



Kingscliff

Public School



School Information Handbook



Welcome to Kingscliff Public School

It is with great pleasure that I welcome you to Kingscliff Public School.

The school has a history of strong academic programs and a range of sporting options for all students. Our teachers use future focused learning strategies, integrating technology as a learning tool, developing creative and critical thinking, encouraging problem solving, collaboration and communication.

Our sporting teams compete and succeed at local, district, regional and state level, with students excelling in both individual and team pursuits.

In addition, the Kingscliff Instrumental Music Program (KIMP) provides an opportunity for students to learn an instrument and play in our school bands. KIMP is a longstanding program and recently won awards at the Gold Coast Eisteddfod. Kingscliff Public School has something to offer everyone.

I was appointed as Principal of Kingscliff Public School in July 2018 and am excited about the future of this school. Staff, students and community recently discussed what they want to see in our school. A team of teachers analysed their feedback and constructed the following statement, which reflects our collective thoughts.

Our vision for Kingscliff Public School:

"Kingscliff Public School is an inclusive and supportive environment with high expectations, where students are encouraged to become independent, resilient, lifelong learners.

With a shared vision for respectful relationships between students, staff, parents and community, we strive for excellence in academic, cultural, physical and social development."

Our core expectations for all students are to:

Be Safe Be Responsible Be Respectful and Be Resilient

so that we can *"Catch our Wave of Learning"* everyday!

If you have any questions, please come in and say hello. Our friendly office staff will be happy to assist. I know your children will love coming to "Kinky" Public School.

Diana Foley

Principal

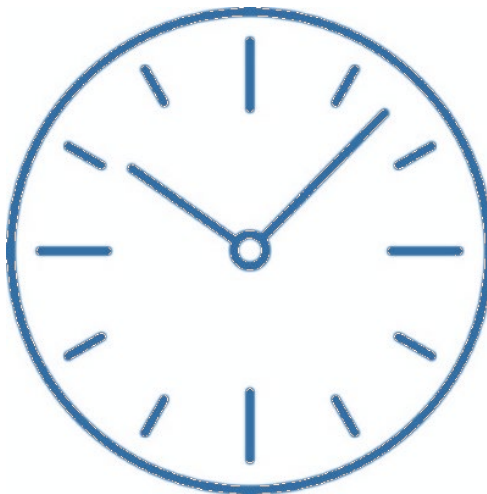


Catch Our Wave of Learning

General Information

School Hours:

School commences	-	9.00am
Lunch	-	11.00am - 11.10am – students eat 11.10am - 11.45am – playground play
Recess	-	1.30pm - 1.40pm – students eat 1.40pm - 2.00pm – playground play
School finishes	-	3.00pm
Office Hours	-	8.30am - 3.00pm



12 Orient Street
Kingscliff NSW 2487

02 6674 1467

kingscliff-p.school@det.nsw.edu.au

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

Assemblies

All Students assemble in the COLA (Covered Outdoor Learning Area) at 9.00am on Monday. This is a communication assembly where notifications of school activities are given. Teachers then escort the students to class.

Stage Assemblies are held weekly or fortnightly at varying times according to the stage/class groupings. Awards are handed out at these assemblies to students who have distinguished themselves or brought credit to the school with their efforts or special achievements, which may be academic, social, cultural or sporting.

