has two menus per year. Summer Menu T1&T4, Winter Menu T2&3. A copy of the menu can be found in the school foyer.

All profits from canteen sales are given to the P & C.

Casual Relief Teachers

Casual or relief teachers assume the same responsibilities and duties as permanent teachers and are employed whenever a teacher is sick, on leave or attending a course.

Charities

Children are encouraged to support charitable appeals from time to time. Stewart House is our major charity as it is mainly funded by students and teachers of NSW schools.

Choir

The school has two choirs – the Waratah Choir for children in Years 2 - 3 and the Primary Choir for children in Years 4 - 6. The school choir provides children with an opportunity to learn a variety of songs and perform in public. Each year the choir participates in a number of public performances and school events. They also join with choirs from other schools to perform.

Complaints

Sometimes an issue arises that causes concern. Rather than allowing this concern to escalate, it is important to resolve the problem as soon as possible. If the concern is related to a classroom issue you should contact the teacher. If it relates to playground behaviour or a policy matter see the appropriate Assistant Principal. If after discussing the matter with these people you are still concerned then it

may be necessary to raise the issue with the Principal.

Creative and Performing Arts

The development of each pupil's potential in the creative arts is an important ingredient of the school's curriculum. The children are encouraged to participate in a wide range of creative activities including choir, band and dance groups. Children perform both within the school and at district concerts and local eisteddfods.

Curriculum

NSW government schools have 6 Key Learning Areas (KLAs). All areas are taught during the student's years in primary school. Aboriginal Studies, Multiculturalism, Child Protection, Environmental Education and Drug Education are also integrated into the school curriculum.

The six KLAs are:

- ENGLISH
- MATHEMATICS
- HUMAN SOCIETY AND ITS ENVIRONMENT (History/Geog)
- SCIENCE AND TECHNOLOGY
- CREATIVE ARTS (Music, Visual Arts, Craft, Drama, Dance)
- PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PD/H/PE)

Dance Program

The P & C also offers a Dance Program at Senior and Junior levels. This is through auditions as places are limited. Fees apply for this program.

Dogs at School

Department of Education and Communities prohibits dogs in schools. Parents cannot bring dogs onto school grounds as they constitute a health and safety hazard. Should a dog be found on the school grounds an attempt will be made to contact the owner. If unsuccessful, Hornsby Council will be requested to impound the animal. The exception to this is the approved Story Dogs who have been trained and have special identification.

Driving/Parking

Parents are requested to drive with particular care (40kph in the designated zones) in the streets adjacent to the school. The streets are narrow and in places there is no footpath so children may stray onto the road. **PARENTS ARE NOT TO DRIVE INTO THE SCHOOL GROUNDS TO DROP OFF OR COLLECT CHILDREN.** A drop-off zone has been established on Telopea Street.

Emergency Information

The school maintains computer records and a reference system that provides contact numbers in case of a student accident or illness. It is important that the information is up to date. If there is a change in home or work phone numbers or address, please contact the school.

Enrolment of Students

Children who reside in the local area are guaranteed a place in the school. Enrolment of non-local children is dependent upon an available place in the appropriate class. An identity document, proof of address (100 points check) and the child's immunisation record needs to be sighted before enrolment is finalised. Kindergarten sessions are held for parents - an Open Morning in May and an Information Evening in August. A KindiStart Program for children is held each year in Term 4.

Excursions & School Performance Programs

Class groups of children are regularly taken on excursions outside the school to support and consolidate their class studies. Children are expected to wear full school uniform on such occasions. Musicians, performers and specialist speakers regularly visit the school to further enhance the school's educational programs.

Costs for these activities are met by the student's family. However, should a family be experiencing financial difficulties, other arrangements can be made. Please contact the Principal should you require assistance.

Fundraising

School fundraising initiatives are coordinated by the school's Parents and Citizens Association (P & C). The P & C organises different activities to raise additional funds for programs and equipment which might otherwise not be provided due to funding constraints. In recent years, fetes, walkathons, discos, trivia nights, Colour Runs and various other activities have been organised by the P & C. Parents are encouraged to support the fundraising activities that are organised for the children's benefit.

