

KANWAL PUBLIC SCHOOL

General Information Book



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Website: www.kanwal-p.schools.nsw.edu.au

Facebook: <https://www.facebook.com/pages/category/School/Kanwal-Public-School/>

Our Vision

Kanwal Public School is a quality teaching and learning environment focused on preparing students for a successful and rewarding future. We create critical, creative thinkers and problem solvers who flourish when engaged in meaningful, challenging learning experiences. We develop caring and compassionate citizens who are safe, respectful and responsible and who thrive on living and learning together in a diverse, dynamic and accepting Australia.

TABLE OF CONTENTS

Anti-bullying.....	3
Assemblies.....	3
Attendance.....	3
Banking	3
Banned items.....	3
Before and after school care.....	4
Bell times.....	4
Book club.....	4
Bus passes/student transport.....	4
Canteen.....	4
Captains.....	5
Citizenship.....	5
Class organisation.....	5
Communication.....	5
Counsellor.....	5
Court orders.....	6
Emergency procedures.....	6
Enrolments.....	6
Equipment.....	6
Excursions / performances.....	6
Food.....	6
Grounds.....	6
Health.....	7
Learning.....	7
Library.....	8
Newsletters.....	8
Orientation programs.....	8
Parent involvement.....	8
Parents & Citizens Association.....	9
Personal possessions.....	9
Playground supervision.....	9
Positive Behaviour for Learning (PBL).....	10
Scripture.....	11
Technology.....	11
Uniform.....	11
Website.....	11

ANTI-BULLYING

Students at Kanwal Public School attend school to participate in a quality of education that provides them with skills and knowledge to contribute to the wider community. Each student has the right to feel safe and secure at all times within the school. Bullying will not be tolerated.

Students, teachers and parents have a shared responsibility to create an environment that is conducive to learning and is free from bullying; allowing everyone to work and learn in a safe, secure environment.

ASSEMBLIES

Assemblies are held fortnightly for Kindergarten.

Assemblies for students in Years 1 and 2 are held Thursday afternoons, fortnightly.

3-6 assemblies are held three times per term. Captains and prefects conduct the 3-6 assembly.

Students are expected to enter and leave the assembly area quietly and orderly.

ATTENDANCE

Regular attendance and punctuality at school are legal requirements.

All attendance is monitored daily and poor attendance will be followed up with parents and possibly with the Home School Liaison Officer – in accordance with the policy of the Department of Education and Training.

Written notes are required for all absences within 7 days of the absence and must clearly give reasons for the absence. Doctor's appointments should, wherever possible, be made out of school hours.

Overseas trips and absences from school for a period of more than 15 days require permission from the Department of Education. Parents need to ask for the appropriate forms at the school office. Parents will need to provide travel documentation for overseas travel for an exemption to be granted.

All students should be at school by the morning assembly at 8:50am.

Students who are late and arrive after morning assembly must report to the school office for a late note, accompanied by their parent. A record of lateness is kept.

All students will be called to the office for early departure. Please go straight to the office if you wish to take your child home early. It must be a justifiable absence reason.



BANNED ITEMS

A number of items are banned from school. Banned items risk being confiscated and we ask that the following items are not brought to school.

- Chewing Gum
- Aerosol Deodorants/Cans
- Pocket knives (this is illegal to carry)
- Medication in school bags (except asthma reliever medication e.g. Ventolin)
- Matches or lighters
- Drinks in glass bottles

BEFORE AND AFTER SCHOOL CARE – TEAM KIDS

The Outside School Hours Care program at Kanwal Public School provides time for homework, time to relax, educational activities and a healthy snack. Best of all, our program makes time for kids to be kids - to play and explore, share with friends and enjoy these precious school years.

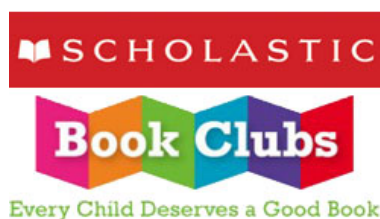
Before Care 06:30AM - 08:55AM (Mon - Fri)
After Care 02:50PM - 06:00PM (Mon - Fri)
Onsite Location: OSH Room. Entre via Craigie Avenue and follow the Team Kids flags
Phone: 0412 149 572
Contact: KanwalPS@teamkids.com.au



BELL TIMES

Morning:
8:25 first bell students wait until duty teacher gives them permission to take their bags to the holding area
8:50 – Morning assembly
Recess:
10:55 to 11:05 eating
11:05 to 11:20 playing
11:20 to 11:25 lining up/quick settling assembly
Lunch:
1:05 to 1:15 eating in class
1:15 to 1:40 playing
1:40 to 1:45 lining up/quick settling assembly
Afternoon Final Bell: 2:50

BOOK CLUB



Order forms go home approximately every six weeks and parents may purchase suitable children's books at reasonable prices. This is organised by the P&C.