Attendance

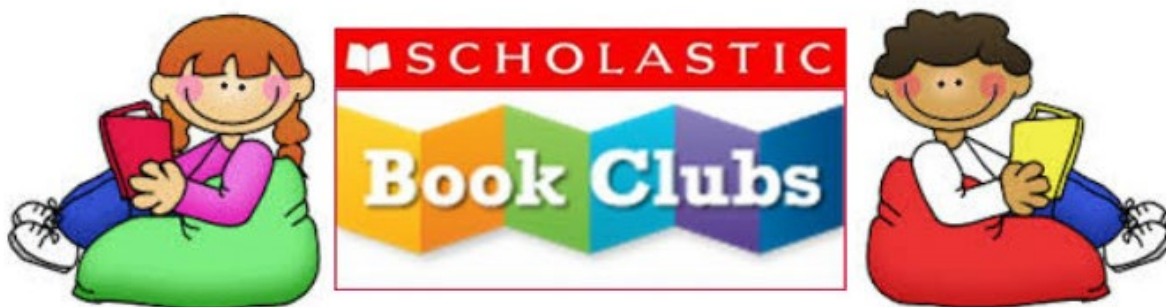
Students are expected to attend school on each day that instruction is provided. The Education and Primary Instruction Act of 1987 requires a written explanation for students' absence from school within 7 days of absence. This can be done through school stream, email or a written note. Oral communication, while appreciated, does not satisfy legal requirements. An "A" for absent will be recorded when reasons for absence are considered unacceptable. Patterns of poor attendance will be brought to the attention of the Home School Liaison Officer, who can support students to re-engage with school.

Banking

School Banking is conducted each Tuesday (Any students wishing to start a new account are required to fill in a new account form available from the school office).

Bookclub

A range of Books from Ashton Scholastic is available for students to purchase throughout the year. Books can be paid for using the LOOP facility, details on how to can be found on the order form.



Bus Travel

If your child is to travel by bus you will need to complete a bus pass application online at transportnsw.info/school-students. The bus company will issue your child with a bus pass which is sent to the school. Correct student behaviour and safe travel to and from school is expected of Kingscliff Public School students. A Safe Travel Code applies for all bus transport. Surfside Buslines provide transport for our students.

Counselling Services

The School Counsellor can be an experienced teacher/psychologist or registered psychologist. Referral to the school counsellor requires the completion of a parent agreement, teacher and parent information forms. All referrals are taken to the school learning support team for triage.

Emergency Contact Numbers

It is vital that you keep us informed of your current telephone number, address, and your emergency contact i.e. family, neighbour or relative. Please also inform us of any changes in your family situation.

Emergency Evacuation and Lockdown

It is a Health & Safety requirement that we practice both lockdown and evacuation procedures.

1. In the event of an emergency, an alarm will sound.
2. Evacuation - Evacuate classes in an orderly manner, moving to the designated Assembly Point at the Sports Oval. Await All Clear signal.
3. Lockdown – Lock room doors. Close blinds. Await All Clear signal.

First Aid

First Aid is administered at the school by staff members trained in First Aid. Children must have a Pink Slip (sick note) signed by their teacher before they come to Sick Bay. When in the playground the children report all accidents, falls etc., to the teacher on duty before they go to the office. For any serious accidents the Ambulance is called and the school will contact the parent/s or emergency contact person to support their child in transit to or at the hospital. **EMERGENCY CONTACT phone numbers are essential.**

Hats on, Game on!

One of our core expectations is to Be Safe. Kingscliff Public School promotes sun safety at all times. Children are expected to play in shaded areas if not wearing a hat. **School hats are available for purchase from the office.**

Interviews

Please make an appointment to see the class teacher in the first instance and / or the Assistant Principal who is in charge of the Stage. After school from 3pm is often a convenient time. Assistance is only a phone call away and what appears to be a problem for you or your child may be very easily supported and resolved.

Library

All children visit the School Library and are encouraged to borrow books. The Library is open at the second half of the lunch period when the librarian is in attendance. Children may read or use library resources and computers during this time.



Lost Property

Please put your child's name on each article your child brings to school especially hats. There is a lost property box located in the Library.

Please check there for any lost possessions. Lost property, if labelled, is returned to students at the end of each term if not already claimed. All clothing left at the end of each term is cleaned and donated to the Uniform Shop.

New Enrolments

Students can enroll at Kingscliff Public School at any time. An enrolment pack is available from the front office, or forms can be sourced from the Department of Education website.

