

Kendall Public School

Handbook



Kendall Public School

Logans Crossing Road

Kendall NSW 2439

Ph: 65590040

Fax: 65590071

www.kendall-p.schools.nsw.edu.au

Principal - Mrs Leonie Cosgrove

Welcome to Kendall Public School.

Congratulations on an excellent choice of school. Kendall Public School is a wonderful environment for learning and we are very proud of the many successful programs that run in our school. We boast beautiful physical surroundings as well as a learning environment that promotes student wellbeing and success in all areas of the curriculum.

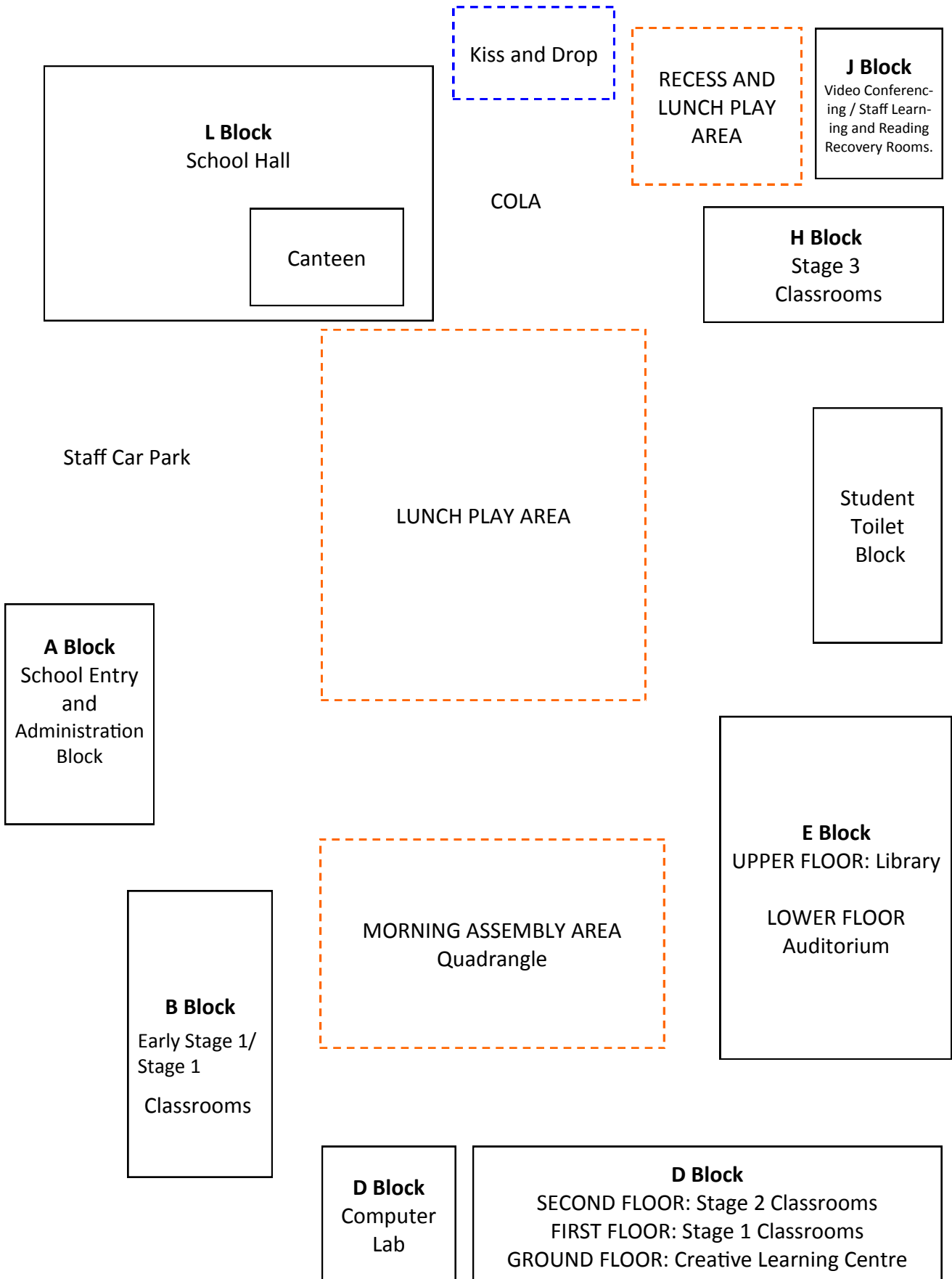
Our motto: “Service, Scholarship and Sport” indicates our dedication to an all round education that fosters strengths in children, identifies areas for further development whilst also developing caring and considerate citizens of the future.

At Kendall Public School, we are committed to effective organisation and management and believe that this handbook will be an excellent resource for new and existing families. It has been designed to assist with transitioning smoothly into school life at Kendall Public School and will hopefully assist with any questions that you may have in regards to the running of our school or school life in general. The handbook will be reviewed periodically and updated annually with updates found on the school website. We would greatly appreciate any feedback on its usefulness.

Once again, welcome to our school.

*Leonie Cosgrove
Principal*

School Map



School Hours and Contacts

Morning Arrival from 8:30am	There is supervision in the morning from 8:30am in the COLA area. During morning supervision, students are permitted to play handball, skip or can choose to sit quietly.
8:55am	Morning Bell Students assemble in class lines for the Morning Assembly.
10:55am	Morning Session ends and bell will ring for recess.
11: 15am	End of Recess
1:05 - 1:15	Middle session ends Eating time (Teachers remain with class)
1:15 - 1:35pm	1st half of lunch
1:35 - 1:55pm	2nd half of lunch
1:55 - 2:55pm	Afternoon session. Bell rings at 2:55pm for end of day.

School Address	Logans Crossing Road, Kendall NSW 2439
School Office	6559 0040
School Fax	6559 0071
School Email	kendall-p.school@det.nsw.edu.au
School Website	www.kendall-p.schools.nsw.edu.au

School Staff

Principal	Mrs Leonie Cosgrove
Assistant Principals	Ms Therese Debenham Mr Colin Skerritt
Teachers	Ms Julie Osborne Miss Biddy Brooks Mrs April Elliott Mrs Michelle Budai Mr Justin Sheridan Mrs Belinda Eggert Mrs Jo Beach Ms Stephanie Gerbasi Mr Lachlan Milne
Administrative Staff	Mrs Leonie Weatherall - School Administration Manager Mrs Karen Boswell - School Office Administrator Mrs Kim Barry - Community Engagement Officer
Student Support Learning Officers	Mrs Peggy McElevey Mrs Louise Stevens Ms Colleen Race
General Assistant	Mr Mick McManus

School Creed

The School Creed is recited at all school assemblies and special events.

This is our School
Let peace dwell here
Let the rooms be filled with contentment
Let love abide
Love of one another
Love of mankind
Love of life itself
And love of God
Let us remember that
As many hands make a house
Many hearts make a school.

School Song

The School Song is recited at all school assemblies and special events.

In Camden Haven's lovely vale
Stands a public school we hail
Our motto virtues here are sought
Service, scholarship and sport

CHORUS

Shout aloud we are proud
of beautiful Kendall Public School
School whose name we proclaim
The valley's shining jewel

When Oxley first explored these lands
Found he mighty timber stands
Then Kendall, bard of fame renowned
Left his name for school and town

CHORUS

Shout aloud we are proud
of beautiful Kendall Public School
School whose name we proclaim
The valley's shining jewel.

Aboriginal Education

At Kendall PS we adhere to Department of Education Policy and Guidelines. All children of Aboriginal or Islander descent have an Individual Learning Plan. Teachers work collaboratively with the Parent / Carer and student to identify strengths, areas for development and interests. Goals are set with strategies identified to assist in goal attainment.

Aboriginal Education is integrated into learning programs to ensure all students develop an understanding and appreciation of Aboriginal Culture. Cultural events are planned throughout the year and the school includes Reconciliation events and NAIDOC week on our school calendar of events.

Accidents and Emergencies

Any injuries or accidents that occur at school are treated with First Aid. Students are sent to the Office area for first aid attention and monitoring. A First Aid officer will attend to the student in the classroom or playground if needed. All staff are trained in First Aid and Emergency Care procedures, however, wherever possible, the First Aid Officer from the Office area will be responsible for providing care and monitoring.

All incidents are recorded with more serious incidents requiring an accident report to be made by the school. Parents and Carers are notified of any serious injuries and accidents involving their child eg any blow or bump to the head, suspected fractures or breaks, any injury requiring further medical attention. Minor incidents occur regularly at school and do not always warrant parent notification such as grazing a knee and the administering of a band aid. If at any time an injury occurs (even minor) and the child is experiencing any stress and/ or is very upset, the school will contact the parent.

