

ST CLAIR PUBLIC SCHOOL



Vision Statement

*Safe, Respectful, Learners Strive to Achieve
at St Clair Public School*

St Clair Public School is committed to providing an inclusive education within an engaging and nurturing environment where learners are provided with quality teaching and learning experiences that inspire the development of confident, creative and innovative individuals, critical thinkers and problem solvers, leaders and responsible citizens for the 21st century.

PARENT INFORMATION BOOKLET

2016 Edition

*A lighthouse school for outstanding
Kindergarten & Year 1 programs*

*Member of the STEPS Learning Community (Director General's
Award recipient, ACEL Leadership Award recipient)*

CONTENTS

INFORMATION ABOUT ST CLAIR PUBLIC SCHOOL	3
BEGINNING OF THE SCHOOL YEAR	4
SCHOOL HOURS	4
ARRIVING LATE FOR SCHOOL	4
COLLECTING CHILDREN DURING SCHOOL HOURS	4
PLAYGROUND SUPERVISION	4
ST CLAIR BEHAVIOUR EXPECTATIONS	5
Our School Song	5
STUDENT WELFARE.....	6
STRIVE TO ACHIEVE.....	6
CURRICULUM INFORMATION	7
ENGLISH.....	7
TALKING AND LISTENING.....	7
READING.....	7
WRITING.....	7
SPELLING	7
HANDWRITING	8
HUMAN SOCIETY AND ITS ENVIRONMENT.....	9
MATHEMATICS.....	9
SCIENCE AND TECHNOLOGY	9
CREATIVE AND PERFORMING ARTS	10
PERSONAL DEVELOPMENT, HEALTH and PHYSICAL EDUCATION	10
EXTRA CURRICULA PROGRAMS	11
THE STUDENT REPRESENTATIVE COUNCIL (SRC)	11
DANCE GROUPS	11
SCHOOL CHOIR	11
DEBATING GROUP.....	12
STEPHANIE ALEXANDER KITCHEN GARDEN	12
LIBRARY	12
BOROWING BOOKS	12
BORROWING TIMES	12
LIBRARY BOOK DILEMAS	12
BOOK CLUB.....	13
HOW PARENTS CAN HELP WITH THE LIBRARY AND.....	13
LITERACY PROGRAMS	13
SUPPORT PROGRAMS	13
SUPPORT FUNDING	13
SUPPORT UNIT.....	14
LEARNING ASSISTANCE SUPPORT TEACHER (LAST).....	14
ESL TEACHER (English as a Second Language).....	14
READING RECOVERY TEACHER (RR).....	14
SCHOOL COUNSELLOR	14
RELEASE FROM FACE TO FACE TEACHER (RFF Teacher)	15
ASSESSMENT AND REPORTING	15
REGULAR REPORTING.....	15
INTERVIEWS	15
ARRANGING AN INTERVIEW	15
ASSESSMENT and TESTING.....	15
SCHOOL NEWSLETTER.....	15
SCHOOL WEBSITE.....	15
SCHOOL FACEBOOK PAGE.....	15

STUDENT ATTENDANCE.....	16
STUDENT ABSENCES	16
STUDENT INFORMATION.....	16
CARE OF SICK OR INJURED STUDENTS	16
PLAYGROUND SUPERVISION	17
HOMEWORK.....	17
EXCURSIONS.....	17
STUDENT ASSISTANCE SCHEME	17
SCHOOL ASSEMBLIES	18
PARENT GROUPS	18
CANTEEN	18
SCHOOL BANKING	18
BUS TRAVEL	19
LOST PROPERTY	19
CHARITABLE ORGANISATIONS	19
PARENT HELP IN THE CLASSROOM.....	19
SCRIPTURE	19
COLLECTION OF MONEY	19
COMMUNITY USE OF THE SCHOOL HALL.....	20
PARENT PARKING.....	20
RIDING BIKES OR SCOOTERS	20
SCHOOL UNIFORMS	20
SUMMER UNIFORMS	20
WINTER UNIFORM.....	20
SCHOOL HATS	21
SPORTS UNIFORM - BOYS AND GIRLS	21
SCHOOL BACKPACKS.....	21
SCHOOL BADGES	21
SALE OF UNIFORMS	21
JEWELLERY	21
INFECTIOUS DISEASES.....	22

INFORMATION ABOUT ST CLAIR PUBLIC SCHOOL

St Clair Public School was established in 1982 to accommodate students from the newly developed St Clair housing estate.

The school has 21 permanent classrooms. Fourteen of these are used as home rooms and accommodates a school population of approximately 290 students, organised into 15 classes including 5 Special Education classes. It is the home school for the District Itinerant Hearing Support Team.

