



2019 Parent Information Booklet

Mudgee Public School

Friendship with Learning



Mudgee Public School

44 Perry Street

Mudgee NSW 2850

Phone 6372 2036

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

Webpage: www.mudgee-p.schools.nsw.gov.au



Principal's Message

Welcome to Mudgee Public School. Mudgee Public was the 52nd school established in New South Wales and it has been providing a quality education to our local community since 1855. This booklet is designed to provide families with an overview of the broad range of educational opportunities available to our students.

Alongside the information in this booklet, our website www.mudgee-p.school@det.nsw.edu.au will inform you of the outstanding and varied programs on offer to the children at Mudgee Public. This includes our extensive academic, sports and arts programs; the access to technology which children have in every class room; the way we care for and encourage children to achieve their personal best.

Developing confident and contributing students is the aim of our School. We are committed to developing productive home-school partnerships and we value the role parents and the wider community have at Mudgee Public.

If you are moving to Mudgee and live within our zoned area, I would love to meet you and take the opportunity to show you around our school and answer any questions you may have.

Thank you for your interest in Mudgee Public. I trust you will enjoy this brief introduction to our wonderful school. If there is anything I can do to assist you with the education of your child – feel free to contact me.

Alan Kerr
Principal



Our Vision

At Mudgee Public School we are confident, engaged, life-long learners. Through a culture of inclusivity and collaboration a quality education is provided to engage and inspire students to lead active and productive lives into the 21st Century.

School Curricula

Mudgee Public School curricula are formulated along the guidelines and materials supplied by the NSW Educational Standards Authority. Currently the school is implementing the new Australian National Curriculum.

There are presently six Key Learning Areas (KLAs) in Primary Education:

- English
- Mathematics
- Science & Technology
- History / Geography
- Personal Development / Health/Physical Education
- Creative & Practical Arts

School Times

8.45am	Playground supervision commences
9.15am	Classes commence (If students arrive after this time they must sign on at the front office)
11.15am	Recess
11.40am	Recess ends
1.10pm	Lunch begins
1.20pm	Play time begins
1.40pm	Second half duty commences
2.00pm	Return to class
3.15pm	School ends



Arrival and Departure Information

- Where a school bus delivers prior to 8.45am children are to sit quietly in the designated areas of the playground. There is no play allowed prior to 8.45am. The playground is supervised before school from 8.45am - 9.15am, at recess and at lunchtime. Children are expected to play with due regard for others around them and are encouraged to keep the playground tidy at all times.
- On arrival at school, all children MUST come straight into the school playground.
- A student is not allowed to leave the school grounds until 3.15pm unless permission from parents is given which must be in the form of a note to the student's teacher.
- Children are dismissed from class at 3.15pm and proceed home or to the bus lines.

- Parents who meet their child at school are asked to organise a meeting place. K-2 students meet their parents under the COLA (for those in the Infants hall) or outside their classrooms.
- If collecting your child early, all parents/carers or visitors **MUST** sign in the Visitors Book in the front office and collect an Early Leaver slip before collecting their child. Only Parent/Caregiver or Emergency Contacts listed on the student's records will be given access to children. Written permission from the Parent/Caregiver needs to be given to the office authorising anyone else access to students. It may be necessary to ask for proof of identification before issuing a leave note. This precaution is necessary to ensure that your child is protected from unauthorised persons whilst at school.

End of the School Day

Parents are asked to:-

- Ensure that their child knows how they are getting home.
- Notify children and class teacher **in writing** of changes in routine. Any phone message must be received prior to 2.00pm to enable delivery across a large school site.
- If you are collecting your children from the Infants department please collect them from the asphalt area of the Infants playground. If entering from Denison Street, please enter and leave the school grounds via the small gate NOT through the driveway gate. Parents should impress upon their children that they are not to go to play at other children's homes without specific permission to do so.

Home – School Contact

Establishing a close partnership between the home and school is an important priority at Mudgee Public.