General Assistant

The Department provides the school with a General Assistant to help with the maintenance of the buildings and grounds. At the present time our school receives seven days allocation per fortnight.

Gifted and Talented Students (GATS)

The school provides a range of programs that endeavour to meet the needs of all children. The needs of gifted and talented students are met through individual programs offered in each class. In addition, but not every year, the school offers a variety of opportunities for students to enhance their skills in debating, thinking skills, computer technology,

computer competitions, talkfest and Premier's Spelling and Reading Challenges. The school also has a comprehensive music program. Enrichment and extension activities are provided to selected students who have demonstrated particular gifts and talents in certain areas.

Hire of Facilities

Members of the school community are welcome to use the school's facilities out of hours. A fee is charged to cover electricity, security and cleaning. Any out of hours activity must be endorsed by the Principal. Anyone wishing to use the school's facilities out of hours must have a third party liability insurance policy and sign an agreement with the school. Further details can be obtained from the school office.

Homework

Whilst homework is a valuable aid it is not the most important aspect of a child's education. Work done during the school day is more important.

Homework is given for a number of reasons including:

- Assisting your child to develop regular home study patterns.

- Providing an opportunity for you to become involved in the education of your children.

- Consolidating work undertaken in class.

All children are encouraged to borrow books and read daily. Each class has take-home readers suitable for each child's ability level. Parents are requested to support their child's reading development by reading to their children regularly. This is important in developing an enjoyment of books, increasing vocabulary and developing a broader general knowledge. In Kindergarten the children may also be asked to revise sounds or sight words.

Years 1 - 2 children are given a weekly homework contract that includes spelling, reading and revising a maths concept. At other times they will be given a longer assignment related to a classroom theme.

Homework is given regularly to children in Years 3 - 6. Often it is given on a weekly basis in the form of a contract sheet. Time spent reading, either aloud to you or silently, or learning spelling or tables is always beneficial.

Homework is not always of the written kind. Sometimes it is carrying out an experiment, finding answers to problems or working on a current classroom theme. Homework varies according to the ability and needs of the child.

Most homework is marked quickly at school to avoid disruption to normal lessons. Parents can be of assistance to their children if they show interest, listen to their child read and are sympathetic and patient.

Homework is of little value if the parent does it. Please help and encourage, but the finished product should be the child's own work. If it causes friction in the home, please contact your child's teacher.

House Sports System

There are four school houses - Kendall (Yellow), Mackellar (Blue), Gilmore (Red), Lawson (Green). Each house has a girl and boy captain and vice-captains. These leaders are elected by their peers. House points are earned in house sport competitions, for demonstrating leadership qualities and displaying initiative.

To encourage participation at swimming and athletics carnivals, children are awarded house points for participating in an event, irrespective of the results.

Immunisation

The Department of Health recommends that children entering school be immunised against childhood diseases. The Department of Education and Communities requires the school to sight an immunisation certificate at the time of enrolment. The certificate is available from medical practitioners, Medicare and via the Internet. Children starting school require an

immunisation booster against diphtheria and tetanus (CDT) and polio (Sabin). Children should also be immunised for measles if they have not previously contracted the virus. Immunisation is available from a general practitioner, local council clinics and community health centres.

Infectious Diseases/Sickness

Please do not send children to school if they are sick. If your child is absent from school, an explanatory note is needed. Following an absence from school you must ensure that within 7 days you provide your child's school with an explanation for the absence either verbal, written or online via School Enews.

Information Evening for Parents

Early in Term 1, the teachers arrange a meeting to inform parents about school and classroom programs and procedures. Parents are encouraged to attend this meeting to become better acquainted with their child's educational program for the year.

Late Arrival/Early Departure

Children who arrive at school after the morning bell are required to report to the school office with an adult who then signs the Red Register on the school office counter. The school office will then issue your child with a computer generated late/early slip which must go to your child's teacher.

Children are not permitted to leave the school grounds during school hours without a parent or caregiver. People collecting children from school must report to the school office and sign the Red Register on the school office counter. The school office will then issue you with a computer generated late/early slip which must go to the child's teacher before taking your child from class

Learning Difficulties Program

A Support Teacher works with teachers and parents to develop special programs for children having

difficulties with aspects of their learning. There is close liaison with the School Counsellor and the school's Learning and Support Team in the initial assessment of children in need of additional support.