Classrooms are arranged in 'clusters' of three, with each cluster having its own adjoining 'Practical Activity Room' to cater for activities such as Art and Craft. Each Practical Activity Room also contains a cluster of computers linked to a printer and the internet. All classrooms have interactive whiteboards and are air-conditioned.

In addition to the Administration Block, there is a well-equipped Library; with a Computer Lab of 16 computers all linked to the internet, an air-conditioned Hall, 2 Audio-Visual Rooms, a 5 bay commercial Kitchen, a dining room, a Canteen and a large playground including oval, artificial grass area with large area shaded by sun sails and two large Covered Outdoor Learning Areas (COLAs) which are positioned over our hard courts.

St Clair is a K-6 school, with Infants, Primary and Support Unit operating as one school.

The School Principal
Assistant Principal (Professional Learning)
Assistant Principal (relieving)
Assistant Principal (relieving)
Assistant Principal
Assistant Principal (Hearing)

Mrs Judy Loader
Mrs Lyndal Watchman
Mrs Elizabeth Goodwin
Mrs Susan Burke
Ms Emma Twining
Mrs Jacqueline Aczel



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St Clair 2759**

Phone: 9670 1966

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

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

BEGINNING OF THE SCHOOL YEAR

Staff return on the day following the Australia Day Holiday Wednesday 27th January 2016.

All students from Years 1-6, including those who are transferring from other schools, return to school on Thursday 28th January 2016.

Kindergarten students will start on Tuesday 2nd February. A letter will be sent to parents advising them of the time of enrolment.

Each Kindergarten student will attend a 45 minute interview with their class teacher for assessment purposes between Thursday 28th January and Monday 1st February 2016.

SCHOOL HOURS

Classes commence each day at **9.00 am** and conclude at **3.00 pm**

Morning Recess: 11.00am – 11.20am

Lunch Eating: 1.05pm – 1.15pm

Lunch Play Time: 1.15pm – 1.55pm

The School Office is open from 8.30am until 3.15pm.



ARRIVING LATE FOR SCHOOL

Students arriving at school after classes have moved into their rooms should go straight to the Office to obtain a Late Note. Younger students should be escorted both to the office and the classroom. Late Note advice is passed on to the class teacher.

COLLECTING CHILDREN DURING SCHOOL HOURS

When it is necessary for you to collect your child/children during school hours, it is essential that you go to the School Office to sign your child/children out. The Office will contact your child/children's classroom and have them sent to the Office. This procedure has been established as a security measure for the safety of students.

PLAYGROUND SUPERVISION

Playground supervision commences at 8.30am



In the interest of safety, students should not be in the playground before 8.30am or after 3.00pm when the playground is unsupervised.

Students are not permitted to play in school grounds on weekends or after school.

ST CLAIR BEHAVIOUR EXPECTATIONS

Be a Learner
Be Respectful
Be Safe

Statement of Purpose

Safe, respectful, learners strive to achieve at St Clair Public School.

Our School Song

Here we are at St Clair Public School
Singing we're St Clair and we strive to achieve
Reading and writing and learning ABCs
Singing we're St Clair and we strive to achieve

We play games – play games
With our mates – our mates
We play games, with our mates
And we think our school is great

We pull together and we work as a team
Singing we're St Clair and we strive to achieve
Making friends we're as happy as can be
Singing we're St Clair and we strive to achieve

We look good – look good
We look fine – look fine
We look good – we look fine
And we're learning all the time

Here we are at St Clair Public School
Singing we're St Clair and we strive to achieve
Reading and writing and learning ABCs
Singing we're St Clair and we strive to achieve

STUDENT WELFARE

The Learning Support Team is responsible for overseeing all programs that address the student welfare needs of the students of St Clair Public School.

All students are encouraged to achieve to the best of their ability and to take personal responsibility for their behaviours and relationships with others. Students experiencing difficulties in any of these areas may be referred to the Learning Support Team for additional support consideration.

The discipline of students at this school will at all times be maintained within the rules and regulations set down by the NSW Department of Education and the laws of NSW.

In instances of inappropriate behaviour all avenues of support counselling will be explored and will involve the student, class teacher, school principal, parents and, if appropriate other counselling agencies.

Students who display unsafe or inappropriate behaviour in the playground will be referred to the school executive who will investigate the incident. Parents will be kept informed.

Teachers use a wide variety of rewards to encourage appropriate behaviour e.g. Verbal and written praise, mini merit awards, merit awards, tokens, a smile, a kind word, playground '*Caught You Being Good*' awards. These positive measures promote 'good' behaviour and foster self-discipline.



St Clair Public School's Motto is

STRIVE TO ACHIEVE

CURRICULUM INFORMATION

St Clair Public School implements the Syllabi as prescribed by the NSW Department of Education and the NSW Board of Studies. Our school embraces the philosophy that children should be actively involved in their learning. There is a strong emphasis on developing literacy and numeracy skills across all the Key Learning Areas (KLAs) of English, Mathematics, Science and Technology, Human Society and Its Environment (which is being divided into History and Geography), Creative and Practical Arts and Personal Development, Health and Physical Education.

