



Palmers Island Public School

Information Booklet



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School Staff

Principal

Mrs Ellie Wiseman

Classroom Teacher

Ms Kath Hardaker

Classroom Teacher

Ms Fiona Davies

Classroom Teacher

Ms Jade Clare

School Administration Manager

Mrs Sue Searles

School Administration Manager

Mrs Kristy Groth

Student Liaison Support Officer

Mr Bryce Davies

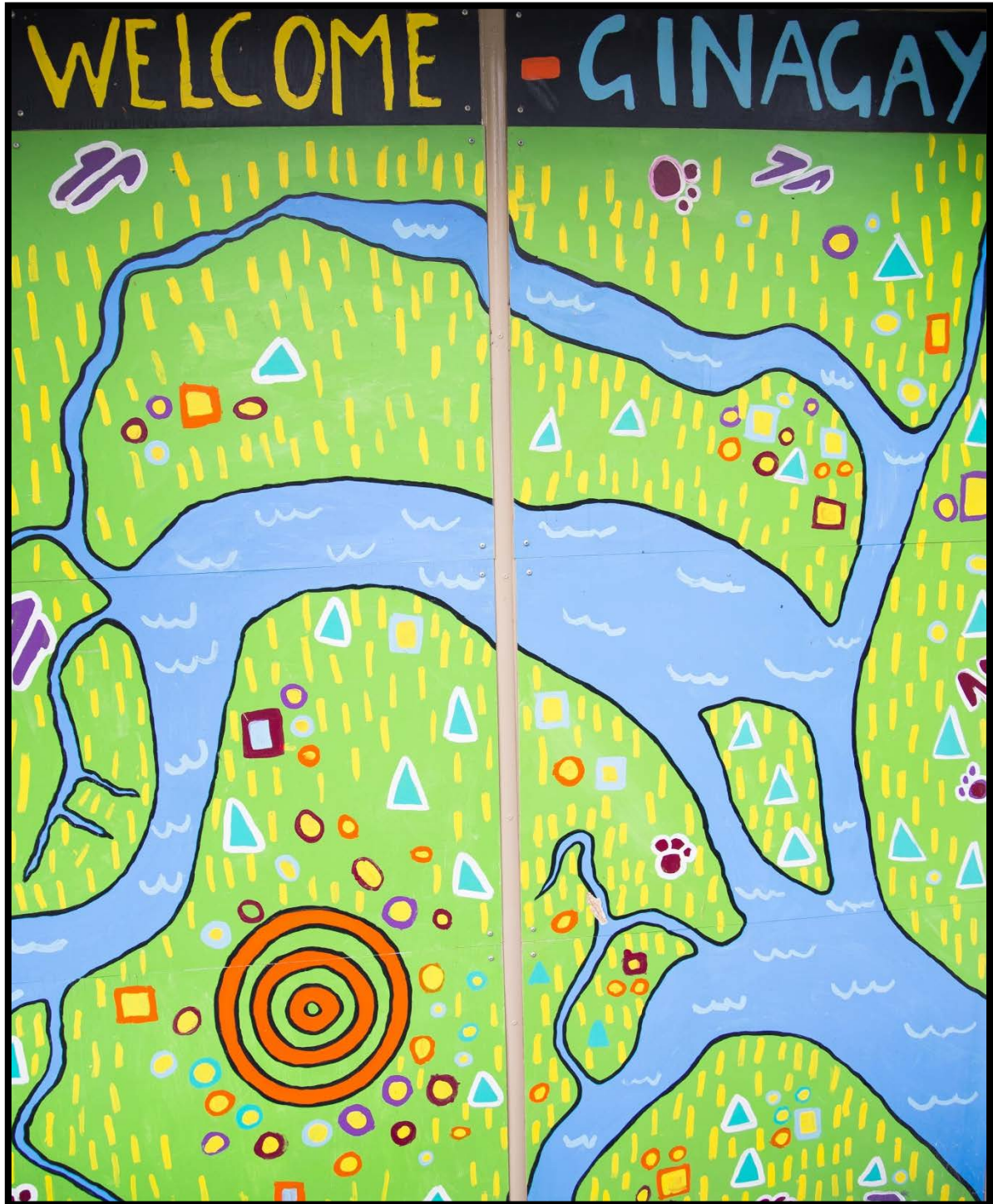
Student Liaison Support Officer

Mrs Tash Hancock



WELCOME

...



