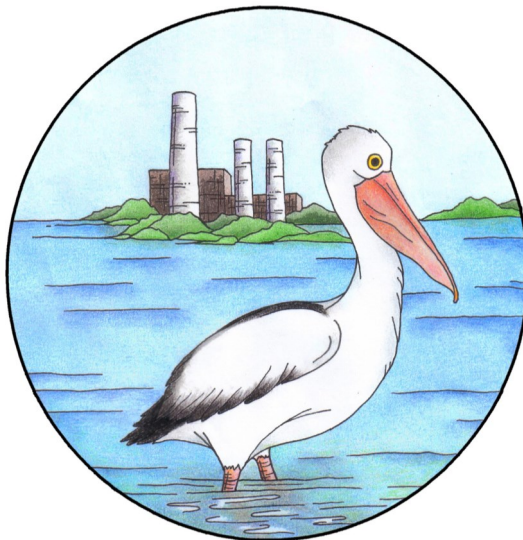


MANNERING PARK PUBLIC SCHOOL

INFORMATION BOOK



Principal: Mrs Angela Towns

Vales Road, Mannering Park NSW 2259

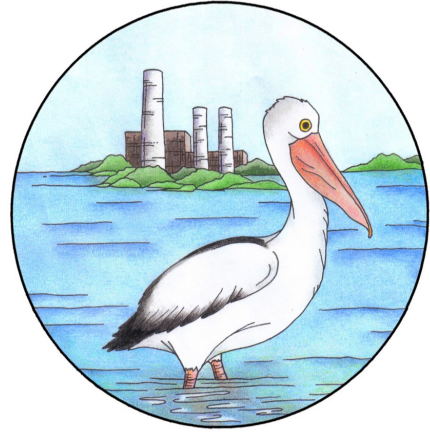
Ph: 43591184 Fax: 43591667

Web: mannringpk-p.schools.nsw.edu.au

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

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



THE NATIONAL ANTHEM - ADVANCE AUSTRALIA FAIR

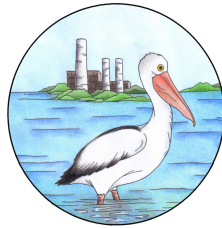
Australians all let us rejoice
For we are young and free.
We've golden soil and wealth for toil,
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page let every stage
Advance Australia Fair
In joyful strains then let us sing
Advance Australia Fair

Beneath our radiant Southern Cross
We'll toil with hearts and hands
To make this Commonwealth of ours
Renowned of all the lands
For those who've come across the seas
We've boundless plains to share,
With courage let us all combine
To Advance Australia Fair
In joyful strains then let us sing
Advance Australia Fair

SCHOOL EXPECTATIONS

Responsible Learners

Respectful Relationships



Mannering Park Public School fosters strong home, school and community partnerships and has a proud history of incorporating Aboriginal education across all Key Learning Areas. Mannering Park has 229 Kindergarten to Year 6 students. Students are supported by highly qualified, caring, energetic and motivated staff working as one to make Mannering Park Public School a credit to public education. Our school is proud to provide quality education for our community through creating a welcoming and friendly school to ensure genuine community participation, a happy and caring school climate and a culture of continuous improvement focusing on high expectations of teaching and learning; by ensuring smaller classes taught by highly-qualified and enthusiastic teachers; by providing our students with comfortable well-equipped classrooms and spacious landscaped playgrounds.

A—Z

Attendance:

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.

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 send in the absence form from the Skoolbag App. For planned student absences in excess of five school days (i.e. family holiday), by law children will be marked as absent.

All absences are recorded on the children's reports at the end of Semester One and Semester Two.

Accidents and Sickness:

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. Children becoming ill should report to their class teacher and if too ill to remain at school, every effort will be made to contact the parent or the emergency contact.

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.

Assemblies:

Assemblies are held in the hall on Fridays in odd weeks, K-2 at 12:50pm and 3-6 at 2:00pm. All parents are welcome to attend. "Assembly of Excellence" is held during the last weeks of each term, where children from each class receive awards and attend a morning tea with parents/carers.

Asthma:

Parents/carers are to complete an asthma management plan in consultation with their GP and submit the plan to the Office for any child who suffers from asthma.

Banking:

Student banking day is Tuesday 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. Bike licence application forms are to be signed by parents each year before a bike licence card is issued to a student. The application forms are available from the office. Scooters are not to be brought to school.

Birthdays:

If you wish to send cakes 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 gluten or dairy free diet.

Book Club:

Scholastic 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 now order online through the LOOP system, just log onto to the Scholastic website.

All orders that are placed through the school, 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. As the canteen operates on a volunteer basis, parent helpers are required to operate the canteen. Please contact the Canteen Supervisor to volunteer, or for further information please call the school on 43591184. The canteen operates every day. All lunch and recess orders must be placed before 9:00am. Orders are written on a paper bag with name and class details. The class basket and cooler bag 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 Address and/or phone or numbers:

It is most important to notify the school of any changes so that our records can be kept up to date.

Children Entering or Leaving School Grounds:

Due to WHS issues, families should enter the school through the pedestrians gates only. Children are **never** allowed to walk through the car parks as a means of entering or leaving the school.

Code of Conduct for Parents and Visitors to the School:

Parents/carers and visitors to the school are expected to:

- Not approach other children regarding issues that may arise. Please see a teacher.
- Report to the Office, sign in and receive a visitor's badge if you are staying 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 and
- Allow staff to supervise, investigate and manage students without interference.