BUS PASSES/STUDENT TRANSPORT

To apply for a School Opal card please apply at busways. Transport maps are available on the Busways website.

<https://www.busways.com.au/nsw/school-services>

CANTEEN

<https://www.facebook.com/kanwalpublicschoolcanteen/>

Follows the NSW Healthy School Canteen Strategy.

Orders can be made through flexi schools
Open each school day from 8.30am to 1:30pm.
Lunch orders must be made before 9.00am.
Ordered lunches are collected by class monitors at the beginning of lunchtime.
Children may purchase snacks in the morning and at recess and lunchtime.



CAPTAINS

School Captains, Prefects and House Captains are elected at the end of each year for the following year and the election results are announced at the annual Presentation Assembly.

CITIZENSHIP

All students are encouraged and trained to be good citizens, both at school and in the community, by participating in social skills and citizenship programs.

Students are encouraged to regularly accept and carry out class and school responsibilities and leadership roles.

CLASS ORGANISATION

Classes are organised to best meet students educational needs and to facilitate learning. Factors taken into consideration are age, grade, academic progress, siblings and gender.

COMMUNICATION

School Office	(02) 4392 3477
Fax:	(02) 4393 1621
Email:	kanwal-p.school@det.nsw.edu.au

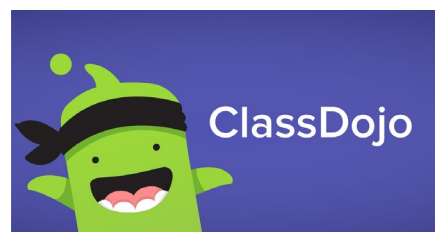
School Website	https://kanwal-p.schools.nsw.gov.au/
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Newsletter	published fortnightly on the school website and ClassDojo.
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Notice Board	as needed
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Facebook School/	https://www.facebook.com/pages/category/School/Kanwal-Public-School/
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ClassDojo is our platform for communicating with families to let them know what's happening inside our classrooms and school.



COUNSELLOR

The school counsellor attends the school 3 ½ days each week and supports teaching, learning and welfare programs through educational testing, counselling, referrals and advice. The counsellor works with students, parents or carers and teachers in a variety of ways. The counsellor's work includes:

- assisting parents or carers to make informed decisions about their child's education
- assessing students' learning and behaviour
- assisting schools to identify and address disabilities that affect students' learning
- liaising with other agencies concerned with the well-being of students.

School counsellors are members of the school's student learning support team (LST). With the agreement of parents or carers, school counsellors will pass on to teachers information that will assist them to better meet the needs of their students.

Referrals to the counsellor may be initiated by the student, their parent or carer, or by their teacher. Where the parent or carer refers their child, additional information may be sought for the class teacher or LST.

School counselling is a confidential service and school counsellors will check with students, parents or carers before passing on information (such as the results of tests for learning difficulties) to others. This presumption of confidentiality can be overridden only by specific legal requirements (eg, child protection legislation) or where someone may suffer harm if information is withheld.

COURT ORDERS

The school must be informed immediately of any court orders relevant to any child enrolled at the school.

EMERGENCY PROCEDURES

We have an emergency evacuation plan in place and we hold regular evacuation and lock down drills so that our students are prepared for emergency situations.

A copy of our Evacuation and Lockdown procedures is available for your perusal.

ENROLMENTS

Local enrolment areas (boundaries) exist for all public schools.

Enrolment of a child can be sought in a non-local school. A school panel will consider any application and base their decisions on a set of specific criteria.

To enrol in Kindergarten, a child must turn five years of age on or before 31 July in the year of enrolment. A Birth Certificate or Passport must be shown as evidence of date of birth.

Eligible students can be enrolled at any time.

Children transferring from one government school to another school must advise their previous school that they are leaving.

All information regarding enrolments can be obtained from the school office.