ENGLISH

TALKING AND LISTENING

St Clair has a tradition of excellence in talking and listening programs including K-6 participation in the Verse Speaking Competition, 3-6 participation in the Public Speaking Competition and participation in the District Public Speaking and Debating Competitions.

READING

Fundamental to the continuing development of reading is:

- The understanding that reading is both worthwhile and enjoyable.
- The provision of an environment at home and at school in which this attitude is encouraged, free of anxiety and fear of failure.



Individual teachers conduct reading lessons within their own classrooms, using a wide variety of books, magazines and pictorial materials as a basis for instruction. Teachers develop a balanced reading program using shared, guided and independent instruction strategies.

At all times reading instruction is closely linked with talking, listening and writing activities.

Reading instruction is taught systematically and explicitly so the children can use a variety of strategies to bring meaning to print. The Home Reading Program is an important feature of our reading program for K-3 students.

WRITING

In teaching writing, teachers:

- Instruct students on the forms and conventions governing writing in English. From Kindergarten they learn to write a variety of fiction and factual text types.
- Conference with students individually and in groups about meaning, grammar and punctuation of their writing.

SPELLING

In Years 1-6, teachers use a combination of class and individual lists to teach spelling. Kindergarten students are taught spelling through phonics, sight-words and writing programs. No formal lists are used at this stage.

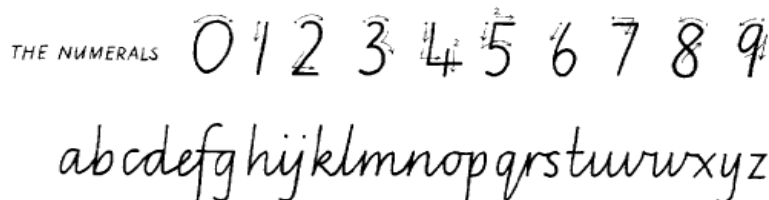
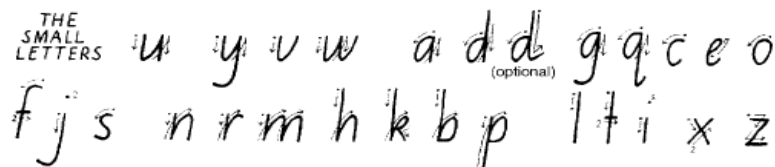
Spelling strategies are taught in a variety of ways including the **LOOK, SAY, COVER, WRITE & CHECK** and **Word Sort** methods. The strategies are to ensure that students will be better able to:

- Write correctly the common words they need.
- Use efficient ways of discovering and memorising the spelling of words.
- Learn English spelling rules.
- Advance at a rate determined by individual needs and abilities.
- Realise the necessity for accurate spelling in writing.
- Achieve success in spelling.



HANDWRITING

The aims of teaching handwriting are to help the students acquire acceptable standards of legibility, fluency and style in all written work. The students are taught using the NSW Foundation Style as shown below.



Computer keyboard skills are integrated into the handwriting program.

Kindergarten and Stage 1 learn English reading and writing skills through involvement in the **L3 Program** (Language, Learning and Literacy)

HUMAN SOCIETY AND ITS ENVIRONMENT (The History syllabus is being implemented in 2016 and Geography in 2017)



Programs are developed to ensure the children achieve all the outcomes of this Key Learning Area while covering a variety of topics within each stage group. Excursions are often linked with these units of work to further expand the children's understanding of the topics.

MATHEMATICS

Students cover many topics under the broad general headings of:

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

Working mathematically is imbedded across all strands of Mathematics

Practical experiences are a feature of maths lessons and enable students to understand abstract concepts.

K-2 classes participate in the TEN (Targeting Early Numeracy) program which explores strategies that develop addition and subtraction skills.

3-6 classes participate in TOWN (Taking Off With Numeracy) lessons which further develop the strategies learnt in TEN and focuses on improving numeracy skills in the upper primary years.



SCIENCE AND TECHNOLOGY



have access to computer technology within classrooms and through the library computer lab.

All students are given an XO laptop to use in class to support their learning. Students access programs built into the XOs as well as the Internet to access educational activities and games that support their in class learning.

Programs are developed to ensure the children achieve all the outcomes of this Key Learning Area while covering a variety of topics within each stage group. Students



CREATIVE AND PERFORMING ARTS

Creative arts programs teach the skills of art, craft, music, drama and dance within each class. The talents of our students are showcased during weekly whole school assemblies, through Education Week displays and involvement in Community events. The junior and senior dance group, junior and senior DanceSport teams and the choir (2-6) are features of our school.

