



*“TOGETHER WE STRIVE TO ACHIEVE OUR BEST”*

Kotara South Public School

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# School Information Book

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June 2019

# Welcome

Welcome to Kotara South Public School.

Strive To Achieve

Kotara South Public School provides a supportive learning community in which each student is valued and encouraged to reach their full potential.

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## History

Kotara South Public School would like to acknowledge the Awabakal people who are the traditional custodians of the land the school resides on. We would also like to pay respect to Elders both past and present of the Awabakal nation and extend that respect to other Aboriginal people in the community.

Kotara South Public School was officially founded in 1962 but actually opened its doors in 1959 with 4 classrooms and 4 staff. There were 77 students that year, 180 in 1960 and by 1962 the school had grown to 212 students. In 2016 the school had 310 and 30 full and part-time staff.

One of the schools' most notable students is Peter Stone, an Australian soccer player who attended 6<sup>th</sup> grade in 1966. Our students were among the thousands of school children that greeted the Prince and Princess of Wales on their visit to Newcastle in 1983.



The school emblem was designed in 1962 by a student named, Paul Kennedy. It contains two "Waddy" or Aboriginal war clubs.

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## Principal Welcome

Welcome to Kotara South Public School!

KSPS is a friendly and warm school where we take pride in the many academic, sporting and civic opportunities we offer to all our students. Our school community and staff work together to ensure learning excellence, success in all endeavours and an exciting learning environment. Our whole school culture of collaboration and innovation is equipping students with the skills for future focused learning.

We welcome to our Kotara South Public School family and I look forward to walking this educational journey with you and your child. Together, we all make #KSPSagreatplacetobe

Kind Regards

Sue Maxworthy

**Principal**



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## School Vision

Kotara South Public School inspires today's students to pursue excellence as they embrace the possibilities and changes of tomorrow. By providing a quality education in a safe and supportive environment, students are empowered to become valued independent members of society.

Our vision is to:

“Create opportunities for our students to become successful learners; confident and creative individuals; and active and informed citizens”.

This vision is directly aligned with the *Melbourne Declaration* (2008) which provides insight for our students to 2020 and beyond. It underpins the Public Schools NSW Strategic Directions. Our aim is to maximise student learning by focusing on students - nurturing, guiding, inspiring and challenging them each day. We will take students on a journey providing rich learning experiences in which they will be actively engaged.

Our vision is further underpinned by our 5 core “*You Can Do It!*” values:

Resilience ■ Persistence ■ Organisation ■ Confidence ■ Getting along

We want every student in our care to be actively engaged in meaningful, challenging and future-focused learning experiences to achieve and thrive as learners, leaders and responsible, productive global citizens.



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## About this book

This book is designed to provide information to parents and students concerning the School and various procedures and practices that make up normal activities and operations.

Please contact the school office for any clarifications or additional enquiries.

Click on the sections listed in the Table of Contents to move directly to that section.

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# The School & Our Services

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## Contact Information



(02) 4957 5319  
(02) 4957 4350



[kotarasth-p.school@det.nsw.edu.au](mailto:kotarasth-p.school@det.nsw.edu.au)



<http://www.kotarasth-p.schools.nsw.edu.au/>



Kotara South Public School



150 Rae Crescent, Kotara South NSW 2289



Office Hours: 8:30am to 3:15pm, Monday to Friday

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## School Communication/Publications

The school uses several mediums to communicate with parents and the community.

### Website

The school website address is [www.kotarasth-p.schools.nsw.edu.au](http://www.kotarasth-p.schools.nsw.edu.au). This is where the school Events calendar, Newsletters, updates of important information, copies of notes that have been sent home, as well as photos of school events and activities can be accessed.

### Newsletter & What's On

Our Newsletter informs parents about what is happening within the school. Please take the time to read it as it provides overview of events and achievements in our school. The Newsletter is distributed electronically fortnightly on a Wednesday via SkoolBag and our [Facebook page](#) or it can be downloaded on the [school website](#). Paper copies are available upon request from office.

Our What's On reminder notice provides reminders for events/activities that may require action during the upcoming week. It is distributed on a Sunday evening via Skoolbag.

### Skoolbag App

KSPS uses the free SkoolBag School Mobile App to send quick updates and event information to parents/carers via smartphones. Visit <https://www.mogproducts.com.au/skoolbag/installation-instructions/> for instructions on installing skoolbag on Apple and Android device. Visit [www.skoolbag.com.au/](http://www.skoolbag.com.au/) for more information about the Schoolbag Mobile App.

### Facebook

The school Facebook page is used for instant updates, reminders and photos of major school events. Please visit [Facebook/Kotara South Public School](#) and like our page.

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## Access to the School

Students may use all access gates except the driveway entrance in Rodway Parade (see [Site Map](#) section). This entry is reserved for staff and authorised visitors to the school.



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## Canteen

The Kotara South Public School canteen is operated by the P&C. Our mission is to provide healthy and delicious food options while maintaining relatively low prices. It is open 5 days a week, providing service for Crunch & Sip (fruit only) and lunch service from 11:00 to 12:00pm. Recess items can be purchased during lunch service. Please visit the [school website](#) for a copy of the **Canteen Menu** (Notes & Forms).

Our canteen is governed by the NSW Healthy School Canteen Strategy. The program categorises foods into 'Everyday' and 'Occasional' foods. The Australian Dietary Guidelines and the national labelling system that provides Health Star Ratings on the front of packaged food and drinks forms the basis of the minimum food and drink criteria for the revised Healthy School Canteen Strategy.

For more information:

- Healthy School Canteens strategy: <https://healthyschoolcanteens.nsw.gov.au/>.
- Australian Dietary Guidelines: <https://www.nhmrc.gov.au/guidelines-publications/n55>
- Health Star Rating:  
<http://healthstarrating.gov.au/internet/healthstarrating/publishing.nsf/content/About-health-stars>

Mrs Best, our canteen supervisor, offers fresh bakery (Bakers Delight or Nice-n-Tasty) bread daily. She sources only the freshest ingredients for the salad bowls, sandwiches, burgers and wraps, which are prepared fresh daily. Mrs Best is happy to discuss any food allergies your child has so she fully understands the restrictions and, if possible, will source acceptable items for you child.