OUR VISION

To encourage and enable every student to reach their potential, and nurture him or her towards being an adult rich in character, wisdom and action, with a heartfelt commitment to service within the wider community.

OUR MISSION

To provide students with a contemporary, dynamic and relevant learning experiences. Palmers Island Public School is committed to providing a caring environment of stimulation, opportunity, participation and achievement for the individual child, for the teachers, for the support staff, for the parents and for the community.



A-Z

ABSENCES

If your child misses a day of school, then you are required to fill in an absentee note that is to be handed to the classroom teacher upon returning to school. Attendance is recorded each day.

If your child has to be absent from school for any reason, including arriving late or leaving early, please either tell your child's teacher or the administrative staff or explain the reason by phone, email or written note as soon as possible and within seven days. All students arriving late or leaving early must present via the office.

ALLERGIES

As with any allergy, food or otherwise, the most desirable situation is removal of the allergen from the environment.

In an attempt to make our school environment safe for all students we ask parents and caregivers not to send food to school that contains nuts. We acknowledge that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore we have opted to be a 'nut aware' school and not a nut 'free' school.

Parents and caregivers are required to discuss allergies upon enrolment.

ART AND CRAFT

All students need an art shirt during Art and Craft lessons. Dad's old shirt makes a wonderful smock for primary students.



ASSEMBLY

A fortnightly assembly is held for the entire school Friday afternoon from 1pm. School Stream app will inform you of their occurrence. Class awards are presented during this time. We welcome all family and community members to attend. Our school leaders help in the running of the assembly.



Assemblies of Excellence are held at the end of term 1,2 and 3. They celebrate excellent achievements reflecting school values.

ASSESSMENT AND REPORTING

Assessment is an ongoing process, which informs our teaching and the students learning. Assessment takes many forms at Palmers Island Public School. Class curriculum based testing, both oral and written; observations by teacher, external competitions for students in years 3 to 6 and NAPLAN tests for students in Years 3 and 5 are just some of the types of assessment that occur throughout the year. Parent/ teacher interviews are held twice a year. An informal written report is sent home at the end of Term 1 which identifies any areas of concern early. Formal written reports are sent home at the end of Term 2 and at the end of Term 4. In addition to this, parents and teachers may request other interviews as the need arises.

Appointments can be requested via a letter or phone call or made at the office. We do remind parents that teachers often have commitments to in-service programs, meetings and extra-curricular duties after and before school or may be preparing for the next school day, and as such, meetings should be pre-arranged. However, we certainly realise that some matters require immediate attention.

BADGES

School Captains and Vice Captains are presented with badges and are to be worn daily. Elected Sports Captains are also presented badges which can be worn daily.

BIRTHDAYS

We are very happy for students to bring a birthday cake to school so that the class may help celebrate a birthday. Please consider the shape of the cake that you supply and the number of children in the class. Also please notify the classroom

teacher prior to bringing in the cake so they can make arrangements for students with allergies.

CANTEEN

The canteen is open each Monday. It is run by a volunteer manager and staffed by parent volunteers. Lunch orders should be written on a paper bag with the name and class shown clearly and, if possible, the correct money inside. Lunch orders should be placed at the canteen before school starts. In addition to lunches, the canteen also sells home cooking, which may be purchased during lunchtime and recess time. Updated price lists are available from the front office.

COMMUNICATION

We offer many avenues for communication with parents and students. Here's how you can get stay in touch:

Newsletter – sent home each Monday & includes awards winners, news from the week and upcoming events.

Website – up-to-date calendar, class pages, online payment options and all the school info you need

School Stream App – PIPS subscribes to this alert and information service for your 'Smart phone'.

Letters Home – The students participate in many events and some require your permission and sometimes extra funds. Please look out for these notes. We aim form them to only go out on Monday's.



Classroom Teacher – Our staff value the contributions of families in supporting the individual needs of each child. You can contact your child's teacher by email, via Class Dojo or contact the school to arrange a time to discuss your child's learning further.