PERSONAL DEVELOPMENT, HEALTH and PHYSICAL EDUCATION

Personal development, Health and Physical Education are an integral part of the school curriculum. As part of class programs the students are involved in a variety of dance, movement, strength, endurance and flexibility activities, as well as developing the fundamental movement skills necessary to play a variety of sports.

The house teams are:

ROSELLAS	Yellow
EMUS	Red
EAGLES	Blue
KINGFISHERS	Green



- A Swimming Carnival for Year 3-6 competitors is held in Term 1.
- A Cross Country Carnival involving all students is held in late Term 1 or early Term 2.
- An Athletics Carnival involving all students is held in late Term 2 or early Term 3

Parents are most welcome to attend these events.

Other Sporting activities include:



Selected students from Years 3-6 compete in the Winter PSSA (Primary School Sports Association) competitions with other schools in the district. Students also attend gala days and knockout competitions in a wide variety of sports.

The school sends representative teams to participate in organised District Swimming, Athletics and Cross Country Carnivals.

The school also engages professional coaches and teachers to develop student skills in areas where staff do not have expertise. These programs are paid for by families and usually cost between \$1.00 and \$5.00 per week depending on the program and equipment supplied.



Programs in Child Protection, Anti-bullying and Drug Education are implemented K-6.

EXTRA CURRICULA PROGRAMS

THE STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council comprises one representative from each class from Year 2 to Year 6. Each class votes in Term 1 to select their representative for the council.

Throughout the year the SRC holds a number of fundraising activities such as mufti days, cake stalls and talent show. The money raised goes towards projects aimed at improving the environment around the school. From 2000 to 2009 the SRC sponsored a Tanzanian girl named Bertha Mkwawi. In 2010 the SRC was allocated a new child, Petro Eliasirashidi who is now 11 and presently in Year 4. Petro has 2 brothers and 2 sisters and both his parents are unemployed. This sponsorship commitment will continue to be a high priority for future Student Representative Councils.

DANCE GROUPS



The school has four dance groups, Junior and Senior Dance Sport Teams and Junior and Senior Lunchtime Dance teams. The dance groups cater for boys and girls in Years 1 to 6 and are designed to develop self-confidence. The groups perform at many school presentations. The lunchtime Dance groups also perform as part of the St Clair Erskine Park

schools (STEPS) Music festival, presently held at The Evans Theatre, Panthers, Penrith and at Mt Druitt Shopping Centre during education week.

SCHOOL CHOIR

The St Clair School choir performs throughout the year for special occasions such as Assemblies, Education Week and Anzac Day. Every year from 2009, the choir has performed as part of the St Clair Erskine Park schools (STEPS) combined choir at the STEPs Music festival, presently held at The Evans Theatre, Panthers, Penrith. The choir also performs at Westfield Mt Druitt during education week. The group meets once a week to practise.



The repertoire of songs selected can often follow a theme for a specific event, or can be chosen from modern songs popular with the children. Children have the opportunity to sing accompanied by the piano or without accompaniment of instruments. They also often learn to sing in parts.

DEBATING GROUP

Senior students who show talent or are interested in public speaking may join the debating group. The group meets at lunchtime to plan debate arguments, rehearse speeches and learn debating skills. The debating team participates in district competitions. During the past seven years St Clair has won or been runner up in the pool finals for debating and on three occasions has won the District Competition.



STEPHANIE ALEXANDER KITCHEN GARDEN

Students in Years 2 to 6 have the opportunity to participate in Kitchen and Garden lessons. The school employs Juanita Di Angelo 3 days per week as our Garden Assistant and Cazzandra Rice, 3 days per week as our Kitchen Assistant.

During lessons student learn about the garden, fruit and vegetable growing as well as lots of scientific knowledge about the living environment. The students learn how to cook and prepare healthy food. At the end of lessons the student share what has been cooked that lesson.

LIBRARY



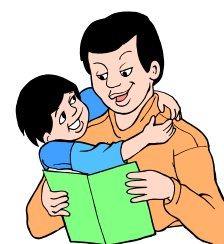
The Library caters for staff and students from Kindergarten to Year 6. Students visit the library each week to participate in lessons planned by the teacher librarian and the class teacher to learn information skills and to borrow library books. Features of our library are the interactive whiteboard, computer lab with Internet access and the tiered learning room.

BORROWING BOOKS

Students in Kindergarten, Year 1 and Year 2, must have a library bag made of cloth or sturdy plastic. (A bag 30cm x 40cm is large enough for large picture books).

Borrowing limits are as follows.