### Lunch Ordering Process

- Lunch orders should be placed at the canteen by 9:00am
- Orders should be written on a paper bag or on a slip of paper for a reusable lunch bag (the canteen sells both paper and reusable bags) including the **students name, class, food items, and prices** and place the money inside the bag.
- Correct change is recommended. Otherwise, change will be taped to the outside of the bag.
- Lunch orders are delivered to the classrooms at 11:00am.

Please visit the [Canteen](#) page on the [school website](#) under the P&C Tab to learn about volunteering in our healthy Canteen.



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## Appointments with Teachers

Parents seeking interviews with teachers (other than the annual Parent/Teacher Interviews) are asked to phone the school to arrange a mutually convenient appointment time. Alternatively, you can speak to your child's teacher to arrange a time or email the school at [kotarasth-p.school@det.nsw.edu.au](mailto:kotarasth-p.school@det.nsw.edu.au).

If you would like a meeting with the school Principal, please contact the school office to arrange a time.

## School Uniform

All students are required to wear the Kotara South Public School uniform. A school uniform helps build school pride and identifies students as belonging to Kotara South Public School. The school community, parents and staff, fully endorse the wearing of a school uniform.

The school colours are gold and royal blue. The uniform is mainly unisex items, to promote equality between girls and boys and includes gold polo shirt, royal blue shorts/skorts and hat for sun protection. Please mark all belongings with your child's full name and make every effort to see that your child is dressed in the correct school uniform.

If your child is unable to wear full school uniform please send a note to school explaining the situation. Permission for a student to be out of uniform will be considered. The school may be able to assist with provision of uniform items from donated quality second hand items. Requests will be dealt with confidentially.

### Uniform Details

|                         |  |  |   |
|-------------------------|--|--|---|
| <b>Monday -Thursday</b> | <p>Short or Long Sleeve Polo Shirt- Gold w/ embroidered School Emblem<br/>Fabric: Poly/Cotton</p>  | <b>Friday</b>  | <p>Polo Shirt- Sports House Colour w/ embroidered House Name<br/>Fabric: Poly/Cotton</p>  <p>(Also see <a href="#">Sports Uniform</a> section)</p> |
|                         | <p>Socks- White<br/>Stockings: Black<br/>Shoes- Black</p>  |  | <p>Socks- White<br/>Stockings: Black<br/>Shoes- Athletic style</p>  |
| <b>Monday -Friday</b>   | <p>Rugby Style Shorts- Royal Blue<br/>Fabric: Poly/Cotton</p>                                     | <p>Track Pants- Royal Blue<br/>Fabric: Polyester (Fleece Lined)</p>  |   |
|                         | <p>Skort (shorts w/ front panel)- Royal Blue<br/>Fabric: Poly/Viscose</p>                         |  |   |

|                        |   |  |
|------------------------|---|--|
| <b>Monday - Friday</b> | <p>School Hat w/ embroidered "KSPS" - Royal Blue<br/>Fabric: Poly/Cotton</p>  |  |
|                        | <p>Hard Brimmed Style</p>    | <p>Soft Brimmed Style</p>    |
|                        | <p>Hats are required for outdoor play. Also see <a href="#">Sun Smart Procedure</a> section</p>   |  |
|                        | <p>Hair Accessories in school colours of Royal Blue and/or Gold</p>   |  |
| <b>Monday - Friday</b> | <p>Fleece Jacket w/ embroidered School Emblem- Royal Blue. Fabric: Polyester Fleece</p>  | <p>Fleece Vest w/ embroidered School Emblem- Royal Blue. Fabric: Polyester Fleece</p>  |

**Washing instructions:** Please read the care instructions of the items when washing them.

### Sports Uniform

There are four sports houses at Kotara South Public School;



Students are assigned to their sports house in week 2 or 3 of Term 1. Siblings of current students will be placed in the same Sports House as the existing sibling.

Students should wear their sports shirts on Fridays and when requested for school/sports excursions.

### Uniform Shop

The Uniform Shop is operated by the P&C on a voluntary basis. It is located next to the Canteen window, inside the Canteen building.

The Uniform Shop sells all the items listed above, except socks, shoes and accessories. It has a small selection of second-hand clothes for purchase as well. **The Uniform Shop accepts cash and EFTPOS** (EFTPOS incurs a small fee) only.

The days and times of operation are advertised on the P&C Facebook page: [Facebook/Kotara-South-Public-School-P&C](#) and in the P&C section of the KSPS Skoolbag App.



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## Lost Property

Items of lost property are stored in hampers at the bottom of the internal stairs near the office. Please always mark all belongings with your child's name so they are easier to reclaim.

Students are discouraged from bringing expensive toys and games to school as these can be broken or lost. The school will not take responsibility for lost, damaged or stolen personal items.

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## Out of School Hours Care (OOSH)

The Kotara South OOSH Centre is located on the grounds of Kotara South Public School, where before and after school care is provided for students in a safe and friendly environment, by qualified caregivers. Access is via the Bender Parade gate (See [Site Map](#) section).



0499 019 790



[kotarasthoosh@bigpond.com.au](mailto:kotarasthoosh@bigpond.com.au)



[www.belairoosh.org.au](http://www.belairoosh.org.au)



[Facebook/Belair Community OOSH Inc](#)



### OOSHC

7:00am to 8:35am, Monday - Friday

3:00pm to 6:00pm, Monday - Friday

### Kindy Club

(First 2 weeks of Term 1)

2:30pm to 3:00pm, Monday - Friday

For Kindy Club, kindergarten students are met at their room by the OOSH coordinator each afternoon.

### **Administration Fee**

The fee structure for each session is available in the Kotara South OOSH information booklet. The afternoon fee includes a light afternoon tea.

If you are intending to use the OOSH Centre at any time, an enrolment form must be completed before attendance.

The Kotara South OOSH Information Booklet, enrolment and booking forms can be found at <http://www.belairoosh.org.au/enrolments/>.

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## Parents & Visitors to the School

All visitors to the school must report to the office. Parent helpers/volunteers are required to sign in before attending classrooms.

All adults working with or having contact with students on site, including parent helpers/volunteers must have completed a Working With Children Check prior to engagement. No person is to make contact with any student on site without permission from the School Principal. Your child's safety is always our major concern.

Parents and carers seeking a Working With Children Check can apply online at: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> or complete a paper copy available from the school office.

