

Mannering Park Public School



Responsible Learners
Respectful Relationships

Information Book

Principal: Mitchell Welham

43 Vales Road, Mannering Park NSW 2259

Phone: 02 4359 1184

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Artwork: Created by local Aboriginal artist Shelby Thompson. The work depicts eight circles for the 8 Ways of Learning, children gathered around each learning circle and four colours representing school, child, parents/carers and the wider community coming together as one for education



THE SCHOOL THOUGHT

Wherever people go
Whatever people do
They all at times need help
Help from other people
So do I and so do you
Let's think about the people
Who help us every day
Let's notice what they do
Let's say a big "Thank You"
Before we go our way



School Newsletters School Website PBL (Positive Behaviour for Learning) Canteen Uniform Facebook Page Sentral Parent Portal App Parent & Community Feedback Kids Helpline Online Enrolment Form

SCHOOL EXPECTATIONS

Positive Behaviour for Learning (PBL)

Responsible Learners	Respectful Relationships	
I do my best	I use my manners and talk nicely	
I follow instructions	 I keep my hands and feet to myself 	
 I am organised and prepared 	I listen to others	
I am always safe	I am honest	

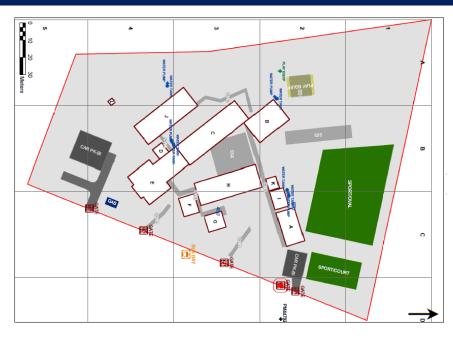
SCHOOL CONTEXT

Mannering Park Public School is on Awabakal traditional land and serves a small township located on an isolated peninsular on the southern shores of Australia's largest and most picturesque salt water lake, Lake Macquarie.

Mannering Park Public School has 220 students enrolled from K–6 and has a dedicated staff, who ensure every student is known, valued and catered for. The school receives School Based Allocation Resources (SBAR) funding for Aboriginal Education, socio–economic backgrounds, integration and low-level adjustment for disability and support, initiative funding for beginning teachers and Early Action for Success.

The school's Aboriginal student population is 18% and the school has strong links with the local Aboriginal Education Consultative Group (AECG). We are a proud member of the Lakes Learning Community and work in collaboration with schools, professional groups and learning networks. The wider school community, including an active P&C, is strongly focused on improving student outcomes in literacy and numeracy.

SCHOOL MAP





Mannering Park Public School

Expectation Matrix

Responsible Learners	Respectful Relationships
 I do my best I follow instructions I am organised and prepared I am always safe 	 I use my manners and talk nicely I keep my hands and feet to myself I listen to others I am honest

	I am a Responsible Learner	I have Respectful Relationships
Classrooms	Stay focused and on taskUse equipment properlyAsk for help when needed	Look, Listen and LearnWait for your turnBe nice to others
Eating Time	 Eat my own food Sit at lunch seats Look after my own things Put rubbish in the bin 	 Quiet conversations Wait and listen to adult instructions Be nice to others
Computer Room	 Use a quiet voice Use appropriate apps and websites Treat the equipment with care and respect 	Listen to instructionsOnly use your username and passwordBe nice to others
Library	 Quiet voices Treat books, furniture and equipment with care Listen to the teacher 	Look, Listen and LearnWait for your turnBe nice to others.
Office	 Walk in office areas Have permission from a teacher Remember your message for the office 	Use your manners and speak nicelyWait for your turnQuiet voices
Toilets	 Use toilets using break times Flush when done Wash hands with soap and water 	 One person in a cubicle at a time Knock, wait, enter, close Be mindful of personal space
Assembly	Sit quietly in class linesIgnore inappropriate behaviour of othersClap sensibly	Be an active audience memberListen to the speakerEyes to the front
Transitions (throughout the school and afternoons)	Wait patiently for the teacherStay together in class linesWalk safely	 Quiet voices Keep my hands and feet to myself Stay on concrete areas and paths
Play Areas	 Wear a hat in sunny areas Follow game rules Walk on concrete areas When the bell goes, finish playing, go to the toilet and line up 	 Use nice words to others Keep hands and feet to self Look out for each other Stay in bounds
Canteen	 Wait in lines patiently Join the end of the line Have my order ready and money ready 	Say 'please' and 'thank you'Wait my turnKeep my hands and feet to self
Fixed Equipment (any student. any day)	 Walk around equipment Be mindful of others When the bell goes, finish playing, go to the toilet and line up 	 Take turns Use nice words Keep my hands and feet to myself Be nice to others
Bus and Bus Lines	 Opal card ready Sit on bus benches when eating food No eating or drinking on the bus Stay seated on the bus 	 Play small games while waiting for the bus Speak quietly Listen to the bus driver and teachers