- Years **K** 1 library book + 1 home reader - 1 week borrowing time
- Years **1, 2** 2 library books + 1 home reader - 1 week borrowing time
- Years **3, 4** 3 library books - 1 week borrowing time
- Years **5, 6** 4 library books - 2 weeks borrowing time



At the beginning of the year Kindergarten classes will have several introductory lessons before they commence borrowing.

Reminders of overdue books are sent out during weeks 5 and 10 of each term.

BORROWING TIMES

Every class has a designated time each week to borrow and are assisted by the class teacher and the teacher librarian. Parents will be informed of their child's library borrowing day. The Library is open 3 days per week.

LIBRARY BOOK DILEMMAS

Extensions can be granted to loan times provided that others are not waiting for the title.

If a student forgets to bring a book or is away on class library day, the book can be returned at lunchtime or the mornings when the library is open.

If a student has a book and you are not sure of the book's name, the librarian can supply this information.

If a book is damaged while at home – **PLEASE** send it to school for mending.

If a book is lost or damaged beyond repair – we would appreciate replacement cost of the lost or damaged book.

BOOK CLUB

The Scholastic Book Club operates within the school 7 times per year. There are 3 different pamphlets – Lucky, Arrow and Star designed to cater for different ages and reading abilities.

When each club commences order forms are distributed to all classes. Teachers are informed of the closing date in a circular accompanying the order forms. Parents are informed in the newsletter.

If you wish to order books, cut out the order form from the back of the pamphlet and fill in the details. Enclose it, along with the correct amount of money in a sealed envelope with the students' name and class on the front. Envelopes are taken to the Library. Books arrive about 2 weeks after ordering.

HOW PARENTS CAN HELP WITH THE LIBRARY AND LITERACY PROGRAMS

Parents and teachers should work together to develop a love of books.

You can help in the following ways.

- Read to children from babyhood.
- Show children that **you** read and enjoy books.
- Make reading or story time an enjoyable time to share with your child.
- Ensure that children of school age experience a wide variety of quality books **in addition to** those, they can read themselves.
- Teach children to handle books carefully.
- Ensure that children's library books are out of reach of toddlers, animals etc. while at home. Little brothers and sisters damaging books accounts for most of our losses.
- Remind children about returning books.
- Communicate with the school promptly should any problems arise.



SUPPORT PROGRAMS

St Clair Public School provides a variety of support programs to ensure every student reaches their full potential. The Learning Support Team coordinates the efficient implementation of these programs. Class teachers refer students with specific needs so that additional help/support can be accessed.

SUPPORT FUNDING

Some students enrolled at our school have been diagnosed as having a disability. The Learning Support Team will apply for additional State funding to help meet the needs of these students. Sometimes this allows us to employ additional School Learning Support Officers.

SUPPORT UNIT

The Support Unit consists of 5 Multi-categorical classes and caters for the needs of students with a variety of disabilities. There is a maximum of 10 students per class in the unit. Placements in these classes are made through the Regional Allocation Committee. The unit staff consists 10 staff, 1 teacher and 1 full-time School Learning Support Officer per class. Students in these classes have an Individual Education Plan (IEP). The integration of students from the Unit with their mainstream peers occurs across all school activities, in the classroom and in the playground.

LEARNING ASSISTANCE SUPPORT TEACHER (LAST)

The Learning Assistance Support Teacher (LAST) provides specialist assistance to students with additional learning and support needs and their teachers. The role of the LAST is to support students with additional educational needs and identified specific learning and support needs by:

- working collaboratively with the classroom teacher to support assessment for learning
- planning, implementing, modelling, monitoring and evaluating teaching programs and personalised adjustments for students in conjunction with regular classroom teachers
- providing professional specialist advice
- providing direct support individually, in small groups or team teaching situations

ESL TEACHER (English as a Second Language)

The ESL teacher is appointed to assist students who do not speak or write English as their first language. The ESL teacher is appointed for 2 days per week. The ESL teacher's role is to:

Advise and assist the class teacher to understand the needs of ESL students and to provide additional support for students.

Team-teach with the class teacher so that students or groups of students with English as a second language receive more attention.

READING RECOVERY TEACHER (RR)

A small number of Year 1 students who are experiencing difficulties with literacy are involved in the Reading Recovery Program. Half an hour of daily individual support is provided for approximately 20 weeks. This intensive program helps Year 1 students improve reading and writing skills. Students are nominated for the program by their class teacher. After formal assessment takes place, suitable candidates are accepted into the program on a priority needs basis.

SCHOOL COUNSELLOR

The School Counsellor is an important member of the Learning Support Team. The counsellor assists staff and parents to support individual students. Students can be referred to the School Counsellor for assessment and/or counselling. The Learning Support Team always seeks parental permission prior to assessment or counselling.

The service is provided three days per fortnight so appointments are necessary. If you wish to make an appointment to speak with the Counsellor, this can be done via the class teacher, Assistant Principals or Principal. You may also reach the counsellor directly on their designated day by phoning the school.

