Welcome to Helensburgh Public School

This handbook has been prepared to provide you with a better understanding of the school and its programs. We hope you will find it informative and useful.

Helensburgh Public School has a tradition of excellence and has served the local community since 1887 by providing a safe, secure, happy and supportive community based school.

We are fortunate in having an experienced and dedicated teaching and support staff, whose aim is to provide the best possible academic education whilst ensuring that social development, cultural and sporting endeavours are well catered for through our many and varied programs.

A strong, consistent and fair student welfare system is in place. This together with our clear uniform policy has generated an enhanced sense of well being and pride amongst all our students.

Our priorities for the years ahead are:

- Providing a strong literacy and numeracy foundation
- Using information and communication technologies to enhance all children's learning experiences
- A well developed creative and performing arts focus through dance, band, choir and public speaking
- A continued tradition of strong sporting performance

Underlying each of these priorities is our belief in high expectations for student learning and the need to continually initiate improvements to ensure the best possible educational outcomes for all students.

We hope your child's time at our school will be enjoyable and beneficial.

The Staff
Helensburgh Public School

School Contact Details

Address: 11 Fletcher St
Helensburgh 2508

Phone: 4294 1332
Fax: 4294 3676

This document and other information is also available on our website.

Website: http://www.helensburg-p.schools.nsw.edu.au/
Email: helensburg-p.school@det.nsw.edu.au

Further information for parents on all aspects of school is available at:
School Personnel

Principal  
Mr. Christopher Connor

Assistant Principals  
Mrs. Margaret Badham  
Mrs. Lisa Butterfield  
Mrs. Bronwyn Jeffree  
Ms. Jenny Stillwell

School Counsellor  
Mr. John Wyles

School Administrative Manager  
Mrs. Trish Bannister

School Administrative Officers  
Mrs. Beverley Clarke  
Mrs. Donna Ross

General Assistant  
Mr. Roger Hendry

School Year Dates 2013

Term 1  
Classes begin  
For Years 1 - 6  
Wednesday 30th January 2013  
For Kindergarten  
Monday 4th February 2013  
Classes cease  
Friday 12th April 2013

Term 2  
Classes begin  
Wednesday 1st May 2013  
Classes cease  
Friday 28th June 2013

Term 3  
Classes begin  
Tuesday 16th July 2013  
Classes cease  
Friday 20th September 2013

Term 4  
Classes begin  
Tuesday 8th October 2013  
Classes cease  
Wednesday 18th December 2013

School Development Days (Staff only)  
Please check in newsletter again in 2013

Tuesday 29th January 2013  
Monday 29th and Tuesday 30th April 2013  
Monday 15th July 2013  
Thursday 19th and Friday 20th December 2013

General Information

Absence from School
In NSW students must attend school regularly. This means all children between the ages of six and seventeen are legally required to attend school. Attendance is recorded daily and a 'roll call' is usually conducted before the first lesson of the day begins.

For the benefit of all children, parents or carers should ensure their child attends school regularly. Any absence from school should be explained within seven days of the absence. Similarly, schools are required to inform parents promptly of any unexplained absences or suspected truancy.

If children miss out on school they miss out on vital information, their learning routine is broken, they can lose confidence and they miss out on building up friendships.

All students are legally required to attend school every day, including sports days unless:
• your child has an unavoidable medical or dental appointment (preferably these should be made after school or during holidays)
• your child is required to attend a recognised religious holiday
• your child is required to attend an exceptional or urgent family circumstance (such as attending a funeral)
• your child is sick, or has an infectious disease.

If you are having difficulty getting your child to attend school regularly, you might like to talk to the school principal or the school counsellor.

If you can only arrange your family holiday during school time, you should inform the school principal in advance and request leave. You can ask the school to provide work that can be completed while your child is absent.

Access/Custody of Children
Please provide any Family Law papers when enrolling your child.

Assemblies
Whole school and stage assemblies are held regularly. Awards for behaviour and achievement are presented at these assemblies. Parents are welcome to attend. Please see our school newsletter for dates.

Bell Times
School Times are 8:55am - 2:55pm. The school playground is supervised from 8:25am to 2:55pm. Students should not attend before 8:25am.

- 8:55 Classes begin
- 10:55 Lunch
- 11:55 Classes begin
- 1:20 Recess
- 1:40 Classes begin
- 2:55 Dismissal

If it is raining between 8.25am and 8.55am students (K-6) assemble under the shelter near the canteen and move to their classroom when directed by teachers on duty.

Bikes/skateboards/mini-scooters at School
Children in Years 5-6 are allowed to ride bicycles and scooters to school. The children must wear an approved safety helmet and follow road safety rules. Bikes must be walked into and out of school grounds.