Drop Off and Pick Up

Mannering Park Public School







Morning Gate Procedures

All gates will be closed and locked at 9:00am sharp.



All students are to be dropped off at the **front gate** and enter the school grounds on their own.

Kindergarten and Year 1 parents/carers may bring their child/ren into school grounds.

Afternoon Gate Procedures

All gates will be opened from roughly 2:45pm.



School gates will be open for <u>all</u> parents and carers.



We kindly ask that you wait quietly under the COLA once entering. Please be mindful that classes will be in session until 2:55pm. After the bell, please leave promptly and quietly.



If you require a meeting with your child's teacher or have a query related to the canteen or uniform shop, please contact the office.

If you need to see a teacher, please make a time at the front office or by calling the school on 02 4359 1184.

ENTERING OUR SCHOOL

Mannering Park Public School



THE ENTRANCE GATE IS AUTOMATIC



Automatic gate **locked** between 9:00am and 2:30pm.

Please buzz and wait during these times.



Automatic gate **unlocked** between 8:00am to 9:00am and 2:30pm to 4:00pm.

Please push for entrance during these times.

If you cannot get through, please call our office on 02 4359 1184.



CONTRACTORS & HEALTH PROVIDERS

RESPECTFUL RELATIONSHIPS RESPONSIBLE LEARNERS

Mannering Park Public School







Contact the School

At least 3 weeks prior to the visit, ask to speak to Mitchell Welham (Principal)

You will be asked to provide

- Date/s
- Times and duration
- Child's name
- Space needed

Phone: 02 4359 1184

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Complete Paperwork

You <u>must</u> complete the NSW Department of Education **Declaration for Child Work**

Google the following

Declaration for Child Work
NSW DoE PDF

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Submit Paperwork

Email: mannringpkp.school@det.nsw.edu.au

Please check this spelling is correct.

Attach the following:

- The completed **Declaration for Child Work Form**
- Copies of the identity documents as outlined in the **Declaration for Child Work** form.





Prior to Visit

3-4 days before.

Contact the school on 02 43 59 1184 to check that all documentation has been processed.

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Arrival

- Visit the office and check-in to the school using the QR Code.
- Show your Identification at the front desk.
- Ask to speak to the Principal or an available Assistant Principal.

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On School Grounds

You will be provided with a lanyard/sticker that **must** be worn at all times.

The lanyard/sticker identifies you as a visitor to the school.





Working on Site

School-wide expectations are visible around the school.

If you have an urgent issue, you can access our internal; phones and dial **Office** to contact help immediately.

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Be Mindful

Our school is a busy, complex environment.

If you wish to debrief with a teacher after a visit, please organise this **prior** to your visit.

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When Leaving

The office <u>must</u> be informed when you are leaving the school site.
Visit the office on your way out and return your visitors
lanyard/sticker.

Check-out of the school using the QR code app.

