

Greta Public School

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School
Enrolment
Information
Booklet

2018 - 2019



Principal

Mrs
Sharon
Morris



**We develop respectful and responsible citizens
who give their personal best.**

WELCOME TO GRETA PUBLIC SCHOOL

Greta Public School is part of the Maitland area in the Hunter Region.

Our school is well equipped and offers full educational facilities from Kindergarten to Year 6. We are part of the Rutherford Learning Community, encompassing Rutherford Technology High School, Greta Public School, Branxton Public School, Lochinvar Public School, Rutherford Public School, Gillieston Heights Public School and Telarah Public School.

This booklet has been compiled to provide you with information about the school and to answer some of the questions which may arise from time to time.

PRINCIPAL'S MESSAGE

Greta Public School is an inclusive, vibrant school community and our mission is to provide the best educational outcomes for all children. The school offers a wealth of opportunities for students across a range of areas. These include academic pursuits, sporting opportunities, performing arts experiences, social and cultural events, leadership opportunities, the development of Science Technology Engineering and Mathematics (STEM) skills and environmental sustainability projects.

We are a Positive Behaviour for Learning (PBL) school and we have collectively chosen to focus on the values and expectations of respect, responsibility and personal best. Our totem, the Greta Gecko, reminds all students to commit to our PBL values. From the moment you step into our school you will be greeted by friendly, confident and caring students and passionate, committed staff.

We are known for our strong community spirit, having served the Greta area since 1878. Many of our parents and grandparents are ex-students. Historic and modern buildings come together to enhance the delightful natural setting. Our association with families, local businesses and other educational organisations facilitates powerful community connections far beyond the school gate. The Parents and Citizens' Association (P&C) is an active and vital aspect of our school and supports us in many ways.

Greta Public School provides a rigorous curriculum, focusing on academic growth in literacy and numeracy where every student achieves their personal benchmarks. Social and emotional development is also a key focus.

Our aim is to establish, build and maintain respectful, collaborative relationships with parents/carers regarding their children's learning and wellbeing. A positive relationship between school and home promotes the best conditions for your children to learn and grow.

Welcome to our wonderful school. We look forward to getting to know you and your family.

Sharon Morris
Principal

For further information, school events and coloured copies of our latest newsletters, please visit our website: www.greta-p.schools.nsw.edu.au. Further information can also be found on our school Facebook page.

SCHOOL VISION STATEMENT

Greta Public School reflects its motto of 'Courage and Loyalty' through our commitment to giving each child every opportunity within a culture of growth, performance and wellbeing.

The school leadership team, classroom teachers and non-teaching staff focus on education across all areas of the curriculum in an inclusive, engaging and supportive learning environment. We all value the importance of our role in equipping our students to develop academic curiosity, learning skills for the 21st century, deep connections with our community and strong, supportive relationships.

We are committed to developing individual strengths, a love of learning and the capacity to achieve.

OUR SCHOOL

History

Greta Public School was established on this site in 1878 with the permanent brick building being erected. After many years operating with semi-permanent buildings the block of four classrooms was opened in 2001. Our school hall was completed in April 2010.

Facilities

Greta Public is a picturesque primary school located in a semi-rural environment within the Cessnock Shire of the Hunter Valley and is set in a pleasant environment with spacious grounds. The physical layout of the school is such that children have ample room at all times. The school has a hall and two outdoor shelters which are used for fortnightly assemblies and for visiting cultural performances which are held at the school on a regular basis. Greta Public School has a large, well equipped library which can be used for a range of activities. Our school is ISDN and fibre optic cable networked and all students have access to the internet through a secure network. All classrooms have an interactive whiteboard which greatly enhances learning in the school and students have access to Connected Classroom opportunities. A mobile bank of computer note books and iPads ensure that all students can access technology on a regular basis and enables the ongoing development of research and presentation skills. Classrooms are carpeted, well lit, have fans and are air-conditioned. A feature of the physical layout of the school is the Outdoor Learning Centre which includes the Heritage Walk.