Principal – please contact the office to arrange a time to meet with our principal, or make contact by sending an email palmersisl-p.school@det.nsw.edu.au Mrs Wiseman is also happy for parents to stop by the office and see if she is available for a quick chat.

CHANGE OF DETAILS

If there is a change of address, telephone number or email address, the school should be notified by letter, as soon as possible. It is extremely important for the school to be made aware of any change of telephone numbers in the case of an emergency.

CHARITY GROUPS

Throughout the school year students are encouraged to raise money for charities to help them gain an awareness of the needs of others, Some of the charities supported by Palmers Island School include, Jump Rope for Heart, Helicopter Rescue Service, Cystic Fibrosis, DiabetesDaffodil and the Cancer Council.

COLLECTING YOUR CHILD FROM SCHOOL

Students are dismissed from their classrooms at 3:00pm. Students are required to wait with the duty teacher at the front or back entrance gates. Students who catch the bus will line up with the teacher on duty. If your child is travelling home with someone other than yourself, the office must be notified prior to pick up.

COMMUNICATION

Effective communication between students, teachers and parents is a very important aspect of school life at Palmers Island Public School. If you would like to send a message to the school, place a note in their school bag and ask your child to pass it on. If the matter is urgent it is best to phone the school immediately.

CO CURRICULAR PROGRAM

Students are provided with an extensive co-curricular program each year. Each year the program may be adjusted to enable new and engaging activities to be offered to students. Examples of the various co-curricular programs include the following

Debating

Debating is available for students in Years 5 and 6. A coach will train and facilitate the teams. Palmers Island competes in a number of debating competitions.

Choir

ICT Groups

Students learn in depth skills using computers and other related technology that will assist them in producing spreadsheets, word and publisher documents and presentations.

Dance

Students from k-6 are exposed to the elements and styles of dance with Ms Clare. They will participate in a variety of official performances both at school and in the wider community.

Science

Held during rotation groups, all students learn through hands-on activities and experiments key concepts about science.

Library

Students participate in weekly library lessons, where they are encouraged to borrow. Students from kindergarten through to year 6 also learn library skills during this time.

Movie Making Groups

Throughout the year, students participate in production, acting and editing of short films.

Drama

Activities include: improvisation, theatre-sports, production management, scriptwriting, mime, movement and voice production.

Gardening Group

Students self-nominate to be a part of the gardening group that cares for the school vegetable garden. Students aim to sell their produce at the Wednesday morning Farmers Markets in Yamba.

Public Speaking

Selected students from Year 2 though to Year 6 are tutored in public speaking. Students represent the school at various public speaking competitions and events.

Sporting Teams

Palmers Island School aims to give students opportunities in a variety of sporting events, competitions and Gala Days. Types of sports include; Basketball, AFL, Tennis, Netball, Touch Football, Ruby League, Rugby Union, Athletics, Cross Country, Swimming, Softball and Soccer.

CURRICULUM

The New South Wales Government mandates that all children Kindergarten to Year 6 be exposed to a balanced and comprehensive curriculum that is identified in the following Key Learning Areas.

- English

- Mathematics
- Human Society and Its Environment (soon to be replaced with History)
- Science
- Personal Development, Health and Physical Education
- Creative and Performing Arts
- Geography will be added in 2016

CYBER SAFETY

While the internet, and other developments in technology are powerful tools that may bring many benefits it is essential that students and their parents are aware of the pitfalls and possible dangers in the digital world. In the home it is recommended that parents monitor internet use and implement restrictions appropriate to the age of your child and to your family. Information about cyber safety can be located at www.cybersmartkids.com.au. This is a government website that will give excellent information on internet usage.

EXCURSIONS AND INCURSIONS

Students in Kindergarten to Year 6 view a number of school performances, either at school or elsewhere. Year 6 attend a leadership conference in Brisbane each year, which is paid for by the school P&C. Whole school excursions are held in the middle of Term 4 and rotate as follows:

- Kinder, Year 1 and Year 2 – Currumbin Wildlife / Dolphin Magic / Macadamia Castle (1 day)
- Year 3 and Year 4 – Cascade / Coffs Harbour (3 days / 2 nights)
- Year 5 and Year 6 – Brisbane / Lake Ainsworth (4 days / 3 nights)

EXTRA ACTIVITIES

Many students take advantage of the opportunity to learn subjects offered at school. Tennis lessons take place before school begins on Tuesdays. Occupational and Speech Therapy lessons occur during class time.

