Greta Public School

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School Enrolment
Information Booklet

2012-2013

Principal
Sandra Armstrong.
WELCOME TO GRETA PUBLIC SCHOOL

Greta Public School is part of the Maitland area of the Hunter Region.

Our school is well equipped and offers full educational facilities from Kindergarten to Year 6, following which children move on to a secondary school for further education. In our case most of the students avail themselves of the secondary facilities at Rutherford Technology High School or Singleton High School.

This booklet has been compiled to provide you with information about the school and to answer some of the questions which may arise from time to time.

PRINCIPAL’S MESSAGE

Greta Public School is a caring, supportive and challenging learning environment. Our school provides comprehensive academic, social and physical programs emphasising high standards of instruction in literacy and numeracy. Our children are recognised for their achievements and are encouraged to achieve high personal and academic goals.

Our school, through tolerance, respect and empathy makes a difference to the quality of life of our students and enjoys the support, partnership and trust of our parents. We are a Positive Behaviour for Learning (PBL) school encouraging the values of respect, responsibility and commitment.

We have wonderful children who never cease to amaze us and great parents and community members who give fantastic support and encouragement, and a passionate, dedicated staff who work tirelessly for our students.

All these things create an atmosphere to promote the best educational outcomes for our children.

I look forward to working with you in the best interests of your child.

Welcome to our school.

Sandra Armstrong

This Booklet contains comprehensive information related to our school.

For further information, school happenings and a coloured view of our latest newsletters visit our website: www.greta-p.schools.nsw.edu.au
SCHOOL MISSION STATEMENT

Greta Public School strives to provide a safe and supportive school environment that supports the individual academic and social needs of all students, staff and community members. We promote tolerance, understanding and respect for self and others and we hold high achievement expectations for all students.

Our Mission Statement is:

“To develop respectful and responsible citizens.”

SCHOOL MOTTO:

‘Courage and Loyalty’

OUR SCHOOL

History

Greta Public School was established on this site in 1878 with the permanent brick building being erected. After many years operating with semi permanent building the new block of four classrooms was opened in 2001. Our new school hall was completed in April 2010.

Facilities

Greta Public is a picturesque primary school located in a semi-rural environment within the Cessnock Shire of the Hunter Valley and is set in a pleasant environment with spacious grounds. The physical layout of the school is such that children have ample room at all times. The school has a hall and two outdoor shelters which are used for fortnightly assemblies and for visiting cultural performances which are held at the school on a regular basis. Greta Public School has an additional Reading Recovery room and an integrated Library/Computer room which can be used for any manner of activities. Our school is ISDN and fibre optic cable networked and all students have access to the internet through a secure network. All classrooms have an interactive whiteboard which greatly enhances learning in the school as well students have access to Connected Classroom opportunities through our webcam video conferencing capabilities. Classrooms are carpeted, well lit, have gas heating and fans and are air-conditioned. A feature of the physical layout of the school is the Outdoor Learning Centre which includes the Heritage Walk. The Library has in excess of 10,000 books and related items in stock.

The playground has a basketball court, netball courts, cricket nets, two oval areas and 2 covered play areas. One of these areas has an extensive range of play equipment. There is also a covered sand pit which is very popular with our younger students. Another feature of our playground is the school veggie garden tended by a number of enthusiastic young gardeners.

Greta Public School is held in high regard throughout the area is beginning to be noted for its achievements, particularly in all aspects of English, Mathematics, Performing Arts and Sport. The teaching staff is very committed and are continually updating their teaching skills through attendance at teacher development and professional learning courses.
OUR ACHIEVEMENTS

ARTS

For several years now Greta Public School has participated in J-Rock, the regional Rock Eisteddfod, Regional Dance Festival and Performing Arts Festival with students being commended on both their performance and their behaviour.

Our choir regularly performs at the ANZAC Service and other school related activities.

We offer our students access to visiting authors and illustrators, providing opportunities to extend different talents in our children.

SPORT

Sport plays a significant role in the development of our children. Our students enjoy the various interactions that competition brings. In past years a number of our students have reached regional level in their chosen sport.

