Welcome to Lurnea Public School. This handbook has been prepared to introduce you to our school and to assist you and your child with the "settling in" process.

Lurnea Public School has a proud tradition of teaching children to be safe and respectful learners in a positive environment. The school has many achievements in sport and performing arts and is fast becoming a contemporary school of excellence in innovative teaching and learning methods using technology. Lurnea Public School recognises and develops the potential of each child in a happy and safe learning environment.

The school serves a dynamic and exceptionally supportive community from diverse cultural backgrounds. Many specialised programs are offered to our 425 students, including a preschool dedicated for local children and a support unit to cater for children with unique learning needs.

We are fortunate to have deeply committed and experienced staff with outstanding qualifications and training. At our school we believe in welcoming everyone, regardless of background or situation, into our caring school community. We pride ourselves on being friendly, approachable and organised. Our goal is to continue to be on the cutting edge of education to ensure we are providing a world-class education to each and every student.

We value the relationship between home and school and look forward to working together with you to achieve the best possible outcomes for your child.

David Sim
Principal
SCHOOL DETAILS

Lurnea Public School
West and Reilly Streets
Lurnea NSW 2170

Tel:  9607 7002
Fax:  9608 4938
Email:  Lurnea-p.school@det.nsw.edu.au
Website:  www.lurnea-p.schools.nsw.edu.au

SCHOOL TIMES

Playground supervision is provided from 8.30 am.
The bell rings at 8.50 am for students to line up at the assembly area under the awning.
Parents are welcome to attend this assembly.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.50 am</td>
<td>Morning Assembly</td>
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<tr>
<td>9.00 am</td>
<td>Classes commence</td>
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<tr>
<td>11.00 am</td>
<td>Lunch</td>
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<td>11.50 am</td>
<td>Classes resume</td>
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<tr>
<td>1.30 pm</td>
<td>Recess</td>
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<tr>
<td>1.50 pm</td>
<td>Classes resume</td>
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<tr>
<td>3.00 pm</td>
<td>Home time</td>
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</tbody>
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2012
SCHOOL TERM DATES

Term 1  Friday, 27 January to Thursday, 5 April
Term 2  Monday, 23 April to Friday, 29 June
Term 3  Monday, 16 July to Friday, 21 September
Term 4  Monday, 8 October to Friday, 21 December

The first day of Terms 1, 2 and 3 and the last two days of Term 4 are staff development days.
Students do not attend on these days.
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1. **ABSENCES**

If your child is absent from school, you should send a note to explain the reason for the absence to the teacher. The school provides a book of absence notes that you simply need to fill in, however, if you prefer to write your own note please do so. Absence note books are available from the school office.

An absence of more than two consecutive days requires a doctor’s certificate. If your child is likely to be away for a long period, please advise the school by telephone.

2. **ASSEMBLIES**

A brief whole school assembly is held every morning to read out important messages for the students. Parents are welcome to attend this and are requested to please stand at the back of the assembly, as young children are easily distracted when they see mum or dad.

Regular stage assemblies and special assemblies take place during school time. You will be advised in writing when you are invited to attend these.

3. **ASSESSMENT AND REPORTING**

Assessment of students is ongoing throughout the year. If there are any concerns in regard to your child’s progress you will be contacted by their class teacher.

Student reports are issued twice a year, at the end of Term 2 and at the end of Term 4. Parent interviews are held at the end of Term 2/beginning of Term 3.

4. **BICYCLES**

Children must wear helmets whilst travelling to and from school on bikes. When they arrive at school, the children must walk their bike to the bike rack and lock it. No riding of bikes is permitted on school grounds.

The school accepts no responsibility for the safety and security of the bikes whilst at school.

5. **BOOK CLUB**

A Book Club is run by our School Librarian giving parents the opportunity to purchase quality books at reasonable prices. A brochure will be sent home approximately every six weeks.
6. BUS PASSES

Students in Kindergarten, Year 1 and Year 2 are eligible for a free bus pass. Children in Years 3 to 6 who live on a bus route outside 1.6 km radius from the school are also entitled to a free bus pass.

Application forms are available from the school office. Passes will be handed out to students as soon as they are received from the company involved. If your child loses a bus pass, please apply to the bus company for a new one. Our friendly office staff can assist you further.

7. CANTEEN

The school operates a canteen four days a week. It is closed every Tuesday. Please supply your child with their lunch on this day. Lunch orders can be placed in person at the canteen before 9.00 am or sent into school written on the front of an envelope or paper lunch bag with your child’s name and class and the correct money enclosed. A current price list is included at the back of this information book. Updated lists are sent home with students as required.

Throughout the year there will be ‘special days’, such as sausage sizzle and chicken burger days. A note will be sent home to let you know when these are on.