Due to safety concerns skateboards are not permitted at school.
Bus Passes and Bus Behaviour

Bus pass application forms are available from the office for eligible students. Children are to sit and wait quietly in bus lines until escorted to the bus by the teacher on duty. Children are expected to behave in a polite and safe manner while travelling on buses. Bus drivers will report unsatisfactory student behaviour to the Principal.

Canteen

The canteen is open every school day with hot and cold food for lunch, drinks, ice blocks etc. You will be given a price list when your child starts school. Children order lunch before school using a paper bag. Name, class and order should be written on the outside and correct money placed inside. Orders may then be placed in a container at the canteen. The canteen closes at 11:50am. The 2013 menu will be sent home in Term 1 and is also available from the school website.

Parents are asked to volunteer to help in the canteen. Students may buy fruit to eat in Fruit Break before school begins.

Collecting Children in Cars at 2:55 PM

Parents are reminded to obey all parking and bus signs around the school. The bus pickup and drop off area is in Fletcher St. The staff car parks in Fletcher St and in Lukin St are “out of bounds” for all students.

Parents are requested not to drive into car parks to drop students off or to let them walk through the car parks. We get many deliveries throughout the day and the car park in Fletcher St is always busy. There is limited parking in Lukin St.

Excursions and Visiting Performers

Our excursion policy is that each class may participate in a maximum of four excursions per year. Students must return permission notes and money at least two days before the excursion in order to participate. Anyone experiencing financial difficulty should contact the Principal.

Refunds: Partial refunds are given if you have paid and your child is unable to attend. However, transport costs are calculated on the number of students attending and cannot be refunded.

Visiting Performers: These activities are part of the curriculum and students are expected to attend.

Fruit Break

During the morning session students have a short break in class to eat fruit and drink water. Only fruit or vegetables can be eaten and should be sent ready to eat.

Hats

The school has a “no hat, no play” policy. Children without school hats will not be allowed to play in the playground areas due to the risk of excessive sun exposure. Children without school hats will be required to sit in a shaded area during playtimes.

Homework

Kindergarten children will not be expected to complete formal homework. However, you will be asked to read to your child and hear them read.

In Years 1 and 2 some formal homework is usually set. For example, students may be asked to complete simple computations or to complete an activity sheet. Homework in Years 3-6 will be varied and students will be expected to work more independently. However, teachers will still provide guidance and assistance to students having difficulties completing their homework.
Immunisation
The New South Wales Department of Health recommends that all children entering school be fully immunised. Your child will be in contact with many other children and infections spread easily in these circumstances. Any unimmunised students will need to be excluded from school during periods of contagious infections.

Internet access and email
The NSW DET provides your child with an internet and email account. Your child will have an individual username and password to login to the internet at school. This means while at school, their access to the internet or World Wide Web will be filtered to help stop inappropriate sites from being accessed. Your child will also have an email account, which lets them send and receive written messages. Students can access their email account from the Student Portal. Further information for Kindergarten will be sent home in Term 1.

Labelling of Clothing and Personal Belongings
Please make sure that all your children’s clothing and personal belongings are clearly marked with the child’s name. This helps us to return lost property.

Late Arrivals
Children arriving late (after the 8.55am bell) must be signed in by an adult to get a late arrival slip from the office for their class teacher.

Leaving the school during the day
If students have to leave the school during the day for an appointment or other reasons, they must bring a note from you to the teacher. Parents then collect the child from class by obtaining an early leaver slip from the office.

Library
Each class has a weekly lesson with the Teacher-Librarian. All students must have a library bag to borrow a book. Library bags are available from the canteen.

Money Collection
Money for excursions and other events should be sent to school in a sealed envelope with the child’s name, class, reason for money and amount. Children are to give the money to their class teacher. The school accepts cheques but does not accept credit or debit cards.

Newsletter
The school newsletter Helensburgh Highlights is produced weekly. The newsletter contains news about school events, important dates to remember, education-related issues and community happenings. It is an important communication between the school, families, interested persons and organisations in the community. The Highlights is sent home with your youngest child and is also available to download from the school website. The school also provides up to date information and news through the HPS News Blog.

Parents and Citizens Association
The P&C meets on the second Tuesday of each month at 7:00pm in the Staffroom. All are welcome to attend. The P&C meeting is a great place to meet new parents and to receive up to date information about your child’s school.
Parent Involvement and Visitors
The establishment of strong links between the home and the school is highly desirable.
Parent assistance is appreciated for a variety of things including:
* special reading programs
* listening to reading
* school excursions
* helping in classrooms
* sport
* canteen
* social events

Any visitor, including those helping at school must sign in at the office at the time of arrival and get a visitor's pass. Please sign out when you leave. This allows us to know who is in our school in case of an emergency or evacuation.
Under the Child Protection Act 1988, all helpers must complete a "Prohibited employment declaration" and return this to the office.