ACADEMIC

We offer our students the opportunity to participate in a number of academic pursuits throughout the year. Some of these include the Newcastle Permanent Maths Competitions, GATs Open days at Rutherford Technology High and various extension camps. We continue to encourage high expectations and excellence from our students and staff.

FAIR DISCIPLINE CODE

In order for students to learn we must provide a safe, secure and welcoming learning environment. In this way students learn effectively and behave responsibly. Our aim is always to produce productive and responsible community members.

Our school discipline policy is about encouraging positive behaviour, which has in the past reaped rewards by the excellent reputation our students have for their sportsmanship and general good behaviour wherever they go.

SCHOOL RULES

These rules have been issued by the NSW state government and must be followed by all schools.

All students in NSW Government schools are expected to:
- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
Show respect at all times for teachers, other school staff and helpers including following class rules, speaking courteously and cooperating with instructions and learning activities.

Treat one another with dignity and respect.

Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others such as harassment, bullying and illegal or anti-social behaviour of any kind will not be tolerated.

Rules for Students

Our School has adopted the Positive Behaviour for Learning program.

Our expectations are explicitly taught to our students. These expectations are based on three values – RESPECT, RESPONSIBILITY AND COMMITMENT.

We expect children to be respectful by:

- being co-operative
- showing courtesy and good manners
- looking after property

We expect children to be responsible by:

- being ready to learn
- doing their best
- listening and doing

We expect children to be safe by:

- staying in bounds
- moving safely and quietly
- playing safely

Students who do not meet these expectations will face consequences. These could be:

- verbal reprimand
- planning room session/s
- suspension

Consequences for positive behaviour are addressed by:

- house points
- class of the week
- Greta gecko's reward program
- end of term reward days
- consistent praise
- merit certificates at assemblies
GRETA PUBLIC SCHOOL DIGNITY & RESPECT CHARTER

Our school is committed to a workplace that provides dignity and respect to children, teachers, parents and community members. Dignity and respect requires acceptable behaviour from everyone in our School.

DIGNITY & RESPECT CHARTER

Preamble
Everyone in the workplace, irrespective of their position, deserves to be treated with dignity and respect. No one should suffer bullying while going about their activities. This can put at risk the health, safety and wellbeing of all people in our school. Our school has therefore adopted a policy of ‘zero tolerance’ to bullying at school.

DEFINITION
Generally, bullying is any behaviour or series of behaviours that is unreasonable or undesirable at our school which intimidates, humiliates and/or undermines a person or a group of people. It is often repeated and can be offensive to other people who witness it. This bullying will not be tolerated.

Some kinds of bullying could be

- Being subjected to constant ridicule and being put down in front of other people
- Being the victim of loud and abusive, threatening or ‘put down’ language usually when other people are present
- Leaving offensive messages on email or by telephone, including offensive messages through the use of SMS and material posted on the internet
- Gossiping and spreading rumours

Schools are an opportunity for teachers, parents and other adults to model the very best behaviour to our children. We expect that adults will

- Treat all persons associated with the school with respect and courtesy.
- Allow staff to supervise, investigate and manage students without interference.
- Make complaints about the school, staff or students through the correct procedures.
- Follow school procedures governing entry and behaviour on school grounds.

We acknowledge and understand that our children are precious and that sometimes emotions influence actions.

Unfortunately, in these circumstances, adults sometimes do not realise that their behaviour towards staff members and students can be bullying and intimidating. This behaviour is not in keeping with the standard of behaviour expected of people who enter onto this site. It should be noted entry onto this site is a privilege not a right and I have authority under the provisions of the Inclosed Lands Protection Act 1901 to control access for people who behave inappropriately. This authority includes the capacity to impose conditions and/or prohibit entry to the Greta Public School site.