At the commencement of each year a Parent - Teacher Information Evening is conducted. This presents an opportunity to meet your child's teacher and find out about class organisation. At the end of Term One, formal Parent-Teacher interviews are conducted.



Student reports, which contain information on the progress of your child, are distributed towards the end of Terms 2 & 4. Parents are welcome to arrange an interview at this time if they would like further information about their child's progress.

Parents are encouraged to contact the school should ever they have an issue that requires attention. This should be done through the front office so a mutually convenient time can be arranged. **The class teacher is the first point of contact followed by the stage supervisor.** Similarly, teachers may contact parents if they deem it appropriate to discuss a concern about your child.

The NSW Department of Education has developed a School Community Charter to ensure collaborative and respectful communication on its premises. Copies of the Charter are available from the school and on the school's website.

Parent Liaison Network

The Parent Liaison Network is an email communication network established to provide information conveniently to our parents and carers. The network is coordinated by the school's Parent Community Liaison Officer.

A class coordinator emails out information to parents in each class to keep them up-to-date with the latest school and class happenings.

Newsletter

This is emailed out each Tuesday to each family at Mudgee Public. Please read the newsletter carefully as it contains vital information about the week to week running of our school. Our newsletter is also available on the Mudgee Public School website www.mudgee-p.school@det.nsw.edu.au. Parents/carers can request a 'hard copy' be sent home if email is not available.

Parents and Citizens Association

The P&C support the teaching and learning at Mudgee Public School. Meetings are held on the second Monday of each month at 6.00pm in the School Residence. Parents are advised of the meetings in the school newsletter. Our P&C contributes to the school's 'Facebook' page to keep the school community informed of events.

The school appreciates the parents who volunteer at a host of events throughout the year. Such events raise much needed funds to purchase resources and equipment for our students. Parents are also most welcome to assist in their child's classroom.

P&C committees oversee activities such as the School Garden, Uniform Shop and Canteen.

Student Support Services

The school is serviced by a qualified School Counsellor. The Counsellor works with staff, parents and students in enhancing the wellbeing of our students. Further information may be obtained by contacting the school.

The school has a Speech Pathologist who works two mornings a week to assist with language development, a Social Worker who supports students and families and a Chaplain who works to support students three days a week.

Other support services within our school include: Learning and Support Teachers, Welfare Support Teacher and a Home-School Liaison Officer.

Clerical and administrative assistance is provided by School Administration Officers and the School Administration Manager.

A General Assistant attends to the manual tasks and the school is serviced by three part-time cleaners.



Student Welfare and Discipline

Discipline in the school aims to be positive in nature. The school supports the Positive Behaviour Learning plan which follows four main areas: Bee Safe, Bee Responsible, Bee Respectful and Bee an Active Learner. Students and staff relate rules to these 'Bee' areas.

Self-discipline is regarded as the most effective and desirable kind of discipline and is encouraged and developed. Most problems which arise can be dealt with by discussion with the child. Where student behaviour becomes a concern, a range of strategies are used to remedy the situation. Parents are contacted as the need arises.

The School's full Welfare and Discipline Policy, including our Anti Bullying Policy, is available on the School's website.

Bee Safe:

- Wash your hands before you eat
- Walk on asphalt
- Hold hands and stick together
- Stay in bounds

Bee Responsible:

- Put things back where you found them
- Clean up your own mess
- Look after your belongings
- Listen and do as you are asked

Bee Respectful:

- Share
- Play fair
- Say you're sorry if you hurt someone
- Hands and feet to yourself
- Speak nicely

Bee an Active Learner:

- Listen and do
- Every day - learn something, think something, be creative!
- Use your time well



The Support Unit at Mudjee Public

Mudjee Public caters for students of all abilities including those with special needs in our area. There are 6 special needs classes at Mudjee Public that tailor the learning to suit the individual needs of each student. Classes are small in size and have a class teacher and School Learning Support Officer allocated to each class.