A—Z

	All children have the right to an education. Only by regular school attendance can children make the most of educational opportunities, leading to greater social and economic outcomes.
Attendance	The Education Act 1990 requires that parents (including carers) ensure that children of compulsory school age are enrolled at and regularly attend school.
	Children are required by law to attend school daily. If your child is absent from school, it is important that you send a note explaining the reason to the class teacher on the first day the child returns to school. Alternatively, you can contact the school directly.
	For planned student absences in excess of five school days, (i.e. family holiday) please see the Principal for a leave application. Absences are recorded on children's reports at the end of Semester One and Semester Two.
	Emergency contact numbers are filled in at the time of enrolment. Parents/carers nominate who can be contacted in case of sickness or accidents. It is important to keep this information updated along with all relevant medical information. Please inform the school of any changes.
Accidents and Sickness	Children becoming ill should report to their class teacher. Every effort will be made to contact the parent or the emergency contact if a child is deemed unwell to remain at school.
	If your child appears ill in the morning before school, you are advised to keep them at home. Injured children should always report their injuries to the teacher on playground duty. In the case of more serious matters, every effort will be made to contact the parents/carers or the emergency contact. If these numbers cannot be reached, medical attention will be sought.
Ambulance	In the case of a serious accident, an ambulance will be organised and the school will contact the parents/carers as soon as possible. There is no cost to parents/carers when an ambulance is called by the school.
Anaphylaxis	Parents/carers are to provide a copy of a child's <i>Anaphylactic Management Plan</i> in consultation with their GP and submit the plan to the office for any child who suffers from anaphylaxis.
Assemblies	Assemblies are held in the hall on <u>Fridays every 2nd week</u> , K-2 <u>12:50-1:30pm every second</u> <u>Thursday</u> and 3-6 <u>2:00-2:55pm every second Friday</u> . Information regarding days will be provided to all families. All parents are welcome to attend. The 'Assembly of Recognition' is held during the last week of each term, where children
Asthma	from each class receive awards and attend a morning tea with parents/carers. Parents/carers are to provide an <i>Asthma Management Plan</i> in consultation with their GP and submit the plan to the office for any child who suffers from asthma.
Banking To a second	Student banking day is <u>Wednesday</u> each week. Any enquiries should be directed to the Office.

Best Start	The Best Start assessment occurs in the first few weeks of school and every Kindergarten child takes part. Kindergarten teachers work with each child individually to assess their skills and knowledge. Feedback will be given to parents/carers early in Term One.
Bicycles	MPPS follows the guidelines set down by the RMS (Roads & Maritime Services), which state that children under 10 years, are not physically mature enough to ride safely to school unsupervised. Students from 5-9 years of age may only ride their bikes to school if accompanied by an adult. Please remember that by law, all students are required to wear a helmet.
Birthdays	If you wish to send a cake to celebrate your child's birthday, please send small individual cakes rather than large cakes that require cutting. Small items are easier to distribute and more hygienic to handle. Please do not send candles, matches or knives for birthday cakes.
	Please be advised that we have a number of students and staff who are anaphylactic or are restricted to a gluten or dairy free diet. We are a nut aware school. Any small cakes that are brought in <u>must</u> come with a complete list of ingredients.
Book Club	Scholastic Australia is a book company which allows parents/carers to purchase books at an economical price through the school. Order forms are sent home a number of times throughout the year. To place an order from book club, please place the completed order form and money in an envelope and take to the Office by the due date. Alternatively, parents can order online through the LOOP system. Just log onto to the Scholastic website to process your order.
	All orders accumulate points so we can purchase books for our school library at no cost.
Bus	Busways runs a service in the morning and the afternoon for children living in Mannering Park and Wyee Point. Bus travel is free for children up to Year 2, and to students in Years 3-6, if they live outside a given radius. An application form for an Opal Card needs to be applied for online. Brochures available from the office.
Canteen	The school offers a wide range of healthy foods at reasonable prices. Please contact the Canteen Supervisor to volunteer, or for further information please call the school on 4359 1184. The canteen operates every day. All lunch and recess orders must be placed before 9:00am.
	Orders are to be written on a paper bag with name and class details. The class basket is collected by a student from each class and distributed to the children by their teacher. Price lists are available on the school website or from the canteen. (Prices subject to change).
Car Parking	Parents/carers are advised to observe the speed and parking signs near the school. It is not only illegal, but dangerous to disregard these signs. Police enforce these regulations. The car parks are for staff parking, deliveries and emergency vehicles only. Please do not park in the car park to drop off or collect your child.