Library

The library is visited by each class for at least one lesson each week. Extra library time may be booked by teachers for research. Computers are available to support research topics and to complete homework. The library is open before school and during lunch time. Each student needs a waterproof library bag (available from the Uniform Shop). The library is currently open from Monday to Friday.

Lost Property

It is essential that all clothing and personal possessions be clearly marked with the owner's name. There is a lost property area in the school administration block where all unclaimed, unnamed clothing is stored. The office staff can provide directions. For all lunch boxes, a stand is located outside the Canteen. This stand is cleared out weekly. The

unclaimed clothing is cleared out at the end of each term. All unclaimed items are sent to the Uniform Shop for recycling or to charitable organisations.

Medication

Many medications are now available in a form that minimises or eliminates the need to provide students with medication during the school day. We would advise parents to consult with your medical practitioner. Only in special cases will non-prescription medications be administered to children at school. Medication requiring administration on a daily basis must be provided in an appropriate container, labelled with the student's name and stored at the office. If your child requires medication at school, information about the dosage to be administered must be included with the medication. You must complete A Request to Administer Medication Form, which is available from the office. It is the **child's responsibility** to remember to come to the office to take their medication.

Infectious Diseases

See The NSW Department of Health Fact Sheets for infectious diseases listed below.

Gastroenteritis	https://www.health.nsw.gov.au/Infectious/factsheets/Pages/gastroenteritis-outbreaks.aspx
Impetigo	https://www.health.nsw.gov.au/Infectious/factsheets/Pages/impetigo.aspx
Influenza	https://www.health.nsw.gov.au/Infectious/factsheets/Pages/influenza_factsheet.aspx
Measles	https://www.health.nsw.gov.au/Infectious/factsheets/Pages/Measles_Factsheet.aspx
Meningococcal	https://www.health.nsw.gov.au/Infectious/factsheets/Pages/Meningococcal_disease.aspx
Mumps	https://www.health.nsw.gov.au/Infectious/factsheets/Pages/Mumps.aspx
Pertussis (Whooping Cough)	https://www.health.nsw.gov.au/Infectious/factsheets/Pages/Pertussis.aspx
Rubella (German Measles)	https://www.health.nsw.gov.au/Infectious/factsheets/Pages/Rubella-German-measles.aspx
Varicella (Chicken Pox)	https://www.health.nsw.gov.au/Infectious/factsheets/Pages/Chickenpox.aspx

Newsletter

The school newsletter comes out each week of term and is available on the School Website. Parents are encouraged to subscribe to the newsletter and receive notifications by email. This service is provided by *School Enews*. The instructions for receiving the newsletter are on the school website under *Newsletters & Notes*. There are apps for *School Enews* in *iPhone*, *iPad* and *Android* formats which parents can download to their phone or tablet device. Contributions to the newsletter are placed through the office and may appear in the newsletter if approved by the Principal.

Parents may also subscribe to individual year groups relevant to their children's class for notes and information.

Open Day

During the year the school organises a Grandparents Day. The program for the day varies. At some time during the day, parents and relatives are invited to visit the classrooms and share quality time with the students.

Painting Smocks

Parents are asked to provide an old shirt or smock to be used when classes are involved in art or craft activities. No plastic smocks please.

Parent Helpers/Volunteers

The school enjoys tremendous support from its parent community. If you have any spare time there is always an opportunity to help. You can provide assistance as a reading tutor, accompanying class groups on excursions, covering books in the library, assisting in the canteen, maintaining the school grounds or computer work. Your help is highly valued by the staff and always appreciated. Volunteers are encouraged to help at the school, however all volunteers are required to sign a Department Working with Children Check (WWCC)– Declaration for volunteers and non-child related contractors' (formerly

known as 'Appendix 5) and provide proof of identification. This replaces the previous *Volunteers NSW Working With Children Check* number requirement. The signed declaration will remain valid while your child attends this school.

Parent Helpers/Volunteers are required by law to sign in and out at the school office each time they are volunteering.

