

Welcome To Macksville Public School



Information for Parents

The Family School





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For more information



INTRODUCTION

Welcome to Macksville Public School. It is our hope that your stay with us at this wonderful school will prove beneficial for you and also for us.

The information contained in this booklet has been compiled in the hope that it will be helpful to you, your children and members of the community, so that all will have a wider appreciation and a better understanding of the routines and activities associated with our school.



ABSENCES: It is a legal requirement for children to attend school from the age of 6 years.

If your child is absent or will be absent from school for longer than 3 days, please contact the office and let us know. Also please send a note in to the teacher on your child's return. For your child's benefit and where possible, appointments with doctors, dentists etc, should be made for 'out of school hours'.

ACCESS AND CUSTODY ORDERS: If your child is subject to a current access or custody order we should be aware of it. Please bring any court documents in to the office to be copied and placed in your child's file.

ADDRESSES: The school needs to know how to contact you in case of any emergency. The class teacher and office should be notified of any change of address and/or phone numbers, or mobile phone numbers etc, *as soon as possible*.



APPOINTMENTS/(Interviews): Appointments for interviews at a mutually agreed time and place may be made by phoning the school on **6568 1800**.

ASSESSMENTS: These take place continuously throughout the year. Detailed evaluations of each child's progress are made in **June and November**.



REPORTS: In June each year, a written report plus parent/teacher interviews are organised for Kinder to Year 6 students, so that all aspects of your child's progress may be discussed with you. In December each year, written reports are sent home for all children.

ATTENDANCE: Regular attendance is important. All students are expected to be in attendance each day the school is open.

BANKING: Parent volunteers conduct the School Banking Service each **Thursday**. New account forms are readily available on request from any Commonwealth Bank; just ask for a **"Student Banking Application Form"**.

BEHAVIOUR: Positive behaviour is expected when travelling to and from school, in the playground, in class, on the buses, at the pool, on the sporting field, on excursions and in the community generally.



BICYCLES: For safety reasons, we ask that **only** children 10yrs and older ride their bikes to school. Bikes may be kept in the special racks provided. Again for safety reasons, bikes must not be ridden inside the school grounds or on the footpaths. Helmets and a properly maintained bike are safety requirements.

BUSES: ***School Student Transport Scheme***. Regular services are provided to and from school daily. All buses set down and pick up on Wallace Street.

The Government operates the School Transport Scheme. Under the scheme, school students will be entitled to free travel if:-

*they live **outside a 1.6km** radial distance from the school;

*they live **within the 1.6km radius but have to walk more than 2.3km** to school by the shortest practicable walking distance.



ALL STUDENTS Kindergarten -Year 1 ARE ENTITLED TO FREE BUS TRAVEL

Students who are over 1.6km from a designated bus pick-up point are eligible for a Private Vehicle Conveyance.

Application forms for free bus travel and car subsidy for each child are available from the School Office.

CANTEEN: The Canteen is open for orders each day Tuesday to Friday before school, and at recess and lunchtime for sales. Prices are competitive and every effort is made to service the students' needs in the most nutritious way possible through a variety of fresh food items. The Canteen Supervisor is always happy to hear from anyone who is able to assist on one or more rostered day(s) each month in the canteen. This is a wonderful opportunity for you to be a part of your child's school education.

COLOURS: The school colours are white and royal blue.

COUNSELLORS: The school has the services of a School Counsellor. Should you feel the need to discuss your child's particular problem, please feel free to make an appointment by phoning the Office for a mutually convenient time.

ENROLMENTS: For any enrolment needs, or information please feel welcome to call the Office on 6568 1800. Generally the Principal or Assistant Principal will discuss any student placements and arrange for the parent/s and student/s to be taken to the classroom/s to meet the teacher/s.

EXCURSIONS: Class excursions occur at various times throughout the year and '*Parental Consent*' notices ***must be completed*** by parents. These will be sent home and can also be found on our school website.



FUND RAISING: The P&C organise functions and activities for raising funds to assist in supplementing educational programs. They are well supported by the community and are a tremendous asset to the school in providing additional funding.



Various other fundraising events are conducted for appeals such as Stewart House, Relay 4 Life etc. New ideas for fund raising are always welcome and the P&C appreciates your support in this regard.

FRUITBREAK: Most classes incorporate a fruit break during the morning session. Children are requested to bring a "fresh" piece of fruit daily.