## Dogs

Dogs in our playground can pose a problem. For the safety and wellbeing of all our students, parents who walk their dogs to school in the morning and afternoon are expected to wait outside the school gate/fence with their pet. **Dogs and other pets are not allowed on the school grounds.**

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## Fees & Payments

Notification to parents of activities requiring payment will be sent home. If your child brings money to school for payment of excursion expenses etc: please enclose it in a secure envelope with your child's name, class and reason for payment clearly shown on the front of the envelope. Your child should hand this to their teacher at the start of the day when class rolls are marked. Alternatively, you may wish to make the payment in person at the office. A receipt will be issued for all monies received and processed through the office. EFTPOS and credit card facilities are available at the office. Parent Online Payments (POP) can be accessed using the *Make a payment* option on the [school website](#).

Annual School fee notices are distributed to parents/carers at the beginning of each year. The nominal fee, which varies each year, is a vital source of income that supports the purchase of resources and helps maintain technology resources.

Sometimes financial difficulties arise that might cause students to miss out on school activities or be unable to wear school uniform. If this is the case, please contact the Principal for a CONFIDENTIAL discussion. A small fund is available to families experiencing financial difficulties. Please note that no student should miss out on school excursions or educational activities solely because of financial reasons. Kotara South Public School endeavours to ensure all students have equal opportunities.

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## School Counsellor

A School Counsellor is available at school 3 days each fortnight. If you or your child would like an appointment with the counsellor, please contact their teacher or the Principal. On some occasions your child's teacher or the Learning Support Team may advise you to access the school counsellor to obtain support for your child's learning, behaviour or emotional needs. Written consent must be obtained by the school for your child to access counsellor support.

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## Learning & Support

### Learning and Support Program

Kotara South Public School has a Learning Support Program tailored to assist students with literacy and numeracy needs. Students, who are identified by class teachers, access the program in 5-week cycles. The students receive support from the Learning Support Teacher during that period. The program aims to support student learning needs and build their confidence when working in the classroom.

If you have concerns about your child, please speak to their teacher or Stage Assistant Principals (Stage Supervisor) to enquire about accessing support.

### Learning and Support Team

The Learning Support Team (LaST) meets weekly to discuss the learning, behavioural and emotional needs of some students. The purpose of these meetings is to track student progress and make and suggest adjustments to cater to identified students' needs. Review meetings with parents/caregivers, teachers, counsellor and principal take place 1 to 2 times per year to discuss identified student needs.



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## Hearing Support Unit (HSU)

The Hearing Support Unit is established for students who are hearing impaired and require additional support. The unit caters for children from K-6, who attend the class on a full-time basis.

All children are placed on an Individual Learning Plan which allows them to follow the same curriculum as their mainstream peers though modified to their needs as necessary. The children participate in all school activities including Sport, Performing Arts and Camps.

The children are provided additional support in the form of signing and use of visuals (including programs on iPads etc.). The whole school signs the National Anthem on a weekly basis and learn to sign a variety of songs during the year culminating in a whole school performance at Presentation Day at the end of the year.

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## Kotara South Early Intervention Unit (EIU)

Kotara South Early Intervention Unit provides a preschool program for children with a confirmed disability from 3 years to school entry. Each class enrolls 5-8 children and promotes learning through the development and implementation of individual learning plans, which are collaboratively developed for each child with other professionals including speech pathologists, child psychologists and occupational therapists. Students attend 2-3 Early Intervention sessions per week and are encouraged to attend at least 1 day a week in a regular mainstream early childhood setting.

The provision of quality support to staff in regular early childhood settings is an important aspect of the early intervention service. This support enables integrated placements to be beneficial for children with and without disabilities, increased tolerance and understanding in the community and generalisation of skills across a range of settings and people.

The Early Intervention program aims to:

- Support families in facilitating the development and care of their child
- Provide quality educational programs for children
- Support the co-ordination of interdisciplinary services to children and families
- Promote generalisation of skills across environments
- Achieve co-ordinated transition to school procedures for children

Access to the department's early intervention classes is through the principal of your child's local zoned school.

# Curriculum & Activities

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## Key Learning Areas

The curriculum documents for Key Learning Areas (KLAs) are issued by the NSW Department of Education and NSW Board of Studies. They form the basis for the planned learning experiences and contain explicit expectations for the learning opportunities, which all students in primary schools should experience.

### English

Reading and Viewing  
Writing and Responding  
Speaking and Listening

### Mathematics

Number and Algebra  
Measurement and Geometry  
Statistics and Probability  
Working Mathematically

### Science and Technology

Working Scientifically  
Working Technologically  
Natural Environment

Made Environment

### Human Society and its Environment (HSIE)

History  
Geography

### Creative and Practical Arts (CAPA)

Music  
Visual Arts  
Drama  
Dance

### PD, Health and PE Personal Development

Health Education  
Physical Education

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## Excursions and Camps

Class and school excursions take place regularly as a basis for learning and are an important part of the school curriculum. When students are involved in these activities, the opportunities for them to learn through socialising, listening, talking, reading, writing and drawing are enhanced.

|        |                          |        |   |
|--------|--------------------------|--------|---|
| Kinder | Oakdale Farm             | Year 3 | Stage 2 Sleepover at school                           |
|        |                          | Year 4 | Stage 2 Camp- Camps vary (2-night sleepover)          |
| Year 1 | Hunter Valley Zoo        | Year 5 | Stage 3 Sleepover at school                           |
|        |                          | Year 6 | Stage 3 Camp-Canberra or Bathurst (3-night sleepover) |
| Year 2 | Australian Wildlife Park |        |   |

HSUB students are integrated with the appropriate year/stage excursions, with support offered where needed.

Notes giving full details of the excursion are always sent home. Permission notes must be signed by a parent/guardian and returned to the teacher by the due date. School uniform must be worn unless otherwise stated.

Parents are invited to assist teachers from time to time; however, toddlers and pre-schoolers cannot be taken on excursions. Costs associated will be included in the notes sent home which are also available on our [school website](#).

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## School Sport

It is important that our children have the best start in life with their health and fitness. Students will have the opportunity to take part in Physical Education lessons each week. Our sport program provides up to 150 minutes of fitness, strength, skill coordination, health and nutrition each week, incorporating outcomes in the Personal Development, Health and Physical Education (PDHPE) syllabus.

Our school provides a variety of sport programs which can include soccer, netball and basketball.

### Annual Sports Carnivals

Athletics, Cross Country (Years K-6) and Swimming (8 years or older only) Carnivals are held each year with many students going on to Zone, Region and even State levels to represent the school. House colours are generally worn at these school events. Parents are encouraged to attend.