Our aim is to work with families in the best interests of the children. If you have any concerns about your child please contact the school for an appointment, in the first instance with the teacher concerned. Appointments need to be made at a time that is suitable for both the teacher and you. Teachers are unable to hold interviews with parents during their teaching time as they have a responsibility to teach the children in their care.
STUDENT CODE OF CONDUCT

At Greta Public School, we have high expectations of children attending any Excursions or when representing Greta Public School at a sporting event. To ensure the children understand their responsibilities, as a staff we have decided to put in place a contract for students’ behaviour. We feel that if children are unable to behave appropriately at school this is usually an indication that they will have greater difficulty when out of the school environment.

This Code of Conduct has been formulated to provide a clear statement of Greta Public School’s expectations of students in respect of academic matters and personal behaviour. The Staff at Greta Public School recognises and values the diversity of student experiences and expectations, and is committed to treating students in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

All Greta Public School students are expected to read, understand and follow the Student Code of Conduct.

Students should be aware of the consequences of not following Greta Public School requirements as set out below:

General Behaviour and Attitude

While recognising the rights of its students, Greta Public School expects students to:

- always try their best, in all area of academic achievement, in order to achieve the highest possible goals.
- complete all work and assignments
- respect the rights and property of others
- behave in a manner which does not interfere with the learning rights of others
- obey the school and class rules

If any student can not comply with the Greta Public School Code of Conduct they may be excluded from attending any planned Excursion or Sporting Event.

General Excursions

To help students and give them every opportunity to demonstrate their good behaviour we are allowing them only 5 misdemeanours. They can do this by avoiding the following consequences for poor behaviour:

a. Placed in the Planning Room for 1 serious offence or 2 minor offences
b. Exited from classroom
c. Consistent inappropriate behaviour in classroom
d. Sent to Principal/Assistant Principal
e. Leaving the class/classroom without permission
f. Suspension
Sporting Events

In addition to the **General Behaviour and Attitude** expectations, team members are expected to:

- Take responsibility for your own behaviour and performance
- Attend all team training sessions for the team
- Compete by the competition conditions and rules.
- Never argue with the Judge’s, Referee’s or Umpire’s decision.
- Control your temper – no criticism by word or gesture.
- Be a good sport. Encourage and support your own team members.
- Show respect for yourself, your team mates, officials, your opponents and their skills.
- Stay in the designated team area and support other team members when not competing.
- Follow all directions of team management/officials.

To help students and give them every opportunity to **demonstrate their good behaviour** we are **allowing them only 2 misdemeanours** from the start of team try outs. They can do this by avoiding the following consequences for poor behaviour:

a. Placed in the Planning Room for 1 serious offence or 2 minor offences
b. Exited from classroom
c. Consistent inappropriate behaviour in classroom
d. Sent to Principal/Assistant Principal
e. Leaving the class/classroom without permission
f. Suspension

**CONTACT WITH YOUR SCHOOL**

**A parent and community guide for seeking information and expressing concerns**

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of own child
- Express concern about actions of other students
- Enquire about school policy or practice

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

**These guidelines aim to:**

- identify appropriate processes in order that concerns are dealt with in an open and fair manner.
- ensure that the rights of students, teachers and parents are respected and upheld.
- support sensitivity and confidentiality.
- help reach an agreed solution.
On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

**Trying to talk to teachers when they are trying to teach, manage children or engaged in another conversation is inappropriate.**

**Teachers, parents and community working together for successful schooling**

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<th>APPROPRIATE ACTION</th>
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<td>The academic progress of your own child.</td>
<td>* Directly contact your child’s teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.</td>
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<td>The welfare of your own child.</td>
<td>* For minor issues directly contact your child’s teacher to clarify information.</td>
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<td></td>
<td>* For more serious concerns, contact the office. State nature of concern and arrange a suitable time to talk with the class teacher or appropriate staff member.</td>
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<td>* To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.</td>
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<td>Actions of other students.</td>
<td>* Contact the class teacher for a classroom problem.</td>
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<td>* Contact the stage supervisor or principal for playground problems.</td>
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<td></td>
<td><strong>At no time should a parent approach another child, other than their own, to address an issue at school.</strong></td>
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<tr>
<td>School policy or practice</td>
<td>* Contact the office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.</td>
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ART SMOKES

It is an advantage for all pupils to have a smock to protect their clothing during art and craft lessons. This may be specially made or an old shirt of Dad’s could be used.