Students undertake a modified curriculum that involves daily living skills as well as modified academic programs. Students are integrated, where appropriate, into mainstream classes to further assist with social skill development. The Support Unit students integrate in whole school activities throughout the year.

The Support Unit and its programs ensure all students have success at Mudjee Public.

Gifted and Talented Education

The school conducts a variety of programs to extend academically talented students.

Tournament of Minds, Multicultural Public Speaking, Premiers Spelling Bee are examples of such programs.

In Years 5 and 6, an 'A' class operates to extend the academic abilities of selected students. Students are selected following testing in Year 4.

Library

The school has a very well-resourced Library which includes the School Computer Lab. Each class has a weekly library lesson taught by a School Librarian. All Infants children must have a library bag before borrowing is allowed. Senior pupils are selected, or may volunteer, to take on the role of Library Monitor, helping in the Library when it is open during lunchtime each day.

Student Leadership

Each year, a Year 6 boy and girl are elected as School Captains of Mudjee Public School. A boy and girl vice-captain are also elected by staff and students. Each of the four sport houses also elect captains and vice captains to provide further leadership opportunities for our students.

A Student Representative Council enables students to have a voice in the organisation and running of the school. Each Primary class nominates a class member to sit on the Student Representative Council [SRC] each term. The Support Unit also have representatives on the SRC and our Indigenous students elect a representative. The SRC meet weekly to discuss relevant issues and organise fundraising activities to support various charities.

Technology

The school is a leader in the use of technology in teaching and learning. Every classroom in the school has a new interactive Smart panel which is used throughout the day to support class lessons.

As well the School has a variety of resources used to facilitate the integration of technology into everyday learning at the School. These include a computer lab of 30 desktop computers, class desktop computers, laptop computers, ipads and tablets.

A robotics program has commenced in the senior primary using a variety of resources.

Sport

Sport plays an important part in our school. There are the regular class lessons and daily routines for all students. These are based on the Fundamental Movement Skills Program.

The school has a major commitment to Primary Schools Sport Association [PSSA] sport. Students compete against other schools in sports such as softball, netball, cricket, rugby and touch.

Each student at Mudgee Public is also placed in a 'house' for within school sporting competitions. Students compete in their houses at events such as the School Swimming Carnival, School Cross Country Carnival, School Ball Games Carnival and School Athletics Carnival.



Music Education at Mudgee Public

The school has a variety of music programs that operate to cater for musically talented students. These include:

A Senior Concert Band comprising of brass, woodwind, keyboard and percussion instruments.

A Junior Concert Band where students are learning to play their instrument and be part of a larger band.

A Rock Band where electric guitars, bass, keyboards, vocals and percussion feature.

A Violin/String Group where students receive group tuition and perform as an ensemble.

A Percussion Group, students playing tuned percussion instruments.

We have an experienced community member who leads the school band. Students can also receive tuition in piano and guitar by specialist music teachers who visit our school.

Our school choirs include: Infants, Year 3 and 4 and Year 5 and 6. Music is based on classroom activities of percussion, recorder and singing.

Excursions

Excursions are an integral part of our school programs. Students participate in sporting, cultural, social or academic events that occasionally require travel to the venue. Parents will be informed of such excursions well in advance and permission obtained.

Parents will sometimes be requested to arrange transport or, where numbers allow, a bus will be organised and students will be levied to cover the cost. The school has its own 25 seater bus and this is regularly used to transport students on excursions and sporting events.

School uniform should be worn on all excursions unless parents are otherwise advised.

Example of excursions in the Primary, Year 3 students go on an excursion to the Dunns Swamp in the Wollemi National Park, Year 4 students visit Red Hill Environmental Education Centre over 2 days, Year 5 students a sport and recreation camp and Year 6 students visit Canberra and the Snowy Mountains.

