Welcome to
Largs Public School

Dear Parents / Carers

Largs Public School is a dynamic small school with dedicated staff that caters for the education, welfare and development of 109 students from Kindergarten to Year 6. Largs Public School is located in a rural area on the northern outskirts of Maitland. It has a proud history, being established in 1838, it is the oldest school still in operation in NSW.

We provide a caring family environment with strong parent involvement. Our school mission is to provide all students with a well-balanced education within a happy and safe learning environment where they learn respect for themselves and others.

Our school welfare program is based around our values of Respect, Responsibility, Fairness and Safety. We aim to develop students who are resilient, responsible citizens, with the necessary skills to meet the challenges of the future.

Literacy and Numeracy programs are coordinated throughout the school, providing support and extension as needed. Although a small school, children are provided with many opportunities to interact with other schools through sporting programs and carnivals, creative arts performances, debating, computer technology, programs for gifted students and transition programs for Kindergarten and High School. There is regular reporting to parents.

The staff at Largs Public School look forward to working with you to ensure the best educational outcomes for your children. As Principal I am available to discuss any concerns that may arise regarding the education of your child.

Sharon Palmer
Principal
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1. **School Information**

1.1 **School Personnel**

- **Mrs Sharon Palmer** Teaching Principal
- **Mrs Margaret Plain** Classroom Teacher
- **Mrs Pam McAlister** Classroom Teacher
- **Mrs Rachel Leary** Classroom Teacher
- **Miss Jade Sharp** Classroom Teacher
- **Ms Alysha Tully** Part Time Classroom Teacher
- **Mrs Lyn Bellamy** Library / Release Teacher
- **Mrs Leonie Hollins** School Administration Manager
- **Mrs Alison Mahony** School Administration Officer
- **Mr Peter Brennan** General Assistant
- **Mrs Joan Cox** Cleaner

1.2 **School Contact Details**

Postal Address: 1 - 5 Hunter Street, Largs NSW 2320

Telephone: 4930 1494

Facsimile: 4930 1843

Email: largs-p.school@det.nsw.edu.au

1.3 **School Profile**

Largs Public School is a dynamic small school with a current enrolment of 109 students. The students are grouped into five classes, K, 1-2, 2-3, 3-4 and 5-6. Students are able to make maximum use of all resources, including computers, digital camera and interactive whiteboards to achieve in all areas of the school curriculum. The school has extensive grounds with a well-equipped play area for students.

1.4 **School Hours**

- School Commences: 9.00 am
- Lunch Break: 11.00 am to 11.35 am
- Afternoon Break: 1.10 pm to 1.45 pm
- School Finishes: 2.55 pm

Parents are asked not to allow their children to come to school before 8.30 am. Before this time, no staff members are officially on duty at school and supervision is not available.

1.5 **Voluntary Contributions and Donations**

At the beginning of each school year, the school purchases relevant work books for student use. Students are invoiced for these books when they start to use them and an account sent home. For anyone finding it difficult to pay in a lump sum, the school is happy for parents to make weekly payments up until the end of March. A voluntary contribution of $5 per term is requested to cover costs associated with the school’s Visual Arts Program.
2. **School Aims**

2.1  **Mission Statement and Aims**

**OUR MISSION**

Is to provide children with:

- a happy learning environment
- a well balanced education
- a respect for themselves and others

**OUR AIM**

Students at Largs Public School will:

- Experience success in all aspects of the curriculum
- demonstrate tolerance and responsible student behaviour

2.2  **Student Welfare and Discipline**

The Student Welfare Policy is based on the idea that students should increasingly take responsibility for their own behaviour, their own learning and their school community.
3. **General Information – A to Z**

3.1 **Assemblies**

Staff and students gather for a brief assembly each morning under the COLA. Brief messages and reminders are given at the morning assembly.

Each Friday morning the whole school has an assembly from 9.00 am to 9.30 am to which parents are invited. At this assembly merit awards are presented, student achievements are shared and celebrated and Captains reports given.

3.2 **Book club**

Children have the opportunity of purchasing good books at reasonable prices through the Scholastic Book club. Order forms are usually sent home twice a term. Orders and money should be returned to Mrs Hollins by the due date.

3.3 **Canteen**

The school canteen operates on Friday and is staffed by parent volunteers. Parents share the organisational responsibilities.

A Canteen Committee is responsible for the management of the canteen. It is a sub-committee of the P & C Association.