8. CHANGE OF ROUTINE

If there is a need to change your child’s usual pick up routine, e.g. someone else will be collecting them or your are running late, please let the school know in advance so that there will be no confusion or risk of your child becoming upset at home time.

9. COMMUNICATION

The School website has up to date information on what is happening at school including the school newsletter, calendar of events, school photos and much more to keep parents informed. In addition, there are notes that are sent home to give further details of school events, excursions, etc. Please check your child’s bag so that you don’t miss any important news.

If your child is sick and absent from school, when they return you are welcome to check with the school office for any missed notes.
10. CONTACTING THE CLASS TEACHER

If you wish to speak to your child’s class teacher, please request an interview at a mutually convenient time. Alternatively, you may request that a teacher phone you during his/her break time. These requests can be made through the school office.

11. CUSTODY

The Principal should be kept fully informed of any legal custody matters relating to your child. This will help us avoid problems of unauthorised access.

12. CURRICULUM

Every student is provided with experiences in six Key Learning Areas in keeping with their development:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment
- Creative and Practical Arts
- Personal Development, Health and Physical Education

The school also provides opportunities for students to participate in public speaking, debating and performing arts including choir and dance group. Students perform at a number of venues throughout the year.

13. EMERGENCY CONTACT

Please let us know of any change to your address or phone numbers. This information needs to be up to date in case of an emergency regarding your child.

14. EXCURSIONS

Excursions are of great benefit in widening a child’s experience and are an important part of our educational programs.

You will be informed of the details, including costs, in advance and will be required to sign and return a Permission Note to school. No child is permitted to participate in an excursion without the written consent of parents.
15. **HEALTH ISSUES**

Any special health care (precautions, allergies, etc.) and any infection or disability (asthma, diabetes, hearing condition, etc.) should be notified as soon as it is diagnosed.

**Common childhood diseases and skin conditions which exclude children from school**

- **Chicken Pox** Exclude for at least (5) days after rash first appears and until the blisters has all scabbed over.
- **Measles** Exclude for four (4) days from the appearance of the rash.
- **German Measles** Exclude for four (4) days from the appearance of the rash.
- **Mumps** Exclude for nine (9) days from the onset of the swelling.
- **Ringworm** Exclude until the day after fungal treatment is begun.
- **Impetigo** Exclude until treatment starts. Sores should be covered with a water-tight dressing.
- **Whooping Cough** Exclude until the first five (5) days of a special antibiotic have been taken.
- **Conjunctivitis** Exclude from school until the eye is completely clear of discharge.
- **Meningococcal Disease** Seek Medical help immediately; patient will need hospital treatment.
- **Hepatitis A** Exclude for two (2) weeks after first symptoms or one (1) week after onset of jaundice.
- **Scarlet Fever** Exclude until at least 24 hours of treatment has begun and the child is feeling better.
- **Head Lice** Children are not excluded from school as long as head lice management is ongoing.

16. **LATE ARRIVALS**

All students who arrive after 9.00 am must be signed in by a parent or carer at the school office. A late pass will be issued which must be handed to the classroom teacher.
17. LEAVING EARLY

If you wish to pick your child up early from school, you should report to the school office to sign for an Early Leavers pass. This pass is then given to the class teacher when you collect your child from the classroom.

18. LOST PROPERTY

Lost property is held in the foyer of ‘R’ Block, near the Assistant Principal’s office. Parents are welcome to inspect lost property for any misplaced items.

Please mark your child’s name clearly on all items so that if they do lose something, it can be immediately returned to them.

19. MEDICINES

No class teacher is permitted to administer medicines of any description. All medicines must be taken to the school office and parents/carers are required to complete a permission form before medicine can be administered to a student. Medicines must not be left in school bags or the classroom.

20. MONEY COLLECTION

Payment for school excursions, cultural performances, fundraising, etc should be placed in the appropriate envelope and posted in the money collection box at the school office before 10 am.

Teachers will not be held responsible for any money that students lose.

21. PARENT HELPERS

We value the contribution of parent helpers in our school. If you have some spare time and wish to assist in the classroom, please speak to your child’s teacher. Notes are sent home when volunteers are required for special projects.
22. PHOTO PERMISSION

From time to time the school has the opportunity to promote the achievements of students and its programs to the wider community through the school newsletter, webpage, posters, brochures, shopping centre displays and the media. This may involve either the use of students’ work or their photograph.

If you do not wish either your child’s photo or work to be used for this purpose, please notify the school as soon as possible.

23. PARKING

The school car parks are for staff parking only. Please do not drive into the car parks to drop your child off or pick them up. Children should not walk through the car parks at any time.