Parents' & Citizens Association (P & C)

The Parents' and Citizens Association meet on the third Tuesday of each month. Meetings are held in the staffroom in the administration block at 7.30 pm. An annual membership fee of 50 cents is required. All parents and members of the community are welcome to attend and P & C members are able to vote on issues. The P & C provides funds vital to the running of the school. Money is raised through fund raising functions as well as a "School Resource Fund" to which all parents are asked to contribute.

Parent/Teacher Interviews

Teachers welcome interviews with parents. Written reports are sent home at the end of each semester. If you have a concern about your child, please contact the class teacher to make an appointment so that the issue is addressed promptly.

Payments

Parents often need to pay for special activities, excursions and P & C activities. Payments for school activities can be made using:- "\$ Parent Online Payments" (POP) via the school's website or via the School ENews App. These are the only method of payment accepted by the school. There are letterboxes in each classroom where permission notes can be securely placed. Payments for P & C activities can be made using the Qkr! App. EFTPOS facilities are not available. The school does not accept cash.

Personal Needs/Medical Conditions

Some children require special attention and it is important that the school is aware of a child's specific needs. If your child has any allergies, diabetes, asthma, cystic fibrosis, etc, it is essential to let your child's teacher know about the characteristics and treatment of the ailment. If the condition is serious you will need to complete the appropriate action plan (which is signed by the doctor) and this will be kept in the office.

Photographs/Media

Class and individual photographs are taken annually. Group photos with siblings are also available. Permission to publish is sought from parents each year for children's photographs to be used in a variety of ways including but not limited to public websites and publications of the Department of Education and Communities. If you do not wish your child's photograph to appear in publications you can indicate this on the permission form.

The school promotes its educational programs by encouraging local media coverage of school events. No child will be interviewed or photographed by the media without parental permission.

Playground Supervision

Children should not arrive at school before 8.30 am unless attending the *Before and After School Care Centre*.

There is playground supervision from 8.30 am until the commencement of school at 9.00 am. Children are to "sit, walk and talk" at the Covered Outdoor Learning Area (COLA) on the silver seats. Prior to 8.30 am and after 3.05 pm there are no staff available to assist if a child has an accident that occurs in the school grounds.

Religious Instruction

Visiting clergy and lay teachers conduct scripture classes on Wednesdays. Ethics classes are offered on a limited basis to non-

scripture students. Parents may allow their child to participate or may withdraw their child from scripture classes. A written note must be provided if you wish to withdraw your child from scripture classes. Ethics classes are also available on a limited basis.

School Counsellor

The Counsellor's work involves assessing students with academic or behaviour problems and liaising with staff and parents to develop strategies to support achievement of educational outcomes. The School Counsellor works closely with the Learning and Support Team and the Learning and Support Teacher.

Security

Although the school is alarmed, incidents of vandalism and break and enter offences occur. If you witness an event or suspicious activity, please contact the Hornsby Police Station on 9476 9799 or School Security on 1300 880 021.

Special Events

To enrich children's school life, special events are periodically organised throughout the year. Each event has a different focus. Events may include Open Days, Environment Week, Science Week, School Concerts, Grandparents Day, Book Week, Walkathons and Special Fund Raising Days. Parents and community members are encouraged to participate in these events.

School Swimming and Safety Program

The Department of Education & Communities School Swimming and Safety Program is an intensive program which aims to increase each child's swimming confidence and ability. The program includes water safety and survival skills. Swimming instruction is included in the sports curriculum for all Year 2 children. The 40 minute lessons are conducted under the direction of qualified swimming teachers. The program continues daily for two

weeks. Each child receives a certificate at the end of the course. There is a charge for this program.

Sport

The school offers a comprehensive sporting program from Kindergarten to Year 6. Emphasis in the early years is on developing children's gross motor skills. School sport aims to develop positive attitudes to health and fitness and foster team spirit. Friday is the designated sport day for children in Years 3 - 6 and they are required to wear the school's sports uniform. Each child from Kindergarten to Year 6 is placed in a house team. Siblings are placed in the same house. The school has teams involved in summer and winter competitions run by the Hornsby Primary School Sports Association (PSSA) for primary children.