Kindergarten Orientation takes place in Term 4 each year.

EQUIPMENT

Exercise books will be provided by the school and a fee is payable for the supply of work books, photocopying, art/craft supplies and selected stationery.

Stationery requirements will vary from class to class and grade to grade.

EXCURSIONS/PERFORMANCES

A varied K - 6 excursions program operates throughout the year.

All children are expected to attend excursions and performances.

Prices are kept to a minimum with generous discounts often offered.

Letters are sent home well in advance, providing all the relevant information. Payment envelopes are available at the front office.

Our preferred payment method is online via our school website kanwal-p.schools.nsw.gov.au. We are moving away from cash payments, this is for the safety of our staff and to reduce the risks for students carrying money to school. Paying online sends you an invoice directly to your email so you know the payment has been paid for and received by the school. If you need to pay with cash it must be in a clearly marked envelope with the students name, amount enclosed and what the payment is for. Envelopes must be placed in the payments box in the school office. Exact amount must be included as no change can be given.

FOOD

Pack recess and lunch. Make it as nutritious as possible like fruit and healthy sandwiches. Chocolate, sweets and chips should be avoided. Children who eat nutritiously learn better. Breakfast is an essential meal for good concentration in class.

NO GLASS BOTTLES OR CANS PLEASE!

MAKE SURE THAT YOUR CHILD HAS SUFFICIENT FOOD EVERY DAY.

NO 'LOLLIES' PLEASE and chewing gum is NOT ALLOWED at Kanwal Public School.

GROUNDS

Kanwal Public School is a **Non-Smoking Area**.

Litter must be put into the many rubbish bins that are provided.

HEALTH

Medicines and Drugs

When children take **prescribed** medicines and drugs, the staff will assist **ONLY** if a written parent request is sent with the child and the medicine has the child's name on it.

An Administration of Medication Form must be filled out and is available from the office. Please send the exact measure required by the child each day in its original container.

All medicines must be taken to the office. No drugs or medicines to be kept in school bags. The exception to this rule is an appropriate asthma inhaler, if the student is identified as being an asthmatic.

Sick or Injured Children

When children are sick or injured, they are to tell their teacher or the teacher on playground duty or get someone to do this. Then, with the teacher's knowledge, they report to the office for first aid. If medical attention seems to be required parents will be contacted and medical attention may be sought if parents can't be contacted.

Contagious Diseases - Children must stay away from school for the following conditions:

<i>Chicken pox</i>	At least five days after first spots appear or at least until blisters have all crusted.
<i>Conjunctivitis</i>	While there's a discharge from the eye.
<i>Gastroenteritis</i>	At least 24 hours after diarrhoea stops.
<i>German Measles</i>	Four days after rash appears.
<i>Hepatitis A</i>	Two weeks after first symptoms or one week after onset of jaundice.
<i>Impetigo</i>	Until treatment starts, sores should be covered by a watertight dressing (<i>School Sores</i>).
<i>Measles</i>	Five days after rash appears.
<i>Mumps</i>	Nine days after swelling occurs.
<i>Head Lice</i>	Until the hair is treated - it is advisable to treat all family members and to notify the school.

All the above rules are made by the NSW Health Department.

LEARNING

Key Learning Areas –

There are six Key Learning Areas:

- | | | |
|---|---|--|
| 1 | English | |
| 2 | Mathematics | - Number & Algebra; Measurement & Geometry; Statistics & Probability |
| 3 | History & Geography | |
| 4 | Science | - incorporating Science and Technology |
| 5 | Creative Arts | |
| 6 | Personal Development / Health / Physical Education | |

The syllabuses for the Key Learning Areas work students through Stages: Early Stage 1, Stages 1, 2 and 3.

Students work towards achieving Learning Outcomes appropriate to their ability and age/stage of development.

Most children will achieve the outcomes for the Stages as follows:

Early Stage 1 - Kindergarten

Stage 1 - Years 1 & 2

Stage 2 - Years 3 & 4

Stage 3 - Years 5 & 6

Assessment and Reporting

Assessments are made at individual, class, grade, school and state levels.

Written reports are provided at the end of Semester 1 (Term 2) and Semester 2 (Term 4).

Parent/teacher interviews are encouraged, scheduled at set times and available by appointment at any time.

National Assessment Program Literacy and Numeracy (NAPLAN)

National Literacy and Numeracy Tests will occur in Term 2 for students in Years 3 and Year 5.