GROUPS: In some instances, a variety of programs are available for children who require additional educational support. Macksville Public School enjoys and promotes parental assistance by parents/guardians. Smaller groups are withdrawn at times for more concentrated remediation in a variety of skill areas. Voluntary workers are very much appreciated and encouraged to support the classroom teacher. Perhaps you may relish the idea of being a helper when the opportunity arises.



HOMEWORK: This is an essential part of learning and your child will benefit tremendously from your interest and supervision of homework tasks.

Some groups may be required to complete up to one hour, four nights per week, i.e. Monday to Thursday.

If no written homework is set there is always the opportunity to revise Spelling, Maths Tables and any work covered in class.



HOME READING: (Stage 1 only) Children are encouraged to read each day through the home Reading Program. Books are available from school. Please listen to your child read daily and remember to return books to school every day so they may be changed. Children receive awards to promote daily reading.

| | | |
|------------------|---|-----------------------------|
| 25 Home Readers | - | member of Home Reading Club |
| 50 Home Readers | - | Bronze Reader |
| 75 Home Readers | - | Silver Reader |
| 100 Home Readers | - | Gold Reader |
| 150 Home Readers | - | Platinum Reader |

ILLNESS at SCHOOL: Every effort is made to contact parents, so it is important that we always have updated contact details. When children require attention they are cared for in the 'Sick Bay' which is situated in the Administration Block next to the main Office. Children are usually attended to and monitored by a School Administration Officer. As well, the Principal in consultation with that person, will determine the appropriate action and parents will be contacted. On occasions an ambulance may need to be called. We advise parents not to send their child to school if the child is sick.



INFECTIOUS DISEASES: The school needs to be notified in the case of an infectious disease. Depending on the circumstances, children must be kept home for the specified period. Further information is available from the School, the Health Commission or your family doctor.

LATENESS: In the event of a student arriving late for school, they must report to the School Office for a late note so that their attendance may be recorded.

LEAVE: Students wishing to leave school during normal school hours must have a note from their parent or guardian requesting permission to leave the school grounds and stating the nature of the leave as well as proposed times. The note must be shown to the class teacher and then the Principal for approval. There is a 'sign out' form at the front office which must be filled in by the parent/guardian each time your child is picked up from school during school hours for reasons such as appointments, going home due to sickness etc.



LEAVERS / (TRANSFERS): Students wishing to transfer from Macksville Public School to another school must notify the school office as soon as possible. We require the return of all library books and other items of school property before they leave.

LIBRARY: This magnificent facility provides another source of pleasure and information within the school. Any person willing to be a 'Library helper' from time to time, covering books etc., should contact the Librarian. Scholastic Book Club also operates within the school. All students should feel free to purchase books at their reading level by placing an order through the Book Club Committee.



LOST PROPERTY: We endeavour to return any lost items of clothing or other lost property to their owners. To make this possible all clothing should be clearly marked with your child's name. Parents are welcome to check through lost property if they discover any items have been misplaced. Contact the school Office to arrange a check.



LUNCH: As a general rule all students remain at school for lunch. Any departure from school during the lunch break requires a permission note in writing from the parent or guardian and must be approved by the Principal.

NAME TAGS: All articles of clothing and other belongings brought to school should be clearly marked with your child's name. This will avoid items becoming "lost property".

MOTTO: The School Motto is ***"PLAY THE GAME".***

NEWSLETTER: The newsletter is a great opportunity to inform parents, guardians and the wider community of the many and varied programs available to students at Macksville Public School. It is also a means of celebrating individual, and group achievements. Newsletters concerning school activities are sent home weekly via the youngest child of the family attending school and can also be emailed to you.



NOTES: To avoid confusion, notes from parents, guardians should be clearly stated, signed and have the student's name and class included. Monies should be securely placed in an envelope with the purpose of the funds and student's name and class clearly written on the front.



OFFICES: The School Office is situated at the front of the main building area closest to the Wallace Street pedestrian crossing.

Office Staff are:

| | |
|---------------------------------|-------------------------|
| Principal: | Glenn Thorncroft |
| School Administration Manager : | Nellie Greenaway |
| School Administration Officers: | Maureen Macdonell-Scott |
| | Pam Langley |
| | Lesley Stanton |



The room used by the School Counsellor is located in the main administration building and rooms used by the Support Teacher and Itinerant Teacher are in the vicinity of the 'old' hall.

OUT OF BOUNDS: To provide a safe environment for all children, some areas of the school are indicated as 'out of bounds'. All classrooms before 9:00am, at recess and at lunch are 'out of bounds' unless a teacher is present, as is the staff carpark.