ASSEMBLIES

Normal school assembly is held fortnightly on Monday at 2.15 p.m. Parents are notified in the newsletter of the date of an assembly. A fortnightly raffle is held during Assembly time to help Year 6 raise money for their gift to the School.

Parents and friends are most welcome to attend our assemblies and support their children.

ATTENDANCE

Attendance at school is a legal requirement. All students should attend Greta Public School from 9am to 3pm every day the school is open unless they have a valid reason. Valid reasons are usually sick or medical appointments. Parents can get exemptions from school for family holidays where the principal believes it will be a valuable experience for the child. This exemption means that the children will not have that period of time counted as an absence. However, the school must be given notice before the holiday. If you are going away for a short period of time please let us know so that we are able to provide an exemption if warranted.

All student absences must be explained. This can be done with a note, coming to the school and giving a verbal explanation or phoning the school. This must be done within 7 days. If no explanation is provided, then an unexplained absence is recorded.

If your child is late to school, or leaves early they are marked with a partial absence. These also must be explained. Please ensure you sign your child in or out at the office.

All attendance is monitored by the Home School Liaison Officer. We are required to send requests for explanations when there are a number of unexplained absences, including partial absences. Where there are problems with attendance the Department of Education may take legal action against the parents.

AWARDS

Merit Certificates are awarded to children in each class to celebrate achievement within all KLAs. After six small Merit Certificates, a large certificate is awarded. A Citizenship Certificate is awarded to a child in each class who displays appropriate behaviours and is a positive role model.

These certificates are presented on Monday Assemblies, with special incentives attached to each.

BASIC REQUIREMENTS

It is important that all children come to school correctly equipped to carry out their everyday school work. Individual teachers will advise children in their class of the items they require. Some items are supplied by the school. Children should have their own pens, pencils, rulers etc. Please label your child’s things.
BUS TRAVEL

Two bus routes operate in Greta:
Parents need to notify staff about which days their child will be catching the bus to and from school. Staff should be informed in writing to any changes to an individual’s routine. Please inquire at the Office for bus pass eligibility.

CHANGE OF PERSONAL DETAILS

It would be appreciated if parents could notify the school office and classroom teacher of any change of personal details, e.g. address, home or mobile phone number, change of emergency contact, and of any change in your child’s medical conditions / allergies that we should know.

CLOTHING POOL

A small clothing pool is run by P & C, and operates out of the canteen. Items of school uniform can be purchased for minimal amounts of money. These items are clean and in good condition.

Greta Public School has a Uniform Shop, based in the school canteen, open 4 days a week, where new uniforms, hats, sports uniforms and jumpers may be purchased:
- **Monday** 8.30am-9.30am, 2.30pm-3pm
- **Tuesday** 2.30pm-3pm
- **Wednesday** 8.30am-9.30am, 2.30pm-3pm
- **Friday** 8.30am-3pm

CONVEYANCE (Travel) SUBSIDY

Parents who live in N.S.W. and who have to take children 1.6 kilometres to school, or to the nearest bus pick up point by vehicle, are eligible for conveyance subsidy. Details and forms to claim this subsidy can be collected from the school office.

CRUNCH & SIP

For the first 10 minutes of daily recess children are required to sit in the Multipurpose Centre and have their fruit, vegetable or juice. Some free fruit is provided daily by the Canteen for those children who forget their fruit. A ‘slinky’ is also provided by the Canteen to prepare apples for children. Children are encouraged to only have healthy foods at this time.

CUSTODY OF CHILDREN

Where there are special court provisions relating to the custody of children, a copy of the arrangements should be shown to the principal.