Parents will receive written reports and be able to discuss the results with the relevant teachers.

Learning Support

The school Learning Support Team (LST) addresses the social, emotional and academic needs of students. The LST receives referrals from teachers and parents and meets weekly to review referrals and support provided to students.

Outcomes may include additional support in class or in the playground from specialist staff including Learning and Support Teachers (LaST) and School Learning Support Officers (SLSO) or further meetings with parents may be required to determine additional therapeutic and/or medical interventions.

Parents can refer to the LST via the class teacher or directly to the Deputy Principal Wellbeing.

LIBRARY

Students have one library lesson a week. Children should bring a library bag to help keep our valuable resources in good condition. It is the responsibility of parents and children to return books and where necessary, a parent may be asked to replace a book borrowed and not returned. The library is open at lunchtimes for students to read or complete quiet activities.

NEWSLETTERS

Newsletters are published fortnightly on a Wednesday, shared on ClassDojo and placed on our website. Newsletters contain important information about what's happening at school.

ORIENTATION PROGRAMS

Kindergarten Transition - Students and parents are invited to attend our Kindergarten Transition program to build familiarity with the school during Term 4. Year 6 students are involved in orientation and taster days with their local high school.

PARENT INVOLVEMENT

Communicate regularly with teachers and staff to avoid misunderstandings and possible problems.

Read the fortnightly Newsletter.

Set up good routines for your children, such as:

- doing homework
- getting ready for school and being on time
- wearing proper school uniform
- going to bed
- daily reading
- bringing home notes

Talk positively to your children about their school, schoolwork, teachers and education.

Encourage your children's friendships.

Talk positively to other parents about Kanwal Public School.

Make money payments on time, with permission notes included, in the correct envelope.

Ensure that your child's clothes and possessions are all clearly labelled.

Set a good example for your children to follow, eg:

- be on time and set the example

- drive carefully, with seatbelts on, obeying road rules
- pick up litter so that the school is neat and tidy
- respect the no smoking policy at school
- let the school staff sort out children's at-school disputes.

PARENTS & CITIZENS ASSOCIATION

The P & C meets once each term to discuss what's happening at the school, to organise fundraising activities and discuss educational issues. Follow the P&C on their Facebook page. <https://www.facebook.com/KanwalPCAssociation>

Meetings are advertised in the newsletter, on the website and on noticeboards around the school.



PERSONAL POSSESSIONS

Students must take responsibility for their own possessions.

Items **NOT** to be brought to school include: any electronic devices, hand-held games, large toys, valuable toys, knives or weapons of any kind, water pistols, water bombs, chewing gum, make up and nail polish.

Labels - All clothing, school bags, lunch boxes, drink bottles and all removable items should be clearly labelled with child's name and class. Clearly marked items are easily able to be returned. SO PLEASE CLEARLY MARK ALL ITEMS.

Jewellery - Should not be worn at school, except for studs if a child has pierced ears. The school cannot be responsible for the loss of expensive jewellery. Dangling earrings should not be worn, as accidents can occur.

Mobile phones - We encourage students to leave mobile phones at home as they cannot be on during class time and students may always use the school phone to contact parents if needed. Phones brought to school should be handed in at the office. Photographs, using phones, are not allowed to be taken by students without the express permission of all concerned and the school takes no responsibility for lost, stolen or broken phones.

PLAYGROUND SUPERVISION

Supervision Times

Morning	-	No supervision before 8:25 am
	-	Students arriving before 8:25 am must sit in on the basketball steps
	-	Teacher supervision of playground from 8:25 – 8:50 am
Recess-	-	Students are allowed on the upper, middle and lower playgrounds (excluding the field)
	-	Students are allowed to go to the Canteen
Lunch	-	Upper and lower playgrounds are both open and supervised (including the field)
After School	-	Students are to go straight home unless waiting for parents or participating inschool events. Running, kicking, throwing or big ball games are not allowed.

PBL – POSITIVE BEHAVIOUR FOR LEARNING

Positive Behaviour for Learning (PBL) provides a framework for our school to support the wellbeing of every student. It is an evidence-based, positive, social, student focused approach to behaviour that involves the whole school community. It includes creating, teaching and rewarding expected and pro-social behaviours and involves everyone, everywhere, every time.