Change of It is important to notify the school of any changes so that our records can be kept up to Details date. Due to WHS issues, families should enter the school through the pedestrian gates only. **Entering or** Children are never allowed to walk through the car parks as a means of entering or Leaving leaving the school. The Mannering Park Public School Parent Code of Conduct can be found on the School website and copies are available from the front office. Code of **Conduct for** Parents/carers and visitors to the school are expected to: Parents and Not approach other children regarding issues that may arise. Please see a teacher. Visitors to the Report to the Office, sign in and receive a visitor's barcode ticket if you are staying School in the school grounds after 9:00am e.g. canteen volunteers, parent helpers. Treat all persons associated with the school with respect and courtesy. Make appointments in advance to obtain an interview. Follow requests of staff. Allow staff to supervise, investigate and manage students without interference. School counselling is a confidential service available to all students. Counsellors are there to help students and their families with problems that may be preventing students from making the most of their education. However big a problem may seem; a counsellor can help work out strategies to deal with it. The first step is to ask for help. The School Counsellor Counsellor is trained to provide expert counselling support, therapies and advice. At MPPS, the School Counsellor is available by appointment to all students and their parents/carers. If you would like to speak to the School Counsellor, you can request a form from the office or Principal. Parents/carers must supply any relevant court orders or similar documentation to the **Court Orders** school. If these orders are changed through the courts, an update must also be sighted and a copy kept at the school. The school cannot act only on parental verbal advice regarding custody orders. Family Court orders are made with paramount consideration to the child's best interests. Schools will facilitate compliance with them where possible. Children can be enrolled at the school from Kindergarten to Year 6. Enrolments are taken at the office. A Birth Certificate, up to date Immunisation Certificate and 100 points of proof of address are required for enrolling all children. Children transferring from another **Enrolment** school are picked up on our computer system and all relevant information is requested from their previous school. An out of zone application must be filled in for families residing outside the MPPS drawing area and places cannot always be guaranteed. On Wednesday afternoon from 2:20-2:55pm, students in Year 3-6 can opt in to participate **Ethics Classes** in an Ethics class. This group attend according to the parent's request (notes are sent home with the children that are interested). The classes are subject to availability. Where possible, all classes participate in planned excursions during the year that enhance their educational experiences. These are arranged to support and stimulate learning in the **Excursions** classroom. Parents are informed in a letter, with an attached permission slip, outlining the purpose of the excursion and costs. Excursions, performances and cultural events are considered to be part of our school's normal educational programs and children are expected to attend. If you require financial assistance, please contact the Principal to discuss the matter confidentially.