PARENTS & CITIZENS ASSOCIATION: This important parent group meets once every month. Some evening meetings are scheduled each year. Please check your weekly Newsletter for meeting dates and times. Numerous items of educational equipment have been provided by the P&C for the school's use over many years. Membership is open to all parents and citizens. Please feel free to join. Your contribution will be greatly appreciated.

PLAY AT SCHOOL: The school has a "No Hat, No Play" policy. Children without hats are asked to sit in the shade to protect them from the dangers of over-exposure to the sun.



PARENT/TEACHER MEETING: Each year, parent meetings are conducted early in **Term 1**. Parents are cordially invited to attend on these occasions to hear first hand of the educational activities in which your children are involved. This is a great opportunity to meet your child's teacher personally. Due to time restraints, individual interviews are not part of these sessions. (See Appointment/Interviews).





PHOTOGRAPHS: A school photographer visits the school each year and takes class and individual photos. These are available for purchase by parents so that precious memories of your child's educational experiences may be captured. The school receives a commission on sales, which supplements school funds for educational resources and equipment.

PHYSICAL EDUCATION: This very important aspect of the curriculum aims to acquaint children with as many sporting activities as possible and provides an opportunity for all children to have fun and develop skills and fitness. Gross Motor Skills are conducted at the Infants level and voluntary helpers are always welcome.



Primary pupils have a wide range of activities to choose from including attendance at Lake Ainsworth Sport & Recreation Centre in Year 5, School, District, Regional or Zone State Championships in Athletics, Swimming, Tennis, Netball, Basketball, Soccer, Rugby League and Softball as well as other team sports throughout the year. Intensive Swimming Programs are conducted each year for poor and non-swimmers.

READY FOR SCHOOL: Parents who are concerned about the readiness of their child for enrolment should approach the Principal or Assistant Principal Infants for assistance. We have trained professionals available to assess their readiness and assist you in this very important decision.



ROOMS: To provide a safe and nurturing environment, classrooms are kept as tidy as possible by children and staff. To maintain this high standard of cleanliness and hygiene, food is not to be consumed in the classroom except in special circumstances or on special occasions.

SCHOOL HATS: These are available from the Uniform Shop at very reasonable prices. Please ensure your child has a hat available at all times so that they may enjoy playing in our large playground.



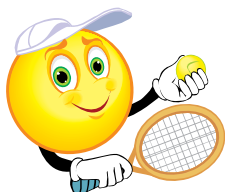
SCHOOL HOURS: (Bell Times)

| | |
|-------------------------|------------------|
| 8:40 am | Supervision |
| 9:10 am | School commences |
| 11:10 am until 11:35 am | Recess |
| 1:20 pm until 2:10 pm | Lunch |
| 3:10 pm | School closes |



SCRIPTURE: Members of the Clergy and Lay Teachers visit the school each Monday for Religious Instruction.

SPORT HOUSES: The 'House System' operates within the school with student house captains and vice captains.



The four school houses are:

| | | |
|-------|---|--------|
| Smith | - | Yellow |
| Maher | - | Blue |
| Reid | - | Red |
| Pope | - | Green |



SPORT: Stages 2 & 3 (Years 3-6) Sport every Friday afternoon.

We have three major sporting events per year—Swimming Carnival (February) Cross Country (April) Athletics (June). All senior students have the opportunity to participate in PSSA sports which include Rugby League, Netball, Touch & Soccer.



SOCIALS: These are fun and exciting events. Two socials per year are usually organised by teachers, or the P&C. Pictured right is a social we held to raise funds for Relay For Life.



STEWART HOUSE: This "holiday home" is sponsored by students and teachers in NSW schools and is always in need of funds. Selected students from our school attend Stewart House annually and therefore we support this worthy cause by raising funds through competitions etc. at various times during the year.

STUDENT LEADERS: Elections are conducted annually to elect Captains and Prefects of Macksville Public School. These student leaders are nominated, and elected from Year 6 students to build and promote leadership skills in our senior students. Parents are invited to an induction ceremony where Captains and Prefects receive their badges of office.

STUDENT REPRESENTATIVE COUNCIL: Two representatives from each class (Yr 2~6) join the Captains and Prefects on the **SRC** to provide the opportunity for all students to have a voice in issues concerning the school, and discuss ideas for ongoing fundraising .