DENTAL HEALTH

All children, from 0 – 17 years of age are eligible for free dental treatment. Appointments for dental assessments and treatment are available at Cessnock or Maitland Hospital. To access this service and make appointments please phone 1300651625.
ENROLMENT
Children are eligible to be enrolled in Kindergarten provided their 5th birthday occurs BEFORE 31st July in that year.
Each child needs to present the following to enrol:-
*Proof of age (Birth Certificate)
*Immunisation History Statement
*Evidence of Residential Address (rates notice, lease agreement, electricity bill)

It is a legal requirement by the Department of Education and Training that we have the above information before your child is enrolled at school, or in the case of Immunisation Certificate as soon as the child has had their final injection.

EXCURSIONS
Throughout the year, excursions will be arranged for pupils of various classes. These may be for sporting activities or as part of the schools’ program. In all cases, they will be thoroughly planned and must have the approval of the principal. Our K-4 classes generally undertake one or two single-day excursions.
Students in Years 5-6 will participate in overnight excursions supporting themes of study within the classes.

EXCURSION/ACTIVITY NOTE POLICY
All excursion/activity notes have a date of when it is to be returned and any accompanying money. Unfortunately, we do not accept notes after this due date. If for some reason you require time to pay please contact the school for assistance. We ask for your co-operation to make this procedure work and to avoid disappointment for your child on missing out on activities. Additional notes can be found on our website.

EXIT PROGRAM
If a child has continued to break class rules despite warnings and reminders, the teacher may remove the child from the classroom using the exit program. The teacher will send an explanatory note with the student to the “Exit” teacher. Once exited, the student will then spend two session in the Planning Room and the Class teacher will contact the student’s parents.

GUIDANCE FOR PARENTS
Parents should not hesitate to contact the school to seek guidance about their children’s progress. Teachers are always willing to discuss matters affecting children as it is felt these discussions are of benefit to pupils, teachers and parents. Appointments can be made by contacting the office. Please respect the private lives of our teachers and contact them during school hours to make an appointment about school matters. Our school counsellor visits our school at regular intervals. The services of the school counsellor are available to parents and interviews may be arranged through the principal.

HOMEWORK
Students, K-6, receive homework to consolidate, extend and enrich the school’s program. It has the potential to further the home-school partnership. Recommended times are:

| Year 5/6 | 30 minutes |
| Year 3/4 | 20 minutes |
| Year 2  | 15 minutes |
| Year 1  | 10 minutes |
| Year K/1 | 10 minutes |
| Kinder  | Reading only |

Completion of homework is the responsibility of the child and the parent. The parent’s role in supporting their children with homework is highly important.
HOME/SCHOOL COMMUNICATION

It is a belief of this school that parents are partners in education and that they should try and understand what the school is doing in regard to the development and education of our pupils. The following avenues of communication are in place to encourage this:

**Formal**

- **Interviews**— Late in Term 2, following half year reports, parent interviews are held. These allow parents to discuss the content of the report and their child’s progress, areas of concern and individual goals for their children. Our ‘open door’ policy encourages parents to make an appointment with their child’s teacher or the Principal when the need arises.

- **Reports**— Children will receive reports at half year and end of year

- **Newsletter**— The school newsletter is published every Thursday. All inclusions for the newsletter need to be at the office by 12.30pm on Tuesday to be included. If space permits, we will include community announcements in our newsletter.

**Informal**

Throughout the year there are many occasions on which parents are invited to share special events with their children e.g. carnivals, concerts, special days and observances. These occasions provide opportunities for friendly chats between teachers and parents and can result in very productive discussions.

**IMMUNISATION HISTORY STATEMENTS**

An Immunisation History Statement is required from all new enrolments. Children can be vaccinated at any immunisation clinic or your family G.P. and statements will be issued by NSW Health in readiness for school. Enquiries can be made to Cessnock Community Health - 49910480.

Free clinics are available for your child to be immunised at the following venues:

1. Thornton Tennis club on the 2nd Wednesday of the month at 9:30-12pm
2. Rutherford community Centre- Arthur St on 1st and 2nd Wednesday of the month at 1:30-4:30pm
3. Maitland Town Hall on the last Wednesday of the month at 10:00am-1:30pm.

Children who are not immunised will be excluded from school if any child is diagnosed with a communicable disease, to help prevent those children from contracting that disease.