Sports Carnivals

A number of sports carnivals are organised for the children each year. The children must be turning eight years old that year or older to compete in the PSSA carnivals. Children try out for PSSA teams, with selection based on merit, and not all children will be able to participate. The school swimming, athletics and cross country carnivals are also used to select representatives from the school to compete at Zone Carnivals. Parents are always welcomed at these events to support their children.

Student Assistance Scheme

Financial assistance is available for parents who may be experiencing short term financial difficulties. The scheme provides subsidies to allow students to purchase books and participate in excursions that otherwise may not be affordable. Arrangements for confidential financial support are made with the Principal.

Student Banking

Student Banking is conducted at school one morning per week through the Commonwealth Bank and is available to any student in our

school. This service is provided by volunteer parents.

Student Leadership Program

All our senior students are given the opportunity to train as leaders. The student leadership program involves student input and training in recognising and acknowledging the contribution they make to leadership and setting the tone within the school.

They can strive to demonstrate the school's key values of 'Respect, Responsibility and Personal Best'.

Student leadership activities link strongly with learning about citizenship. They can assist all students to learn about and exercise their rights and responsibilities of participating in a community that values social responsibility and justice.

As part of their training, they take on the role of instructors for the fundamental movement skills training in stage one. Their role as student mentors and instructors is valued by both staff and students. The Year 6 students are both challenged and rewarded with this hands on approach to leadership.

Student Representative Council (SRC)

Members of the Student Representative Council are drawn from Years 2 - 6. The representatives are elected by their class peers each semester. Students who have served on the SRC in the previous semester are not eligible for re-election. The SRC meet on a weekly basis to discuss, plan and implement activities, service projects and fundraisers. This promotes a positive, inclusive and tolerant school culture based on the core values of Respect, Responsibility and Personal Best. The SRC meetings are run by an administration team consisting of the School Captains and other interested SRC members. The administration team ensures that correct meeting procedures are followed and operate on a rotating roster to chair meetings,

distribute agendas and record minutes. The suggestions and recommendations of the SRC are highly valued.

Technology Education Program

The school offers a comprehensive computer education program. Children use computers to create multimedia presentations, publish stories, create artwork and extend their learning across a variety of curriculum areas. Each classroom is linked to the Internet and the children are encouraged to use the Internet to access information for their class work. The Department of Education and Communities Intranet provides the children with access to school email facilities, as well as other services used for educational purposes. Students accessing the internet inappropriately may be prevented from the use of this facility for a period of time until consultation with parents has taken place. There are at least three computers in every classroom and a bank of computers in the library. A technology centre with 32 stations allows for individual computer instruction, as well as group work.

Textbooks

To complement the work in classrooms, students use textbooks. Textbooks are included in a Book Pack which is purchased online from a third party. A student assistance scheme is provided for parents who may be unable to find all the funds to purchase Book Packs.

Uniforms

Every child at Mount Colah Public School is expected to wear the school uniform. The school's uniform expectations are outlined below and have been endorsed by the School Council. There is a **"play in the shade"** policy.

For reasons of safety, security and appearance, the wearing of jewellery is restricted to sleeper/stud earrings and watches. Hair accessories (bows and scrunchies) should be in school colours.

Uniform Shop

The Uniform Shop is operated by the P & C and run by a group of volunteers. The service provides a convenient location for parents to purchase uniforms and benefits the children with all money raised is used by the P & C to provide extra resources for the school.

The Uniform Shop sells all the major items of the school uniform, plus many extras. Pre-loved school clothing is available for purchase. Donations are always greatly appreciated.

All online orders are to be placed via the Qkr! App.

Times: The Uniform Shop is open monthly on a Wednesday 8.45am – 9.15am. Please check the Newsletter for any changes or call the school office for up-to-date information.

Location: Underneath the Kindergarten classrooms, opposite the Library entrance.