Counsellor:

School counselling is a confidential service available to all public school students, parents and carers. 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 is trained to provide expert counselling support, therapies and advice. Our School Counsellor is a Registered Psychologist with experience in working with children from Kinder to Year 12, as well as their families. In addition, the School Counsellor may use some assessments so that our students can be understood and helped. In primary schools a signed permission note or referral is always required prior to the School Counsellor becoming involved. 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 contact the front office at the school or speak directly to the School Counsellor when you are visiting the school.

Court Orders:

Parents/carers must supply any relevant court orders or similar documentation to the 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.

Curriculum:

The Key Learning Areas (KLAs) are:

- English
- Mathematics
- Science
- History
- Geography
- Personal Development, Health & Physical Education (PD/H/PE)
- Creative Arts

Enrolment:

Children can be enrolled at the school from Kindergarten to Year 6. Enrolments are taken at the office. A Birth Certificate and a recent Immunisation Certificate are required for all enrolling Kindergarten children.

Children transferring from another 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.

Ethics Class:

On Wednesday afternoon from 2:20-2:55pm we have some students (Years 3-6) that participate in 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.

Excursions:

During the year, all classes participate in planned educational excursions. These are arranged to support and stimulate learning in the classroom. Parents are informed in a letter, with an attached permission slip, outlining the nature of the excursion. Excursions, performances and cultural events are considered to be part of our school's normal educational programs and children are expected to attend.

Facebook:

MPPS has a Facebook site where all newsletters, special events, photos and messages are displayed. Please log on and like our page to receive all these messages.

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:

We are now in a position where we can shut the gates during school time but still allow easy access for you to come in during the school day. The gates will be open as usual in the morning and closed at about 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 between 2:30 and 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. Of course 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:

Homework is issued by the classroom teacher. Homework is an essential element in a child's learning as it reinforces classroom learning. It is also a valuable time for parents to find out more about what their child is learning at school. Reading with your child each night will help in all areas of school. You will be informed by your child's teacher about homework requirements.

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/infectious/factsheets

Interviews:

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.

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. Students do not need large amounts of money at school.

Late Arrivals/Early Leavers:

If students come to school (after 9:00am) they must present to the office to be given a late arrival slip to take to their teacher.

If you need to collect your child earlier than 2:55pm for an appointment please visit the 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.

Library:

All classes have weekly library lessons. 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. **PLEASE** label **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 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.

Newsletter:

Each Wednesday, our newsletter is sent home every second Monday (even weeks) with the eldest child. It can also be found on the school website, the Skoolbag App and our Facebook page. The newsletter informs families about upcoming events, news of school activities and student's achievements.

Notes & Money:

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. All money is to be placed in a sealed envelope (available at the counter) 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.

Office Hours & Admin Staff:

Office hours are from 7:30-3:15pm
School Administration Manager - Mrs Cheryl Fairman
School Administration Officer - Mrs Lorna Tomkins
Phone: 43591184
Fax: 43591667
Email: mannringpk-p.school@det.nsw.edu.au
Website: www.mannringpk-p.schools.nsw.edu.au

OOSH:

Before and after school care operates in the Community Room daily.
Morning Session - 6:30-8:30am. Afternoon Session - 2:55-6:00pm
For further information please contact Camp Australia on **0413 876221**

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 welfare of the students at the school
 - Encourages parent participation in curriculum and other educational issues in school.
- P&C meetings provide a forum for parents to discuss the school's operation with the Principal. The P&C meet on the third Tuesday of each month. Please contact the school office for further details.

Fundraising Committee:

Our fundraising committee invites all parents and community members to attend our P&C meetings. Our fundraising activities include: Mother's Day stalls, Father's Day stalls, Easter and Christmas raffles, just to name a few.

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
- 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).

Pets:

The *Companion Animals Act 1998* (the Act) provides that dogs are prohibited from school grounds whether they are leashed or unleashed. It is an offence which carries a penalty ranging from \$1,100 to \$11,000 depending on whether the dog is designated a dangerous breed or not. Other animals are not allowed on the school grounds without the authorisation of the Principal.

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.

Private Vehicle Conveyance:

PVC subsidy is available for eligible school students, who are residents of NSW, where there is no public transport for all or part of the journey. Please see the office for application forms and further information.

School Hours:

The school is open to students from 8:30am.

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.

School Expectations:

As a Positive Behaviour for Learning (PBL) school, our school expectations are:

Respectful Relationships

Responsible Learners

Students participate in regular activities to support their understanding and implementation of these expectations.

School Uniform:

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. Please contact the Office for placing orders.

Our school colours are: Polo shirts - Maroon/blue (available from school only); Shorts - Maroon;

Girls Skorts, Skirts & Dresses - Maroon check; Tracksuit pants and hoodies - Maroon; Socks -

White; Shoes - Black Joggers. Hats are supplied and kept at school. Sports Uniform - house

coloured sports polo and maroon shorts (polo's available from the school).

Skoobag:

Skoobag is an APP that is available on all smart phones - iPhone, iPads and Android phones.

When downloaded, you are able to access all newsletters, alerts, and contact the school with notes to explain your children's absences and much more.

Smoke Free Zone:

All school areas are totally non-smoking areas.

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.

Sport:

We have 4 sport houses at Mannering Park Public School.

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 - Kinder to Year 6.

Times for these 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.

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.