**LEAVING THE PLAYGROUND**

No child will be allowed to leave the school area unless, accompanied by a parent/carer, during school hours. Children must be signed out at the Office if leaving early.

If children have a change of normal routine for going home e.g. not catching a bus, walking down the street, picked up by an alternative carer etc. a note should be sent with the child. This ensures the child’s safety.
LIBRARY

The library is open each day at lunch. Our librarian holds library lessons on Wednesday to Fridays each week. Children are encouraged to borrow and read books from the library. Books are borrowed for a one week period, and then returned and another borrowed. Help us to help your child and regularly ask them to read their library book to you. If you find that your child does not borrow regularly, or, does not take library books home, let their class teacher know so that we can both encourage this practice. Students are encouraged to have a Library Bag to protect books when they are taken home.

LOST PROPERTY

It is important that all items of clothing are labelled with your child’s name. This also applies to items such as lunch boxes, school bags and pencil cases. While every effort will be made to locate owners of lost property, the school cannot be responsible for any item lost. A lost property area is utilised for unmarked clothing and is located in the foyer outside the school Office.

LUNCH ORDERS

Greta Public School runs a Green Canteen under the Healthy Kids School Canteen Association. Children may order lunches at school through the school canteen, which has undergone menu changes recently to conform with the government’s healthy eating policy. Menus and price lists are updated regularly and sent home with the newsletter. Children place orders before school at the canteen, 8.30 a.m. - 9.00 a.m. each day.

The Canteen is open each day a recess and children may purchase a limited range of healthy foods and drinks after Crunch & Sip is finished.

The canteen relies on volunteers to operate successfully, and as a percentage of the profits are returned to the school via the P & C, parents of primary school children are requested to assist if possible.

MEDICATION

Only medication prescribed by a doctor can be administered by staff at school. All medication that has to be administered to children during the school day has to be administered by parents or a designated member of staff. Children cannot have medication in their bags or on their person. Medication slips are available from the office. They will need to provide information on dosage administration time as well as prescription details from the prescribing doctor.

MEDICAL EMERGENCIES

Although every precaution is taken, accidents still occur at school. In the event of an accident happening to your child, every effort will be made to contact you as soon as possible. Should this be impossible, the school will, on your behalf, decide whether the child will be taken to a hospital or doctor’s surgery. Your advice on treatment for your child will be sought wherever practicable, but in cases of emergency, the interests of your child will be our prime concern. We have ambulance cover for students.

MEDICAL CONDITIONS

If your child has a diagnosed medical condition, please inform the School’s Principal so staff can be made aware of your child’s circumstances and needs.
MOBILE PHONE POLICY

Children must not bring mobile phones to school. If it is absolutely necessary for a child to have a phone at school on rare occasions, phones must be left at the office during school hours. Parents can leave messages for their children at the office.

NUTRITION

Greta Public School supports the Crunch & Sip Program and as such parents should endeavour to see that items either ordered for lunch or brought to school provide a sound nutritional diet for children. Each child should have something healthy for recess as well as lunch. Each classroom has a fridge for the children to use. During hot weather, children should bring a cold drink. Foods high in sugar or preservatives are known to impair a child’s ability to learn and we strongly discourage parents sending chocolate / lollies and other ‘junk’ foods to school.

PARENTAL ASSISTANCE

From time to time throughout the year, parents are asked to assist teachers in various ways e.g. assisting in class—listening to reading, helping with ‘Count me In’; at sporting activities; with fundraising, etc. Greta Public School greatly appreciates the support we receive from our community.

PARENTS & CITIZENS’ ASSOCIATION

Our school P & C is a valued and active asset to our school. The Parents & Citizens’ Association hold their meetings at school on the third Wednesday of each month, at 2.00pm

All parents are welcome to be part of this organisation. The meetings are forums for parent/teacher exchange of information and depend on an active interest being shown by all parents. The group also has a fund raising function within the School. The annual meeting is held on the third Wednesday in March each year. Yearly membership to Parents & Citizens’ Association is $1.00 per family.

PLANNING ROOM

Planning Room operates recess and lunch in the Year 4 room. Students that are exited for the classroom or children that break School or Playground rules are required to spend one (minor infringement) or two (serious infringement) sessions in the Planning Room. For serious offences students are required to write a letter home detailing their behaviour, which parents must sign and return.

SCHOOL CAPTAINS

At the end of each year, pupils elect Captains and School Leaders for the following year. These children have certain responsibilities, such as chairing school assemblies, welcoming visitors, assisting staff and representing the school at official functions.

House captains are elected at the same time. Two House Captains are elected for each House.
SCHOOL DEVELOPMENT DAYS

Professional Development is very important to maintain the currency and knowledge of our staff. In this way we best serve our children. The Department of Education and Training grants each school five pupil free days each year. These days are used by staff to work on programs to benefit students and are usually the first day of Terms 1, 2 & 3, and the last 2 days of Term 4.

SCHOOL HOURS

Normal school hours are from 8.55 a.m. – 2.55 p.m., with a recess break from 11.00 a.m.— 11.30 a.m. and lunch from 1.10 p.m. – 1.50 p.m.

The school playground is not supervised prior to 8.30 a.m. so children should not arrive at school before that time. Children at school before 8.30 a.m. are expected to sit in a designated area until playground duty starts at 8.30 a.m.

SCHOOL HOUSES

The school has four houses, named after local landmarks: Anvil(white), Hunter(green), Morgan(blue) and Whitburn(yellow).

SCHOOL DRESS CODE

The Greta Public School, along with the Department of Education and Training believes that a school uniform provides a sense of belonging and fosters pride in the school.

As well as assisting in the development of tone and good conduct, the wearing of the school uniform also assists in reducing to a minimum distinctions because of clothing, between children at the same school.

Greta Primary School is very proud of its school uniform, and it is worn by all students. Any children who have pierced ears must only wear studs or sleepers and no necklaces should be worn. This is an OH&S requirement. No bright hair colours, makeup or nail polish will be accepted.

SCHOOL UNIFORM:

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Polo Shirt with logo</td>
<td>Red Polo Shirt with logo</td>
<td>$15</td>
</tr>
<tr>
<td>Black Shorts/Skorts</td>
<td>Black shorts</td>
<td>$15 shorts, $18 skorts</td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
<td></td>
</tr>
<tr>
<td>Black shoes</td>
<td>Black Shoes</td>
<td></td>
</tr>
<tr>
<td>Hat bucket hat</td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td>WINTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Polo Shirt with logo</td>
<td>Red Polo Shirt with logo</td>
<td>$15</td>
</tr>
<tr>
<td>Girls Long Pants</td>
<td>Boys Black Trousers</td>
<td></td>
</tr>
<tr>
<td>Red jumper</td>
<td>Red jumper</td>
<td>$22</td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
<td></td>
</tr>
<tr>
<td>Black shoes</td>
<td>Black Shoes</td>
<td></td>
</tr>
<tr>
<td>SPORT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red shirt or coloured sport shirts (as listed below)</td>
<td>Red shirt or coloured sport shirts (as listed below)</td>
<td>$15</td>
</tr>
<tr>
<td>Black shorts</td>
<td>Black shorts</td>
<td></td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
<td></td>
</tr>
<tr>
<td>Joggers</td>
<td>Joggers</td>
<td></td>
</tr>
</tbody>
</table>

Every Kindergarten student gets a free school bucket hat on their first day from the P&C.
SCHOOL GUIDENCE OFFICER

The school is serviced by the District School Counsellor each Wednesday. Parents are encouraged to talk with our Counsellor and appointments can be made through the Principal and by executive staff. By the nature of the service, appointments need to be made in advance. All children referred to the School Counsellor need to have signed parent permission forms.

SPORT

Sporting activities of various kinds are arranged throughout the year. While every effort is made to develop the skills and talents of individual children, it is the policy of the school to encourage participation by all children. Opportunities are available for children in primary classes to compete at district, regional and state levels through P.S.S.A. trials and carnivals. Attempts are made to expose children to as many different sports as possible.