Please make sure that you provide the school with updated contact numbers should they change. We rely on having the correct contact numbers in situations where parents and carers need to be contacted. It is also important that you provide the school with any information in regards to any medical conditions that may impact upon your child whilst at school. This will help to ensure that we are as prepared as possible for providing emergency care for your child if needed. Wherever necessary we will meet with parents and carers to develop Health Care Plans, Emergency Plans and Risk Assessments.

In the event of an emergency situation where urgent medical attention is required we will call for an ambulance.

Anti Bullying

At Kendall Public School, bullying is defined as repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more people. Cyber bullying refers to bullying through information and communication technologies. Conflict or fights between equals or single incidents are not defined as bullying.

Anti-Bullying is an integral part of our approach to student wellbeing. Strategies are utilised throughout the year to promote anti-bullying messages eg Visiting Shows, Poster competitions, Police Visits, Parent workshops etc. These are varied from year to year to keep students interested and cater for any specific needs that arise.

During Semester One, Year 6 students are trained for the school QuEST program (Quality Environments for Students and Teachers). This involves promoting leadership, caring for and helping others. The students run games and activities for younger students whilst actively promoting anti bullying messages.

Our School Parliament Program provides a key strategy for empowering students and promoting a strong student voice within our school. This is an extremely positive strategy for highlighting high expectations of behaviour and school values from students themselves.

Anti Bullying messages are also reinforced through our Values Education and Social and Emotional Learning programs.

Reporting incidents of Bullying

Parents and Carers should talk to their child's class teacher and discuss any patterns of behaviour that they find concerning. Together the teacher and parent will develop a plan for dealing with the issue. The Assistant Principal and/ or Principal will be made aware of any serious incidents. If at any stage you feel that matters are becoming worse or not improving, please contact the school Principal. At Kendall PS, we encourage Parents and Carers to notify the school 'earlier rather than later'. Negative patterns of behaviour are far easier dealt with in the early stages rather than waiting until they are well established, quite often having already done significant damage.

Assemblies

Morning Assembly require students to assemble in class groups in the quadrangle. Messages for the day are conveyed at this time before moving to classrooms.

Stage Assembly occur fortnightly. Students receive merit awards, information and messages related to stage are shared and discussed. Classes participate in activities such as singing and sharing of work promoting team spirit and celebration of learning. These assemblies are for students and teachers only.

Whole School Fortnightly Assemblies take place on Fridays at 9:15am. Each assembly is run by either a class or the School Student Leaders and includes: School Creed, School Song, Principals Address, Fortnightly Awards, Class items, Sports report, Student and Teacher Messages, Caught You Being Good Draw and conclude with the National Anthem. Parents and carers are welcome to attend these assemblies.

Celebration of Learning Assembly occurs in the second last week of each year and take place to celebrate each student's year of learning. There is a K-2 assembly and a 3-6 assembly. Parents and Carers are encouraged to attend these assemblies. For more information refer to page 15.

End of Year Presentation Assembly celebrates student achievement and includes class awards, academic achievement awards, sporting awards, cultural awards and citizenship awards. This assembly takes place on the last Monday of Term 4 each year. This is a whole school assembly and parents and carers are invited to attend.

Assistant Principals

Assistant Principals are responsible for assisting the Principal with the organisation and management of School Programs. If at any time you have any concerns about your child please contact the school to speak to one our Assistant Principals.

Athletics Carnivals

An Athletics Carnival is run annually at Kendall PS. It is usually held early in Term 3 but the date of the event is affected by the scheduling of district and regional events as well as by the weather. In the event of rain, the carnival needs to be rescheduled. 2 Carnivals are run at Kendall, one for the students in years 3-6 (including 8year olds in Yr 2). Students participate in formal Athletics events. A K-2 carnival is also run with 50m running races as well as fun, novelty events. Children compete and represent their House Groups with points being awarded for participation, achievement and sportsmanship. These events are always enjoyable days and parents and carers are welcome to attend. There is usually plenty of opportunities for parent helpers either helping with the running of events or the canteen which is usually run by the school P&C.

The District Athletics Carnival is usually held in Port Macquarie although the venue can change to Wauchope. The carnival does have qualifying standards so finishing in the top three places at the school level does not automatically mean inclusion in the District Team.

Transport to the District Carnival is by parent volunteer so the only cost is a small PSSA levy. The district carnival is well catered for food wise and the Kendall team always demonstrate great spirit and school pride at the event.

The District Carnival is the qualifying event for the Zone Athletics Carnival. The Zone Carnival is extremely competitive and so qualifying for this is a great achievement indeed.

It is vitally important that children establish good attendance habits in Kindergarten. This sets a solid foundation upon which all of their schooling can take place. Children are learning new concepts everyday and poor attendance can have negative and long lasting effects. Attendance is monitored regularly and any emerging patterns of non attendance and /or partial absences (ie lateness or leaving early) indicate concerns. If this occurs you may be contacted by the school to discuss the problem and see if any support is needed. Ongoing poor attendance is referred to the Home School Liaison Officer who will then become involved to implement an Attendance Improvement Plan.

If your child is sick: Naturally there will be instances where your child may be ill and it is not appropriate to send them to school. We ask that a note explaining your child's absence be sent to the school on the day your child returns. This needs to be given to the class teacher. Teachers will send reminder notes if needed. Absence notes are often included in the School Newsletter for parents to use, just fill in the relevant information. If a note is not received within 7 days, the absence becomes automatically recorded as unexplained. If your child is sick for an extended period, we would greatly appreciate a phone call to let us know. If a student has not been at school for 2/3 days in a row and we have not been informed, we will contact the parent / carer just to check that everything is ok.

Late arrivals: If your child arrives late to school, he / she needs to go to the front office before going to the classroom. A late slip is recorded and the attendance record is adjusted to show a partial absence (as the teacher will have already recorded your child as absent). We encourage parents to work at establishing good morning routines to help children get up and be ready for school on time. Lateness can become a bad habit very easily and this can impact greatly on the child's start to the day. The morning routine is very important to starting the day successfully and many important concepts are covered early in the day.

Picking your child up early: If you need to pick up your child early you will need to sign them out at the front office before collecting them at their classroom.

Leave from School: The Principal can grant leave for special circumstances but the amount of leave is limited and can only be done in special circumstances. If you need to take your child out of school for any period of time, you should make an appointment with the Principal to discuss the circumstances and appropriate actions.

More information regarding Attendance and the Department of Education expectations can be found on the school website.

Australian Curriculum

Our teachers are currently in the process of introducing the new Australian Curriculum. All teachers are currently participating in ongoing Professional Learning to assist in this transition. The timeline of implementation is as follows:

- 2014 - English Curriculum
- 2015 - Maths / Science and Technology
- 2016 - History

Children enter Kindergarten with different skills and experiences. The Best Start Kindergarten Assessment is a tool to help teachers find out each child's skills and tailor teaching to their individual needs. It is not a test and parents do not need to worry about preparing their children in any way. Teachers will sit with your child before their first day of Kindergarten to assess your child's early literacy and early numeracy skills. The teachers will look at your child's early reading and writing, their ability to communicate with others, and how they recognise and work with numbers, groups and patterns so that they can develop an appropriate teaching program that will cater for your child's needs. The Best Start program assists with the monitoring of student learning throughout the school years. Parents and caregivers will receive feedback on what their child can do, and how they can best support their child's learning.

Behaviour

When students enter Kindergarten they participate in lessons that explicitly teach the school rules: "The Five Fair Rules". There are stories and songs that the children learn that are associated with the rules and the lessons are fun and interactive. The central theme of 'caring for others' is promoted throughout the lessons.



Classroom behaviour is also supported by a simple visual traffic light system. This is a visual tool so that children clearly understand expectations and reduces language of correction and secondary behaviours.

Happy Face	All students have their name on the happy face
Green	Fair warning for inappropriate behaviour and rule reminder
Orange	Place name on light and refer to the rule In class time out if needed. Rule reminder
Red	Time out. Buddy class

Student behaviour and wellbeing is monitored closely and reviewed regularly. Student wellbeing summaries are collected weekly by the Principal and any students showing emerging patterns of behaviour are identified with support plans being put into place. Parents will be notified as soon as any problems arise. At Kendall we believe in making sure that there is open and ongoing communication with parents and carers. Students' behaviour is best supported through consultation and a shared approach through school and home.

Breakfast Club

B

The Breakfast Club operates each morning and is located in the undercover area near the Quadrangle (Morning Area). This is available for students to visit if they have not had breakfast or are feeling a bit hungry prior to going into class. Many students have very early starts and long bus trips to school and to prevent students from eating their recess or lunch early we provide this service. Children are offered cereal, toast, fruit etc. We are very lucky to have local support of community organisations such as Rotary who have enthusiastically supported this initiative. The Breakfast Club is also a calm and supportive social environment where many students choose to come in the mornings as a positive and happy way to start their school day. There is no cost involved for students who attend the Breakfast Club.