Breakfast Club

Each Tuesday, Wednesday and Thursday mornings 8.30am – 9.10am, a Breakfast Club is held in the School Hall to provide a small snack before the day starts. This is run by a School Learning Support Officer with volunteer support and food is purchased by the school.

Parents are welcome to come and volunteer in the morning to assist. There is no charge for students to attend and a staff member supervises each morning. Many students who catch a bus some distance to school often enjoy the opportunity to have a second snack before school starts.

Crunch and Sip Time

This is a break during the first session of class when students can refuel on fruit and vegetables and rehydrate on water. The break assists students with physical and mental performance and concentration in the classroom. Please supply your children with either; a piece or container of cut up fruit, dried fruit or cut up vegies. A bottle of water each day for our “Crunch & Sip” break time is also required.

Recess and Lunch Time

Students are expected to sit and eat their morning tea before having some time to play at recess.

Lunches are eaten in stage groups supervised by a teacher. Children are encouraged to take home uneaten lunch, so that you are aware of the situation. The canteen is open for students to make purchases during recess and lunch.



Student Travel Information

Bus Zones 8.00am – 9.30am and 2.30pm – 4.00pm

The bus zone is along the front of the school in Perry Street. Please check for restricted parking, especially when visiting the school.

Student Bus Passes

Student Bus Passes can be obtained online through Transport for NSW. Complete your online application form at transportnsw.info/school-students. If you live a long way from public transport and need to drive a student to a public transport pick up point or to school, you may be able to get financial assistance. Find out if you are eligible to apply for the School Drive Subsidy at transport.nsw.gov.au/schooldrive

Changes to Bus Travel

It is MOST IMPORTANT that you tell the teacher if your child will not be travelling on the bus in the afternoon. Bus children being picked up from school are always waiting for you in the bus lines, and if you have not arrived and there is not a specific note, then the school rule is that they are put on the bus to avoid confusion.

Emergency Situations in Extreme Weather

When there is an emergency situation, school buses sometimes, at very short notice, have to leave school during the day to ensure reaching their destination. As far as practicable the drivers arrange for an announcement to be made over 2MG, our local radio station. I would encourage parents to listen to the radio when flooding is imminent. Please also monitor the School's Website/Facebook page for updates in these conditions.

Should you elect for your children to remain at school whenever buses have to leave early, please write a note to the class teacher and let the driver know as well. The responsibility for transport home in the afternoon will then be left to the parent.

Scripture

Scripture lessons are provided for a half hour period once a week by visitors to our school. Students attend scripture, which is combined religions, unless a note is sent in by parents.

Lost Property

Clear labelling of possessions is essential if we are to minimise the amount of lost property. The only way to ensure that all clothing is returned to the owner quickly is to have EVERYTHING NAMED.

Lost clothing is kept in the Administration Block and Infants Hall. Children and parents are able to gain access to it by inquiring at the Office. Children are encouraged to look after their own possessions carefully.

Sun Safe Policy

In accordance with Cancer Council guidelines children must wear a hat when outside. These are available from the P&C Uniform Shop and Canteen. The school has a **“No hat - No play in the sun”** policy. This policy applies to all four terms.

Absences

Daily attendance is essential for your child to develop academically and socially, but if unwell, they should remain at home until fit for school. Where your child is absent from school for anytime at all, please advise the class teacher by note or telephone to the School Office.

Ensuring your child arrives by the morning bell is important to establish a positive morning routine and avoid class disruption. If arriving late please sign your child in at the Front Office. At Mudgee Public School every minute of learning counts!

Student attendance is monitored by the Deputy Principal and Home School Liaison Officer.

Canteen

The school canteen is an integral part of the school and as such, will support the students' education in health and nutrition. The provision of a balanced and nutritious food service to members of the school community is a major aim of the canteen committee. Another is to actively promote the purchase of foods which are recommended by the School Canteen Association.