Please observe the ‘no parking’ zones adjacent to the pedestrian crossings outside of the school, for the protection of all our students. The speed limit is 40kph on the roads surrounding our school during the morning and afternoon periods.

24. P&C ASSOCIATION

The Parents and Citizens Association is an active group of dedicated parents who work tirelessly to support the students of our school. They meet on a monthly basis and you will receive a note of the meeting time and venue. They would love you to come along for a chat, a cup of coffee and to find out more about what is happening at school.

25. PLAYGROUND SUPERVISION

The school playground is supervised by a teacher on duty each morning from 8.30am until the bell sounds at 8.50am.

26. SCHOOL BANKING

Lurnea Public School is involved in the Commonwealth School Banking Program. Students who have a Dollarmites Account with the Commonwealth can do their banking at school each week. If you are interested in your child participating in the program but they do not have a Dollarmites account, you can ask at the school office for an Information Pack which includes an application form that you can fill in and return to school.
27. SCHOOL CONTRIBUTIONS

The P&C set the School contribution at $50 per family. The school relies heavily on this voluntary contribution to supplement the school finances and every dollar raised is spent on resources for your children. Your support of the school contribution is greatly appreciated.

28. SCRIPTURE

Religious instruction is provided each Wednesday by a group of volunteers from the Catholic, Anglican and Muslim churches. Your child will attend the scripture group indicated on their enrolment form. You can change this at any time by contacting the school office.

29. SICK STUDENTS

If your child is sick, the best place for them is at home with your personal attention. When children become sick at school, they either recover quickly after a short time in sick bay or parents are contacted to collect them from school. The emergency contact number which you provide is essential for your own peace of mind and your child’s well being.

30. SMOKING POLICY

Smoking is not permitted on school grounds at any time.

31. SPORT

Lurnea Public School is a member of the Liverpool Zone Primary School Sports Association (PSSA) and joins other schools in the district for interschool competitions in summer and winter sports. The sports include t-ball, softball, cricket, newcombeball, soccer, rugby league and netball. Try-outs for these teams are held for Years 3-6 students each season.

Students not participating in PSSA sports participate in a skills based program and games at school.
There are three Sports Carnivals each year – Swimming, Cross Country and Athletics. Parents are always invited to come along and support their children on these days. Selected students will go on to represent the school at Zone, District and State levels.

Your child will be allocated a Sporting House on enrolment. They may wear their relevant colours at any of the sporting carnivals. These are:

- **BLAXLAND** Blue
- **LAWSON** Green
- **MACQUARIE** Yellow
- **WENTWORTH** Red

### 32. STUDENT REPRESENTATIVE COUNCIL

Each class from Years 3 to 6 has a representative on the Student Representative Council (SRC). The School Captains and Vic Captains are also on the Council. The main function of the Council is to provide an opportunity for students to express their views on school matters.

### 33. STUDENT WELFARE

Lurnea Public School is committed to providing a safe and caring environment which enables students to enjoy learning to the best of their ability.

A copy of the School Discipline Level system is included in this information booklet.

### 34. SUN SAFE

Children are required to wear a school hat with a flap throughout the year when they are in the playground. Our policy is NO HAT, PLAY UNDER AN AWNING.

### 35. VALUABLES

Children should not bring expensive toys, watches, scooters, skateboards or other valuable items to school. No responsibility can be taken for theft or damage to these items.
**36. **UNIFORM

Our School P&C supports the wearing of the school uniform by all students.

| SUMMER | GIRLS | Green and white check dress, OR
|        |       | Green skorts and green polo shirt with school emblem
|        |       | White socks
|        |       | Black shoes
| BOYS   |       | Green polo shirt with school emblem
|        |       | Grey shorts
|        |       | Grey socks
|        |       | Black shoes

| WINTER | GIRLS/BOYS | Green polo shirt with school emblem
|        |            | Green sloppy joe with school emblem
|        |            | Green track pants
|        |            | White socks (girls), grey socks (boys)
|        |            | Black shoes
|        |            | School jacket (optional)

| SPORT  | GIRLS | Green skorts
|        |       | Green polo shirt with school emblem
|        |       | White socks
|        |       | White or black runners
| BOYS   |       | Green sport shorts
|        |       | Green polo shirt with school emblem
|        |       | Grey socks
|        |       | White or black runners

| SUMMER/WINTER/SPORT | GREEN SCHOOL HAT |

A copy of the full uniform price list is at the back of this book. The uniform shop is located in Block ‘E’ and is open:

- **Monday**: 8.30 am to 9.00 am
  
- **3.00 pm to 3.30 pm**
  
- **Wednesday**: 8.30 am to 9.00 am