The playground has a basketball court, netball courts, cricket nets, an oval area and two covered play areas. One of these areas has an extensive range of play equipment. There is also a sand pit which is very popular with our younger students. Another feature of our playground is the school veggie garden tended by a number of enthusiastic young gardeners.

OUR ACHIEVEMENTS

Arts

Creative and Practical Arts continue to be a focus area with students actively participating in programs both sourced externally and internally, using the expertise of teaching staff. Greta Public School has participated in a range of external performances such as Star Struck and the Hunter Dance Festival, with our students being commended on both their performance and their behaviour.

We offer our students access to visiting authors and illustrators, providing opportunities to extend different talents in our children.

Sport

Sport plays a significant role in the development of our children. Our students enjoy the various interactions that competition brings. In past years a number of our students have reached regional level in their chosen sport. Close links with our feeder high school, Rutherford Technology High School, provides students the chance to participate in Targeted Sports Programs and Gala Days.

Academic

We offer our students the opportunity to participate in a number of academic pursuits throughout the year. Some of these include the Newcastle Permanent Maths Competition, ICAS (International Competitions and Assessments for Schools) Testing, writing competitions and GATs open days at Rutherford Technology High. We continue to encourage high expectations and excellence from our students and staff.

Early Action For Success

Our school is an Early Action for Success (EAfS) school. This provides an extensive program of professional learning for our K-2 staff in the recording and analysis of student learning data, in the implementation of intervention programs to assist students in literacy and numeracy, and the enhancement of reflective practice to ensure continual improvement in student progress. An Instructional Leader currently implements EAfS at our school three days each week, provides support and mentoring for staff and leads the professional learning in this area.

BEHAVIOUR CODE FOR STUDENTS

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

Students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

RULES FOR STUDENTS

Our school has adopted the Positive Behaviour for Learning (PBL) program.

Expectations are explicitly taught to our students. These expectations are based on three core values – **RESPECT, RESPONSIBILITY AND PERSONAL BEST.**

We expect children to be respectful by:

- Showing 6L's
- Listening when others speak to us
- Talking in a calm and polite manner
- Allowing everyone to learn
- Caring for all property and equipment

We expect children to be responsible by:

- Following classroom rules
- Participating in all lessons
- Asking for help when needed
- Thinking about your choices
- Keeping yourself and other safe

We expect children to do their personal best by:

- Coming to school every day
- Being organised and prepared for the day
- Demonstrating quality work in all tasks
- Participating in all activities
- Being proud of our achievements
- Manners to visitors

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ANAPHYLAXIS

It is important that parents notify the school if their child has an allergy and is at risk of anaphylaxis. This notification should occur either at the time of enrolment, or if the student is already enrolled, as soon after diagnosis as possible. So that the support provided by the school is effective, it is important that a partnership is established between the parent and the school to share information and clarify expectations.

ART SHIRTS

It is an advantage for all pupils to have a shirt to protect their clothing during art and craft lessons. This may be specially made or an old shirt of a large size could be used.

ASSEMBLIES

At present, whole school assemblies are held fortnightly on Tuesday from 2.10 p.m. Parents are notified in the newsletter of the date of an assembly.

Parents and friends are most welcome to attend our assemblies and support their children.

ASTHMA

All children at Greta Public School who are known to have asthma are supported through asthma friendly policies and procedures. All children, staff and visitors can access Asthma First Aid in an emergency.

Parents/Carers must:

- provide an Asthma Care Plan, signed by the treating doctor
- provide their child's medication, clearly dated and in the original labelled container. A spacer and a mask must be supplied.
- alert office staff to any changes in their child's asthma.

Please note: An up-to-date Asthma Care Plan must be provided before a child can be included on either a day or overnight excursion.