Children may purchase food from the canteen by either placing a recess and/or lunch order in the Class Lunch Baskets at the beginning of the day. Recess and frozen items must be collected from the canteen window. Children may also purchase snacks directly from the canteen during recess and 2nd half of lunch themselves.

Lunches may be ordered at the school canteen every day. The order is to be written on the outside of a paper bag, together with the child's name and class. (See example of lunch order herein). The money is placed inside the bag and order placed in Class Baskets at the beginning of each day. At approximately 1.10pm lunch orders are distributed to each child in class.

Voluntary helpers are always required for the school canteen. In volunteering, you will help to:

- a) Provide nourishing lunches for the children.
- b) Raise much needed funds for the school. All profits go back into the school.
- c) Enable children to learn to shop, especially those who live in the country.

Working parents may have another family member, grandparent, older sibling that may like to volunteer. If you would like to bring a friend, please do! This is also a good opportunity to meet people and make new friends. Phone the school office for further information or contact the P&C via email pandc@mudgeepublic.com.au

TIMES: 9.30 am - 2.00 pm. Times are flexible e.g. to cater for pre-schoolers. Lunch is provided.

Example of a lunch order. A good sized bag is needed to contain a lunch order. Please try to include correct amount of money.

Child's Name:	Joe Smith
Class:	KW
Item:	1 Chicken Salad Sandwich \$1.60
	1 Apple Juice <u>1.00</u>
	\$2.60

Amount Enclosed:	\$3.00	Change:	\$0.40
------------------	--------	---------	--------

School Uniform

The school community is proud of its school and asks students to wear their uniform each day unless otherwise advised for special occasions. Uniforms are available through the P&C Uniform Shop which is open between 2.30pm and 3.30pm each Thursday afternoon.

SUMMER

MPS Logo Brimmed Hat

Girls

Blue checked dress,
White socks and black school shoes

OR

Navy blue pleat shorts and
Short-sleeved gold polo shirt

Boys

Navy shorts or trousers,
Short-sleeved gold polo shirt,
White socks, black school shoes

Sport - Girls and Boys

Blue sport shorts with logo
Gold and navy sport shirt,
White socks, sport shoes / joggers

WINTER

Navy Coats, jackets, scarfs, beanies,
gloves, MPS Logo Brimmed Hat

Girls

Blue tartan pinafore, Blue tights
Long-sleeved gold polo shirt

OR

Navy blue trousers or tracksuit pants
Long-sleeved gold polo shirt,
Navy logo jumper or jacket,
White socks, black shoes

Boys

Navy blue trousers or track suit pants
Long-sleeved gold polo shirt
Navy logo jumper or jacket,
White socks, black school shoes

Sport - Girls and Boys

Navy blue tracksuit pants,
Gold & navy sport shirt,
White socks, sport shoes / joggers



Student First Aid

Only basic first aid is given at school, e.g. Band-Aids, bathing grazes, etc. If parents cannot be reached, then the 'emergency contact person' is sought. An ambulance will be called if it is felt that a student's health is at risk. Parents or emergency contact persons will always be contacted as soon as possible with regard to a child's health concerns. Should a child become ill while at school, every effort will be made to contact the parents so that he/she may go home.

Medication

If your child requires regular prescribed medication at school a consultation between the Principal, parents and family doctor is required. No child is to bring medication to school to self-administer. A '*Permission to Administer Medication Form*' must be completed and signed by the parent/caregiver prior to our trained staff administering the medication to your child. All medication is signed in, and out, of sick bay when given to your child and stored in a locked cabinet.

HEALTH / ILLNESSES

Communicable Diseases

Immunisation - The Department of Health requires that all children enrolling in Kindergarten, present a History Statement showing that your child as '**fully immunised**'. If you decide not to immunise your child, they may be sent home from school should there be an outbreak of a communicable disease.

Infectious Diseases - The school must adhere to the Health Department regulations as follows:

Chicken Pox - Excluded for at least five days after the first spots appear or when blisters have all crusted.