Parent Teacher Interviews
Parents may at any time make an appointment to have an interview with a teacher. Please ring the office to make an appointment.

Playground
The playground is divided into separate areas. There is a K-2 playground, a 3-6 playground and a K-6 area. Teachers supervise all playground areas.

Religious Education
Religious Education is usually called "Scripture". All denominations, except for the Catholic Church, have combined lessons. Scripture lessons are held on Tuesday or Wednesdays.

School Banking
School banking is conducted each Thursday (subject to change). Any student may open a Commonwealth Bank account. Applications will be sent home with Kindergarten students early in the 2013. Other students may ask at the office.

School Discipline Policy
At the beginning of each year details of our discipline policy will be available to download from the school website.

School Counsellor
School counsellors are experienced teachers who are also psychologists. They have been specially trained to diagnose, assess and assist teachers, parents and children in order to overcome problems encountered at school. Such problems may be with behaviour, learning or social and psychological development. Parents are contacted before a child sees the school counsellor.
Also parents or caregivers may make an appointment to discuss matters of concern with the school counsellor.

Student Reports
Parents will receive a written report twice each year. Keeping parents informed of their child's academic and social progress is an important function of the school. Reports are based on continuous assessment and evaluation. Judgments on individual progress will be based on the knowledge, skills and understanding that each student should develop at each stage of primary school as outlined in the NSW Primary Curriculum Foundation Statements. (NSW Board of Studies)

Sun Sense
NSW public schools run programs designed to make students aware of the damaging effects of the sun. The P & C provides sunscreen for student use.
School Learning Support Teacher
These teachers help students who are having difficulty in learning. They work with regular classroom teachers to help them make the classroom work more manageable. They also help students to be more confident and independent in their learning.

Variation to Normal Routine
Unless a request to vary routine is received by the class teacher in writing, the normal routine of the child will not be varied. Examples of this would be:
* change of bus or a request to walk home
* change of medication
* child collected by a different adult.

Voluntary School Contributions
Each year a large amount of money is spent on equipment, teaching aids, resources etc. essential to the effective education of your child. Some of the money is supplied through government grants, some through P & C funds and some through voluntary school contributions. You will be informed of the amount of the voluntary contribution at the start of the school year. In addition schools may charge students for the purchase of materials used in particular subjects.

Other Programs
Band
Children in Years 3-6 have the opportunity to join the school band. Children pay for weekly band instruction, instrument hire and optional tuition.

Choir
Children in Years 3-6 are given the opportunity to join the school choir. The choir performs throughout the year at assembly and special events.

Dance Group
Children are given the opportunity to join the school dance groups.

Enrichment Group
We run enrichment programs for students identified as gifted and talented throughout the year.

Environmental Team
Our school has award winning environmental education programs. Students learn about the environment and their part in it, through classroom programs, and hands-on experiences. Programs are in place to learn about recycling, reusing and reducing waste. Students and parents are invited to join our environmental group to learn about bush care and participate in activities.

Intensive Swimming Classes
A 10-day swimming scheme is usually conducted each year for non-swimmers from Years 2-6.

Buddy Program
A Buddy Program operates between Kindergarten and Year 6 students to help Kindergarten students to settle into their first year at school. Senior students develop a caring relationship with their younger buddies as they assist them in various activities. This will begin early in Term 1.
**Reading Recovery**
This is an early literacy program for children in Year 1. The program is for children who have not yet developed appropriate reading strategies after one year of school. It is an intensive one to one program. The children are given 30 minutes tuition each day until they are discontinued from the program. A combination of reading and writing strategies are used to develop the children's skills. After the children have been through the program their progress continues to be carefully monitored.
The Reading Recovery teacher will contact you should your child require Reading Recovery assistance.

**Student Representative Council**
Student Representative Councils (SRCs) are a NSW public school tradition. An SRC is a group of students in a school elected by their fellow students to represent all students in the school and who organise ways for students to participate in school life. SRCs work democratically to represent the student body in school decision-making. Students work together, with help from a staff member, to improve school life and to contribute students' ideas.

**Technology Program**
All students have their own website on our school Intranet. Work from K–6 is published here for a school wide audience. This forms a digital portfolio our Year 6 students take with them when leaving primary school.

**School Uniform**
We expect all students to wear the correct uniform at school, during school functions and on excursions.
By wearing our uniform, students take a greater pride in their appearance and their identity with the school.