ATTENDANCE

Attendance at school is a legal requirement. All students should attend Greta Public School from 9:00am to 3:00pm every day the school is open unless they have a valid reason. Valid reasons are usually sickness or medical appointments. All student absences must be explained. This can be done with a note, coming to the school and giving a verbal explanation, phoning the school or through the School App. This must be done within 7 days. If no explanation is provided, then an unexplained absence is automatically recorded. If your child is late to school, or leaves early they are marked with a partial absence. These also must be explained. Please ensure you sign your child in or out at the office. All attendance is monitored by the Home School Liaison Officer. We are required to send requests for explanations when there are a number of unexplained absences, including partial absences. When there are ongoing problems with attendance, the Department of Education may take legal action against the parents.

AWARDS

Merit Certificates are awarded to children in each class to celebrate achievement within all KLAS. After six small Merit Certificates, a large certificate is awarded. A Citizenship Certificate is awarded to a child in each class who displays appropriate behaviours and is a positive role model. These certificates are presented at whole school assemblies. Class Dojo awards are part of classroom practice K-6, which encourages children to earn Dojo points by demonstrating positive learning habits and responsible and respectful behaviour towards their peers and teachers in the classroom. Class Dojo is an interactive computer program with individual profiles complete with avatars for each child and helps create a positive and productive learning environment in the classroom. The fortnightly Dojo Award complements our Greta Gecko which is the playground award.

BUS TRAVEL

Two bus routes operate in Greta.

Parents need to notify staff about which days their child will be catching the bus to and from school. Staff should be informed in writing to any changes to an individual's routine. Please inquire at the Office for bus pass eligibility. Opal Cards for bus travel must be applied for online at transportnsw.info/school-students.

Student bus lists are checked daily. Students travelling home by bus of an afternoon are dismissed from classes to line up in bus lines at the front gate under the supervision of staff.

CHANGE OF PERSONAL DETAILS

It would be appreciated if parents could notify the school office and classroom teacher of any **change of personal details**, e.g. address, home or mobile phone number, change of emergency contact, and of any change in your child's medical conditions / allergies that we should know.

CLOTHING POOL

A small clothing pool is run by P&C, and operates out of the canteen. Items of school uniform can be purchased for minimal amounts of money. These items are clean and in good condition.

Greta Public School has a Uniform Shop based in the school canteen where new uniforms, hats, sports uniforms and jumpers may be purchased.

Uniform Shop opening times - **Tuesday** 8.30am to 9.00am **Friday** 8.30am to 9.00am

At other times order forms can be filled out and submitted and will be filled as soon as possible.

CONVEYANCE (Travel) SUBSIDY

Parents who live in N.S.W. and who have to take children 1.6 kilometres to school, or to the nearest bus pick up point by vehicle, are eligible for conveyance subsidy. Information for this subsidy can be obtained from the School Office and all applications are online.

CUSTODY OF CHILDREN

Where there are special court provisions relating to the custody of children, a copy of the arrangements must be given to the principal. If these arrangements change, it is vital that documentation is provided to the school as soon as possible.

DENTAL HEALTH

All children, from 0–17 years of age are eligible for free dental treatment. Appointments for dental assessments and treatment are available at Cessnock or Maitland Hospital. To access this service and make appointments please phone 1300651625.

Government Child Dental Scheme – Families may also be able to access dental services through the Government's "Child Dental Benefits Schedule".

ENROLMENT

Children are eligible to be enrolled in Kindergarten provided their 5th birthday occurs before 31st July in that year. Children seeking enrolment in any grade must live within the schools zoning area.

Each child needs to present the following to enrol:-

- Proof of age (birth certificate)
- Immunisation History Statement
- Evidence of Residential Address (rates notice, lease agreement, electricity bill)

It is a legal requirement by the Department of Education that we have the above information before your child is enrolled at school, or in the case of Immunisation Certificate as soon as the child has had their final injection.