SUMMER UNIFORM

Girls:

Mount Colah Public School (MCPS)
Summer Tunic or
Green school shorts
White emblemed polo short sleeve shirt
Plain white ankle school socks
Bottle green school hat with MCPS badge
MCPS bomber jacket
All black shoes (including black laces)

Boys:

White emblemed polo short sleeve shirt
Green school shorts
Bottle green with red stripe socks (preferred) or plain white ankle school socks
Bottle green school hat with MCPS badge
MCPS bomber jacket
All black shoes (including black laces)

WINTER UNIFORM

Girls:

MCPS Winter Tunic or
Green school trousers
White emblemed polo long or short sleeve shirt or plain white skivvy
Plain white ankle school socks or bottle green tights
Bottle green school hat with MCPS badge
MCPS bomber jacket
All black shoes (including black laces)

Boys:

White emblemed polo long or short sleeve shirt or plain white skivvy
Green school trousers
Bottle green with red stripe socks (preferred) or plain white ankle school socks
Bottle green school hat with MCPS badge
MCPS bomber jacket
All black shoes (including black laces)

SPORTS UNIFORM

Boys & Girls K-2:

Short sleeve polo house colour shirt
MCPS green sports shorts/skorts or MCPS green track pants with red ribbing
MCPS green school hat
MCPS bomber jacket
Plain white ankle sports socks
Soft soled sports shoes

HOUSE COLOURS

Mackellar	Navy blue
Lawson	Bottle green
Gilmore	Red
Kendall	Yellow

Boys & Girls 3-6:

MCPS School sports Polo Shirt
MCPS green sports shorts/skorts or MCPS green track pants with red ribbing
MCPS green school hat
MCPS bomber jacket
Plain white ankle sports socks
Soft soles sports shoes

PSSA SPORTS UNIFORM

Football/League Tag:

MCPS School sports Polo Shirt
MCPS green sports shorts/skorts
White sports socks
MCPS bomber jacket
MCPS green school hat
Shin pads
Football boots

Cricket:

MCPS School sports Polo Shirt
MCPS green sports shorts/skorts
White sports socks
MCPS bomber jacket
MCPS green school hat
Soft soled sports shoes

Netball:

MCPS School sports Polo Shirt
MCPS green sports shorts/skorts
White sports socks
MCPS bomber jacket
MCPS green school hat
Soft soled sports shoes

T-Ball / Soft Ball:

MCPS School sports Polo Shirt
MCPS green sports shorts/skorts
Long sports socks – Red with two
green stripes on turnover
Soft soled sports shoes
Shin pads
MCPS bomber jacket
MCPS red baseball cap

Vacation Care

An excellent Vacation Care Program is provided by the staff of the school's Before and After School Care Centre. Children can be dropped off at the centre at 7.00 am and collected before 6.20 pm. The program includes excursions, creative activities, sports and team games. Breakfast, morning and afternoon tea is provided. The BASC phone number is 9477 7338.

Wet Weather

It is suggested that all children keep a labelled raincoat in their bag for rainy days. Children are not allowed to use umbrellas in Kindergarten to Year 2 as they can be dangerous.

FLAG PLEDGE

This is the flag of Australia – my country
Let it remind me to do those things
That I believe to be right and fair
To help make Australia a country
For all people to live in
With love and pride