RELEASE FROM FACE TO FACE TEACHER (RFF Teacher)

Each teacher is entitled to 2 hours release from face to face teaching each week. The RFF teacher is appointed to teach the class during this time. The RFF teacher prepares and implements parts of the syllabus. During release time, class teachers develop class programs, hold parent interviews and participate in professional learning.

ASSESSMENT AND REPORTING

REGULAR REPORTING

Twice yearly written reports, in late June and in December, advise parents of student progress. Parents of students also receive a PLAN (Planning, Literacy and Numeracy) feedback to parents report.

INTERVIEWS

Interviews may be organised at any time of the year as the need arises. Teacher led interviews are organised in late Term 2.

ARRANGING AN INTERVIEW

Interviews can be organised by contacting the school office.

When seeking an interview, indicate the times you will be able to come to school and the general nature of your request. A mutually convenient time will be arranged.

ASSESSMENT and TESTING

Teachers monitor each student's progress in all subject areas using a variety of assessment procedures. The information gained from these assessments is used to develop class programs, efficiently utilise school resources and provide appropriate extension and remediation programs. School programs are also evaluated for their effectiveness. National Assessment of Literacy and Numeracy (NAPLAN) commenced in 2008 for Years 3 and 5 students and will continue into the future.

Remember, if there is ever any aspect of your child's schooling causing concern, please contact the school.

SCHOOL NEWSLETTER

The newsletter is posted on the school website fortnightly, generally on Thursdays. The newsletter is also emailed to parents who have supplied an email address. If you require a paper copy please see the school office so that one can be sent home. The newsletter provides information about what is happening at school.

SCHOOL WEBSITE

The school website provides information about public schools in general, information about our school including newsletters, calendar dates, notes and a photo gallery of special events.

SCHOOL FACEBOOK PAGE

The school Facebook page has information about and photos of events happening at the school. Updates are posted regularly whenever the students are out of the school.

Our Facebook page can be found at <https://www.facebook.com/St-Clair-Public-School-1530955660488146/?fref=ts>

What a great way to keep the school community up to date with all the exciting things happening this year.

We welcome questions or comments from our community on published posts.

Please keep it positive and remember as with all DEC social media swearing, criticism and bullying is inappropriate and will be deleted immediately.

For further DEC social media comment guidelines click on the link below:

<http://www.schoolatoz.nsw.edu.au/about/using-this-site...>

STUDENT ATTENDANCE

Regular attendance is very important. Coming to school every day and getting here on time reinforces for children that school is a significant experience, not to be missed. When children attend regularly the teacher is able to build a sequence of learning for them and the child develops a sense of success. Regular attendance also supports children's sense of belonging to that group and helps them develop and maintain friendships.

STUDENT ABSENCES

The law requires that a note be sent to school when a student is absent. The note should provide the child's name, the date of the absence and the reason(s) for the absence and be presented when the student returns to school. Please address notes to the student's teacher.

These notes are kept as part of school records.

If a child is likely to be away from school for a number of days, it is advisable to contact the School Office. In such cases, a note is still required when the child returns to school.

Similarly, if it is known that your child is going to be away, (e.g. a family holiday) the note should be presented prior to the absence(s). If this absence is going to be for more than 15 days (3 school weeks) you need to apply for an exemption from school attendance. The forms are available from the school office.

STUDENT INFORMATION

It is very important that records relating to each child are kept up to date.

Please advise the school immediately you change your address, phone number or place of work, as this information may be vital if an emergency arises.

CARE OF SICK OR INJURED STUDENTS

If a child becomes sick or is injured at school, the child is taken to sickbay where assistance is given. Parents will be contacted if the illness or injury is considered serious.

In less serious cases the child may be treated, monitored and then permitted to return to class.



**AT ALL TIMES, THE PRIME CONCERN WILL BE FOR THE
WELL BEING OF THE CHILD.**

PLAYGROUND SUPERVISION

In the morning, playground supervision begins at 8.30am. Students are also supervised at recess (20 minutes), when eating their lunch (10 minutes), and during the 40 minute (1st Half-2nd Half) lunch break.

Your child, in the interest of his/her safety, should not be in the playground before 8.30am or after 3.00pm when the playground is unsupervised.



Children are not permitted to play in school grounds on weekends or after school.

HOMEWORK

The main purpose of homework will be to consolidate and compliment work that has been taught at school.

Students from K-6 are regularly given homework. All students should read every night. Parents are asked to encourage a positive attitude towards homework so that good study habits become a natural part of each student's approach to learning.



Students have access at home as well as at school to several online educational programs including: Mathletics and Reading Eggs or Reading Express. These programs supplement teacher set homework, as well as consolidate concepts taught at school.

EXCURSIONS



School excursions are a very important part of the curriculum. They support the units of work being studied within the classroom, both before and after the excursion.

All parents are encouraged to support their child's learning by allowing their child to participate in their grade excursions. The Principal approves all excursions.

Written permission will be obtained from the parents or guardians before any student is permitted to leave the school on an excursion.

STUDENT ASSISTANCE SCHEME

Each year the school sets aside a budget to assist parents who experience hardship in providing basic school necessities. Parents who need assistance should contact the Principal or the class teacher. All requests are dealt with in a confidential manner.

SCHOOL ASSEMBLIES



A weekly whole-school (K-6) assembly is held most Mondays at 2pm in the school hall. K-6 involvement in School Assembly aims to build school morale and unity and student cohesiveness. Assemblies also provide a platform to acknowledge student achievement and provide an opportunity for students to perform. Parents are welcome to attend.

PARENT GROUPS

The Parents and Citizens Association meet on Tuesdays at 7pm in the staffroom or Library. The meetings are usually in week 3 and week 8 of each term.

At these meetings, parents are kept in touch with what's happening at the school, plan fund raising activities and provide feedback to the school on the school community needs.

New members are always welcome.

CANTEEN

The school has a fully equipped healthy Canteen providing lunch at a reasonable cost as well as nutritious snacks, fruit juice and milk at recess.

The Canteen is open every day for recess and lunch orders and a list of foods and their prices is available from the office or on the school website.

It is necessary for all lunch orders to be written on a paper bag. The **student's name and class should be printed clearly near the bottom of the bag**. Please ensure that a separate bag is provided for each hot food item ordered.

If possible, the correct money should be placed inside the bag. Quantities of bags can be purchased from the Woolworths.

Voluntary helpers staff the Canteen. If you can assist on a regular basis, or as an emergency helper, please leave your name and address at the School Office or contact the P & C by email stclairpandc@gmail.com

You will always be welcome.

SCHOOL BANKING

It is possible for students to open a savings account through the school with the Commonwealth Bank. For any queries regarding accounts please contact the St Marys or St Clair Branch of the Commonwealth Bank.

Bankbooks and money are collected in class on Monday for processing. Passbooks are returned to the student by school staff.

BUS TRAVEL



Bus passes are available for all children from Kindergarten to Year 2. These passes allow for free travel to and from school.

Primary students must live outside a 1.6 km radial distance from the school or have to walk 2.3 km or more to the school to be eligible for a bus pass. Bus pass forms are available from the School Office.

LOST PROPERTY

Please **MARK PERMANENTLY** and **CLEARLY** all items of clothing and personal property. Queries about lost property should be directed to the School Office.

CHARITABLE ORGANISATIONS

Stewart House is a holiday home for students situated in Curl Curl NSW. It is available for children from public schools who require some respite care. The teachers and students of NSW public schools fully support Stewart House. Our school conducts clothing collections, and fund-raising activities. Subscription envelopes are also sent home periodically to help raise donations.

The Student Representative Council (SRC) supports Stewart House and other charities on an annual basis.

PARENT HELP IN THE CLASSROOM

Many opportunities exist for parents to help in classrooms. If you would like to volunteer to help in your child's classroom please speak to your child's class teacher. If you are in the school in a volunteer capacity you need to complete a Working with Children Check Declaration and sign to say you have read the Parent and Community Volunteer Expectations Policy. On each occasion you volunteer, you must sign in and collect a parent helper badge from the school office before going to the classroom.

Parents are welcome in our school.

SCRIPTURE

On Wednesday mornings, the school is visited by a number of Scripture teachers who conduct a 30-minute religious education lesson. Students only attend Scripture classes with parental approval.

Students who do not attend Scripture are supervised by teachers.

COLLECTION OF MONEY

Throughout the year there will be times when students are asked to bring money to school to pay for extra-curricular activities such as excursions, within school performances or sport clinics. You will be notified in writing or in the Newsletter about these activities.

Parents need to complete permission notes to indicate that they wish their child to participate in these activities. All money is receipted in the office and permission notes are retained by the class teacher.

Please **place money and permission note in a sealed envelope** that is clearly labelled with the student's name, class, name of activity and the amount of money included and place in the black box outside the Office.

COMMUNITY USE OF THE SCHOOL HALL

A number of groups in the St Clair community make use of the school hall outside of school hours.

Information regarding the use of the hall can be obtained by contacting the school office.

PARENT PARKING

The school car park is for staff only!

Parking is available in the shopping centre or in nearby streets.

Parents of students with a physical disability or safety concern in our Support Classes may request a school parking pass. These are only available after discussions with the Principal.

SMOKING IS TOTALLY PROHIBITED WITHIN SCHOOL GROUNDS.