Fruit Break	We promote healthy eating and during the morning session we have a short fruit break (approx. 5-7 mins). We encourage children to bring a piece of fruit e.g. small apple, banana, watermelon, rockmelon, grapes, strawberries or carrot sticks in a container. No fruit in packets except for sultanas. Water only.
Gates	The gates will be opened in the morning and closed at approximately 9:15 each day. Entry to the school will then be through a gate with the pool gate on it (closest to the office, in between the staff car park closest to the playground and the bus gate). The main gate will be reopened at 2:45 to allow the children to leave at the end of the day. The Assistant Principal on bus duty will unlock the bus gate when they arrive for duty. The car park gates will not be opened until staff leave after school. These measures have been taken in order to increase student safety. All adults must report to the office during the day as per the usual procedure.
Homework	Daily home reading is the homework required by all students at MPPS. Reading together can be a valuable time shared with your children and to discuss their learning. Reading with your child each night will help in all areas of school.
Immunisation	'The Public Health' Act 2010 requires parents/carers to provide documented evidence of the immunisation status of all students enrolling in school. This does not mean that immunisation is compulsory. However, in the event of an outbreak of a vaccine preventable illness, students who have not been vaccinated will be required to remain at home for the duration of the outbreak.
	Students starting school for the first time who have not already had booster immunisation should have one booster injection against diphtheria and tetanus and one booster dose of oral polio vaccine. Students can be vaccinated against measles/mumps. Seek your family doctor's advice.
Infectious Diseases	Please log on to the following website for the list of all infectious diseases and their time frames: www.health.gov.au . If there is an outbreak in the school, information and fact sheets will be provided to the school community.
	Parents are encouraged to come to school or call to discuss any relevant matters. In the first instance, contact should be made to the class teacher, as they can usually solve all problems/enquiries quickly and efficiently.
Interviews	If the class teacher is not able to solve the problem, the Assistant Principal for the grade is the next person to approach. They supervise all classes on a Stage and will follow up on any issues you raise.
	The Principal is available to assist with any issues that have not been able to be resolved by the class teacher and the Assistant Principal. Please call the office to make an appointment to discuss any issues that may arise with the relevant staff. If you are not sure who to talk to, the office staff can point you in the right direction.
Items brought to School	The school bears no responsibility for items that are brought to school and are subsequently lost or damaged. Any items that are valuable or fragile should not be brought to school. Toys are only to be brought to school as part of the students PBL cash in rewards. Students do not need large amounts of money at school.
Late Arrivals/Early	If students arrive to school after 9:00am, they must present to the office to be given a late arrival slip to take to their teacher.

Leavers	If you need to collect your child earlier than 2:55pm for an appointment please visit the
(t)	office to have them recorded as leaving. Students will be called to the front office to be collected. No adults are to go to the classroom to pick up children.
	If your child is being picked up by a person other than the parent, the parent must notify the school by phone or in writing prior to this happening.
Learning Support Team	The Learning Support Team meet on a regular basis in order to discuss planning and programs for both individual students and groups of students. Individual Education Plans are done in consultation with parents and the LST.
Library	All classes have weekly library lessons with flexible learning spaces. Borrowing is undertaken during their lesson and a library bag is needed to protect books in transit to and from school. Lost or damaged books are expected to be replaced by the parents/carers, so please keep them out of the reach of younger children and pets.
Lost Property	If an item is found with the student's name on it, it will be returned to the child. Items without a name will be sent to the office. <u>PLEASE label</u> all your child's belongings. Lost property is sent to charities once a term if unclaimed.
Medication	If medication has to be given at school, written authority is required as to dosage, time and special conditions in consultation with child's doctor etc. Medication cannot be given without this authorisation. The forms can be obtained from the front Office. Medication, other than asthma puffers, needs to be sent to the office, it cannot be kept in children's bags.
	Once at school mobile phones should be turned off. Phones must be handed in at the front office and collected at the end of the school day by the student.
Mobile	If a child fails to hand in their mobile phone, it will be given to the Principal to be kept in a secure location. Parents will then need to collect the phone from school.
Phones	Students must not lend a phone to another student for any use including but not limited to use as a phone, for text messaging or for use as a camera or a video recording device. The student who owns the phone will be held responsible for its use.
	Students wishing to contact parents or carers during school hours will do so via the front office with the knowledge and permission of a member of staff.
	Filming and photographing by adults on school grounds is not permitted unless permission has been given.
Newsletter	Our newsletter is emailed out to parents/carers every 2nd Monday (even weeks). It can also be found on the school website and the school's Facebook page. The newsletter informs families about upcoming events, news of school activities and student's achievements.
Notes &	All money and notes should be paid to the front Office daily between 8:30-9:00am. We ask that you please have the correct amount of money, as it is difficult to give change.
Money	All money is to be placed in a sealed envelope with notes and marked clearly with the student's name and class. There is a money slot at the counter of the front office for all envelopes to be placed.
	Payments are also available online on the School Website under the 'Make a Payment' tab, and by EFTPOS at the office or over the phone.