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## Library

The library is located in the centre of the school adjacent to the hall (see [Site Map](#)). The library has a diverse range of books to cater to all our students' interests and abilities. The library also houses a computer lab and interactive whiteboard. Students from K-6 receive weekly library session where they can browse and borrow books. The library is also open at lunchtime each day for students to read quietly or use the computers.

To maintain the life and quality of our many library books, it is necessary to carry them to and from the library/school in a library bag. Your child's teacher will inform you of their class's library day.

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## Scripture and Ethics Lessons (Years 1 to 6)

Weekly non-denominational Christian scripture lessons are available for students when an accredited community member is available. Ethics lessons are also available and are presented by a community member trained in the Ethics curriculum. A school teacher is present during Scripture and Ethics lessons. Parents/caregivers who don't want their child to participate in either program have the option of electing for non-scripture. Formal class lessons do not occur during non-scripture. Please contact the school if you have any queries.

More information about Special Religious Education (SRE) and Special Education in Ethics (SEE) is available on the [Scripture & Ethics](#) page on the [school website](#).



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## Opportunities for High Achieving Students

At Kotara South Public School high achieving students are provided with a variety of experiences through differentiated class programs and extra-curricular activities. Class learning programs encourage high achievement, problem solving, higher order thinking skills and creativity. Teachers employ a variety of teaching and learning strategies based on the Quality Teaching Framework that include:

- Grouping strategies
- Differentiated and extension activities
- Enrichment tasks
- Open-ended activities and assignments
- Opportunities for peer tutoring and assessment



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## Extra-Curricular Opportunities

Extra-curricular activities beyond the normal curriculum are designed to provide students with opportunities to discover, explore and extend their skills. These activities include:

- ICAS University of NSW competitions (Maths, English and Science for Years 3 - 6)
- Interschool enrichment days (Maths, Science and Visual Arts, Years K – 6)
- Public Speaking competitions (Years K - 6)
- Debating Teams (Years 5 - 6)
- Participation in the Newcastle Permanent Mathematics Competition (Years 5 - 6)
- Premiers Spelling Bee Competitions (Years K - 6)
- Athletics and Cross Country sporting carnivals (Years K – 6)
- Swimming Carnival (Years 3 - 6) / Water Fun Day (Years K – 3)
- PSSA sport (Years 3 - 6)
- Zone and Regional sport representation (Years 3 - 6)
- Hunter Regional Star Struck - Dance (Year 5) & Choir (Years 3-6)
- Student Parliament ministers (Year 6)
- Music groups/ensembles (Varies)
- Choir (Years 2-6)
- Chess club (Years 2-6)
- Swim school (Year 2 and some Year 3)
- Other local competitions depending on availability

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## Reporting to Parents

### Parent Information Sessions

A general parent information session will be held in early Term 1 with your child's class teacher.

### Parent/Teacher Conferences

**Kindergarten**-At the end of Term 1 a parent/teacher conference will be organised by the class teacher to support and clarify each student's progress.

**Year 1-6**- At the end of Term 2 a parent/teacher conference will be organised by the class teacher to support and clarify each student's progress

### Semester Reports

A formal report is issued via the [Parent Portal](#) at the end of Term 2 and Term 4.

Student progress is monitored and reported in terms of grade expectations within each stage of development and achievement of relevant learning outcomes in the six Key Learning Areas; *English, Mathematics, Human Society and Its Environment (History and Geography), Science and Technology, Creative and Practical Arts and Personal Development, Health and Physical Education.*

Please note that parents are welcome to discuss their child's progress and other issues at any time during the year. Please contact the class teacher to make an appointment.

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## Student Incentives

### Class Rewards

Class teachers negotiate and implement rules and rewards each term. Teacher will utilise a range of strategies to reward students in their classes. Some of these may include class Dojo (online reward system), student sticker charts, class money and auctions.

### Assembly Awards

Three Assembly Awards per class are presented each week at Friday assemblies. The Assembly Awards recognise exemplary behaviour, effort and achievement in all aspects of schooling—Academic, Sport, Cultural and You Can Do It! Assembly awards are published in the School Newsletter.

Class Awards are also presented at assembly for Room Pride, Uniform, Signing and Environment.

### Principal Bronze – Silver – Gold Awards

When students have five Assembly Awards they are eligible for a bronze award. A further 10 classroom awards qualify for a Silver Award. Another 15 classroom awards qualify for a Gold Award. The Assembly Awards must be presented to the principal for verification. It is expected that all students may receive a Gold Award by the end of their time at Kotara South Public School.

### Whole School Incentives

Education Week, Book Week and Presentation Day are occasions which highlight individual, group and whole school achievements. These events occur annually.



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## Educational Websites

There is a vast range of education-based websites and applications available online. Here is a list of some you might find useful and support learning in the classroom.

### Sites for Parents

Department of Education: <http://www.dec.nsw.gov.au/>

Parents' guide to NSW syllabus by the NSW Education Standards Authority is available on their website: <http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

Transition to school website for new Kindergarten parents: <http://www.earlychildhoodaustralia.org.au/parent-resources/transition-school/>



### Maths

Mathletics: <http://www.mathletics.com.au/>

AAA Math <http://www.aaamath.com/> (Year 3-6)

Wishball (App also available)

10s: <http://splash.abc.net.au/home#!/media/1387761/wishball-tens>

Whole Numbers: <http://splash.abc.net.au/home#!/media/32471/wishball-whole-numbers>

Tenths: <http://splash.abc.net.au/res/i/L868/index.html>

ABC Mathseeds: <https://mathseeds.com.au/>

### English/Reading/Vocabulary

Starfall (Learn to Read section): <http://www.starfall.com/>

Vocabulary Spelling city.com (Sight Words section, App available) <https://www.spellingcity.com/>

ABC Reading Eggs: <https://readingeggs.com.au/>

### All/Other subjects

Study ladder: <https://www.studyladder.com.au/> (K-6)

Code Club Australia: <https://codeclubau.org/projects>

Khan Academy: <https://www.khanacademy.org/>

National Geographic Kids: <https://www.natgeokids.com/au/>

ABC Education: <http://education.abc.net.au/home>

# Attendance

## School Day Routine

The following is an example of a typical school day. This routine may vary, especially on days when other activities are planned (i.e. sport, assembly, or Education Week).