Buddies

When Kindergarten children participate in the Transition sessions in the year prior to starting school they are introduced to their 'Buddies'. These students are in Year 4 going into Year 5. Buddies are matched with the new Kindergarten children. The children spend time together so that the new Kindergarten children feel that they have an older student who is looking after them, making sure that they learn their way around the school, have someone to sit with in the playground and generally showing care and making them feel welcome in their new surroundings. This has proven to be a very successful strategy and develops positive relationships between older and younger students; instilling a sense of responsibility in the older students and making sure that younger students are well supported.

Buddy Program

There are various programs or special events that may run across the year that can involve students working with their buddies or other older students. This provides great opportunities for the older students to be role models and leaders for the younger students. Students learn a great deal from each other and opportunities to share learning experiences across age groups is highly valued at our school.

The drawing area for Kendall Public School is quite large and thus many children require bus travel to and from school. Bus routes include children travelling to Kendall, Lorne, Lakewood, Laurieton, West Haven, John's River, Heron's Creek, Hannam Vale and Moorland. Details on how to apply for bus travel are available from the School Office. Students are expected to behave appropriately whilst travelling on buses. Expectations are clearly outlined online. We also send home a Bus Travel Code of Conduct to all children who catch the bus at the beginning of each year. The Code of Conduct was created in consultation with Busways and helps to reinforce the school expectation of behaviour. If students misbehave on the bus they risk being suspended from bus travel as well as receiving school based consequences.

Arrival to school by bus

Students arriving to school by bus should go directly to the Morning Quadrangle area where a teacher in on duty to supervise.

Bus departure in the afternoon

There are designated areas for students travelling by bus to line up in.

Bus 5 and 15: Quadrangle

Bus 33 and Eggins Bus: outside B Block

There are teachers on duty in the afternoon to supervise children boarding buses

Kindergarten children travelling by bus

We recommend that parents travel on the bus with children a few times before allowing independent travel. Children may have older siblings who can also help to alleviate any anxiety over bus travel. We also assign older bus buddies to Kindergarten children to assist, especially in the first few weeks of school to help Kindergarten children feel that they have someone to help them if need be. We understand that the first few weeks of Kindergarten can be an anxious time for parents. Please do not hesitate in contacting the school if you are concerned about your child catching the bus to or from school.

Camden Haven Arts Festival For Students (CHAFFS)

C

The CHAFFS concert is a joint Performing Arts activity between the Camden Haven Community of Schools (Camden Haven HS, Kendall PS, Laurieton PS, North Haven PS, Herons Creek PS, Johns River PS, Moorland PS and Hannam Vale PS). The concert date is confirmed at the beginning of each year and promoted across the local community. The concert is held at Camden Haven High School. Details regarding times, cost etc is distributed in the weeks leading to the concert. Rehearsals for performing arts activities for the CHAFFS concert usually begin in Term 1. Students from Years 3 to 6 are invited to participate in the combined choir and the school usually enters 1 or 2 other items. These items vary from year to year and involve students who are interested in participating.

Camps

Major camps are conducted at Kendall PS for Stages 2 and 3. Camps are held in even years. The Stage 2 camp is a Leisure and Recreation based camp with a focus on physical activity, building self confidence and teamwork. Stage 3 attend a Camp to either Sydney or Canberra. Information and costs of camps are distributed early so that parents and carers have the option of making full payment or scheduled part payments. Any parents / carers experiencing difficulty paying the full amount should contact the school as soon as possible as Student Assistance may be available to help. School Camps are very valuable experiences for all children.

Parents are required to provide detailed medical information and emergency contacts so that every precaution possible can be made for student safety whilst on camp.

Students are required to maintain an acceptable standard of behaviour at school in order to have attend camps. Students who consistently behave inappropriately will not be permitted to attend school camps.

Additional student activities may be organised in odd years depending on need.

Canteen

The School Canteen operates two days a week: Wednesday and Friday. The canteen is operated through the School P&C. Children may order their lunch and purchase items at recess and lunch on these days. Orders should be written on a paper bag or envelope with the money (preferable the correct change) enclosed. Orders are collected each morning in class and delivered to the canteen by each class. Classes receive lunch orders at eating time. Any change required will be attached to the lunch bag.

The canteen aims to provide a wide range of choices for students with an emphasis on healthy foods. On occasion, (in compliance with School Canteen Guidelines) the canteen will have a 'Red Day'. This allows students to place an order for foods that have a 'red' classification (these are considered occasional foods). Canteen price lists are provided at the beginning of each term via the school newsletter.

The School canteen operates with the assistance of parent / carer volunteers. You can volunteer to work one day or on a regular basis. All assistance is greatly appreciated. Information regarding volunteering in the canteen is distributed through the newsletter by the School P&C.

Casual Teachers

Casual teachers are employed at Kendall PS when teachers are sick, attending Professional Development courses or in other circumstances requiring teachers to participate in other programs. Continuity is always a priority but unfortunately is not always possible due to casual teacher availability. Casual teachers are always briefed of any relevant information regarding specific student / class needs and wherever possible continue with the class program.

Celebration of Learning Assemblies

Celebration of Learning Assemblies take place at the end of each year and are the culmination of each students' learning and achievement throughout the year. As well as being presented with Student Reports, every student receives a Celebration of Learning Certificate which identifies and / or acknowledges individual achievement of the student. There is a K-2 and 3-6 assembly. During the assembly class teachers present every student with their report and certificate. Students will also present an item. This is a formal assembly that celebrates the learning and achievement of all students. Parents, Carers, extended family and friends are welcome to attend.

Child Protection Lessons

The aim of child protection education in primary schools is to assist students in developing skills in recognising and responding to unsafe situations, seeking assistance effectively and establishing and maintaining relationships and strengthening attitudes and values related to equality, respect and responsibility.

Child Protection lessons are taught directly from the Department of Education support materials for teachers. The Child Protection resources assist teachers in implementing child protection education within the framework of the NSW Board of Studies, Personal Development, Health and Physical Education (PDHPE) Years K-6 syllabus. It provides curriculum materials to assist in developing student knowledge and understanding about child protection issues and skills in protective behaviours. It also supports teachers in the delivery of child protection education by discussing key concepts in child protection education, teaching strategies, community involvement and dealing with sensitive issues.

Parents / Caregivers are requested to give consent for their child to participate in Child Protection Lessons. At Kendall PS, Child Protection Lessons take place in Term 3.

Classroom donations

Any donations are greatly appreciated. At the beginning of each year, teachers and/or stages send home a letter with requests for personal student supplies eg pencils, ruler, glue etc and class supplies eg tissues, soap etc. If you have access to any particular resources that you feel may be useful to the classroom or school, please feel free to approach the class teacher and / or Principal.

The Camden Haven Community of Schools consists of Camden Haven High School, Kendall PS, Laurieton PS, North Haven PS, Herons Creek PS, Moorland PS, Johns River PS and Hannam Vale PS. The Principals and staff work together to share ideas and to develop initiatives that promote educational outcomes in our local area. This includes strategic planning, student learning programs, sporting and cultural events, Year 6 to 7 transition as well as training and development for staff.

Concerns and complaints

From time to time there may be issues or problems that you wish to raise with the school. We promote the importance of raising concerns and discussing these issues as soon as they arise. Often not raising an issue can cause further tension and unnecessary worry. Issues should be addressed in a respectful manner. Unfortunately if discussions become inflamed by anger and staff are spoken to or threatened in any way, meetings or phone calls will be stopped immediately. Problems are best solved when all parties are working together to find positive solutions. Parents and carers can contact the school to request to speak to a Teacher or the Principal over the phone or make an appointment to talk in person. An appointment time is the most convenient as it provides time where the teacher or Principal can provide their full attention to you and the issues raised.

Parents and Carers with any concerns regarding school programs can also attend the School P&C meetings. This is a forum where school programs can be discussed with the Principal and other P&C members.

Counsellor

At Kendall PS, we have a School Counsellor one day a week (Tuesday). The School Counsellor is available to support students experiencing any difficulty. Parents and Carers can request a Counsellor Referral by speaking with either the class teacher or Principal. A Counsellor referral may also be offered by the school as a resource that parents and carers may like to utilise for their child. The Counsellor can assist in identifying any issues and complete assessments that provide useful information and insight into student needs. Feedback and support is provided where necessary. The School Counsellor can also be accessed for student support during a period of difficulty. This will also require a Counsellor referral providing Parental / Carer consent. A student requesting assistance can receive support from the Counsellor without Parental / Carer consent in times of significant distress or emergency.

Cross Country Carnival

C

The annual Kendall school cross country running races are usually held in Term Two and involves students 8 years and above. We are very fortunate here at Kendall to have a fantastic true cross country track. While races do begin down on the bottom oval, the runners have the fun of the "bush track". This track takes them through bush and treed areas and offers something other than a standard flat track.

The distances are:

2km for 8, 9 and 10 year old runners

3km for the 11, 12 and 13 year olds.

The Kendall school event is the qualifier for the Lower North Coast Zone carnival which is usually held up at Kempsey. There is no District event. The first four finished in each race automatically qualify for Zone.