Offers of parental assistance with sport are much appreciated. A sun-protection policy operates within the school.

STAFFING INFORMATION

This school is classified as a PP4 Primary School. The staff in 2012 will consist of:

* Non teaching Principal
* 2 Teaching Assistant Principals
* 6 Classroom Teachers
* Teacher / Librarian - 2 days per week
* Reading Recovery Teacher
* Learning Assistance Support Teacher
* Other Curriculum Support Teachers
* School Guidance Officer
* School Admin Manager
* School Admin Officer
* 4 School Learning Support Officers
* General Assistant

STUDENT SUPPORT

Our school has access to a number of special services to assist children including the School Counsellor.

Further information may be obtained on any of these by contacting your Principal.
STUDENT TRANSITION

Greta Public school works closely with the pre-school to ensure a happy and safe start for our new kindergarten students. We provide 6 visits to our school for each pre-school child in term 4. These offer students different experiences. We also have information sessions and a tour of the school for their parents. Our P&C provides coffee and tissues for the first day of school.

Greta Public School is a partner school with Rutherford Technology High School. Rutherford Technology High School offers a caring, supportive and challenging learning environment. Strong emphasis is placed on literacy, numeracy, technology and sport.

In partnership with Rutherford Technology High School we plan the transition of students to the secondary setting, ensuring that our students are prepared to participate in a wide range of learning activities: academic; sporting; cultural and social to realise their full potential. Activities include the Year Six GATs Program, and open days at the high school.

TEACHER ABSENCES

From time to time, teachers are absent through illness or attendance at professional development courses. On these occasions an approved casual teacher will take charge of the class. If unavailable, the class will be divided among the remaining teachers.

USE OF SCHOOL FACILITIES

Outside bodies are free to use the school’s facilities for meetings, etc. provided that these in no way interfere with the normal running of the school under the auspice of the Community Use of School Facilities Policy. In particular Greta Public School hosts the Baby Health Clinic, 3 days a fortnight.

VEGETABLE GARDEN

The school has a vegetable garden situated on the south west corner. During the year children tend to the bed – digging, weeding, planting, harvesting and raffled the produce. They learn all the necessary steps involved in maintaining an organic edible garden. The vegetable garden will be extended to include a worm farm and composting system. This will reduce the school’s waste and lead to more environmentally aware citizens.

WHAT YOUR CHILDREN LEARN AT SCHOOL

The curriculum of students at all stages of primary schooling covers the essential aspects of the six learning areas of English, Mathematics, Science and Technology, Human Society and Its Environment, Creative and Practical Arts, and Health, Physical Education and Personal Development. Teaching programs are consistent with the syllabuses and other curriculum statements issued by the Department. Each student has a right to a learning program which is developmental and sequential over time and in which at any one time various parts are related logically to each other. Learning takes place in an environment which is sensitive to individual needs but challenging and rewarding.

There is regular assessment of progress and adequate reporting to parents. Parents are informed of the curriculum requirements of the department and encouraged to be involved in establishing and reviewing the curriculum aims and policies of the school. In turn, the school should be able to expect that parents will support and reinforce the school’s learning program. Primary schools are most effective when a genuine partnership is established between the school and the parents of its students.
The Key Learning Areas

There are six broad learning areas in the primary curriculum:

**English**
- Reading
- Writing
- Talking and Listening
- Literature

**Mathematics**
- Number
- Measurement
- Space

**Science and Technology**
- Science
- IT

**Human Society and Its Environment**
- Social Studies
- General Religious and Moral Education

**Creative and Practical Arts**
- Music
- Visual Arts
- Craft
- Drama
- Dance

**Health, Physical Education and Personal Development**
- Health Education
- Physical Education
- Personal Development

**WANT MORE INFORMATION?**

Parents are welcome to come to the school if they have any concerns. You are welcome to request a copy of any of the following school policies ~

- Welfare and Discipline
- Mobile Phone
- Uniform
- Anti Bullying