EXCURSIONS

Throughout the year, excursions will be arranged for pupils of various classes. These may be for sporting activities or as part of the schools' programs. In all cases, they will be thoroughly planned and must have the approval of the Principal. Our K-2 classes generally undertake one or two single-day excursions. Students in Years 3-6 may participate in overnight excursions supporting themes of study within the classes.

EXCURSION/ACTIVITY NOTE POLICY

All excursion/activity notes have a date of when it is to be returned and any accompanying money. Unfortunately, we do not accept notes after this due date. If for some reason you require additional time to pay, please contact the school for assistance. We ask for your cooperation to make this procedure work and to avoid the disappointment of your child missing out on activities.

GUIDANCE FOR PARENTS

Parents should not hesitate to contact the school to seek guidance about their children's progress. Teachers are always willing to discuss matters affecting children as it is felt these discussions are of benefit to pupils, teachers and parents. Appointments can be made by contacting the office. Please respect the private lives of our teachers and contact them during school hours to make an appointment about school matters. Our school counsellor currently visits our school each Friday. The services of the school counsellor are available to parents and interviews may be arranged through the principal.

HOMEWORK

Kindergarten-Year 2 - In general, students are not expected to complete formal homework in Kindergarten. Students may be given books to read at home, sight words and numbers to learn, as appropriate. In Years 1 and 2 some formal homework may be set. For example, students might be asked to read and write, learn words for spelling and complete some mathematical activities.

Years 3-6 - Homework in Years 3-6 may be varied and students may be expected to work more independently. Students could be encouraged to read and practise mathematical concepts learnt at school. Other homework may also be set across different areas of the curriculum.

HOME/SCHOOL COMMUNICATION

Effective communication between school and home builds strong, trusting partnerships. There are both formal and informal ways we will communicate with you.

Formal

- **Interviews** – Parent interviews will be held in Term 1 for all students K-6. For Kindergarten families, it will be an opportunity to receive information regarding the Best Start assessment. For all other students it will serve as an exchange of information between the teacher and the parent/carer, as well as open discussion about how their child has settled into their new class.
- **Reports** - Children will receive written academic reports at the end of Terms 2 and 4. If you have any questions about this report, please make an appointment to see your child's teacher.
- **Newsletter** - The school newsletter will be published fortnightly as of Term 1, 2019. Newsletters are also published on the school website and school Facebook page.
- **Notes** - These will be sent home when activities are organised.

Informal

- **Special Events** - Throughout the year there are many occasions on which parents are invited to share special events with their children e.g. carnivals, concerts and special days. These occasions provide opportunities for friendly chats between teachers and parents which fosters positive relationships.
- **School App** - We have a Greta Public School App that is accessible through the App Store on your smart device. The App has many capabilities such as accessing the newsletter, sending in absence advice and viewing our calendar. The main use we have for our App is to send out up to the minute information if necessary. This may include time of arrival of buses returning from excursions, unforeseen changes to school arrangements and meeting reminders.
- **Facebook Page**

AUSTRALIAN IMMUNISATION REGISTER (AIR)

An AIR Immunisation History Statement or AIR Immunisation History Form is required from all new enrolments. Children can be vaccinated at any immunisation clinic or your family G.P. and statements will be issued by NSW Health in readiness for school. You can request an Immunisation History Statement at Medicare.

Free clinics are available for immunisation in the Hunter area. For more information on locations and times visit the Hunter New England Free Immunisation Clinic website.

Children who are not immunised will be excluded from school if any child is diagnosed with a communicable disease, to help prevent those children from contracting that disease.

INFECTIOUS DISEASES

From time to time schools are subjected to outbreaks of infectious diseases. If we have medically confirmed cases of such diseases you will be notified. If your child is affected with an infectious disease, please seek medical attention, adhere to the exclusion period given to you by your doctor and contact the school.

LEAVING THE PLAYGROUND

No child will be allowed to leave the school grounds unless accompanied by a teacher or parent/carer during school hours. Children must be signed out at the office if leaving early.