The purpose of our canteen is to provide the children with wholesome lunches at a reasonable price. The children place their lunch bags, with their name, class and order on it, into the locked box in the canteen each Friday morning. Money should be in the bag. Lunch bags can be obtained from the canteen at a cost of 10c. A canteen price list goes home regularly during the year.

If you would like to assist by working on the canteen roster, please contact the school and we will pass on your name.

3.4 **Fruit Break**

Each day at approximately 9.15 am, after fitness, children are given a short fruit and water break. Only fresh, dried or tinned fruit is allowed. No yoghurts, fruit sticks etc…

3.5 **Clothing Pool**

We have a small clothing pool of school uniforms. Items may be purchased for $2.00 or any reasonable donation.

3.6 **Enrolment**

Children are eligible to enrol in Kindergarten if they turn five years of age by 31st July that year. An enrolment application form must be completed. Evidence of the child’s name, date of birth and immunisation status must be provided before an enrolment can be accepted. Orientation days are provided in Term 4 for the next year’s Kindergarten Students.

Students in other grades may enrol at any time during the year. Children out of zone are requested to fill in appropriate paperwork and are welcome if there are places in the relevant classes.
3.7 **Labels**

Every item of clothing, each lunch box and drink container should be clearly marked with the child’s name. Therefore property that is misplaced or lost can be returned to the owners.

3.8 **Newsletter**

A school newsletter is published every Monday. It is sent home with the eldest child in the family attending our school. If you do not receive a newsletter, a copy can be obtained from the school office or is now available on the school’s website. It can be accessed at [www.largs-p.schools.nsw.edu.au](http://www.largs-p.schools.nsw.edu.au)

The purpose of the newsletter is to provide parents with knowledge and information, details of school events and the dates of special functions.

Non profit community groups are welcome to use the newsletter for messages to parents regarding children’s activities. All other businesses are required to pay $5 per advertisement.

3.9 **School Banking**

School banking is available through the Commonwealth Bank. Children need to bring their money to school on Monday mornings.

Should students wish to commence banking, the required form is available from the office.

3.10 **School Uniform**

**Boys’ Summer Uniform:** Gold polo shirt, navy shorts, navy socks and black shoes. No skate shoes

**Girls’ Summer Uniform:** Blue, lemon and white check "A" line style dress with pan collar and zip pockets, white socks and black shoes. Navy blue shorts, or shorts, worn with a gold polo shirt can also be worn. The summer tunic is available from the office, prices starting from $32.

**Winter Uniform for Boys and Girls:** Navy blue tracksuit worn with gold polo shirt and black shoes.

**Boys’ Sports Uniform:** Navy blue shorts with navy & gold panelled polo shirt.

**Girls’ Sports Uniform:** Navy blue pleated sports skirt with navy pants worn underneath and navy & gold panelled sports shirt. Navy shorts are an alternative.

Boys navy shorts may be purchased from Lowes or other department stores. Gold polo shirts ($15.00) and navy & gold panned polo shirts ($21.00) are available from the office.

**School Badges:** May be purchased from the school office at a cost of $5.00

**Hats:** In line with the School’s Sun Safe Policy hats must be worn at all times when outside. Hats should be navy blue and of the type that give shade to the neck and ears. Hats with the school name on them may be purchased from the office at a cost of $14.00 (ALL CLOTHING PRICES ARE SUBJECT TO CHANGE)
3.11 Absences

Please contact the school if students are going to be absent for 3 days or more. It is a requirement of the Department of Education and Training that parents provide a written explanation of a full or partial day absence of a child within 10 days. These notes are signed and dated by the class teacher and kept on record in the school.

Verbal messages should be followed by a note.

Please see the office if your child is going to be absent for 5 days or more to fill out an exemption from school form.

All students arriving to school late or leaving early must be signed in or out at the school office.

3.12 Student Requirements

Students will need the following at school:-

- A painting shirt (an old shirt of a parent is fine).
- A library bag - about 30 cm x 45 cm.
- A school bag.
- A lunch box and drink bottle.
- A sun safe hat.
- A handkerchief or tissues.

All these items should be clearly marked with the student’s name.

3.13 Payment of Monies

From time to time, students may need to bring money to school. This may be to pay for excursions, sport, book club and the like. Money should be put in an envelope with the student’s name on it and what the money is for and placed in the locked box provided on the counter in the school office.

4. Health and Safety

4.1 Health Requirements

Where possible, students should have a thorough sight and hearing check before coming to school. Experience shows that many students who fail to do well at school, do not achieve because they cannot see or hear properly. By the time the problem has been picked up, valuable learning time has been lost.