Kindergarten enrolments should be completed by end of term 3, in the year prior to commencing school. From this information you will be advised in writing of the Kindergarten orientation date. The following documentation will be required: Birth Certificate, a Record of Immunisations (clinic card) and 100 points of residential address identification (e.g. rates notice, electricity bill) along with your Enrolment Form. Kingscliff Public School is currently closed to non-local enrolments (Out of Zone).

Newsletter

The school newsletter is published every Tuesday. Please read it. It is our core weekly communication with parents. The Newsletter will be published on the School website and uploaded to School Stream. To receive a paper newsletter please make a request at the office.

NSW Department of Education Core Rules

Core rules for student behaviour have been developed for all NSW Government Schools. These are taught in conjunction with our Positive Behaviour for learning lessons.

All students are expected to:

- Attend school every day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform policy.
- Behave safely, considerately and responsibly, including when traveling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.
- Behaviour that infringes on the safety of others such as harassment, bullying, illegal or anti-social behaviour of any kind, will not be tolerated.

Office Procedures

The front office is open from 8.30am - 3.00pm every day.

Messages to students - The office staff will endeavour to deliver all messages to your child. To assist us in this regard please try to have messages to the office before 2pm. Phone messages after this time cannot be guaranteed to be delivered as not all classrooms have phones and it is not always possible for the office staff to leave the office at this busy time.



Parent Partnerships

There are many ways that you can help in our school and assist your child. We appreciate any involvement no matter how small.

- Canteen Volunteer
- Joining the P&C
- Covering Library books
- Excursion Volunteer
- Classroom Assistant

We have a P & C Association that meets on the 3rd Monday of each month at 3.15pm in the library. Membership is open to all parents and community members.

Teachers will send home notes for specific help with classroom or school activities. Help is always valued, so if you have any special interests please contact your child's class teacher.

Our canteen provides healthy and interesting food. The Canteen is managed by the school, however parent volunteers help to keep it open 4 days per week. If you would like to help out please let the office staff know.

Canteen Aims

- The canteen aims to provide an enjoyable and nutritious selection of food and drinks at reasonable prices.
- To help reduce health risks by encouraging the development of good eating habits consistent with the Dietary Guidelines for Children and Adolescents.
- Follow Healthy Canteen Policy
- Encourage students to make healthy and nutritious food choices.
- Demonstrate high standards of hygiene in relation to the food preparation, storage and serving of food in the canteen.
- Encourage courtesy and consideration among all personnel using canteen facilities.

Positive Behaviour for Learning (PBL)

PBL was introduced to Kingscliff PS in 2018 and has been implemented as a school-wide approach to managing behaviour from 2019.

School-wide PBL focuses on changing the environment to better meet the needs of all students, through a comprehensive and proactive approach in which all staff actively teach and acknowledge expected behavior. There will be a common language for expectations and consistent messages from all staff.

The whole school community: teachers, students and parents have engaged in consultation to identify our core expectations. Lessons will be explicitly taught in every classroom to ensure all students know our expectations and what that looks like in action.

At Kingscliff Public School students will learn to:

Be Safe Be Responsible Be Respectful Be Resilient

So we can “Catch our wave of learning” every day.

Universal Expectations are behaviours we want to see everywhere in our school. Each core expectation of Be Safe, Be Responsible, Be Respectful, Be Resilient, is broken down into explicit behaviours that will be taught in every classroom. Weekly focus will be in our Newsletter so that the messages can be reinforced at home.

Classes will discuss what this will look like in their classroom.



School Chaplain Programs

The School Chaplain Service coordinates a number of key support programs in the school. They include:

- Hub Club / Passive Play Drop-In Centre two days a week at recess and lunch
- Kids Hope Australia – Individual Student Mentoring
- Kids With Courage Program
- Strength Health Empowerment (SHE) – Year 6 girls
- Boys Challenge – Year 6 boys

This program is jointly funded between the federal government and our P&C.

School Development Days

Four student free School Development Days are held each year. They include:

- Day 1 Term 1
- Day 1 Term 2
- Day 1 Term 3
- Last two days Term 4.

These may be rescheduled with approval of the Director and significant notification to the community.