If children have a change of normal routine for going home such as not catching a bus, walking down the street, picked up by an alternative carer, etc. a note should be sent with the child or notification made by phone call to the office.

LIBRARY

The library is currently open at lunch times on Monday, Tuesday and Wednesday. Our librarian holds library lessons throughout the week. Children are encouraged to borrow and read books from the library. Books are borrowed for a one week period, and then returned and another borrowed. Help your child and regularly ask them to read their library book to you. If you find that your child does not borrow regularly, or does not take library books home, let their class teacher know so that we can both encourage this practice. Please provide a library bag to protect the books when they are taken home.

LOST PROPERTY

It is vital that all items of clothing are labelled with your child's name. This also applies to items such as lunch boxes, school bags and pencil cases. While every effort will be made to locate owners of lost property, the school cannot be responsible for any item lost.

LUNCH ORDERS

Our school canteen, affectionately known as the 'Snack Shack', currently operates from Wednesday to Friday each week during lunch and recess times. It is working towards implementing the *Healthy School Canteen Strategy* which focuses on improving student access to healthy food and drink choices which ultimately positively influence students' health and wellbeing.

Children may order lunches at school through the canteen, on the days it's in operation. Menus and price lists are updated regularly and communicated to the community. Children can place their orders before school, in the canteen, between 8.30am - 9.00am.

The canteen relies on volunteers to operate successfully and parents/carers are encouraged to assist if possible.

MEDICATION

Only medication prescribed by a doctor can be administered by staff at school. All medication that has to be administered to children during the school day must be administered by parents or a designated member of staff. Children cannot have medication in their bags or on their person. Medication slips are available from the office. You will need to provide information on dosage amount, administration time and prescription details from the prescribing doctor.

MEDICAL EMERGENCIES

Although every precaution is taken, accidents can still occur at school. In the event of a serious accident happening to your child, every effort will be made to contact you as soon as possible. Should we be unable to contact you or the alternative emergency contact, the Principal will decide whether an ambulance is to be called. Your advice on treatment for your child will be sought wherever practicable, but in cases of emergency the interests of your child will be our prime concern. We have ambulance cover for students.

MEDICAL CONDITIONS

If your child has a diagnosed medical condition, please inform the Principal so all staff can be made aware of your child's circumstances and needs. A Health Care Plan is required for long term medical conditions such as diabetes, anaphylaxis, epilepsy, asthma and other serious medical conditions.

MOBILE PHONE POLICY

Children must not bring mobile phones to school. If it is absolutely necessary for a child to have a phone at school it must be left at the office during school hours. Parents can leave messages for their children at the office.

PARENTAL ASSISTANCE

From time to time throughout the year, parents/carers are asked to assist teachers in various ways. We greatly appreciate the support we receive from our community. Parent helpers and volunteers are required to complete a Working With Children declaration and 100 points ID check before assisting in classrooms or at school.

PARENTS & CITIZENS' ASSOCIATION

Our school P&C is a valued and active asset to our school. The Parents & Citizens' Association hold their meetings at school on the third Monday of each month at 6pm.

All parents are welcome to be part of this organisation. The meetings are forums for parent/teacher exchange of information and depend on an active interest being shown by all families. The group also has a fund raising function within the school. Yearly membership to Parents & Citizens' Association is \$1.00 per family.

PARENT ONLINE PAYMENT (POP)

For your convenience we have a POP facility to allow you to make payments online via our school website. This is a secure payment page hosted by Westpac. When making a payment online certain information is required. This information will be located on notes that are sent home. Please ensure that you adhere to the pop payment cut-off date on the note to allow for information from the bank to flow through to us.

RIDING BIKES TO SCHOOL

The Roads and Maritime Services Department recommends that children be at least 10 years old to ride a bike on the road. This is because children's peripheral vision, the capacity to see and take in what they see outside their central gaze, doesn't fully develop until around the age of 10. By law students up to the age of 12 are also able to ride on the footpath. Students riding a bike to school must wear an approved helmet and must walk their bike from the concrete paths outside the school grounds to and from the bike racks. Scooters are **not allowed** on school grounds.