We also request that long hair is tied back at all times to try and prevent the spread of head lice.

It is a government requirement that documented evidence of the immunisation status of children be given to the school before enrolment into Kindergarten.

On the next page are Department of Health Guidelines for exclusion periods for infectious diseases. If parents are in any doubt on health related issues, it is best to contact the family’s doctor or the Department of Health.
Health Guidelines

The recommended minimum periods of exclusion from school for communicable disease cases and contacts are as follows:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Cases</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude for at least 5 days after the first spots appear or when blisters have all crusted.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>(Varicella)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German Measles</td>
<td>Exclude until fully recovered. <em>Minimum exclusion 4 days after rash appears</em></td>
<td>Not excluded. Vaccine Preventable.</td>
</tr>
<tr>
<td>(Rubella)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td><em>Minimum exclusion 4 days after rash appears</em></td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Excluded until fully recovered. <em>Minimum exclusion 9 days after swelling occurs</em></td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, Scabies</td>
<td>Re-admit when appropriate treatment has commenced.</td>
<td>Class contacts should be inspected for any signs.</td>
</tr>
<tr>
<td>Headlice (Pediculosis)</td>
<td>Re-admit when treatment with anti-lice lotion or shampoo has been undertaken.</td>
<td>Sibling contacts may require treatment.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Child should be kept at home for 14 days from start of illness or until they have had 5 days of a 10 day course of antibiotics.</td>
<td>Not excluded Vaccine preventable</td>
</tr>
<tr>
<td>(Pertussis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trachoma Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Give plenty of fluids - not fizzy. Keep child at home until diarrhoea has stopped.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>It is not necessary to keep your child home but some children with glandular fever are too sick to attend school.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>(Infectious Mononucleosis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>Exclude until child has recovered usually 7 days from the first signs of jaundice.</td>
<td>Not excluded. Only family contacts are recommended to have injections to protect them.</td>
</tr>
<tr>
<td>(Viral Hepatitis Type A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>If the sores are properly covered by a clean dressing, children are allowed to attend school. If not covered and are on exposed parts of the body (scalp, face, hands, legs) then exclusion is necessary.</td>
<td>Only exclude if sores are not covered.</td>
</tr>
</tbody>
</table>
4.2 Medication

It is not recommended that medicine be given at school. It is best not to send a sick child to school as they may infect others. If your child does require medication at school a permission form needs to be filled in at the office.

4.3 Safety

The school conducts lessons on Student Safety as part of its P.E Programs. It is important that parents also teach their children about:

- **Street Sense** - crossing the road, using pedestrian crossings and the like.
- **Bus Safety** - sitting on the bus, sensible behaviour getting on and off buses and the like.
- **Bicycle Safety** - road rules, wearing helmets and the like.

4.4 Discipline

Children are encouraged to be responsible for their own behaviour at all times. Consequences for behaviour choices are regularly discussed in class and in peer groups. Parents will be informed if a child continues to make bad behaviour choices, if they intentionally hurt another child or if they are disrespectful to an adult.

Good behaviour choices are encouraged through praise, rewards and recognition.

4.5 Accidents

In case of sudden illness or accident at school, parents will be contacted. If the school cannot reach a parent, an emergency contact person will be called. This could be a relative or friend. Please keep this information up to date and include mobile numbers.

4.6 Medical Conditions

Any medical conditions that may affect a student at school, should be included on the enrolment form. Please inform the school of any special requirements your child may have. It is important that teachers are kept up to date with information of this sort so they can care for students and help them make the most of opportunities. An individual health care plan will also be completed.

4.8 Smoking

ALL Government Schools are NO SMOKING zones!
5. **The School Curriculum**

5.1 **Key Learning Areas**

The Key Learning Areas (KLA's) are the syllabus subjects, which students learn at school.

- **English** - includes listening, talking, reading and writing.
- **Mathematics** - includes the areas of space, geometry, measurement, number, data patterns and algebra.
- **Science and Technology** - includes study of the environment, both man made and natural, by investigating, designing, making and using technology.
- **Human Society and its Environment** - includes the study of relationships between people and cultures and has a focus on civics and citizenship.
- **Personal Development, Health and Physical Education** - includes development of fitness, sport skills, social responsibility and self esteem.
- **Creative and Practical Arts** - includes music, dance, art and craft.

5.2 **Special Programs**

To support students in their Key Learning Areas, the school has a number of programs.