School Photographs

School photographs are taken annually. Information is published in the newsletter detailing date and costs.

School Premises

Children should remain on the school premises at all times. Parents are reminded that unauthorised persons are not allowed on any part of our school property particularly outside school hours. All parents and visitors must sign in at the office during school hours.



School Voluntary Contributions (school fees)

Stationery lists will be provided for all students. Online ordering may be available (to be confirmed) or parents can source their own. Each family is asked to ensure that students have their personal stationery pack ready for day 1 term 1.

Additional items may be requested by class teachers (e.g. tissues) and specific class information will be distributed at the start of each year.

1. Library Trust Fund

This fund is established to support the operations of the school library including the purchasing of resources and equipment. Donations to the School Library Trust Fund are tax deductible.

We encourage you to consider supporting our School Library Trust Fund as a voluntary contribution and investment in the future of our children and the Kingscliff community.

2. TAX – Parent Information

The Tax Office has prepared, specifically for schools, some frequently asked questions and answers. These questions and answers can be found on the Tax Office website by following the link below.

<http://ato.gov.au>

3. Education Tax Refunds – Don't forget to claim

How do I claim the Education Tax Refund?

- In your tax return.
- If you use a tax agent, make sure you ask them to claim for you.

The Education Tax Refund lets you claim a percentage of eligible education expenses for school children. **Remember, you need to keep all receipts for expenses you claim.**



School Uniform

Unisex Uniform

- Shirt: Light blue polo style with collar featuring wave design in royal, light blue and gold. The shirt has the school 'flash' on the left chest.
- Shorts: Royal blue in a special microfibre material with elastic waist and zip pocket. The shorts have the school 'flash' just above the hemline.
- Socks: Short white socks.
- Shoes: Joggers or black shoe (Thongs and not allowed)
- Hat: Royal blue broad brimmed with school badge - available from school office.



Optional for girls

- Skirt: Royal blue in crestaron fabric with two action pleats. The skirt has the school 'flash' above the hemline.

Winter uniform

Royal blue V-neck windcheater style with school 'flash' on chest.

Long pants:
Microfibre track pants.

There is no additional sports uniform.



Orders can be made through Mr Charles Uniforms.

www.mrcharles.com.au

Ph. 1800 810 182

Email: admin@mrcharles.com.au

Special Religious Education

Scripture classes take place each Monday afternoon. Based on information given on enrolment students are placed in scripture classes of their nominated faith groupings. Scripture classes are taken by approved representatives from local faith groups in our community. Those students who do not attend scripture faith groupings are supervised by Stage teaching staff during this time.

Sport

Sport is provided for children at K.P.S. in the following ways:

- Sport & Physical activity lessons. This involves teaching of basic skills, practice and the playing of games, and is part of curriculum requirements.
- Sports Carnivals – Swimming, Athletics and Cross Country. These carnivals lead to the selection of school teams to compete at District level and from there to Zone, Regional, State and National Competitions.
- State Knockout Competitions with entries in a variety of sports (pending coach and necessary numbers of students) in: PSSA (Primary School Sports Association) interschool sport.

Girls – Hockey, Netball, Soccer, Touch Football, Softball.

Boys - Hockey, Rugby League, Union, Soccer, Touch Football, Cricket, Softball.

District Selection Trials. Senior aged children have the opportunity to take part in these trials. At these trials teams are selected leading to representation in North Coast teams to play at State Carnivals.

Gala Days & Sport Clinics. The school takes part in various carnivals / gala days organised by the different sporting bodies in the Tweed area, to encourage participation in a range of sports.



Supervision of Children

a) Supervision of children commences at 8.30am.