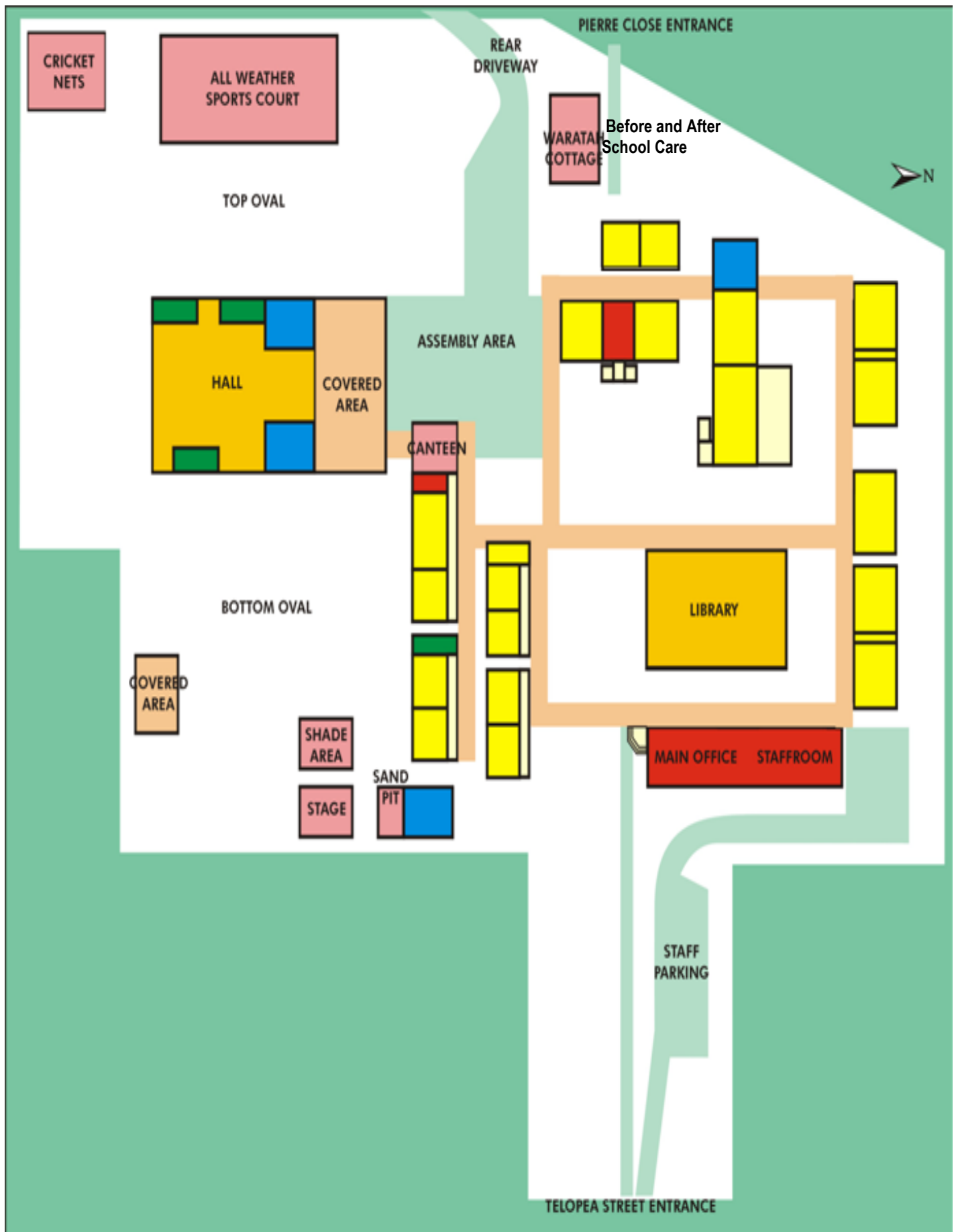
SCHOOL CREED

This is our School.
Let peace dwell here.
Let the rooms be full of
contentment.

Let love abide here.
Love of one another.
Love of mankind.
Love of life itself.
And love of God.

Let us remember that as many
hands build a house,
So many hearts make a School

SCHOOL MAP



Student Welfare: Positive Behaviour for Learning (PBL)

Mount Colah Public School aims to develop in students an acceptance of responsibility for their own behaviours.

In order to develop this responsibility:

The school community will place appropriate and consistent limits on students' chosen behaviours.

Through PBL, students will be taught the skills to enable them to actively participate in the development, implementation and review of their school's behaviour codes, and will be involved in decision-making processes within the school.

Students will be taught that behaviour is an action made by an individual within a social context.

The school core values will reflect processes for restorative and reconciliatory actions.

Students' responsibility for their own behaviour will be reinforced consistently in a positive manner which enhances their understanding of responsible social behaviour.

Social Skills will be explicitly taught across all curriculum areas and be modelled in all aspects of the school environment through PBL.

Staff will model and teach values of **Respect, Responsibility and Personal Best**, and reward students appropriately.

Students will have access to services and agencies which can support them in developing strategies to enable them to take responsibility for their own behaviour.

Positive Behaviour

Teachers are encouraged to support positive behaviour through the use of Mini Merit slips for **Respect, Responsibility** and **Personal Best**. Mini Merits are handed out to students when they display the core expectations of the school. There is no limit to the number of Mini Merits that a student can receive in a week.