FEEDBACK

Our school is committed to the pursuit of excellence and the provision of high quality educational opportunities each individual child. If you would like to provide positive or constructive feedback about our school, we'd love to hear it. You can do this by:

- Sending an email to our school email address
- Arrange a time to meet with our principal, Mrs Wiseman
- Share feedback with your child's classroom teacher
- Fill in a feedback form located in our school office and hand to office staff.

FRUIT BREAK



Fruit break is a set time for students to ‘refuel’ on vegetables and fruit and ‘rehydrate’ with water. Students who are not hungry and are well hydrated perform better in the classroom, show increased concentration and are less likely to be irritable and disruptive. Please ensure your child has some ‘Fruit-Break’ in their lunch box each day.

GATE AND BUS DUTY



Members of staff are on duty at the front and back gates each afternoon between 3pm and 3:20pm. As a matter of safety it is important for parents to be aware that there is ‘No Standing’ in the bus zone.

GROUND, BUILDINGS AND EQUIPMENT

Certain procedures need to be followed by all students to ensure that everyone gets maximum use out of all that the school offers. Careful use of school facilities, buildings, grounds and equipment will result in a safe, pleasant environment and continued efficiency. At recess and lunchtime breaks students are not permitted in any classroom unless accompanied by a teacher.

HEALTH

If a student feels ill during the day or requires first aid attention he or she should report it to a teacher. Teachers may recommend that your child seek further support from administrative staff where they will be assessed and either returned to class or parents will be contacted. If a student is not feeling well in the morning they should not be sent to school.

HOMEWORK

Some form of task or study is given regularly to all students to encourage the habit of home study. Kindergarten students are encouraged to read for a short time most nights. Increased work will be sent home in Term 2. Approximate study times:

Year 1	10-15 minutes daily	Year 4	20-30 minutes daily
Year 2	15-20 minutes daily	Year 5	30-45 minutes daily
Year 3	20-30 minutes daily	Year 6	30-60 minutes daily

SPORTS HOUSES

The school has 2 houses - Cameron (Blue) and Searle (Yellow). Students will be assigned to a house upon enrolment. If other members of the family are currently attending the school then all members will be in the same house.

INFORMATION EVENINGS

An information evening is held early in Term 1 for all school parents. The aim of the evening is to provide information on school policy and procedures. In addition, each class teacher outlines the program for the year and procedures within each particular class.

JEWELLERY

No jewellery other than a simple wristwatch is to be worn to school. Plain studs or sleeper earrings are acceptable, however, should be removed when playing sport.

LEARNING SUPPORT

Learning support is available for students with specific learning needs in Mathematics or English. In collaboration with the classroom teacher, problems are identified and special tuition is given, either individually or in small groups. The school counsellor is available to support and guide all students.

LIBRARY

The Library is an important part of school life. Mrs Wiseman is the head of the library and delivers one library lesson per week to all classes. During this lesson, students are introduced to information skills as well as a wide range of literature. Students are encouraged to borrow books, however they must have a library bag.

LOST PROPERTY

All items of clothing and belongings should be clearly and permanently marked with a student's name. If an article is found and it is marked with a name; it is given back to its owner. If an article is not marked with a name it is put into the lost property tub which is then cleared out at the end of the year. Parents and students are asked to check lost property if something goes missing.

LUNCHES

All students are encouraged to bring healthy lunches from home. Healthy alternatives are provided at the canteen. Parents are requested not to include sweets or chocolates or chips in lunches. Children are not allowed to share food.

MEDICATION

Regular Medication

Students who are prescribed regular medication, and have to take it during school hours should leave a supply of this medication, clearly labelled with the child's name and class and instructions on dosage at the school office.

Temporary Course of Medication

This should be clearly labelled with the child's name and left at the school office with an accompanying note explaining the dosage.

Cough Lozenges

These must be handed to the class teacher, with an accompanying note as to when the child is to take them.

MOBILE PHONES

Mobile phones may not be used at all during school hours. If a student needs a mobile phone for security reasons travelling to and from school, it must be handed to the front office on arrival and picked up on the students way home.