As with all PSSA (Primary Schools Sports Association) events, the District and Zone carnivals in our area for swimming, athletics and cross country attract a small entry fee per participant. This fee covers the cost of ribbons and trophies.

Transport to and from district and zone carnivals is by parent volunteers. This successfully ensures that our students have a large vocal team of supporters at the venue and also keeps the cost of participation to a minimum.

We also run a K-2 Fun Run activity which provides the younger students with an experience similar to the event for the older students. This is a fun event which many parents attend and enjoy watching.

Daily Routine

D

8.30am	Breakfast Club and Morning Supervision begin
8.55am	Morning Assembly in the Quadrangle. Children line up in their classes and any morning messages are given before moving off into class.
9am - 10.55am	Class commences. Class timetables will vary however the morning focus is Literacy.
10.55 - 11.15am	Recess: Children eat and play in the Recess play area. At the end of Recess, children line up in their designated assembly point where they are met by their class teacher.
11.15 - 1.05pm	Middle session. Class timetables will vary however the majority of the middle session will involve a numeracy focus.
1.05 - 1.15pm	Eating time. The Class Teacher supervises children eating their lunch during this time.
1.15 - 1.35pm	1st half of lunch: children can play in the designated play areas. Children can purchase items from the school canteen. (Monday, Wednesday and Friday)
1.35pm - 1.55pm	2nd half of lunch: children play, can purchase items from the school canteen and can visit the library (Monday and Tuesday). At the end of lunch the children line up in their designated assembly point where they are met by their class teacher.
1.55 - 2.55pm	Afternoon session. Class timetables will vary. Other Key Learning Areas are taught in the afternoon including HSIE, Science, PDHPE, Creative Arts.
End of Day	<p>Afternoon Assembly points: Bus 5 and 15: line up in the Quadrangle Bus 33 and Eggins bus: line up outside B block Walkers: line up in the Quadrangle and are escorted across the road A supervising Teacher supervises children boarding buses.</p> <p>Kiss and Drop - students assemble on the walkway near the Library and are escorted to the Kiss and Drop area by a supervising teacher.</p>
Variations	<p>Library and RFF lessons are covered throughout the week at different times of the week for each class. Where possible this remains the same for the whole year but sometimes changes may be necessary.</p> <p>Fridays: Every second Friday there is an Assembly for the Whole School at 9.15am. This takes place in the School Hall. Sport also takes place on Fridays with some activities beginning before or during lunch.</p> <p>Scripture: takes place on Mondays for half an hour. Times may vary depending on class.</p>

Discipline

D

Student behaviour is monitored closely with procedures in place to communicate clearly to students and parents any emerging patterns of irresponsible behaviour choices. Student behaviour is promoted with high expectations being established clearly for both the classroom and playground. We talk explicitly to the students about the importance of following rules and making good choices to ensure that we consistently maintain a happy and safe school environment for all students. The Traffic Light strategy is utilised in classrooms to provide students with clear communication about their behaviour and provide them with the opportunity to correct their behaviour. A monitoring system is also utilised to ensure that students and parents are aware of any escalating behaviour problems and to ensure that adequate support and intervention is employed to assist in modifying behaviour. This monitoring system involves weekly recording of behaviours causing concern. Teachers communicate playground behaviour incidents through 'greenslips'. Behaviour records are monitored by the School Principal and Assistant Principals and will result in appropriate and balanced programs of support and consequences. Various strategies are utilised and individualised to suit the needs of each child.

School suspensions are utilised only in serious circumstances and occur in order to put programs of support in place to promote student success and resolution of current issues. Parents will always be notified and involved in the suspension process. For more information please refer to the School 'Quality Behaviour and Wellbeing Policy'.

Donations

See Classroom Donations.

Donations can also be discussed or proposed to the School P&C.

Drug Education

All students take part in Drug Education lessons. The programs have been created in accordance with Departmental guidelines and utilise a wide range of departmentally recommended resources. Drug Education lessons take place during Term 2 every year. The focus areas are as follows:

Early Stage 1 / Stage 1: Safe use of medicines

Stage 2: Anti Smoking

Stage 3: Alcohol dangers

Children learn about Decision Making, Health Services and Products, Drug Use, Emergency Procedures. Lessons have been created that utilise the Interactive Whiteboards. If you have any concerns regarding your child participating in Drug Education lessons, feel free to discuss the specific lesson content with your child's teacher.

Education Week

E

Education Week is held during Week 3 of Term 3. During this week there will be special events held that will involve Parents and Carers being invited to the school. These events do vary from year to year but always include an opportunity to visit classrooms and view the wonderful work of students. The School will advertise and promote its events for Education Week towards the end of Term 2 and early Term 3. Education Week is an excellent opportunity for teachers and students to showcase the fantastic programs that run in the school. It is also a great opportunity for parents and carers to visit the school and celebrate the achievements of their children.

End of Year Day Out

At the end of each year, usually in the last week of school, each stage will be taken on a day out to celebrate the end of the school year. These are done on different days where possible and will usually involve activities in the local area eg day at the pool, movies etc. Cost for the day is kept to a minimum wherever possible. Information and permission notes are sent out in the weeks prior to the event. Students are reminded in the lead up to events that attendance is a privilege and that any students behaving inappropriately will not be invited to attend.

Environmental Education

At Kendall PS, we have the unique opportunity of accessing a large garden, which includes established fruit and vegetable plots. Each class has been allocated a vegetable plot. There is also a green house for seedling cultivation. All children benefit from being involved in our environmental programs. They develop understanding of skills such as composting, planting and mulching. The children also develop an awareness of the process of produce being grown in the garden and the steps involved before reaching the table.

We conduct environmental awareness days where children learn about recycling, planting and other environmental themes.

Our school is also actively involved in community based programs such as Landcare. Landcare play an active role in supporting us to maintain and learn about the School Forest (located within our school grounds).

If you are interested in becoming involved in our school Environmental Programs, please let us know. Our school grounds are extensive and we take pride in providing a wonderful environment for learning. Any assistance in ensuring that this environment is well cared for and maintained is greatly appreciated.

Evacuations and Safety Procedures

It is important that plans are in place to respond safely to any emergency situations. Students and staff (and also any community members on site at the time) take part in safety drills to ensure that safety procedures are well rehearsed. Both evacuation and lock down drills take place each year. After each drill, procedures are evaluated with any relevant changes being made to further enhance safety procedures. An evacuation involves all staff, students and community members on site vacating school buildings and assembling in a designated muster point. In the event of a real emergency requiring evacuation; students and staff will not return into school buildings until emergency services have provided advice that the site is safe. We also have procedures in place for Flood Evacuations. This involves students being evacuated from the school via early buses and parents collecting students prior to local waterways rising and restricting ability of students to get home. In this situation, all parents will be contacted to confirm leaving arrangements. It is very important that we are aware of your child's usual travel arrangements to and from school to assist with emergency procedures.

During a lock down all students and staff are to remain in their classroom (or if out of their classroom go to the nearest room), close and lock all doors and windows and assemble in the safest part of the room. This would occur in the event of an intruder in the school or any other unsafe situation on the school site that students and staff should not be exposed to.

Excursions

Each year children are offered opportunities to participate in excursions to outside school activities. These activities are planned to complement learning programs and provide opportunities for learning outside of the regular school environment. Notes for excursions are distributed to students but are also made available on the school website (if additional copies are required). All details regarding excursion venue, activities, transport and times are included on the permission note. Permission notes will also include Emergency contact details and medical requirements. Permission notes and payment should be returned to school in a clearly marked envelope. Collection of notes and money take place in class as part of the morning routine. All money is sent to the office where payments are receipted. Students are required to wear full school uniform on school excursions unless otherwise stipulated. As part of our Student Welfare Policy and Discipline procedures, students who have displayed unacceptable behaviour in the lead up to school excursions will not be invited to attend school excursions.

Extra curricula activities

During the school students will have opportunities to participate in additional activities. Some of these will vary year to year. Some activities that are offered every year: performing arts groups such as Choir, Dance groups, Band. There are sporting groups that are formed depending on level of interest. The students at Kendall are very proactive with environmental issues and service to community therefore there will often be groups of students who initiate fundraising projects, lunchtime activities and other ventures to raise money for the school. These initiatives are supported by staff wherever possible.

Information regarding school activities is promoted through the school newsletter, morning assemblies and specific program information sent home to parents and carers.

If you have any ideas regarding additional school activities or would like to volunteer to assist with extra curricula activities please feel free to contact the school.

See School Contributions

First week of school each year

During the first week of school students usually remain in the class group from the previous year. They will have their previous teacher if possible or a temporary teacher for the week. We aim to have the children into their new classes by the end of the first week. This is done to confirm student numbers and finalise class placements. We often have many new enrolments on the first few days of school which can impact the structure of classes. Children starting Kindergarten will come to school during their allocated time for the Best Start Assessment and then start on the start date indicated at Kindergarten Orientation. Kindergarten children start school with their teacher for that year.