RIDING BIKES OR SCOOTERS

Students who ride a bike or scooter to school **MUST** wear a helmet. All bikes and scooters are to be chained to the bike racks at the front of the school by the student.

The school takes no responsibility for lost or stolen bikes, scooters or helmets.



SCHOOL UNIFORMS

A parent survey and a school community meeting held in 1989, decided that the wearing of school uniforms at St Clair Public School be compulsory.



SUMMER UNIFORMS

Girl's summer uniform is green/gold check with a white collar. The girls' uniforms are available through the school

OR



You may purchase bottle green skort (skirt/shorts) and **LEMON** polo shirts (available from the school).

Girls wear white socks, black shoes and a bottle green jacket with the school emblem. The jackets are also available through the school.

Boys' summer uniform is: Bottle green shorts with **LEMON** shirt, bottle green or white socks and black shoes.



WINTER UNIFORM



Boys and Girls: Bottle green track pants and lemon polo shirt or gold rolled neck skivvy, bottle green jacket with the school emblem - available from the school.

Girls Optional Winter Uniform: A green tartan pinafore with gold/lemon skivvy, blouse or lemon polo shirt, white socks or green stockings.



SCHOOL HATS

St Clair has adopted a ‘**NO HAT NO PLAY**’ policy for the school oval, top hard court and artificial grass play areas. To play in these areas students must wear a cap with a flap to cover the neck, a bucket or a broadbrim slouch hat. Green school caps, bucket hats and green broad brim slouch hats are available through the school office.

SPORTS UNIFORM - BOYS AND GIRLS

St Clair Public School sports T-shirts are available from the school. Boys wear bottle green shorts. Girls wear bottle green shorts, skirt or wrap around skirt over bottle green sports briefs. Primary students wear yellow and green sports shirts with St Clair and the school crest. These are available for purchase at the school office.

K – Year 2 do not need to purchase a sports uniform. K-2 students wear a T-shirt the colour of their Sports House for the Cross Country and Athletics carnivals.

SCHOOL BACKPACKS

Bottle green and Hi-Viz backpacks with a school crest are available for purchase. Please ensure that students’ school bags are large enough to carry all their belongings and can be zipped up. This helps to reduce the loss of belongings.

SALE OF UNIFORMS

School uniforms are available for sale each Tuesday and Thursday morning, from 8.30am – 9.30am. Please call at the Office for assistance.

Items sold through the school are:

- Girls’ winter and summer uniforms
- Zipper jackets
- Lemon polo shirts with school crest
- Sport T-shirts
- School hats
- Pre-loved items of uniform.
- School back packs

JEWELLERY

For the safety of students no jewellery should be worn to school, except for students who have pierced ears. The students should wear only studs or sleepers which are safe from catching on equipment or being caught by other students.

Watches can be worn by students but please ensure they are not expensive or precious.

No responsibility will be taken for jewellery items lost or broken at school.

INFECTIOUS DISEASES

Under the Public Health Act and Department of Education Regulations
Some common infectious diseases require children to be kept home from school to prevent
the spread of infection.

These are as follows:

DISEASE	PATIENT PERIOD OF EXCLUSION.
Measles	Minimum Exclusion – 5 days after the rash appears. Contacts not excluded.
Mumps	Exclude until fully recovered. Minimum Exclusion – 10 days after swelling occurs. Contacts not excluded.
Chicken Pox (Varicella)	Exclude until fully recovered. Minimum Exclusion – 7 days after the first spots appear. Contacts not excluded.
German Measles (Rubella)	Exclude until fully recovered. Minimum Exclusion – 5 days after rash appears. Contacts not excluded.
Hepatitis	Exclude until subsidence of symptoms or on receipt of a Medical Certificate of Recovery. Minimum Exclusion – 7 days after the onset of jaundice. Contacts not excluded.
Whooping Cough (Pertussis)	Exclude until fully recovered or on receipt of a Medical Certificate of Recovery. Minimum Exclusion – 3 weeks from onset of hoop. Only domiciliary contacts who are attending school need to be excluded.
Ringworm/ Scabies	Re – admit when appropriate treatment has commenced, supported if requested by a Medical Certificate. Contacts not excluded.
Pediculosis (Head lice)	Re – admit when treatment with anti-lice lotion or shampoo has been undertaken. Hair should be free from ‘nits’. (However, if anti-lice treatment has been undertaken properly, any remaining ‘nits’ would be dead). Sibling contacts may require simultaneous treatment.
Aids.	Education department guidelines have been accepted. Please contact the school if you have any queries in this regard.
Conjunctivitis	Until discharge from the eye/s has ceased. Contacts not excluded.
Impetigo	Until sores have healed. The child may be allowed to return providing that treatment is being applied, and that sores on exposed surfaces are properly covered with dressings. Contacts not excluded.

ST CLAIR

“A Great Place to Learn”