PBL Rewards

Rewards for displaying expected behaviour at Kanwal Public School are determined through consultation with students and staff. The 'Pay As You Go' options may include bringing a toy to school for the day, choosing an activity for the class to do or having a friend visit your class for an hour.

Teaching Our Expectations

Regular staff meetings throughout the year are used to identify and refine our expected behaviours in all areas of the school. These are then turned into lessons through a collaborative process between all staff, and are refined in the PBL team meetings that are open to everyone at the school. Each week students are involved in lessons that specifically teach and practice our expectations which are continually reinforced through daily assemblies, the newsletter, the website and via the electronic school sign. Lessons are also supported with visuals throughout the school to remind children of our expectations.

SAFE	<ul style="list-style-type: none">• Play in supervised areas• Use equipment sensibly• Keep hands and feet to yourself
RESPECTFUL	<ul style="list-style-type: none">• Be an active listener• Cooperate and be kind• Respect property
RESPONSIBLE	<ul style="list-style-type: none">• Be an active listener• Be organised• Own your actions

How do we respond when expectations are not met?

To address inappropriate behaviour, staff follow the 'Continuum of Response'.

STEP 1:

Prompt: verbal and/or visual cues are provided.

Redirect: expected behavior is restated.

Reteach: expected behaviour is demonstrated and practiced, and immediate feedback and positive reinforcement is provided.

STEP 2:

Provide choice and conference with student -Two choices are provided to students to re-engage or have a consequence applied. The alternative, desired behaviour is described and practiced, feedback is provided, student reflects on future behaviour, a behaviour goal is set, monitored and acknowledged.

STEP 3:

Time Out - Take a break - This is to allow children to calm down and think things through or is used as part of a natural consequence.

Restitution - You break it, you fix it - This is used when there is an opportunity for the child to solve a problem that he/she caused.

Loss of privilege – either with an activity, access to areas of the playground or interaction with others - This is used when students defy, test or refuse to follow the school expectations.

STEP 4:

Serious or Repeated Misbehaviour – This is used for students needing more individualised and ongoing support and may include parent interviews, restricted access to the playground, referral to social skills/anti-bullying programs, referral to the Assistant Principal, Deputy Principal or Principal, behaviour assessment, individual behaviour plan, risk assessment, referral to Learning Support Team and School Counsellor, suspension warning and suspension.



Craigie Our Mascot

PBL at Kanwal PS is supported by Craigie, our mascot. Teachers reward students who demonstrate expected behaviours with 'Craigies'. These are saved and traded for an activity throughout the term or during our rewards day at the end of each term.

SCRIPTURE

One hour is set aside each fortnight for scripture lessons by religious groups. Children who do not attend scripture will attend non-scripture classes. Parents decide on scripture classes. A note is required if parents wish to make a change.

TECHNOLOGY

Kanwal Public School is committed to providing a technology rich environment for our students, as our community believes the use of Information and Communication Technology (ICT) is fundamental in assisting teaching and learning in all areas of the school curriculum.

Our staff use a range of third-party software to:

- Help plan and cater to students learning needs
- Enrich learning opportunities
- Recognise and reward students demonstrating expected behaviours at school
- Foster the connection between home and school.

Not every student uses every program. Students will normally use a small selection of the programs.

Classrooms are all equipped with a Smartboard and students have access to laptops and iPads.

UNIFORM

Kanwal Public School Uniform can be purchased from Lowes at Lake Haven

Girls all season uniform

- Summer Dress
- Gold/Black Polo with Emblem
- Black Microfibre Shorts with Emblem
- Black Cullottes with Emblem
- Gold/Black Fleece Jacket with Emblem
- Black Fleecy Trackpants
- Black Trackpants Microfibre
- Black Bootleg Pants with Elastic Waist
- Black Socks
- Cap (available from the school canteen)

Boys all season uniform

- Gold/Black Polo with Emblem
- Black Microfibre Shorts with Emblem
- Gold/Black Fleece Jacket with Emblem
- Black Trackpants Microfibre
- Black Fleecy Trackpants
- Gold/Black Microfibre Jacket
- Black Socks
- Cap (available from the school canteen)

WEBSITE

Our school website contains copies of the Annual School Report, the School Management Plan, this Information Booklet, the Student Welfare and Discipline Booklet, the Anti-Bullying Policy, the canteen and uniform price lists, copies of newsletters, the school's yearly calendars and updates about activities at the school.

<https://kanwal-p.schools.nsw.gov.au/>