First Day of school

Children arriving for their first day of Kindergarten will be very excited and often quite emotional. This is quite normal. It is also quite normal for Mums and Dads to be emotional and feel nervous about leaving their children. Children starting Kindergarten at Kendall PS have the benefit of our comprehensive Transition program and are therefore already aware of the morning routine; where to hang their bag, line up etc. All of the Kindergarten children will already be familiar with their teacher and this is a huge help in making the first day very happy and relaxed. In the event that children and /or Mums and Dads are feeling emotional, it is best to make a quick break. The children are in great hands and will have wonderful stories to tell in the afternoon. Mums and Dads of new Kindy children are invited to attend the 'Tea and Tears' morning tea held every year on the first day of Kindy. Join other Mums and Dads in the school staff room. It's reassuring to know that other parents feel exactly the same. It is also a great way to meet other parents. Please make the class teacher aware of how your child is travelling home in the afternoons ie being picked up, travelling by bus. If picking your child up, we encourage parents to arrive a little early in the first week or two, this allows the class teacher to let children leave as parents arrive as well as get to know you. At no time will we allow a Kindergarten child to leave with someone who is unknown to us. If you ever need to send someone else to pick up your child please let the class teacher know ahead of time. Gradually children do adjust to the busy routine of 'hometime' but to begin with we will take extra precautions to ensure safe departure from school.

For students who are new to Kendall and experiencing their first day in their new school, we usually ask the parents and children to come to the office on arrival and either the Principal or other staff member will escort you to the morning playground area. We will make sure that students and parents are aware of where the classrooms are, make sure that the new student/s are matched with some other students from the same class. Students at Kendall PS are very welcoming of new students and willingly show new students around and help to make them feel at home. We will also ensure that there is a designated pick up point in the afternoon. Afternoons can be a little hectic with bus lines, walkers and parents picking up students. We do not want any lost parents or students on their first day!

General Assistant

G

Our General Assistant is responsible for the general maintenance of the school. Currently Kendall PS has two and a half day a week General Assistant allocation.

Grandparents Day

Grandparents Day is an annual event at Kendall PS and is held on a Friday late in Term 1. The date is publicised early in the school year to help families plan to attend. Many Grandparents travel to stay with their families for the weekend of Grandparents Day. This is a wonderful event on the Kendall PS calendar and is always an enjoyable day. There is always student work on display, a special assembly which features student performances and a delicious morning tea on offer for all of our Grandparents to enjoy. Children love to show off their school to their Grandparents and this event is inevitably a highlight of the School Year.

The school will send a letter home to parents when infestations of head lice occur and request that parents examine their child's hair and undertake treatment where eggs or lice are identified.

Tips for parents in reducing the spread of head lice

As infestations are particularly common in primary schools, it is best to choose a treatment that can be used over time. There is no single solution to eradication, only persistence.

- regularly check your children's hair
- teach older children to check their own hair
- tie back and braid long hair
- keep a fine tooth head lice comb in the bathroom and encourage all family members to use it when they wash their hair

We understand that treating head lice can be a time consuming process however, students should not return to school whilst there are live head lice present in the hair.

Helping in the classroom

Throughout the year there are many opportunities for parents to help in classrooms, at sport, in the library, and with special events. At the start of each school year, an invitation is extended to any parent who wishes to support the school in this way.

Classroom Helpers must sign a 'Prohibited Employment Declaration' prior to taking on the role of Classroom Helper and these forms are available at the school front office. The school updates these forms annually. Parent Helpers and volunteers are required to sign in and out of the school at the front office. A Kendall PS badge is worn whilst working in the school to assist with identification and safety purposes.

The following list outlines some of the activities, with teacher guidance, direction and support, in which you could be involved:-

- Assisting with reading and group work
- preparing aids or resources for classroom use
- sharpening pencils
- covering books

High School Enrolment

Our local High School, Camden Haven High, has a thorough transition to high school program. Kendall PS students travel to Camden Haven HS periodically in the second semester of Year 6. These demystification visits allow our students to:

- Learn the layout of the high school
- Meet other students from neighbouring primary schools
- Experience some selected high school lessons
- Have a positive high school integration.

Camden Haven High School currently offers a streamed Year 7, Two classes, C and A cater for students requiring extension whilst the other available classes are parallel and offer support, where necessary, through the extensive use of teachers' aides.

High School Enrolment continued..

1

Students are nominated by teachers at Kendall PS for placement into the two selective classes. These students are required to sit an exam. Meetings between high school and primary school teachers also allow for suitable placement of students into all classes with consideration given to friendships, needs and behaviour.

Students with special needs are identified and support programs designed during these meetings.

Homework

The staff at Kendall P.S. recognises that homework is often viewed as an important part of children's learning. Staff also recognise that families have very busy lives and being able to set time aside to complete homework is not always possible.

We also recognise that the learning experiences offered to children through activities such as weekend sport, extra-curricular activities (e.g. music lessons), and assisting with activities around the home are also vital to the development of a well-rounded child.

To this end, teachers are encouraged to set homework that recognises these considerations. When set, homework should reflect the learning experiences offered at school and should not be an unrelated addition to the child's day. It must be purposeful and set at an appropriate level. Homework should not detract from the importance of rest, time for play, family time, and other activities the child may be involved in after school.

Time spent on any set homework should reflect the child's class level with a Kindergarten child doing informal homework while spending no more than 10 minutes in any one day on formal homework. This should increase to approximately thirty minutes a day for Yr 6 students. When students are completing homework, it is important to provide a quiet area in the home with limited distractions.

If a child cannot complete his/her homework without assistance, it is important to make note of this on the homework activity so that it can be followed up with the child's teacher.

It should be noted that homework is offered at Kendall PS, it is not compulsory. It is up to parents to reinforce the completion of homework if they so choose. Students are certainly encouraged to participate in homework tasks and to also share their homework with other students however, students will not be disciplined at school for not completing homework. Please feel free to contact the school if you would like further information about the approach to homework. There is also additional information and research available on our school website.

Infectious Diseases

I

There are many infectious diseases that affect children and young people including:

- chicken pox and shingles
- gastroenteritis
- mumps
- influenza
- measles
- rubella (German Measles)
- whooping cough (Pertussis)

Parents and Carers should notify the school as soon as they have been provided with information that their child has an Infectious Disease. Any outbreak of an Infectious Disease is reported to the School Community with relevant information as provided by the Local Area Health Service. If your child is diagnosed with an infectious disease, please refer to advice from your doctor in regards to how long your child should be away from school.

Injuries

See Accidents and Emergencies.

Learning and Support Teacher

L

Our teacher allocation includes a support teacher whose role is to provide support to both the students and teachers to develop programs of support for issues involving learning and behaviour. This teacher will be involved in supporting students with special needs and assisting the classroom teacher to devise teaching and learning programs and strategies that will promote student success. This teacher may work in classrooms to support with programs, conduct special programs and /or work individually with students and teachers to assist with planning and individual programs as well as work collectively with staff to support whole school programs.

Learning Support Team

The school learning support team assists teachers to plan class programs to meet the specific learning needs of all students, including those experiencing difficulties in learning. The learning support team co-ordinates the development, implementation, monitoring and evaluation of learning support plans. At Kendall our approach to supporting student needs is consistent with the Every Student Every School initiative. More information about this framework can be found on the Department of Education website.

Library

Children take part in Library lessons once a week. During these lessons they are encouraged to borrow books to take home and enjoy. Parents are asked to provide library bags for students, Kindergarten up to year 4, to use when they borrow books.

Students can also visit the library at designated lunch times to borrow books, read quietly, use computer equipment or complete research or special projects.

Book Week - occurs during Term 3. There is always a theme for Book Week and school activities are based around this.

Book Fair - occurs once a year on Grandparents Day. Parents are invited to purchase books for their children and a percentage of the profit is returned to the school.

Literacy Programs: Jolly Phonics

L

Jolly Phonics is a fun and child centred approach to teaching sounds. With actions for each of the 42 letter sounds, the multi-sensory method is very motivating for children and teachers, who can see their students achieve. The letter sounds are split into seven groups.

The sounds are taught in a specific order (not alphabetically). This enables children to begin building words as early as possible.

The five skills taught in Jolly Phonics

1. Learning the letter sounds

Children are taught 42 main letter sounds. This includes alphabet sounds as well as digraphs such as sh, the, ai and ue.

2. Learning the letter formation

Using different multi-sensory methods, children learn how to form and write the letters.

3. Blending

Children are taught how to blend the sounds together to read and write new words.

4. Identifying the sounds in words

Listening for the sounds in words gives children the best start for improving spelling.

5. Tricky words

Tricky words have irregular spellings and children learn these separately.

Literacy Programs: L3

Language, Learning and Literacy (L3) is a research based Kindergarten classroom intervention program, targeting text reading and writing.