|                           |                               |   |
|---------------------------|-------------------------------|---|
| Before 8:35am             | <b>No Play</b>                | Students need to be seated quietly in the walkway in Area 2 (Primary Quadrangle). No teacher supervision is available at this time.   |
| 8:35am                    | <b>Play Bell</b>              | Students place bags outside their classroom. Students shall not enter classrooms without permission.<br>Supervised Play in Area 1 (Field) and 2 (Primary Quadrangle)<br>Lunches need to be ordered from the Canteen by 8:55am   |
| 8:55am                    | <b>Stop Play Bell</b>         | Students visit toilet/wash hands and move quietly to their classroom and wait for instruction from their teacher.   |
| <b>Learning Session 1</b> |                               |   |
| 9:00am                    | <b>Session Start</b>          | 1 <sup>st</sup> Session commences. Crunch & Sip occurs during this session.   |
| 11:00am                   | <b>Eat Lunch Bell</b>         | Lunch orders distributed to students in the class.<br>Students eat lunch with their class/teacher.  |
| 11:15am                   | <b>1st Lunch Bell</b>         | After placing all food scraps/rubbish in bins, students line up for release to: Area 1 (Field), Area 2 (Primary Quadrangle).<br>Two teachers are always on playground duty.   |
| 11:35am                   | <b>2nd Lunch Bell</b>         | 2nd half of play time continues in Area 1 (Field), Area 2 (Primary Quadrangle) and the Library opens for 2nd half lunch. Two teachers are always on playground duty.  |
| 11:55pm                   | <b>Stop Play Bell</b>         | Students visit toilet/wash hands, have a drink of water and move quietly to their classroom and wait for instruction from their teacher.  |
| <b>Learning Session 2</b> |                               |   |
| 12:00pm                   | <b>Session Start</b>          | 2 <sup>nd</sup> Session commences   |
| 2:00pm                    | <b>Recess</b>                 | Students eat their snack.<br>Students are encouraged to visit toilets/wash hands then play sensibly in Area 1 (Field) or Area 2 (Primary Quadrangle).   |
| 2:18pm                    | <b>Stop Play Bell</b>         | Students visit toilet/wash hands, have a drink of water and move quietly to their classroom and wait for instruction from their teacher.  |
| <b>Learning Session 3</b> |                               |   |
| 2:00pm                    | <b>Session Start</b>          | 3 <sup>rd</sup> Session commences   |
| 2:30pm                    | <b>Kindergarten Dismissal</b> | <i>First 2 weeks of Term 1- Kindergarten students are released at 2:30pm.</i>   |
| 3:00pm                    | <b>Home Bell</b>              | Students are dismissed and should leave the school grounds or directly to OOSH/Offsite OOSH waiting areas.<br>There is no teacher supervision available after school hours. Students who are not collected by parents/ caregivers at 3pm should wait in the office foyer. |

NO student is to leave the school grounds before 3.00pm without permission. Students need to be signed out at the office by a parent/carer, if leaving prior to home bell.

Please notify the school if there is any change to your child's normal collection arrangements.

## Playground Expectations

Students are encouraged and expected to:

- wait patiently for class teachers in designated areas
- enter and leave classrooms in a safe and responsible way
- listen carefully to instructions and directions
- play safely and sensibly in designated areas
  - no rough play, tackling games, piggy-backing, gymnastics
  - no hat: play in shaded area
- all students use Primary toilets during play period
- be kind and respectful to others
- take care and be aware of the SAFETY of themselves and others
- walk on the left-hand side of stairways to enable safe and orderly passage

## Wet & Extreme Weather

The designated Assistant Principal will make the decision whether play is indoors or in classrooms. In the case of wet-weather, students should go straight to their classrooms to be supervised by a teacher. Wet-weather bells will sound 5 minutes before lunch/recess.

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## Absences & Late Arrivals/Early Departures

If your child is absent from school due to illness or other reasons, it is necessary to advise the school within 2 days of the absence. This can be done via the Absentee eForm on Skoolbag or with a note, phone call or [email](#) to the school that contains the following information:

Child's full name ■ Class ■ Date/s and reason for absence

If the school has not been notified about a student's absence by 9:30 a.m., a SMS message will be sent to the 1<sup>st</sup> point of contact of record for that student.

If you need to take your child out of school for part of the day, please inform the class teacher in writing, beforehand, if possible. Your child must be **signed out/in** at the office by a parent/guardian.

Please advise the school if your child will be absent due to an extended vacation as the DoE requires a Leave Application be applied for and granted by the Principal prior to departure.

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## School Terms

The school year is divided into four terms of approximately 10 weeks. The first day of Terms 1, 2 and 3 are Professional Development Days (staff only). Please refer to the [Events](#) page on the [school website](#), the Newsletter or the Dept of Education Calendars page at <https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars> for exact term dates.

---

## Stages

Schooling in NSW is organised into six Stages of Learning:

|                         |                              |           |
|-------------------------|------------------------------|-----------|
| <b>Primary School</b>   | Early Stage 1 - Kindergarten | } Juniors |
|                         | Stage 1 – Year 1 to Year 2   |           |
|                         | Stage 2 = Years 3 and 4      | } Seniors |
|                         | Stage 3 = Years 5 and 6      |           |
| <b>Secondary School</b> | Stage 4 = Years 7 and 8      |           |
|                         | Stage 5 = Years 9 and 10     |           |
|                         | Stage 6 = Years 11 and 12    |           |



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## School Attendance

Regular attendance at school is essential if students are to achieve to their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, monitor part or whole day absences.

### Parents are responsible for:

- enrolling their children of compulsory school age in a government or registered non-government school or registering them with the Board of Studies NSW for home schooling
- ensuring that their children attend school regularly
- explaining the absences of their children from school promptly and within two days to the school
- taking measures to resolve attendance issues involving their children.

### School Staff are responsible for:

- providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community
- recognising and rewarding excellent and improved student attendance
- maintaining accurate records of student attendance
- implementing programs and practices to address attendance issues when they arise
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

### The Principal is responsible for ensuring that:

- students are enrolled consistent with the requirements set out in The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997) and the Memorandum Enhanced Enrolment Procedures (DET Intranet only)
- attendance records are maintained in an approved format and are an accurate record of the attendance of students.
- staff record attendance of each student accurately
- all attendance records including details of transfers and exemptions are accessible to the regional director, home school liaison officer and other personnel nominated by the Department of Education regulations
- documented plans are developed to address the needs of students whose attendance is identified as being of concern, prior to referral to the Home School Liaison Program
- the school education director or nominee is provided with regular information about students for whom chronic non-attendance is an issue and for whom school strategies have failed to restore regular attendance
- the school discipline policy addresses attendance issues, including truancy
- school staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised
- parents and students are regularly informed of attendance requirements
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.