German measles - Excluded until the child has fully recovered, and for at least four days after the rash appears.

Measles - Excluded for five days from the appearance of the rash.

Mumps - Excluded until the child has fully recovered and for nine days after the appearance of the swelling.

Whooping Cough - Child should be kept home for five days from the start of antibiotic treatment. Otherwise, keep home for two weeks from when "whoop" starts.

Scabies (the itch) - Keep your child home until you have seen a pharmacist and begun suitable treatment. Notify the school.

Ringworm of the scalp / body - Keep your child home until you have seen your pharmacist and begun treatment. It is not necessary to keep contacts at home. You should inspect pets for signs of ringworm.

Acute Conjunctivitis - Excluded until discharge from the eyes has ceased.

Impetigo (Septic sore) - See your family doctor. If sores are being treated and properly covered by a clean dressing, children are allowed to attend school.

Head Lice - It is very likely that your child will come into contact with Head Lice while at school. Constant checking is necessary combined with immediate action if nits or lice are found. In the event that head lice are detected, parents will be contacted. Appropriate solutions are available from the pharmacy - you don't need a prescription. Notify the school.

2019 Teaching Team at Mudgee Public

Principal: Mr Alan Kerr

Deputy Principal: Mrs Roslyn Rogers

Assistant Principals:

Mrs Lisa Smith [Relieving]	(Kinder)	Mrs Donna O'Hara	(Stage 2)
Mrs Mel Shearman	(Stage 1)	Mrs Liesel Meers	(Stage 3)
		Mrs Toni Tiffen	(Support Unit)

Classroom Teachers:

Mrs Tamara Hargraves	Mrs Amy Gallagher	Mrs Nicole Wallace
Mrs Pam Leathem	Miss Ashlee Clare	Mrs Melinda Shearman
Mrs Karissa Nicholls	Mrs Belinda Single	Miss Teegan Collins
Mrs Ros Roser	Mrs Belinda Morley	Mrs Julie Tito
Mrs Liz Liddle	Mr Stephen Smith	Mrs Lisa Caligari
Mrs Donna O'Hara	Mrs Bronwyn Wheeler	Mrs Ashlea Fletcher
Mrs Adele Walden-Lynch	Mrs Belinda Neil	Mr Ben Harris
Mrs Kelly Endacott	Mrs Sue King	Miss Suzanne Donnelly
Mr Adam Coughlan	Mr Peter McDonnell	Mrs Annette McRae
Mrs Danielle George	Mrs Lynda Baddock	Mrs Jen O'Brien
Mrs Liesel Meers	Mrs Stephanie Martyn	Mr Greg Young
Mrs Lauren Gregory	Mrs Kim Sanders	Mrs Kathy Walsh
Mrs Robyn Lyon	Mrs Toni Tiffen	Mrs Melissa James
Mrs Lisa Smith	Mrs Siobhan Vitnell	Mrs Kerri Sharp
Mrs Vanessa O'Donnell		

School Counsellors: Mrs Adelle Bungate, Mrs Melanie Freudenstein & Miss Ashleigh Walsh.
Social Worker: Mrs Lacey Wilson

School Administration Manager: Mrs Judy Morton
School Administration Officers: Mrs Christina Tuit, Mrs Helen England, Mrs Nicole Henry,
Mrs Linda Lewis

General Assistant: Mr Dennis Webster
IT Coordinator: Mr Terry Conroy
Parent Community Liaison Officer: Mrs Liz Halbisich

School Learning Support Staff:

Mrs Glenda Clarkson	Mrs Sharon Murray	Ms Lisa Fowler
Mrs Janice Meers	Mrs Rachael Uryszak	Mrs Laura Smith
Mrs Lisa Kelly	Mrs Rhonda Smith	
Mrs Kylie Marshall	Mrs Emma Turnbull	