It complements the daily Literacy program for students who do not bring a rich Literacy background to their first year of school.

Students receive explicit instruction in reading and writing strategies in small groups of three to four selected students. Students then rotate to independent individual or group tasks. This occurs in the daily Literacy session.

Lost Property

Parents/Caregivers are encouraged to label any item of children's clothing that is likely to be removed during the course of the day – jumpers, jackets and hats.

- Lunch boxes, school bags, drink bottles etc should also be clearly labelled.
- Items lost in classroom areas will be stored by the teacher for a period of time before being sent to the lost property collection point.
- All other lost items will be sent directly to the lost property collection point.
- All labelled items will be sent back to the child's classroom if found.
- Lost property is situated on the staffroom verandah.

Medical and Health needs

Medical conditions - It is a mandatory requirement that all parents complete a medical information form related to each child enrolled in our school. This form will request a range of information that will assist the school in responding appropriately if a medical situation arises. The school should be advised of all allergies a child may have and, in some instances where the allergy is severe or life threatening, a Health Care Plan, signed by both the parent/caregiver and the health care provider must also be given to the school.

Students will not be able to attend any excursions if the medical form has not been fully completed, signed by a parent/caregiver and returned to the school.

Parents/Caregivers are asked to advise the school immediately if any medical information changes. Each year, this will be specifically asked of parents/caregivers at the commencement of the school year but if situations subsequently change in regard to your child's health status, it is the responsibility of parents/caregivers to inform the school in writing or by coming to the office and making any necessary changes on the forms retained by the school.

Health Care Plans - Plans are developed in consultation with parents and medical services where necessary when a medical condition exists eg Diabetes, severe asthma, anaphylaxis etc. This is to ensure that school staff are aware of any necessary medical treatment, appropriate responses to symptoms and emergency care. When Health Care Plans are in place, they will be reviewed at the beginning of each year.

Medication - To ensure your child's safety and well-being, parents and carers must complete the medication form at the front office prior to any medication being administered at school.

- Prescribed medication without an explanatory note and written permission will not be administered.
- It is essential that children do not keep medication (other than asthma puffers) in their bags.
- The school should be kept advised of any important issues related to your child's health.

Mobile Phones

It is not recommended that students bring mobile phones to school. However, if parents / carers feel the need to provide their child with a mobile phone for either before or after school needs, the phone must remain in the student's bag and switched off. Under no circumstances is a mobile phone to be used at school. If for any reason a parent / carer needs to contact their child or vice versa, it should be done through the office. If a student's mobile phone goes missing at school or is damaged whilst at school, the school will not take any responsibility or investigate the matter.

For more detail on this matter, please refer to our School Mobile Phone Policy which is available on the School Website.

Mufti Days

Mufti days also known as 'out of uniform days' are held throughout the year. They tend to coincide with 'special' events like school discos etc. They are also held as fundraisers. Generally a gold coin donation is requested for children who do come out of uniform for the day. Whilst a Mufti Day is out of uniform, we do ask that students are dressed suitably for school with closed in shoes.

In 2008, the National Assessment Program - Literacy and Numeracy (NAPLAN) commenced in Australian schools. Every year, all students in Years 3, 5, 7 and 9 are assessed on the same days using national tests in Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy.

NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide, every year, in the second full week in May.

NAPLAN is made up of tests in the four areas (or 'domains') of:

- Reading
- Writing
- Language Conventions (spelling, grammar and punctuation)
- Numeracy.

NAPLAN tests skills in literacy and numeracy that are developed over time, through the school curriculum. NAPLAN results are sent home to parents (via the school) and include detailed information about individual student performance. School data is also available for parents to view via the My School Website.

Newsletters

Newsletters keep parents informed and up to date about happenings within the school. A School Newsletter is published each fortnight with details about what is happening at school, reports on school events and information on upcoming events. School Newsletters are available via a school email distribution list, via the school website or via a skoolbag app. Paper copies are available at the front office upon request. To be included on the school email distribution list, you will need to provide your email address to the office.

Notes

Notes for student absences should be handed to the class teacher. Permission notes for school excursions, sporting events and school performances together with money, if required, should also be handed to the class teacher. Although the office staff accept money and notes, it is easier for class teachers to keep a record of payment and permission if notes are handed directly to them. Additional copies of notes can be obtained from the class teacher, the front office or the school

Numeracy Programs

Class Programs for Mathematics are created directly in line with the outcomes and strategies of the Maths syllabus. Other Department of Education programs which support teaching strategies as well as identification and development of student skills are utilised. Examples of such programs are Count Me in Too Assessments and Teaching Strategies. Teachers also utilise the Best Start Continuum to assess students' skill development and to monitor progress. During 2012, all teachers took part in a Mathematics professional learning program: 'NinA' - (Numeracy in Action). This engaged staff in a review of best practice strategies of teaching numeracy, identification of where students are on the Numeracy Learning continuum and how to plan specifically for student needs. These strategies are being implemented in all classrooms.

Parent Helpers

P

See Helping in the Classroom.

Parliament

At Kendall Public School, student leaders are elected at the end of each year from Year 5. These students form the School Parliament and take on the role of School Prime Minister or Minister to represent the school in a variety of roles for the following year. These students conduct formal Parliament sessions twice a term with students from stages 2 and 3 attending.

Parliament consists of Prime Minister(s) and Ministers (the number of students in year 5 will determine the number of ministerial positions allocated for the year; the greater number of students in the grade the more positions available).

When Parliament meet, motions are put forward and the students vote for and against the motion. If the motion is accepted it is then put to the senate (the teachers), for the final vote. The School Parliament is a productive way to allow students to share their ideas and opinions about their school. It is also an excellent forum for students to discuss school issues and propose new initiatives. The process empowers students as leaders and promotes active leadership and responsibility.

Performing Arts

Students at Kendall have many opportunities in the area of Performing Arts. We attempt to provide Performing Arts opportunities to all students (K-6).

In addition to opportunities that are provided within the classroom setting there are also additional extra-curricula groups that are conducted throughout the year. These Performing Arts activities are optional. Students have the opportunity to join the choir and the dance group. Both activities have set rehearsal times and students perform at the CHAFFS concert. (Camden Haven Arts Festival For Students) Students also perform at assemblies and special days like Grandparents Day, Presentation Day etc. Senior choir runs throughout the year and children from Year 3 to 6 can participate. Other groups vary from year to year.

Instrument tuition is also an option. Private tutors come into the school to teach music. A tuition fee is payable and instrument hire is available. This program is open to students from Year 3 to 6.

Creative Arts opportunities are seen as excellent opportunities for students to both become involved and to acquire and develop new skills and talents.

Playground areas and Supervision

P

See school map at the start of handbook for Playground Areas. Supervision is conducted by teachers, with the same teacher supervising the particular duty for the entire week wherever possible (eg the same teacher will be on Morning Duty for a week at a time).

Morning Area: Quadrangle - supervision commences at 8.30am.

Recess: Students sit down to eat recess outside the Kindergarten classrooms and under the COLA. They must finish eating and put their rubbish in the bin before commencing play. Recess is predominantly a short break to have something to eat / drink, go to the bathroom and have a short play. There is a teacher on duty as well as up to three Student Learning Support Officers.

Eating Time: All classes eat lunch under the supervision of their class teacher.

Lunch: Lunch is broken into two time periods with two teachers and up to three Student Support Learning Officers out on the playground in each lunch period. Students can play in both designated play areas and can also go to the library on designated library days. Students are regularly reminded of the playground rules which promote safe and happy play.

After School: Students who catch the bus have designated areas to line up and are supervised whilst waiting for and boarding afternoon buses.

Policies

School Policies are aligned with departmental policy and guidelines. Policies are available on the school website and are updated regularly as required. Policies and procedures unique to Kendall Public School are developed as required with input from students, staff and the community being highly valued and utilised.

P & C

The P & C meets a minimum of twice/term. On occasions, the P&C, in consultation with the broader school community, may change the day and timing of the monthly meetings. Dates and times of P & C meetings are advertised in the newsletter. Matters relevant to the general running of the school are discussed in this forum with all parents and caregivers being welcome to attend. The P & C supports the school's programs by raising money for a range of items and activities. Every effort is made, through the P&C forum, to share information about educational programs and initiatives taking place in the school. P&C meetings are a great way for parents and carers to become involved in the school.

QuEST : Quality Environments for Students and Teachers.

Each year our Year 6 students undergo QuEST training (in Term 2) with the aim of developing leadership skills and qualities to enable them to run group activities within the playground for their peers.

The training day equips students with ideas and skills to enable them to work collaboratively with their peers to provide fun, engaging and entertaining activities for children in Kindergarten through to year 6 at lunch time in the playground. Students discuss bullying and how they can help to create positive relationships and interactions between students.

Students develop rosters, inform stages, access and set up equipment and run activities on a rotational basis throughout Terms 3 and 4. This is an excellent opportunity for students to be pro-active and contribute to a harmonious playground. Students are supported by the teachers and encouraged to report and discuss any problems that they may experience when leading activities.

Students in all schools across NSW are recorded as being in a particular stage:

ES1 (Early Stage 1) – Kindergarten

S1 (Stage 1) - Years 1 / 2

S2 (Stage 2) - Years 3 / 4

S3 (Stage 3) - Years 5 / 6

The Department of Education's syllabus statements in each curriculum area are organised under these stage headings. At each stage level, students are expected to achieve certain learning outcomes. These outcomes take into consideration the fact that not all students are going to achieve the same learning outcomes at the same rate, nor at the same time, but it does provide for these differences in terms of the learning opportunities offered at a school level.

Twice a year, schools will provide parents/caregivers with a detailed analysis of how each child has achieved in reference to these staged learning outcomes. This will take the form of a Semester Report. Students with special or specific learning needs may receive a variation to this report.

The report will be written by your child's teacher and will be based on, but not limited to:

Formal and informal assessment tasks

Class work – practical and written work as well as oral presentations

Group work (and the individual student's contribution to these tasks)

Formal Parent/Caregiver and Teacher interviews will take place at the end of Term 1. This is an opportunity to highlight any concerns and discuss the goals for the year.

Either parents/caregivers or teachers may, on occasions, wish to organise meetings at other times if the need arises.

Release from Face to Face (RFF)

RFF Teachers provide classroom teachers with release from face to face teaching for two hours each week. This time allows teachers to prepare programs and whole school activities, meet with parents or department staff, mark student work, plan assessment activities etc.

As part of their role, RFF teachers:

- work in consultation with classroom teachers to provide relevant programs across a range of subject areas

Reading Recovery

Reading Recovery is a research-based early intervention program. It identifies students experiencing reading and writing difficulties after their first year of school.

Reading Recovery is supplementary to classroom literacy instruction. Teachers trained in the delivery of Reading Recovery provide daily individual instruction for 30 minutes over an average period of 12 to 20 weeks.

It aims to accelerate student progress, to the average level of their grade in their school, as quickly as possible so students may obtain maximum benefit from classroom instruction.

As with society, students at Kendall Public School are expected to following the school rules.

When children start at Kendall PS our Kindergarten Teacher, works with Kindergarten to promote the "Five Fair Rules" Program. This program enforces 5 expectations that are embedded throughout the School.

Rules include:

I can follow instructions

I can listen

I can use my hand and wait

I can work quietly

I can control what I do and say

Children adhere to these expectations throughout school and class routines and behavior that is not consistent with these expectations results in the 'traffic light' system being used.

The traffic light system consists of a green, orange and red light.

Green light is a fair warning and children place their name on the green light.

When a student is placed on Orange light this indicates that the behaviour has not improved from green light and rules are still being broken the student's name will be placed on orange light. The student will receive a Rule reminder and warning of possible consequence. More appropriate behaviour and better choices are discussed with the student, time to re-think actions is provided where necessary.

Continued inappropriate behaviour will result in a Red light time out. This will involve going to a buddy class and /or executive staff member (Assistant Principal or Principal) for Time Out.

Children are brought back down the light for behaving responsibly and making good choices. The Class Teacher will reinforce these correct choices so that a positive relationship can be reinforced where the student realises that the teacher is there to help and guide.

School Contributions

S

Voluntary school contributions are as follows:

\$20 - 1st student

\$30 - family

Contributions can be paid at any time and as part payments if required. School Contributions assist to help the school provide valuable resources for students.

School Learning Support Officer

School Learning Support Officers (previously known as Teacher's Aides) are employed to assist in student programs for students with identified areas of special need. These students receive funding support through the Integration Funding Support Program. School Learning Support Officers also support Whole School Programs and provide extra support for students in a variety of school settings.

School Photos

School Photos are taken annually. An external Photography company comes to the school and provides opportunities for class, individual and sibling group photos. Various packages are available for families to choose from. Photos are taken of other school groups such as Sporting teams, School Parliament etc and are available through additional orders. All money collection is independent of the school and although Photo payment envelopes are collected by the school, they go directly to the Photo company. These payments are not receipted by the school. School Photos are usually delivered to the school within a few weeks of Photo Day.

School Photo day is promoted so that all families have plenty of notice for providing payment and also to ensure that students are in full school uniform for the day.

Sick students

Students who report to their class teacher (when in class) or the teacher on duty (out in the playground) that they are feeling sick are sent to the Office with a sick note to indicate that a teacher has requested Sick bay attention for the child. The child will always be accompanied by another student (or teacher if very ill). Students will be attended to in sick bay. Sometimes students feel better and are happy to return to class but in the event of more serious illness parents will be contacted by the Office staff. It is very important that parents and carers keep their contact details up to date so that they can always be contacted. It is also important that the school has emergency contacts in the event that a parent / carer can not be contacted. Students who remain in sick bay until a parent or carer can get there are monitored closely. If at any time school staff have escalating concern about a student's condition they will continue to contact the parent / carer. In the event of a medical emergency, the school will call an ambulance.

All staff are trained annually in emergency care and first aid.

A record is kept of students who present to the sick bay. In some circumstances Parents / carers may be contacted if there is ongoing visits. This can sometimes indicate health issues that need further investigation or other problems such as avoiding the classroom. In such cases we will discuss how the school can support in dealing with any problems.

Sporting Houses

S

Students are placed into one of the four Sporting Houses upon enrolment with siblings being placed into the same houses. We attempt to keep the houses balanced in number of students. Students participate in school activities when house teams compete for house points eg swimming and sporting carnivals. House points are also awarded in classes as incentives and rewards. The students enjoy the healthy competition and participating in house groups which helps to encourage teamwork and good sportsmanship. During sporting carnivals students can wear their house colour. Our school house groups are:

CAMDEN: Yellow

HAVEN: Blue

WATSON: Green

TAYLOR: Red

The names of the houses are derived from local area regions and rivers.

Staff Development Days

There are four Staff Development Day over the school year. These are days where only the staff attend. Students do not attend school on these days. These days are as follows:

First day of Term 1

First day of Term 2

First day of Term 3

Last two days of Term 4.

The dates of Staff Development Days are included on the School Calendar and are promoted through the school newsletter. The days are opportunities for staff to participate in valuable training and development activities that assist the school in providing quality teaching and learning. Compulsory training is also conducted during these days eg Emergency Care, First Aid, Child Protection and Code of Conduct.

Student Wellbeing

Student Wellbeing encompasses everything that affects a child whilst at school. At Kendall PS we focus on promoting a school where all students feel cared for, where everyone feels safe and happy. Student Wellbeing is supported by our 'Quality Behaviour and Wellbeing Policy' which outlines our approach to supporting students to develop the ability to make responsible behaviour choices resulting in self pride and confidence.

Our values program and lessons in social and emotional learning contribute significantly to student wellbeing.

Kendall PS is a KidsMatter school. This involves developing a framework of supporting the wellbeing of all members of the school community. This is a key aspect of student wellbeing at Kendall PS and supports the sense of belonging and mental health of the entire community.

Any student problems or concerns are also raised with our School Learning Support Team in order to devise plans of intervention to assess, resolve or manage student issues.

If at any time a parent / carer has any concern regarding their child (no matter how big or small) it is advised that the school be notified. Parents / Carers can approach the class teacher, Assistant Principal or Principal. The School Counsellor is also available to assist with any concerns. Concerns may vary from academic concerns to issues involving behaviour, bullying, social or emotional problems. Assisting children throughout their Primary School years is very much a team effort and problems are solved or supported most significantly when school personnel and parents / carers work together. Please do not hesitate in sharing your concerns and seeking assistance.

Student Religious Education

Student Religious Education (SRE) takes place on Monday afternoons. These lessons are co-ordinated by the Camden Haven Anglican Church with certified instructors leading sessions. All sessions are also supervised by a classroom teacher. When enrolling at Kendall PS, parents are asked to indicate if they would like their child to attend SRE. Student who do not attend SRE participate in additional School Values Education Program.

Supplies

At the end of each year information is sent home to families providing information about the supplies required for each stage for the following year. These will be items that will help your child to be prepared with everything that they need throughout their school day as well as other items such as a folder for homework. This lists may vary from year to year depending upon the programs being implemented. It is also a good idea to keep this list and top up supplies throughout the year.

Sending the list home at the end of the year helps families get organised over the Christmas break, and takes advantage of all of the after Christmas sales. Families are not required to purchase work books. These are supplied by the school.

Items that are usually included in supply lists are: pencils, ruler, rubber, glue sticks. We also request a donation of a soap on tap and a box of tissues for classroom use.

The Department of Education and Training School Swimming Scheme is an intensive learn to swim program which develops water confidence and provides students with basic skills in water safety and survival. This scheme is conducted at Kendall pool over 10 days towards the end of Term 4. The scheme is open to students in Year Two up to Year Six. This is a very important opportunity for all of those students who are not strong swimmers to improve their skills.

Enrolment forms will be sent home early in Term 4 and a quick response is advised as places are limited. There is no charge for instruction so cost is limited to pool entry only.

Swimming Carnivals

The annual Kendall school swimming carnival is held early Term One each year. Camaraderie is the main feature of Kendall Public School's swimming carnival. All students aged 8 years and up attend. The students are awarded points for participation as well as for a place in the races. With a strong emphasis on participation, the students rally around and encourage each swimmer to the finish line. It really is a fantastic carnival atmosphere. Whilst most of the day is taken up with races which are qualifying events for the Camden Haven Hastings district carnival, there is time for our famous Monster Relay. Here the students from each house earn a point for each completed lap of the pool. This is a fun way to finish our day. The District carnival is usually held in Port Macquarie although Wauchope pool has been used on occasion. All parents and family are more than welcome to attend and the hard working P & C usually have baked goods on sale for recess and offer a barbeque lunch too.

A K-2 Swimming Carnival event is also held in Term 1 which focuses on participation and activities that build water confidence.

Teaching staff

T

The teaching staff at Kendall are listed on Page 5 under School Staff. At present we have both permanent and temporary teaching staff. Any changes to teaching staff are communicated to the school community via the School Newsletter and School P&C.

Teacher Meetings

If you require a meeting with your child's teacher this can either be organised by contacting the front office or negotiating a suitable time directly with the class teacher. We encourage parents and carers to discuss problems as soon as they arise to assist in preventing problems from escalating unnecessarily. If you need to speak to your child's teacher but are unable to come to the school, please contact the school and we can organise a suitable method of communication ie phone call, email etc.

Technology

Schools now have access to a wide range of technology which is utilised in teaching and learning programs.

Interactive Whiteboards - All classrooms at Kendall PS have Interactive Whiteboards. These boards are a wonderful teaching and learning tool which make available to teachers and students many engaging and interactive learning resources. Teachers are continually taking part in Professional Development to assist in taking advantage of this excellent resource.

Computer Lab - All students take part in explicit teaching of technology skills which involves weekly visits to the school computer lab. This enables every student to work simultaneously on a computer. Students learn skills in using various software packages and practise their skills by utilising programs to complete learning tasks across various Key Learning Areas.

Video Conferencing - Kendall PS has a Video Conferencing facility. This enables students to have face to face experiences in real time with students from other schools, experts from learning centres and places of interest. Essentially this provides a means of sharing information and talking to experts without leaving the school.

Digital media - Learning programs integrate various forms of digital media to enhance learning and engage students in meaningful experiences. This may also involve student use of digital still cameras and video cameras.

Student access to school network and email - all students have the capability to save digital work samples to the school intranet. They each have an individual log in and email address. Emailing skills are taught and utilised more as students move into Stage 2 and 3. Teachers may utilise emailing to provide students with task information, feedback or homework.

It is an expectation that technology be utilised appropriately within the school. Under no circumstances are students ever to access any other student's work or make any adjustments to the school network. There are serious consequences for inappropriate use of technology within the school.

Theme days

T

Across the school year we have theme days where students have the opportunity to participate in special activities. These activities can involve dressing up. Past theme days have included Pirate Day, Environmental Day as well as days with a Literacy or Numeracy focus. Information regarding such events is promoted through the school newsletter. These days are lots of fun and encourage participation and learning through working collaboratively. Quite often there is a lot of community involvement in these days and we welcome any parents / carers who wish to be involved.

Toilets

Student toilets are a constant issue within the school and we aim to promote sensible use by the students. We greatly appreciate the support of parents / carers in reinforcing appropriate behaviour in the school toilets. We are consistently aiming to provide a clean and safe toileting area for students.

It is very important to note that student toilets are for student use only. Under no circumstances should any adults use the student toilets. Toilets for adults are located in the Administration Building.

There are Disabled toilets within the school but these are not for general student use. Staff toilets are located in the Administration block and library block, these are not for student use.

Uniform

U

It is an expectation that all students come to school each day in full school uniform. This is promoted throughout the school year with emphasis on wearing school uniform as a way of showing respect for yourself and your school. Good discipline and attitude towards school begins with reinforcing basic expectations and wearing full school uniform is an excellent basis for building an excellent attitude towards school.

The school uniform is as follows:

SUMMER:

School Polo Shirt (Pale blue)
Navy Blue Shorts / Skirt / Skort
White Socks
Black closed in shoes
School Broad Brimmed Hat - Navy Blue

WINTER:

School Polo Shirt (Pale blue)
Navy Blue tracksuit / long pants
White Socks
Navy Blue Sloppy Joe / Jacket / School Fly Jacket
Black closed in shoes
School Broad Brimmed Hat - Navy Blue

Items that can be bought from school:

- School Polo Shirts
- School Zippered Sloppy Joe
- School Fly Jacket
- School Broad Brimmed Hats

The school P&C sell school uniforms from the Uniform Shop located in the School Hall. The Uniform shop is open on Mondays between 8:30 and 9:30am. Alternatively order forms can be completed and left at the front office.

School shorts and other uniform items that are not sold through school are available from local department stores eg Best and Less, BIG W, Target and Lowes.

University Competitions

The University of NSW provides opportunities for Stage 2 and 3 students to participate in state-wide competition tests in the following areas:

Spelling
Writing
Mathematics
Science
Computer skills

These competitions are optional and involve a small cost. Information is distributed to interested students. Students are withdrawn from class to complete the test. These competitions are an excellent opportunity for students who enjoy challenging themselves. All students who complete the tests receive a participation certificate. Students who perform well may receive a Credit, Distinction or High Distinction. Students are presented with these certificates at School Assemblies.

Valuables

V

At Kendall PS we strongly recommend that parents / carers do not permit students to bring valuables to school. Inevitably these items get lost or broken resulting in very upset children. If items are brought to school, teachers will ask that these items remain in the student's bag to ensure that they do not distract from teaching and learning. Unfortunately if student's risk bringing these items to school and they are either lost or broken this will be the responsibility of the student. The school can not take responsibility for lost and broken valuables nor will we spend time investigating such matters.

Values Education

The Values Education Program at Kendal PS is implemented in Terms 1 and 2. It is based on the six core school values.

Achievement Belonging Care Equity Respect Responsibility

Lessons are taught across the school (varied for each Stage level) that support student understanding of these values and the impact of upholding these values to individuals, within our school and in society. The Values Education Program lessons are also taught as part of our Non-Scripture Program.

Visitors sign in book

All visitors and parent helpers are required to sign in at the front office. We also require that a Prohibited Employment form be completed by regular visitors and volunteers. These are updated annually. It is essential for visitors to sign on so that the school is always aware of who is on site at any particular time, especially in the event of an evacuation, lock down etc.

Website

W

The School website is www.kendall-p.schools.nsw.edu.au

This site was revamped during 2011 and is a very useful and informative site for Kendall PS families. It includes many relevant links to departmental resources and information as well as other features such as the School Newsletter, access to school notes, overviews of Stage content each term, Photo albums of school events, upcoming events and much more.

Weekly Routine

Weekly routines will vary from class to class however there are organisational schedules that are common across the school each week.

Monday	Monday afternoon - Student Religious Education / Values Education Program
Tuesday	
Wednesday	Canteen Open
Thursday	
Friday	Uniform Shop Open 8.45 - 9.15am Canteen Open School Sport Years 3—6 Whole School Assembly (each fortnight) 9:15am

X

Y

Year 6 to 7 Transition

Y

See High School Enrolment

Year 6 Events

There are a number of special events that take place at the end of the year for Year 6 students that add to the traditions and ceremony of graduating from Primary School.

Year 6 students are involved in activities during Term 4 which aim to assist in raising money to help pay for their Year 6 farewell as well as provide funds for a gift to the school on behalf of the Year 6 group. A committee of Year 6 teachers and parents / carers of Year 6 children is formed to assist with organisation and preparation of these events and the farewell event. Fundraising ventures often include activities such as Ice Cream Days, cake stalls and always a Year 6 Mini Fair where students run stalls for the rest of the school to participate in.

The Farewell evening is held at a local venue and is attended by the students, their parents and staff who wish to attend. The evening involves a dinner, dance and some formal proceedings.

Students in Year 6 receive mementos of their time at Kendall PS including a Year 6 Group photo and a Kendall PS pen. Other mementos may change from year to year.

Year 6 can be both a challenging and exciting time, however we continue to impress upon students the importance of maintaining a high standard of behaviour and commitment to learning. Some students in Year 6 do unfortunately feel the need to start pushing boundaries and focus on moving on to High School and thus lose focus on acceptable standards of behaviour. For this reason, there is a strong focus on behaviour and attitude in Stage 3 and students are reminded regularly about responsible choices. Students who behave inappropriately will not be invited to participate in end of year privileges.

Z

Z