SUPERVISION: The playground is **unsupervised** before **8.40am**. In the interest of safety and welfare, children should not be in the playground outside school hours, and particularly not on weekends or holiday periods.



TELEPHONE: The school telephone number is **6568 1800** and the school fax is **6568 2277**.



TRAINING AND DEVELOPMENT: From time to time courses & workshops are available on a variety of subjects of interest to both parents and teachers. Courses are advertised in the school newsletter and application forms are made available for those interested.

UNIFORM INFORMATION: For the home dressmaker, we advise that material for the skirts and shorts is available at The Remnant Basket. Material for the royal blue polo tops is also available.

- *Please see the following page if you would like information on where to buy ready made uniforms.*

Suggested patterns to use for the shorts, skirts and polo shirts are:

Kwik Sew 1953 (shorts sizes 4-7); **Kwik Sew 1954** (shorts sizes 8-14). This pattern is for shorts with pleats at the front with two pockets and elastic at the back.

Kwik Sew 2890 (shorts sizes 8-16). This pattern is for shorts with an elastic waist.

Kwik Sew 2819 (skirt size 7-14) for skirt with elastic waist.

Kwik Sew 2225 (sizes 4-7) and **Kwik Sew 2226** (sizes 8-14) are suitable for both boys and girls polo shirts.

UNIFORM POOL: If your child has outgrown their uniforms, please send them along to our uniform pool. Donated items are made available for purchase through the school Uniform Shop.



School Captains



ANZAC Day

UNIFORMS: *All uniforms are now available to purchase or order through our School Uniform Shop located in the Old Hall canteen!!*

Girls Summer Uniform (Infants & Primary)

Blue/white checked skirt, dress, shorts or skort
Royal blue polo shirt
White socks
Black shoes
Royal blue hat

Boys Summer Uniform (Infants & Primary)

Royal blue polo shirt
Grey shorts (above the knee)
Grey socks
Black shoes
Royal blue hat

Girls Winter Uniform (Infants & Primary)

Royal blue shirt
Royal blue track pants
Royal blue sloppy-joe

White socks
Black shoes
Royal blue hat
Royal blue jacket

Boys Winter Uniform (Infants & Primary)

Royal blue polo shirt
Long grey trousers or royal blue track pants
Royal blue sloppy-joe

Grey socks
Black shoes
Royal blue hat
Royal blue jacket

Girls Sports Uniform (Infants & Primary)

Royal blue pleated skirt or royal blue shorts
White polo shirt
White socks
Sports shoes
Royal blue hat

Boys Sports Uniform (Infants & Primary)

Royal blue shorts
White polo shirt
White socks
Sports shoes
Royal blue hat

**A small school logo is an approved optional extra for T shirts and sloppy-joes.*

**Other than the school uniform shop, alternative local outlets for ready made uniforms Trustwood Trophies & Spirited Clothing.*



Year 2 Egg Drop



Buddies!



Reconciliation Week Activities

VALUABLES: Precious and valuable items generally should not be brought to school because of the chance of loss or damage. If it is necessary to bring such items to school they should be left at the Office for safe keeping.

WANTED: Helpers for Canteen, Gross Motor, PE, Reading, Maths Groups, Sport and a whole variety of activities from time to time. If you are free and feel you are able to assist please contact the Principal or Support Teacher Learning (STL).

WEEKLY AWARDS: Many students receive 'Merit Awards' each week for various efforts or commendable deeds. These are generally awarded at Assembly where due recognition of their achievement is given by their peers and teachers. At Whole School Assemblies, every month, each class awards their 'Beez Neez'.



WELFARE AND DISCIPLINE: At Macksville Public School *Everyone* starts each term on **GOLD** Level! Each term we have a free Gold Day Celebration for all the students who remain on Gold. Students in Years 2-6 can also aspire to Diamond Level Awards. A copy of our policy is available on request.



Dressing up for Gold Day!



Gold Day Games at Bellwood

ZEBRA (PEDESTRIAN) CROSSING: The Main Entrance to the school is in Wallace Street and this is clearly marked by a pedestrian crossing. The crossing is controlled from **8:30 am to 9:15 am** and from **3:00 pm to 3:45 pm** by a crossing attendant provided by the RTA. Parents and children using the crossing at the above times are under her direction. Parents are asked not to park in the Bus Zones at the times indicated on the roadside signs, and to **strictly adhere** to the **No Standing Zones** on either side of the crossing.

The staff carpark entrance is not to be used as an access point for pedestrians for obvious safety reasons.