- **Peer Support Programs** - Children are placed in K – 6 groups for various activities including sports skills, thematic days and our stop bullying program based on values.
- **Sport** - Sport is held each Monday. Activities include sport skills, tabloid activities, athletics, gymnastics and swimming. Older children are given the opportunity to participate in PSSA sports. We hold our own Athletics and Swim Carnivals. Children are divided into house teams, Paterson, Williams and Hunter, to encourage interschool competition and teamwork.
- **Information Technology** - The school is keen to ensure that students have ready access to the latest technology to support their learning. Students presently have access to 30 computers in the five classrooms and library, CD players, digital video, digital cameras, 4 Smart Boards and data projectors. A wide variety of software is used by students to reinforce basic skills and publish their work. Senior children are issued with their own email address.
- **Visual Arts Program** - In Term 4 each year, the school has a Visual Arts Program, which utilises the talents and expertise of parents as well as teachers, to develop and extend student experiences and skills.
- **Cultural Growth** - Children are given the opportunity to participate in Star Struck, Maitland Performing Arts Presentation and various reputable competitions. Visiting groups such as Musica Viva and the Hunter Life Education Program provide enrichment for students and also support school programs.
- **Excursions** - Excursions are organised each year to support the work students are doing in the Key Learning Areas and to extend the experiences of students. An overnight excursion is planned annually for children in Years 3, 4, 5 and 6.
Links with other schools - students are able to join in with students of other small schools on a regular basis to provide the same opportunities available to larger schools eg. PSSA sporting teams, visiting performances, debating, gifted and talented education and cultural days.

5.3 Library

The library is available each Wednesday to all children for borrowing books. Your child will need a library bag to protect the books borrowed. A library bag is a material drawstring bag, approximately 30 cm x 45 cm. Please label clearly.

5.4 Scripture

Scripture lessons are provided for all students each Friday. At present, scripture is provided through the Anglican church and is a combined group. All children attend scripture, unless a written request to not participate is provided by parents.

5.5 Sun Safe Policy

All students must wear a hat for outdoor play and activities. A hat with a wide brim is required as this protects the student better. Children without a suitable hat must stay in the shade or the weather shed at recess and lunch time.

5.6 Homework Policy

Homework is seen as a means of developing the home/school partnership in student learning. Homework helps students revise and consolidate work being covered at school. Homework helps students develop good study habits for High School and future work.

Parents can help with homework by:

- asking about it
- taking an interest in work and pride in achievement
- assisting with home arrangements - the provision of a quiet place, writing facilities and assisting with a study time table
- asking if there are difficulties and following up to see if these have been subsequently overcome
- requesting assistance from school for work to be supplied if your child is absent for some time
- speaking positively about school, its role and the importance of your child’s formal education.
6. Reporting to Parents

6.1 Reporting on Student Progress

Work sample booklets go home at the end of each term showcasing the work your child has covered that term. The school also reports to parents about student progress each term by the following means:

Term 1: Parent/teacher chats which outline class requirements and the work that will be covered during the year.

Term 2: Reports K - 6, K - 6 Parent / teacher interviews.

Term 4: Written reports with the opportunity for an interview if requested. Portfolios.

6.2 Appointments

During the year there may be occasions when parents wish to discuss their children or their work, other than those outlined above. Parents are welcome to ring the school or write a note requesting an appointment. Teachers are interested in each child’s progress and welcome discussions that will help them understand and help the students in their care.

6.3 Parent, Grandparents and Community helper involvement.

Parent, Grandparent and Community assistance is welcomed at our school. Research indicates that parent interest and involvement in their child’s education leads to involved and happy students.

Parents help at Largs Public School with:

- Excursions
- Sports Activities
- Visual Arts Groups
- Social and Community Events
- Class Activities
- Canteen
- Working Bees
- Old Bush School
- Fundraising
- Listening to children read

7. School Organisation

7.1 The school office is in the administration block. Mrs Leonie Hollins is the School Administration Manager. She is at our school every day. She is assisted 1 day per week by Mrs Alison Mahony. Any money, notes, school banking or general enquiries should go to the office.

7.2 Parent and Citizens Association (P & C)

The P & C Association allows parents to share a common interest in the education of their children and to supplement the school’s resources by raising funds for extra books and equipment. The P & C also organises a number of social activities for families.

The P & C Association has monthly meetings which are usually held at 7.00 pm on the 1st Tuesday of every month in the school library. Dates will be advertised in the school newsletter. All parents are encouraged to become financial members of the Largs P & C Association. The membership fee is only $1.00 per year.