Office Hours & Admin Staff	Office hours are from 8:30-3:10pm School Administration Manager - Mrs Cheryl Fairman (Monday, Wednesday, Thursday, Friday) School Administration Manager - Mrs Leanne Nicholson (Tuesday) School Administration Officer - Mrs Lorna Tomkins & Mrs Leanne Nicholson
OSHC (Before and After School Care)	Before and after school care operates in the Hall Monday to Friday. Morning Session - 6:30-8:30am. Afternoon Session - 2:55-6:00pm For further information please contact Camp Australia 1300 105 343. Flyers are available from the front office.
Parents & Citizens Association	 The P&C Association is a school-based organisation with membership open to parents, staff and interested citizens. What does the P&C do? Promotes the interest of the school by bringing parents, citizens and staff into close cooperation Assists in providing facilities and equipment for the school and promoting the school Encourages parent participation in curriculum and other educational issues in school. The P&C meet on the third Tuesday of each month. Please contact the school office for further details.
Parent Participation	Parent participation is encouraged at Mannering Park Public School. Showing an active interest in your child's education reinforces the importance of school and learning. These are some of the ways you can participate in our school community: • Join the P&C • Become a parent helper • Read everything your child brings home • Join the PATCH group • Participate in surveys • Volunteer in the Canteen • Attend our special days All parents must sign a 'Volunteers Code of Conduct' form and a 'Working with Children Check' form, available from the front office.
Photographs	Each year the school arranges for class, individual and sibling photographs to be taken by a professional photographic company. All photographs are pre-paid and order forms and envelopes are supplied. Parents/carers are under no obligation to purchase these photographs.

	The school is open to students from 8:30am.
School Hours	8:30am: Teacher supervision in the playground begins 9:00am: Stop play, go to the toilet, line up ready for the teacher 11:00am: Lunch - students go to the lunch seats to eat their lunch before play on the oval 11:25am: Students stop play, go to the toilet and line up outside their classrooms 11:30am: Students back in to classrooms 1:30pm: Recess - students sit to eat recess in the playground 1:55pm: Recess finishes, students to the toilet and line up for afternoon classes 2:00pm: Students back in classroom 2:55pm: End of school day.
	Students are not to arrive at school before 8:30am. There is no supervision prior to this time and remain the responsibility of the parents/carers until this time.
	Our school community takes great pride in the fact that our students wear their school uniform. The school's uniform is available from the School's Uniform Shop. Our school colours are:
School Uniform	Polo shirts - Maroon/blue (available from MPPS only) Shorts - Maroon Girls Skorts, Skirts & Dresses - Maroon check Tracksuit pants and hoodies - Maroon Socks - White Shoes - Black Joggers
	Hats - Maroon (available from MPPS only) Sports Uniform - House coloured sports polo (available from MPPS)
	The SRC run a second-hand uniform shop every second week. All money raised goes to projects as identified by the student body to improve the school. Information about opening days and times will be shared via our communication platforms.
Special Religious Education	Scripture teachers from a number of religious denominations visit the school Wednesday afternoon from 2:20-2:55pm. They offer Catholic and Non-Denominational (Anglican, Baptist, Uniting and other Christian religious lessons). Students attend classes according to the parent's request at the time of enrolment. If at any time you would like to change the Scripture class, please write a note and give to the office.
	We have 4 sport houses at Mannering Park Public School.
Sport	Fullick - Red Spencer - Green Vales - Blue Wynn - Yellow Each student is placed into a house group and stay in that group throughout their Primary years.
	Times for these sporting activities are advised by teachers to ensure parents/carers are aware of the child's particular sport day. Sport shirts to be worn on these days and for carnivals. Swimming, athletics and cross-country carnivals are held annually.

Student Representative Council

The Student Representative Council (SRC) is made up the SRC Executive and SRC Class representatives. The SRC meet with the Principal regularly to plan projects, fundraise, discuss student body concerns and celebrate successes. Reports are provided to each class and to the community at the end of each term. SRC executive are voted in by the school community each year, while class representatives are voted in by their class mates each semester.

Work Health & Safety



Procedures are in place to ensure the safety of all members of the school community and visitors. It is the responsibility of the school community and visitors to ensure a safe environment. Parents, staff, students and visitors are asked to report any unsafe conditions within the school.