SCHOOL CHAPLAIN

Our school is fortunate to have a school chaplain on site two days per week. His primary role is to support the emotional and social wellbeing of our students through the National School Chaplaincy and Welfare Program. He works alongside staff in the delivery of welfare programs and services.

SCHOOL HOURS

Normal school hours are from 9:00am – 3:00pm, with a lunch break from 11.00 - 11.40am and recess from 1:30 – 2:00pm.

The school playground is not supervised prior to 8.30am so children **should not** arrive at school before that time.

SCHOOL SPORT HOUSES

The school has four sport houses, named after local landmarks: Anvil (purple), Hunter (green), Morgan (blue) and Whitburn (yellow).

SCHOOL DRESS CODE

Our school community believes that a school uniform provides a sense of belonging and fosters pride in the school. The school uniform is set by the P&C Association in consultation with the whole school community.

For safety, children who have pierced ears **must** only wear studs or sleepers. The wearing of necklaces, bracelets, bright hair colours, makeup or nail polish is also discouraged.

SCHOOL UNIFORM

	GIRLS	BOYS	PRICE
SUMMER	Red Polo Shirt with logo	Red Polo Shirt with logo	\$20
	Black Short/Skorts	Black shorts	\$22 short, \$25 skort
	Sport Style Skort	N/A	\$25
	White socks	White socks	
	Black shoes	Black Shoes	
WINTER	Red Polo Shirt with logo (Long Sleeve)	Red Polo Shirt with logo (Long Sleeve)	\$22
	Black Pant	Black Pant	\$18/\$25
	Red jumper	Red jumper	\$28
	Red Jacket	Red Jacket	\$30
	Microfibre Jacket	Microfibre Jacket	\$38
	Trackpants	Trackpants	\$18
	Leisure Pant	Leisure Pant	\$20
	White socks	White socks	
	Black shoes	Black Shoes	
	Coloured sport shirts	(as listed below)	\$20
SPORT	Black shorts	Black shorts	\$22
	White socks	White socks	
	Joggers	Joggers	

Every Kindergarten student receives a free school bucket hat on their first day from the P&C.

	Anvil (purple) Morgan (blue)	Hunter (green) Whitburn (yellow)	
ACCESSORIES	Bucket Hat S/M or M/L		\$15
	Beanie One Size		\$10
	Scarf		\$10
	Gloves One Size		\$3.00
	Scrunchie		\$1.50

We also stock adult sizes in many of these items.

SPORT

Sporting activities of various kinds are arranged throughout the year. While every effort is made to develop the skills and talents of individual children, it is the policy of the school to encourage participation by all children. Opportunities are available for children in primary classes to compete at district, regional and state levels through P.S.S.A. trials and carnivals. Attempts are made to expose children to as many different sports as possible.

STUDENT TRANSITION

Greta Public School works closely with the local pre-school to ensure a happy and safe start for our new Kindergarten students. We provide a sequence of programmed visits to our school for each pre-school child who is intending to enrol in our school for their first year of primary school. These visits take place in Terms 3 and 4.

We are part of the Rutherford Learning Community, a community of primary schools that partners with Rutherford Technology High School. The high school offers a caring, supportive and challenging learning environment. In partnership with them we plan the transition of students to the secondary setting, ensuring that our students are prepared to participate in a wide range of academic, sporting, cultural and social activities.

WHAT YOUR CHILDREN LEARN AT SCHOOL

There are six key learning areas in the primary curriculum:

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

WANT MORE INFORMATION?

Parents are welcome to come to the school to request further information on any of the schools policies and programs. The Department provides a very useful and well-resourced site for parent/carers of students

- Pre-school to Year 6
- Years 7 to 10
- Years 11 to 12

Another useful site which provides information is the School A to Z which can be found at <http://www.schoolatoz.nsw.edu.au/>.