For more information please refer to:

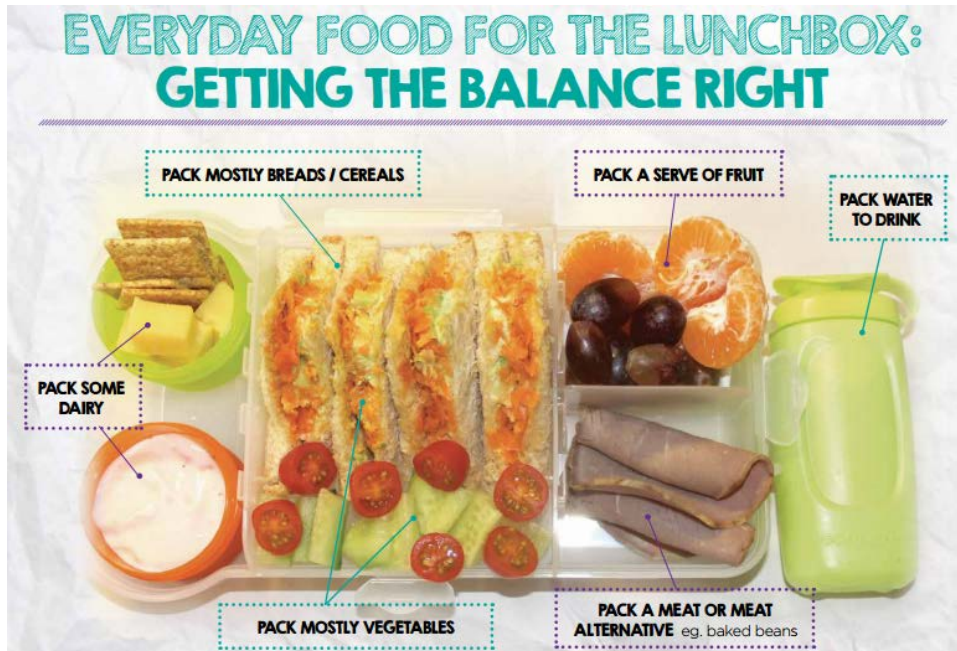
NSW Department of Education and Communities School Attendance Policy (2010) and the Education Act (1990). Policies can be located at [www.det.nsw.edu.au/policies](http://www.det.nsw.edu.au/policies).

# Student Welfare

## Lunchboxes

The Department of Education is committed to supporting student health and well-being and acknowledges that schools can play an important role in preventing unhealthy weight gain in children through the implementation of targeted strategies within the school community.

Here is an example of a healthy lunchbox from the Good for Kids website.



For some more information and ideas on healthy lunchboxes visit:

<http://www.goodforkids.nsw.gov.au/>

<https://www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating>

<http://www.healthykids.nsw.gov.au/>

<http://healthy-kids.com.au/>

### Crunch & Sip

Kotara South Public School supports good nutrition through the Good for Kids, Good for Life Crunch & Sip® program. Each morning in the classroom students can eat a piece of vegetable or fruit while class continues. Some K-2 classes may have a short break. Students are also allowed to have a water bottle on their desks or in their bags nearby so they can drink water during the day.

Each day please provide your child with a *water bottle* and a washed piece of *vegetable or fruit*.

For some more Crunch & Sip® ideas visit: <http://healthy-kids.com.au/crunchsip-healthy-snack-ideas/>

### Food Allergies

Many people in our community have food allergies. The most common food allergies are to nuts, wheat, milk and shellfish. We **strongly encourage** parents and carers to avoid sending **nuts or nut products** with their children to school. This will minimise the risk of a child or adult from potentially having life threatening allergic or anaphylactic reaction.

If your child suffers from a food allergy or develops one during their time at Kotara South Public School, please inform the school as soon as possible.

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## Health & Safety

### Communicable Disease

Good health is vital to school progress. Immunisation is a wonderful safeguard to health and we suggest that you consult your doctor concerning protection against diphtheria, measles, whooping cough and polio myelitis.

The following table is a list of common illnesses and communicable diseases that occur in children. It is important that you communicate to school if your child has any contagious disease such as Whooping cough, Chicken Pox or Measles as we often have students at our school who have special medical needs and cannot afford to catch these illnesses.

If your child is unwell, we encourage you to keep your child at home to prevent the spread of viruses. You can call the school or send an email to [kotarasth-p.school@det.nsw.edu.au](mailto:kotarasth-p.school@det.nsw.edu.au) to inform us of your child's illness and duration of leave.

|                                 |  |
|---------------------------------|--|
| <b>Whooping Cough</b>           | Whooping cough is caused by a bacterial infection of the throat. Exclude until the first 5 days of a special antibiotic have been taken.             |
| <b>Chicken Pox</b>              | Maximum exclusion is necessary (at least 5 days after the first spots appear, or when blisters have all crusted).                                    |
| <b>Conjunctivitis</b>           | Exclude until discharge from eyes has stopped.   |
| <b>German Measles (Rubella)</b> | Exclude until child has fully recovered, or for at least 4 days after the rash appears.  |
| <b>Measles</b>                  | Exclude for at least 4 days after appearance of rash.  |
| <b>Mumps</b>                    | Exclude until child has fully recovered, and for 9 days after the appearance of the swelling.  |
| <b>Impetigo (Septic Sores)</b>  | See your family doctor. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school.          |
| <b>Ringworm</b>                 | Exclude until all evidence of the disease has disappeared or medical certificate is produced stating that the lesions are inactive.                  |
| <b>Pediculosis (Head Lice)</b>  | Exclusion is not necessary from school unless the lice are active and visible. Treatment should be carried out overnight to eliminate lice and eggs. |

More information about infectious diseases can be found at <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/default.aspx>

### Medication at School

Prescribed medication should be arranged, if possible, so that doses are taken at home. When medication is necessary at school, parents should contact the office to complete the appropriate forms and provide advance doses of medication to be secured in the Administration area. No medication is to be carried or dispensed by students in the classroom or school grounds (for the safety of all students). No non-prescription medication can be dispensed at school.