All children must sit in the COLA area until supervision commences at 8.30am. Passive play is permitted between 8.30am and 8.57am when the first bell rings. Children then assemble for classes at 9.00am. School finishes at 3.00pm and all children must leave the school immediately unless going home on the bus. There are two areas of bus supervision - one accessing Orient St side and one for Sutherland St. No one leaves the bus areas until a teacher accompanies the children to the gate. The children become the responsibility of the bus company once they board the bus. Bus Rules and Safe Travel Code apply to all children traveling by bus. These are communicated on the bus application forms.



b) Fixed Equipment

Fixed equipment may only be used when a supervising teacher is present. Early Stage 1 and Stage 1 use the equipment during recess and lunchtime. Classes / stages can use the fixed equipment area at differing times, with supervision of their teachers.

c) Recess/Lunch

Children eat recess and lunch in classrooms, or other designated spaces, supervised by class teachers.

Students are supervised by the duty teacher in play areas, they wear a "high vis" orange vest on duty. Hats are to be worn for sun protection.

Supporting our Students

There are many services available to parents and school staff to assist with overcoming concerns. Difficulties and problems arise due to a variety of reasons - intellectual, emotional, social or physical. The school can offer help and it is imperative that any concerns parents may have are discussed openly with your child's teacher and Assistant Principal / Principal. It is important that this happens so that plans can be put in place to support / resolve any concerns.

Parents are invited to contact their child's teacher to arrange a mutually convenient time to discuss concerns and support plans. Participation in these meetings is essential and highly valued. Each teacher is supported by an Assistant Principal who is also available to assist in discussing possible support options, referral processes, future planning and the ongoing monitoring of these plans.

If need be the school can call upon the services of a number of specialist services and agencies to assist. Some of these are:

- School Counsellor
- Learning and Support Teacher
- Applications for Support Funding for Students with identified needs
- Community Health Services and Department of Family & Community Services
- School Chaplain Programs

Visitors/Helpers

Parents, Visitors and Helpers are required to sign in and out and collect a lanyard from the office. This is an audit and WH&S requirement.

Appendix A

For your Information

Common Infectious Diseases of Childhood

<i>Disease</i>	<i>Patients Exclusion Period</i>
<i>Chicken Pox</i>	<i>Exclude for first 7 days after the first spots appear</i>
<i>Conjunctivitis</i>	<i>Should not attend until eye discharge stops.</i>
<i>Diarrhoea</i>	<i>Should not attend until condition stops.</i>
<i>Diphtheria</i>	<i>Should not attend until medical certificate of recovery issued after a least 2 negative throat swabs.</i>
<i>Glandular Fever</i>	<i>May attend school.</i>
<i>German Measles (Rubella)</i>	<i>Exclude for 5 days from appearance of the rash</i>
<i>Hepatitis A</i>	<i>Should not attend until medical certificate of recovery.</i>
<i>Hepatitis B</i>	<i>May attend school</i>
<i>Hepatitis C</i>	<i>May attend school</i>
<i>HIV</i>	<i>May attend school</i>
<i>Measles</i>	<i>Exclude for 5 days from appearance of the rash or until medical certificate of recovery is produced.</i>
<i>Meningitis (bacterial)</i>	<i>Should not attend until well.</i>
<i>Mumps</i>	<i>Exclude for 9 days from the onset of swelling</i>
<i>Pediculosis (Lice)</i>	<i>Should not attend until day after treatment has started.</i>
<i>Poliomyelitis</i>	<i>Should not attend for at least 14 days from onset and readmit on medical certificate of recovery.</i>
<i>Ringworm</i>	<i>Should not attend until day after treatment has started.</i>

<i>Reubella German Measles</i>	<i>Should not attend until fully recovered or for at least 4 days after the onset of the rash.</i>
<i>Scabies</i>	<i>Should not attend until after treatment has started.</i>
<i>Streptococcal Infections including Scarlet Fever</i>	<i>Should not attend for 24 hours after starting antibiotic treatment and the student feels well.</i>
<i>Tuberculosis</i>	<i>Should not attend until production of a medical certificate.</i>
<i>Typhoid and Paratyphoid Fever</i>	<i>Should not attend until production of a medical certificate.</i>
<i>Whooping Cough</i>	<i>Should not attend for 5 days after starting antibiotic treatment.</i>