MONEY

Students should only bring a minimum amount of money for canteen spending. Other monies for special activities should be taken to the front office on arrival to school.

NEWSLETTER

The Newsletter is vital for effective communication between the school and home. It contains important information about the school, upcoming events and the P&C. Students will be issued with a copy of the weekly newsletter on Monday. The newsletter will also be emailed to parents and is available on the school website. www.palmersisl-p.schools.nsw.edu.au

OFFICE HOURS

The school reception is open from 8:30am until 3:30pm during school terms. Outside of these times messages can be left on voice mail.

PARKING OUTSIDE SCHOOL

Please observe the 'No Stopping' and 'No Standing' signs in front of the school. These areas are considered unsafe for motorists to stop. Please use parking across the road or kiss and drop in the park bays next to the tennis courts. Students should always be accompanied by an adult when crossing the road.

PHYSICAL EDUCATION

Each class participates in weekly PE lessons. We suggest that the sports uniform is worn to school each Friday, along with suitable shoes for sporting activities.



PLAYGROUND AREAS

Before School – 8:45am-9:15am

Students are to leave their bags outside the classroom and play in the undercover area until assembly time.

Lunch Time – 11:15am – 11:55am

All students are supervised during a 10 minute eating time, where no games are allowed to be played. This is to ensure that all students eat their lunch. Students then are allowed to play on the field, playground equipment, tennis courts or undercover.

Recess Time – 1:25pm-1:45pm

Students are supervised eating for 5 minutes before they are allowed to play for 15 minutes. Students are then allowed to play in the same areas as lunch play.

P&C

The Palmers Island P & C Association meet **on the first Wednesday of the month at 3pm** in the undercover area. These meetings provide a forum for discussion about education matters and are a way in which parents can be actively involved in the education of their children. Fundraising activities are conducted throughout the year with the proceeds providing resources for the school and its library.

New parents are encouraged to attend these informal meetings and will be made most welcome. Notice of forthcoming meetings will be published in the newsletter.

SCHOOL DAY

Students from Kindergarten to Year 6 need the security of a routine. A punctual start is vital in helping students become established. Students should arrive no later than 9:10am, so they are ready for the commencement of lessons at 9:15am

We ask that parents encourage their children to take responsibility for carrying and unpacking their own bags. This will create good habits for years to come.

SCHOOL COUNSELLOR

Mrs Glenys Gardam, our school counsellor provides guidance and support for students from K-6 and can be contacted via the school phone number. Parents may contact Mrs Gardam directly after being referred by the classroom teacher. If Mrs Gardam's expertise is required parents will be asked to complete a student request form.

SPORTING COMPETITIONS

Primary aged students have the opportunity to participate in competitive sport run by the PSSA (Primary Schools Sporting Association). These opportunities include Swimming, Athletics, Cross-Country and can include: Softball, Netball, Tennis, Cricket, Soccer and Basketball.

VISITORS

All visitors to the school must sign in and out at the reception.

SUN SAFETY

All students are required to wear a school hat when participating in outside play.

UNIFORM AND REPRESENTATION IN PUBLIC

Students should look neat and tidy at all times. Full school uniform should be worn when coming to and going from school and at official events. Standard black shoes are acceptable footwear with uniform. No make-up, nail polish or jewellery should be worn. Hair should be tied up neatly. All items of clothing and belongings should be clearly named.

Summer Uniform Girls

Summer dress
Summer blouse
Navy skort
White socks
Black shoes
School hat

Summer Uniform Boys

School shirt
Navy short
White Socks
Black shoes
School hat

Winter Uniform Girls

Dress
Summer blouse
Navy skort
Navy stockings/tights
Black shoes, white socks
School Jumper

Winter Uniform Boys

School shirt
Navy short or pant
White socks
Black shoes
School hat
School jumper

Sports Uniform

Sports shirt
Black sports shorts
School cap
White socks

Please note that if your child is selected to play in a representative team he or she will be required to wear the appropriate team uniform supplied by the school.

UNIFORM STORE

The Uniform store is located next to the computer room and is run by the P&C. It is open each Monday morning before school and after school, during orientation days and for special requests.