Student medical information should also be updated regularly. The school is required to have an Individual Health Care Plan from parents/carers for any student with a medical condition. Health care plans are required to be updated annually.

### Asthma and Anaphylaxis

It is important that the school is aware of any medical condition that your child may have, e.g. allergic reaction, asthma etc. An appropriate management / medical plan will need to be completed. This information will allow us to obtain the correct treatment for your child if they become ill while at school. Asthma medication and EpiPens are to be left in the school office and all staff are aware of their location. All staff receive regular training on procedures to be followed in the event of an asthma attack or a severe allergic reaction requiring the administration of an EpiPen.

## Accidents or Illness

In the event of an accident or illness at school, the following procedures will occur:

- A First Aid officer/s will determine severity or need of the student
- If required, due to severity of accident/illness, parents contacted
- If required, an ambulance will be called
- The student will be closely monitored until parents or ambulance arrives

It is important that contact information for students' parents/carers is kept up-to-date. Please notify the school of any changes in phone numbers, addresses or places of work, so that records can be kept up to date in case of emergency.

## Sun Smart Procedure

The purpose of the procedures is to ensure that all students attending our school are protected throughout the year from skin damage caused by harmful ultraviolet rays from the sun. Our procedures and practices are:

- Lunch is 11:00am to 12:00pm and recess is 2:00pm to 2:20pm to minimise students' exposure to the sun at the warmest parts of the day.
- School sport is scheduled before 11:00am during Terms 1 and 4 and after 2:00pm during Terms 2 and 3 where possible.
- We ensure adequate shade is provided at sporting carnivals and outdoor events whenever possible.
- Students are encouraged to play in outdoor covered/shaded areas during very warm days.
- Students are required to wear appropriate school hats that have been approved by the cancer council guidelines whenever they are outdoors e.g. lunch, recess, excursions, sport and carnivals. Students who do not have a hat must play in a designated shaded area. Staff will enforce a "No Hat - Play in the Shade" rule all year round.
- Teachers act as role models by practising sun protection behaviour i.e. wearing hats.
- Parents/carers are encouraged to apply sunscreen on children before sending to school.



## Road Safety

At the school entrances in Rae Crescent and Rodway Parade there are crossings and "**No Stopping Signs**". These have been placed for the safety of all students. Please do not park, collect or drop off your child in the area between these signs. Keep to the signed speed limit while passing the school and in **no** circumstances, sit in your car and beckon your child to cross the road unescorted. Please adhere to the 5-minute parking zones around the school. Remember, common-sense and courtesy may avert a tragedy.



## Bikes & Bike Safety

The RMS advises that children under the age of 10 years should not ride their bikes to/from school. Safety helmets should always be worn.

Students must dismount from bikes at the school gates and “walk” their bikes inside the school grounds. When leaving school, students should “walk” their bikes to the gate before mounting.

Bikes should be parked outside the canteen next to the rear entrance to the boys’ toilets.

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## Problem Solving

Problems of any nature should be communicated to the school as soon as possible. The school needs to know if a problem arises so action can be taken. Early notice can often avert major difficulties. The following procedures will hopefully streamline communication and set out clear procedures should problems arise.

### Parents

If parents have an issue at class level, then the first point of contact should be with the **class teacher**. If the problem concerns a teacher other than the class teacher, then an approach to the teacher concerned can be made.

Alternatively, each Stage/Grade has an Assistant Principal who is the supervisor. Please contact them if your issue is related to their stage:

Coordinator-Early Stage 1 (K): Miss Brooke Partridge

Assistant Principal-Stage 1 (1-2): Mrs Violet Cox

Assistant Principal-Stage 2 (3-4): Mrs Regina Fear

Coordinator-Stage 3 (5-6): Mr Paul John

Assistant Principal-Stage 3 (5-6) Mrs Catherine Ward

Appointments should be made through the School Office or directly with the teacher or Assistant Principal. If parents or caregivers feel a problem is not resolved after speaking to an Assistant Principal, please contact the Principal with any further concerns.

### Students

If students have a problem, they should first contact the **teacher on playground duty** or the **class teacher**. If a problem persists then parents should follow the procedures outlined above.

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## Custody Issues

In cases where one parent only has been granted legal custody of a child, it is necessary for the parent with custody rights to bring a copy of the court order detailing access rights to the school. All cases should be discussed with the Principal. Parents in these situations will understand the importance of this written information. Without relevant documentation, the school cannot deny access to the non-custodial parent.

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## Mobile Phones

Mobile phones are not necessary at school. They are an expensive item that risks damage or loss in the school environment. At Kotara South Public School any student who needs to contact their parents is able to use the school phone after asking permission. Parents that need to contact students can ring the school at any time.

However, should a situation arise where a student needs a mobile phone after school, it must be switched off during school hours and left in their school bag. Alternatively, mobile phones can be left in the school office. Student safety and protection is one of our prime responsibilities and problems may occur if students are making and receiving unsupervised phone calls or taking unsupervised and unsolicited photos at school.



## You Can Do it!

The You Can Do It! Education Program (YCDI!) for children is a whole school approach to social and emotional learning. It was developed in Australia at the University of Melbourne by psychologist Professor Michael Bernard. It has been used extensively in the US, the UK and across Australia. The program teaches students a number of different skills that they need to know in order to be happy and successful in school and experience positive relationships.

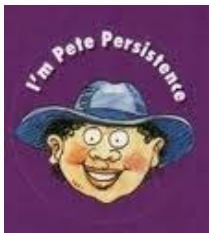
The five "keys" to success and happiness in the YCDI! program are:

### Confidence

Confidence requires that young people not be overly concerned with what others think if they make a mistake. Confidence is revealed when young people are not afraid to fail and are happy to meet someone new. Confidence involves young people having trust in themselves and believing that they will probably be successful in the end. Confident young people stand up straight, look people in the eye, and speak clearly and with a firm tone of voice.



*Connie Confidence*



*Pete Persistence*

### Persistence

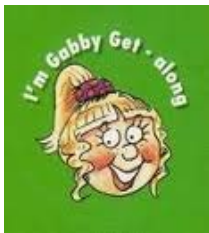
Persistence is revealed when young people try hard when doing schoolwork they find frustrating and do not feel like doing, and finish their work on time. Young people who keep trying to complete an assignment rather than becoming distracted, and those who elect to play after they've done their work, demonstrate motivation and can be described as being persistent.