<table>
<thead>
<tr>
<th>Summer</th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Green check summer dress</td>
<td>Grey shorts</td>
</tr>
<tr>
<td></td>
<td>White short socks (plain - no logos)</td>
<td>Green polo shirt with school logo</td>
</tr>
<tr>
<td></td>
<td>Black shoes (no colour trim or logos)</td>
<td>White short socks (plain - no logos)</td>
</tr>
<tr>
<td></td>
<td>Green sloppy –joe with school crest</td>
<td>Green sloppy –joe with school crest</td>
</tr>
<tr>
<td></td>
<td>Plain green tailored shorts</td>
<td>Black shoes (no colour trim or logos)</td>
</tr>
<tr>
<td></td>
<td>Green polo shirt with school logo</td>
<td>Green slouch hat</td>
</tr>
<tr>
<td></td>
<td>Green slouch hat</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter</th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Winter tunic with white shirt</td>
<td>Green polo shirt with school logo</td>
</tr>
<tr>
<td></td>
<td>Green polo shirt with school logo</td>
<td>Grey trousers or green tracksuit bottoms</td>
</tr>
<tr>
<td></td>
<td>Green slacks or green track suit bottoms</td>
<td>Green sloppy –joe with school crest</td>
</tr>
<tr>
<td></td>
<td>Green sloppy–joe with school crest</td>
<td>White short socks</td>
</tr>
<tr>
<td></td>
<td>White short socks</td>
<td>Black shoes (no colour trim or logos)</td>
</tr>
<tr>
<td></td>
<td>Black shoes (no colour trim or logos)</td>
<td>Green zip jacket with school crest</td>
</tr>
<tr>
<td></td>
<td>Green zip jacket with school crest</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sports Uniform</th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yellow school polo shirt</td>
<td>Yellow school polo shirt</td>
</tr>
<tr>
<td></td>
<td>Yellow sloppy–joe with school logo</td>
<td>Yellow sloppy–joe with school logo</td>
</tr>
<tr>
<td></td>
<td>Black netball skirt or black bike pants</td>
<td>Black shorts</td>
</tr>
<tr>
<td></td>
<td>Yellow soft sports hat</td>
<td>Black and gold football socks</td>
</tr>
<tr>
<td></td>
<td>Socks</td>
<td>Yellow soft sports hat</td>
</tr>
<tr>
<td></td>
<td>Joggers</td>
<td>Joggers</td>
</tr>
</tbody>
</table>

| Wet Weather     | Raincoat. **No umbrellas** for safety reasons               |                                               |

**Purchasing Uniforms**
The uniform shop is located in the school canteen. All uniform orders are to be paid in full when placing the order. The uniform shop is open daily from 8:00am until 11:30am.
Health

Medications

In compliance with the NSW Department of Education and Training ALL medication (including asthma puffers/sprays) must be presented to the office in its original packaging to be administered by Mrs. Clarke or another School Assistant. All medication given is recorded in the school’s medical register.

Children with asthma should have an asthma plan, which must be given to Mrs. Clarke.

It is imperative that medication and a written note, giving permission for medication to be administered, be handed to Mrs. Clarke or office staff with clear instructions of:

* child’s name  * class  * dosage  * time to be given  * day(s) to be given

Please only forward enough medication for the day’s dosage or, if on regular medication, see Mrs. Clarke.

Under no circumstances must children keep or administer their own medication.

During the time your child is at school he/she may contract one or more of the infectious diseases common in children. Most of these can be easily passed onto other children so the Department of Education and Training has rules about excluding children from school until they are better. Below are some of the most common. For exclusion periods of other diseases please contact your doctor.

Please advise the office immediately if your child is diagnosed with any of the infectious diseases.

### Infectious Diseases in Children

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion time from school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>For five days after the first spots appear.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>It is not important to keep your child away from school from the point of view of infection but some children with Glandular Fever are too sick to attend school.</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>Until the child has recovered, and from the first signs of jaundice.</td>
</tr>
<tr>
<td>Viral Hepatitis Type A</td>
<td>Five days from the appearance of rash. Until the child has fully recovered, and for one week after the appearance of the swelling.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Until fully recovered, and for at least 6 days after the rash appears.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>If the child has not received any antibiotic treatment then the child should be kept away from school for 3 weeks from the onset of the &quot;Whoop&quot;. If appropriate antibiotic treatment is given the child only needs to be kept away from school for 5 days from the onset of Erythromycin therapy.</td>
</tr>
</tbody>
</table>

### Contagious Skin Conditions

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion time from school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impetigo (&quot;scabby sores&quot;)</td>
<td>Your family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs, the child should be kept home until sores have healed.</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)</td>
<td>Until appropriate treatment is begun</td>
</tr>
<tr>
<td>Ring Worm</td>
<td>Until appropriate treatment is begun</td>
</tr>
<tr>
<td>Scabies (The Itch)</td>
<td>Until appropriate treatment is begun</td>
</tr>
</tbody>
</table>

It is often very difficult to decide if your child is too sick to go to school or not. **We do not have the facilities to look after sick children for any length of time so we need to have a phone number where the parent can be contacted and the child can be taken home.** If your child becomes sick at school, we will contact you and the child will be able to go home.

For more information go to:
