Dear Parents and Carers,

Welcome to Millers Forest Public School. We hope that your interaction with our small school and all of its activities will be a happy and fruitful one.

To help you we have produced the following information, which we feel, will be of value and assistance to you.

Please feel free to communicate with the school whenever you feel we may be able to assist you or you may be able to assist us.

If you have any ideas, suggestions or doubts, please call in and discuss them. Education begins in the home and only through the interaction of parents and teachers can we expect to reach our mutual goal. We have a happy and caring school, and we encourage parents to support us and become active partners in the learning process. Your support and interest is essential if we are to do the best for our children.

We look forward to working with you in the coming years, establishing positive relationships with you and your children and striving to make Millers Forest Public School the best school it can be.
STAFF AT MILLERS FOREST PUBLIC SCHOOL

Christyne Phelps               Principal & 3/6 Class Teacher
Tracey Legge                                           K-2 Classroom Teacher
Karen Vollmer              School Administrative Manager
Linda Chalker              Specialised Art Teacher/Librarian
Helen Tuyl                                 Specialised Music Teacher
Gillian Manning            Computer Teacher
Pamela Mann                School Learning Support Officer
Narelle Meredith          School Learning Support Officer
Paul Nickerson            Guitar Teacher/SLSO
Leo Jordan                 General Assistant
Narele Haynes             Cleaner

SCHOOL HOURS
Official school hours are from 8.30 a.m. to 2.45 p.m. and during these hours a teacher is available to supervise students. Students should not be at school prior to 8:30 a.m.

SCHOOL ROUTINE
9.00 a.m.       Lessons commence
11.00 a.m.      Recess
1.00 – 1.45 p.m. Lunch
2.45 p.m.       Home time for students
## SCHOOL TIMETABLE

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<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
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<tbody>
<tr>
<td>Student Banking</td>
<td>Fitness</td>
<td>Fitness</td>
<td>Library/</td>
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<td></td>
<td></td>
<td>Computer Lessons</td>
<td>Visual Arts</td>
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<tr>
<td><strong>RECESS</strong></td>
<td><strong>11.00 – 11.30 A.M.</strong></td>
<td><strong>Fruit Break</strong></td>
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<td>Fitness</td>
<td>Fitness</td>
<td>Guitar</td>
<td>Scripture</td>
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<tr>
<td><strong>Formal Assembly</strong></td>
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<td>Choir Recorder(3-6)</td>
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<tr>
<td><strong>LUNCH</strong></td>
<td><strong>1.00 – 1.45 P.M.</strong></td>
<td></td>
<td>Sport</td>
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<td>Newsletter to eldest in family (fortnightly)</td>
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### P & C ASSOCIATION

The Millers Forest Parents and Citizens’ Association meets twice a term in the Principal’s Office. The P & C acts in consultation with the Principal in considering and developing educational philosophy and policy, the school curriculum, the responsibility of the home in relation to the work of the school, are in-serviced, and help raise funds to provide resources and amenities which are required but not supplied by the Department of Education. All parents are urged to join the P & C and to attend meetings.
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<td>35</td>
<td>Student Assistance Scheme</td>
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1. **Absences**
When a child is absent from school a note from the parents is required to explain the reason for the absence. Children who leave the school during school hours must bring a note from parents to explain the reason and stating the time that the child is to be dismissed.

Children who arrive late in the mornings require a Late Arrival Slip from the office and a note of explanation.

2. **Assessing and Reporting**
Students are assessed throughout the year by the class teacher. Standardised tests, school based tests and class work all for part of student assessment. In June and December, the school will send a report home on your child’s progress. In June, an invitation for a parent/teacher interview will take place.

3. **Banking**
Children are able to open and deposit money into a Dollarmite Bank Account with the Commonwealth Bank each Monday morning.

4. **Bicycles**
Years 3-6 are permitted to ride their bikes to and from school. Students are to wear helmets and obey road rules. Bikes are to be walked into the school grounds, across footpaths and pedestrian crossings.

5. **Bookclub**
Students have the opportunity to purchase books from the advertising leaflets which are handed out at intervals. Money and orders, sealed in a labelled envelope, are to be handed to the class teacher.
6. **Change of Address and Family Details**
Parents are requested to please notify the school office by phone or by a short note immediately upon change of address, telephone or custody. Copies of court orders should be brought to the school as soon as practicable. These matters are very important as we must have correct information for obvious safety and legal reasons.

7. **Counsellor Services**
The school counsellor visits regularly. The counsellor is trained to assess your child in a wide range of educational and social areas. Parents should contact the school office if they believe an appointment with the school counsellor would be of benefit.

8. **Emergency Clothing**
Some emergency clothing is available to use when minor accidents happen at school. These clothes need to be washed and returned to school. Children who have more serious accidents, such as toileting accidents, need to be taken home for a bath or shower.

9. **Equipment**

**WHOLE SCHOOL**

a) **Library Bag** – These are used for readers. They are approximately 50cm square and are preferably a drawstring variety.

b) **Library Day** – All students are encouraged to borrow library books on Fridays.

c) **Daily P.E.** – We attempt to have fitness activities for a short period each Monday, Tuesday and Wednesday. Sports uniform is to be worn on Thursdays.

d) **Erasing** – Liquid paper is not permitted at the school. Rubbers are ample.

e) **Labelling** – Labelling of all personal items, including clothing, is requested.
INFANTS

a) **Paint Shirt** – In the early years of their schooling, the children do a lot of painting and craftwork. It is very handy if the children have a painting smock which will totally cover their clothing. Such a smock can be made from a man’s long sleeved shirt or a T-shirt. Cut the sleeves to the length of your child’s arms and elasticized the arms and neck. Sew up the front where it buttons up. The shirt can then be slipped over the child’s head.

b) **News Day** – All children are able to present items of news or ‘Show & Tell’ on their news day as per the classroom roster.

c) **Toys** – Toys may not be brought along to the school. Except for Show and Tell day. Please do not send along valuable or electronic items.

PRIMARY

**Equipment Needed**

Most exercise books are supplied to students by the school. The following items may be purchased by parents:

- Coloured pencils (for book work)
- Textas (for use on charts and projects)
- Pens (blue, red for senior primary)
- Pencils (HB)
- Ruler
- Rubber
- Sharpener
- Glue
- Scissors
- Geometry Set
10. **Excursions**
We attempt to program local excursions and a biannual major excursion for the Primary class. These excursions highlight educational activities and broaden students’ experiences. Details regarding time, cost, uniform and other requirements are sent home prior to the planned excursion. Many of our excursions require parents’ assistance with *PRIVATE MOTOR VEHICLES*. If you are able to assist, the following is necessary and are Departmental requirements:

1. The vehicle has current registration
2. Pupils have written parental consent to travel by car
*** Licence details, registration and insurance must be copied for all private vehicle excursions.
All pupils will require a written consent note for every excursion outside the school grounds.

11. **Fair Discipline Code**

*Rationale:*

To nurture a culture of friendship, care and support where students are encouraged to think, grow and achieve.

The Fair Discipline Code is designed to define standards of acceptable behaviour for all students as well as consequences for those students who are not yet able to make personal amendments for breaches of those standards.
POSITIVE BEHAVIOUR FOR LEARNING

School Rules

1. Be Safe
   • Use all equipment safely
   • Keep your hands and feet to yourself
   • Walk on hard surfaces

2. Be Respectful
   • Be kind and considerate
   • Friendly talk
   • Follow all adult instructions

3. Be a Learner
   • Be ready – Be on time
   • Do your best
   • Listen carefully

Tree of the Week
Students who follow these rules are given cedar reward tickets. They place these in a raffle each Monday. The student drawn becomes our Tree of the Week.
Their photo is placed in the front office. They receive a lucky dip and decorate their own personal wooden tree to take home.

Grow Your Tree Award
This will begin in 2011. During the year students will collect tokens to build towards an award at Presentation Night. Students who collect 10 tokens per term will receive a prize at the end of each term.
Consequences for Breaches of Acceptable Behaviour:

1. Discussion with the teacher leading to time out of playground or removed to another classroom.
2. Shadowing of teacher or isolated in classroom.
3. Referral slip – which will be recorded and referred to the Principal and entered into discipline register.
4. Written caution letter home and / or phone call to parents.
5. Suspension from school.

Note:
- Teacher referral will automatically be to the Principal, placement on discipline register may lead to loss of privilege and detention.
- Student peers/teachers may use token positive reinforcement whilst on duty/throughout the day.
- Some classroom offences, including violent behaviour, insolence or abusive language will be referred, with documentation, to the Principal and could lead to immediate suspension.
- A student who initiates serious violence, either towards another student or a teacher can be immediately suspended. If, in the opinion of the Principal, the incident is an example of serious unprovoked violence the matter will be reported immediately to the Department of School Education.
- Drug and weapon offences will lead to immediate suspension and be reported for further action.
- Misconduct on excursions may lead to withdrawal of privileges, exclusion from future excursions or parents having to accompany the student on future excursions.
- Bullying and harassment are against the law as well as a breach of our most basic code of courteous and respectful conduct.
- Cruelty to, or ill-treatment of animals is against the law and will be reported to the police.
**STUDENT WELFARE POLICY**

*School Needs*  
To develop responsible attitudes, care and respect in looking after personal and school equipment, grounds etc.

*To develop self-esteem and self-discipline*

To care for each other and to play amicably

*Aims*  
To create a positive, caring school culture

To reward correct behaviour

To deter incorrect behaviour

To show friendship towards visitors and toward each

12. **First Aid**
On occasions, when children have minor accidents at school, first aid is provided by the School Administrative Manager. Should medical attention be required, every effort is made to contact parents or others nominated before any child is transported to hospital. If contact cannot be made, the principal has the authority to seek medical attention as required.

13. **Guitar**
We have a guitar teacher that comes to school each week. For a fee, students may participate in these lessons. Guitars are supplied by the school and the guitar group performs several times a year.
14. **Health and Medication**

Good health is vital for school progress. When children are sick they will need to remain at home. When they return to school, please send a note to the class teacher explaining their absence.

Should a child become ill while at school, a parent/guardian will be informed as soon as possible by telephone. The pupil will be kept under observation until the parent/guardian arrives.

Students requiring prescribed medication to be administered during school hours must contact the office. An indemnity form must be signed giving permission for the school staff to administer medication. Children suffering from asthma must have their medication readily available.

The Department of Education insists on the following procedure, should your child need to take any form of medication during school time.

Register of Medical Conditions:
Parents must notify the school in writing of any noteworthy medical conditions. Parents are asked to advise the school as soon as possible of any change in their child’s medical condition.
This information will be kept in a central register for staff reference. Special information will be attached to the class roll.
It is dangerous for children to keep medication in their school bags.
15. Homework

Homework is a purposeful activity which consolidates class work at home. The most important thing is to establish a regular homework period so that a pattern is established, particularly in readiness for High School. Homework is usually set for children to complete between Monday and Thursday. Parents will be notified when homework is not completed regularly.

How to help your child

From the school’s point of view it is most important for the parent to show interest and encouragement in the child’s work, develop sensible TV habits, and ensure that children arrive at school well rested and prepared for a day’s work.

More specifically, some of the ways you can help your child are by:

- reading with your child, listening to your child read, asking questions about what your child has read;
- helping with spelling and numbers, by giving short tests, written and oral;
- showing pleasure in your child’s successes and being sympathetic to his/her problems;
- attending regular parent information sessions conducted at the school to assist parents.
### 16. Infectious Diseases

**RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL FOR COMMUNICABLE DISEASE CASES AND CONTACTS**

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chicken pox (Varicella)</strong></td>
<td>Exclude until fully recovered. Minimum exclusion: five days after the first spots appear.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Diptheria</strong></td>
<td>Re-admit on production of a medical certificate of recovery and following at least two negative nose and throat swabs, the first not less than 24 hours after cessation of anti-microbial therapy and the other 48 hours later. Notify Regional Director of Health.</td>
<td>Exclude domiciliary contacts. A public health officer should investigate contacts immediately and release them when they are shown to be clear of infection. Booster immunisation may be necessary.</td>
</tr>
<tr>
<td><strong>Encephalitis</strong></td>
<td>Exclude until fully recovered.</td>
<td>No exclusion periods are necessary for contacts unless it is measles encephalitis, in which case exclude as for measles.</td>
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<tr>
<td><strong>German Measles (Rubella)</strong></td>
<td>Exclude until fully recovered. Maximum exclusion necessary: six days after rash appears.</td>
<td>Not excluded. (Female staff should check their own immune status).</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclude Information</td>
<td>Exclusion Status</td>
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</tr>
<tr>
<td>Hepatitis (Viral Type A)</td>
<td>Exclude until subsidence of symptoms or until receipt of a medical certificate of recovery. Minimum exclusion: seven days from onset of jaundice.</td>
<td>Not excluded. Generally, only family contacts are recommended to have protective injections.</td>
</tr>
<tr>
<td>Hepatitis (Viral Type B)</td>
<td>Exclude until production of a medical certificate of recovery. No exclusion for carriers of virus.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Readmit on production of a medical certificate from an appropriate health authority. Notify Regional Director of Health.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Infectious Mononucleosis (Glandular Fever)</td>
<td>Not necessary to exclude from school from point of view of infection. Some children with Glandular Fever are too sick to attend school.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Minimum exclusion: five days from appearance of the rash. Notify Regional Director of Health in case of outbreak.</td>
<td>Not excluded. Vaccine preventable. It is recommended that all children be immunised at 15 months. Available data suggests that if a child has neither been vaccinated nor had measles previously, vaccination within 3 days of exposure may provide protection.</td>
</tr>
<tr>
<td>Disease</td>
<td>Infection Control Measures</td>
<td>Comments</td>
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<tr>
<td>Meningococcal Meningitis</td>
<td>Re-admit on production of a medical certificate of recovery. Notify Regional Director of Health.</td>
<td>Domiciliary contact should be excluded until they have been receiving appropriate medication for at least 48 hours.</td>
</tr>
<tr>
<td>P.S. All information written in this brochure is correct at the time of publication, but is subject to alteration. If you require further information, please contact your doctor.</td>
<td>Exclude till fully recovered. Minimum exclusion: one week after the appearance of swelling.</td>
<td>Not excluded. Vaccine preventable. It is recommended that all children be immunised at 15 months.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude till fully recovered. Notify Regional Director of Health.</td>
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</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude till fully recovered. Notify Regional Director of Health.</td>
<td>Exclude domiciliary contacts. A public health officer should investigate contacts immediately. Booster immunisation may be necessary.</td>
</tr>
<tr>
<td>Streptococcal infection (including Scarlet Fever)</td>
<td>Exclude till fully recovered, or until a medical certificate of recovery is produced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Notify Regional Director of Health. Re-admit on production of a medical certificate from appropriate health authority that the child is not considered to be infectious.</td>
<td>Not excluded</td>
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</tbody>
</table>
### Typhoid and Paratyphoid

Notify Regional Director of Health. Re-admit after a medical certificate of freedom from infection is produced following three negative faecal and urine cultures taken at least 24 hours apart, commencing at least 72 hours after cessation of specific therapy. May be excluded if public health medical officer considers exclusion to be necessary.

### Whooping Cough (Pertussis)

If the child has not received any antibiotic treatment then the child should be kept away from school or pre-school for 3 weeks from the onset of the “whoop”. If appropriate antibiotic treatment is given (oral erythromycin), the child only needs to be kept away from school or pre-school for 5 days from the start of erythromycin therapy. Keep the child from close contact with young children who are not immunised against whooping cough.

### Interviews

A warm invitation is extended to all parents to discuss their child’s problems or progress at any time. Teachers are most receptive to your concerns and personal contact. Please contact the school so that a suitable time can be arranged for both you and your child’s teacher.
18. Immunisation
Children enrolling in school need to provide an immunisation certificate noting the diseases they have been immunised against.

19. Lost Property
Please remember to mark your children’s clothing with their name written clearly. Many items of clothing are found and it is difficult to locate owners if names are not on the items. Please label lunch and drink containers. Unclaimed lost property is stored in a green and blue toy boxes located on the verandah.

20. Library
All children have the opportunity to use the Library every Friday for borrowing. Each child is asked to have a library bag.

21. Money Collection
Students will be required at various times to bring money to school (e.g. excursions, bookclub or sport). Money should be handed to the classroom teacher or to the office if it is attended. When it is necessary to send money to school for any purpose, please ensure that it is in a sealed envelope with the child’s name, class and activity written on the envelope.

22. Newsletter
Newsletters outlining school happenings are sent home with children on Monday of even weeks of the term. It is important to read this as we attempt to keep you regularly informed of news involving the school. P&C are encouraged to contribute to the newsletter as well as community.

23. Painting Shirts
It is recommended that all children have an old shirt to protect their clothing during painting or craft lessons.
24. Parental Involvement
Millers Forest Public School recognises that education is enhanced by a positive partnership between home and the school. Parents and community members participate in the life of the school in a variety of ways.

- P & C Association
- Transport
- Excursions
- Classroom helpers
- Fundraising
- Fruit Days
- Gardening

25. Parents and Citizens Association
The Millers Forest Parents and Citizens’ Association meets twice a term in the School Staffroom. The P & C acts in consultation with the Principal in considering and developing educational philosophy and policy, the school curriculum, the responsibility of the home in relation to the work of the school, are in-serviced, and help raise funds to provide resources and amenities which are required but not supplied by the Department of Education. All parents are urged to join the P & C and to attend meetings.

26. Personal Property
Students must accept responsibility for items of personal property that they bring to school with them. Electronic games are banned from school. If toys or other possessions are brought from home, the owner is responsible for their safe keeping.

27. Photographs
School photographs are taken each year. These are taken by a professional photographer. Dates and prices are advised each year.
28. **Private Car Subsidy**
If you live more than 1.6 km from a bus route and drive your child to the bus by car, or if you drive your child to school because there is no bus at all you may be entitled to a subsidy. Forms are available from the office. Bus routes are available for Woodberry and Raymond Terrace areas.

29. **Progression to High School**
The local High School for students attending Millers Forest Public School is Francis Greenway High School. A range of Year 6 to Year 7 orientation activities are arranged by the High School.

30. **Road Rules**
Pupils who walk or ride home have been given the following set of instructions regarding safe road behaviour.

1. Always walk on the side of the road
2. Walk on the side of the road so you are facing oncoming traffic
3. Be aware of traffic and possible dangers around you
4. Go straight home
5. Do not accept lifts or gifts from strangers

Some parents share pick-up and delivery of children to school. Please ensure your child and teacher knows these details. There is a car park outside the school grounds which parents are encouraged to use. Use of the car park will prevent children crossing the road when it is busy with school traffic at 3.00 p.m. 4WD’s please park across the other side of the road. Please make sure your children wear their seat belts – even if you live close by.

31. **Religious Education**
The scripture lessons are non-denominational and are given by trained scripture teachers. Scripture lessons are half-hour classes on Thursdays.
32. School Telephone
While the staff are available to answer the phone at most times, occasionally staff are occupied with other matters. In this instance the school has a message bank and will try to return your call as soon as possible.

33. School Uniforms

**GIRLS**

*Summer*  
Bottle green skirt, shorts or culottes with white shirt.  
Black shoes and white socks.

*Winter*  
Green long pants or green culottes with black stockings, tie, black V-neck jumper, white long sleeve shirt, blazer, school badge.

**BOYS**

*Summer*  
Green shorts with white shirt. Black shoes and green socks.

*Winter*  
Long pants, tie, black V-neck jumper, white long sleeve shirt, blazer, school badge.

**SPORTS**

*Summer*  
Sports uniform is the same colour for both boys and girls.  
Green sports shirt purchased through school.  
Girls may wear bottle green shorts or culottes, with white joggers and socks.  
Boys wear bottle green shorts with white joggers and socks.

*Winter*  
Black tracksuit jacket and green tracksuit pants.

**SCHOOL HAT**  
Hats in school colours are available for purchase from the school. It is expected that all students wishing to go outside to play will wear a hat; No Hat, No Play policy.
**CHANGE OF UNIFORMS**

Generally, the winter uniform should be worn in Terms 2 and 3.

34. **Sports Day**
Thursday is Sports Day and the children are asked to wear their sports uniform on this day.

35. **Student Assistance Scheme**
This scheme provides the school with a small pool of funds to support families in meeting cost of texts books, uniforms, excursions and performances at the school. Please contact the office regarding student assistance.