### Organisation

Organisation is revealed when young people keep track of their assignments, schedule their time effectively, and set goals for how well they want to do in specific areas of their schoolwork and in other endeavours. Organisation also means having in hand all materials needed to do schoolwork and having a system for storing previously learned material.



*Oscar Organisation*



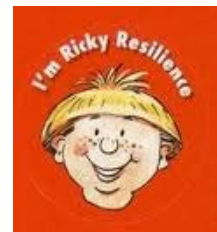
*Gabby Get-along*

### Getting Along

Getting along is revealed when young people make friends easily, work cooperatively with each other, resolve conflicts by discussion rather than fights, manage their anger, show tolerance, and follow class rules, including making responsible choices so that everyone's rights are protected and volunteer for community service.

### Resilience

Emotional resilience is shown when young people are able to stop themselves from getting extremely angry, down, or worried when something "bad" happens. Emotional resilience also means being able to calm down, feel better when overly upset, and bounce back from adversity.



*Ricky Resilience*

The program plays an important role in daily life at KSPS. You can learn more about this program on the following website <https://youcandoiteducation.com.au/>.

## Anti-Bullying

The Department of Education and Communities defines bullying 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 persons. At Kotara South Public School, we do not tolerate any form of bullying, including cyber bullying. All members of our school community are expected to model and promote appropriate behaviour and respectful relationships.

### Procedures for notification of bullying behaviour:

1. Student or parent reports incidents to the class teacher;
2. The incidents are reported to the school executive (Assistant Principals or Principal as appropriate);
3. The relevant school executive meets with students and discusses issues and resolution;
4. If appropriate, parents are notified of the issues and resolution and asked to meet with the school if necessary; and
5. Principal is notified at each step and involved in resolution, if required.

### Consequences for bullying behaviour:

1. Student referred to Assistant Principal, School Counsellor and/ or Principal for bullying behaviour;
2. Parents/Carers notified by phone or in writing of their child's bullying behaviour and asked to attend a meeting to discuss the matter, if deemed necessary;
3. Student dealt with in accordance with our intervention systems which may include any or all of the following: Rethink Room, referral to the Principal or suspension if the matter is of a serious and/or ongoing manner; and
4. Ongoing monitoring of the student in accordance with our intervention systems

### Strategies in place to stop and prevent bullying behaviour

- Positive modelling by staff, students and parents to maintain a school culture of mutual trust and respect.
- Each class participates in examining and learning about school and classroom rules. PD/Health/PE and the 'You Can Do It' program include anti-bullying and activities that promote positive friendships and interactions between peers. They also reinforce what students should do if they feel they are being bullied at school.
- Students learn about cyber bullying during computer technology lessons each school year.
- Ongoing talks and discussions in class and at assemblies to all students to promote positive friendships and interactions.
- 'You Can Do It!' signage around the school and assembly awards will help promote a bully-free environment. Student posters and ads are other ways the students will have ownership of the program, therefore following by example.

Please refer to the NSW Department of Education policy at <https://www.det.nsw.edu.au/wellbeing/connect/antibullying> for further details.



# Parents and Citizens Association

## About Our P&C

Kotara South Public School has a strong and active Parents & Citizens Association (P&C). As part of the NSW P&C Federation we are committed to free public education for everyone, regardless of gender, cultural background, socio-economic status and academic ability. We believe that educating our children is a joint responsibility between both parents and teachers.



We would like to invite and encourage all parents, grandparents and carers to become involved in the P&C as it's a wonderful way to be involved in your child's education. Through fundraising, the P&C is able to contribute to the school in a number of ways, including the provision of learning resources, leadership and life education programs, presentation awards, gardening and sporting equipment. We also are responsible for the operation of a wonderful healthy canteen and uniform shop. We further enjoy and support social and community events within the school.

## Mission Statement

For parents and carers to work in partnership with Kotara South Public School by promoting an atmosphere of community and mutual respect; and upholding the school motto '*Strive to Achieve*'.

The Functions of the Kotara South Public School P&C are to:

- Enhance the educational, physical and aesthetic environments for the students
- Provide financial support and resources to the school
- Operate a uniform shop
- Deliver healthy food options through the school canteen
- Promote and support school events

## Get Involved

The P&C always welcomes new members. Members are free to participate in a way that works for them and their schedule. Members will always receive meeting minutes, emails and updates regardless of meeting attendance. There are so many options for supporting KSPS and the kids.



To join, complete a P&C Enrolment form (located in the P&C section of the [school website](#)) and bring it along with joining fee to a P&C meeting or you can drop it at the school office. Feel free to contact the P&C with questions at [kspspandc@gmail.com](mailto:kspspandc@gmail.com).

**The P&C meets on the second Wednesday of the month at 7pm in the school library.**

Receive regular updates in the school Newsletter, on SkoolBag and on our Facebook page at [Facebook/Kotara-South-Public-School-P&C](#).

# Site Map



A - Primary classrooms  
Stage 1 downstairs  
Stage 2-3 upstairs

C- Kinder classroom

D- Kinder classrooms

E – Hearing Support Unit/  
Early Intervention Unit

F- OOSH

G - Infants toilets

I - Primary toilets



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# Kotara Community of Schools



Our dynamic and vibrant Kotara Community of Schools are connected and committed to delivering excellence for every student in every school.

**Primary Schools:** Adamstown, Belair, Kotara South, Merewether Heights, New Lambton South,

**Special School Primary:** Kotara, John Hunter Hospital

**High Schools:** Kotara High

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# Glenrock Principal Network

NSW Department of Education Glenrock Principal Network.

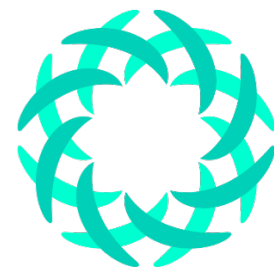
A professional sharing network to stay connected, engaged and be professionally challenged.

**Director:** Mr S Harris

**Primary Schools:** Adamstown, Belair, Charlestown, Charlestown East, Charlestown South, Dudley, Kahibah, Kotara South, Merewether Heights, Mount Hutton, New Lambton South, Windale, Wiripaang

**Special School Primary:** Kotara, Lakeside, John Hunter Hospital

**High Schools:** Kotara, Hunter Sports Whitebridge



**Glenrock  
Principal Network**