Once a student collects 20 Mini Merits they exchange them for a Merit Card which is presented at the Wednesday Assembly and published in the School Newsletter.

When a student collects 5 Merit Cards they receive a Principal's Award, which is presented at the Wednesday Assembly and published in the School Newsletter.

Once a student collects 3 Principal's Awards they will receive a Bronze Medallion which is presented to the student at the Wednesday Assembly and published in the School Newsletter. 5 Principal Awards equals 1 Silver Medallion. 7 Principal Awards equal 1 Gold Medallion.

Mount Colah Public School Core Values

RESPECT

- Be polite, cooperative and a good sport
- Have pride in yourself and your school
- Listen to, accept and value other people's ideas, differences and cultures
- Care for your environment
- Look after your property and the property of others

RESPONSIBILITY

- Be prepared and on time
- Work, move and play safely
- Be accountable for your actions
- Help and support others
- Be honest

PERSONAL BEST

- Do your best work
- Be resilient and persevere
- Be confident and have a go!
- Accept opportunities and challenges
- Celebrate your success and the success of others

Minor Classroom Disruptions

Teachers use a variety of strategies to maintain 'on-task' behaviour, however, should these strategies fail to improve behaviour then the following process will be implemented.

- The teacher will start a reflection sheet and this is to stay with the student as they travel from lesson to lesson. The first warning box is ticked. Each reflection sheet remains in force for one day.
- Should the behaviour fail to improve then the second warning box is ticked. Should the behaviour fail to improve then the third warning box is ticked. Children in Years 3 - 6 complete the reflection sheet. The teacher of students in

K - 2 will complete the back of the reflection sheet and discuss the behaviour with the student.

- The classroom teacher records the information in the electronic welfare tracking system and the student is informed that the behaviour has been recorded.
- After the information has been recorded the reflection sheet is sent to the Stage Supervisor. The Stage Supervisor may choose to send a green level warning note home.
- Should a student complete two reflection sheets within a two week period and receive a second green level warning, then they will be placed on a Level 1 by the Principal or Assistant Principal.

Major Classroom or Playground Disruptions

All major behaviour disruptions or violent incidents are reported to the Principal and the Stage Assistant Principal. At Mount Colah Public School we have five behaviour management levels for students displaying unacceptable behaviour. Students are placed on levels by the Principal in consultation with the Assistant Principal Student Welfare. Students may be placed on any level, depending on the severity or the disruption. The following is a guide to the level system and how it operates at the school.

Level	Behaviour	Consequences
Home Base	All students begin on this level Students follow core expectations	Students receive Mini Merits and positive rewards
1	Warning level for students with two reflection sheets Minor negative behaviour in classroom or playground No further incidents in a two week period then student returns to Home Base	Letter to parents or carers notifying them of behaviour Counselling from Principal or Assistant Principal about behaviour
2	Further two reflection sheets within a two week period while on Level 1 Continuation of unacceptable behaviour Disobedient\uncooperative\interfering with the rights of others No further incidents within a two week period then student returns to Home Base or a level determined by Principal and Assistant Principal Student Welfare	Letter sent home requesting a meeting with Principal and Assistant Principal Student Welfare to discuss behaviour Student informed of consequences if behaviour does not improve and discusses with Principal and Assistant Principal Student Welfare plans to modify behaviour Student removed from the playground for two days Possible referral to School Learning Support Team and School Counsellor Excluded from participation in out of school activities
3	Persistent disobedience Total disregard for school and classroom rules Fighting Further two reflection sheets while on Level 2 No further incidents within a two week period then student returns to Home Base or a level determined by Principal and Assistant Principal Student Welfare	Suspension warning letter sent home and a meeting with parents or carers Withdrawn from the playground Student placed on behaviour monitoring program Excluded from all extra curricula activities Referral to School Learning Support Team
4	Continual disregard for school rules or misbehaviour of a serious nature Possession of illegal drugs or a prohibited weapon Violence or threatens serious physical violence Engages in criminal behaviour	Mandatory Suspension Re-entry to school negotiated Referral to School Learning Support Team Possible referral to Outside Agencies Notification to appropriate agency