



Welcome to Kyogle Public School where we take pride in delivering an excellent education in a warm and nurturing environment.

We are committed to helping all our students realise their full potential.

Kyogle Public School is an inclusive, welcoming and friendly school, supported by a close-knit community where students receive a dynamic education and are provided with opportunities to foster individual talents and interest.

Our talented, motivated and caring staff inspire children to have a love of learning using innovative and challenging educational programs including:

- ◆ High expectations on student learning, supported by: enrichment programs, a thorough learning support program, specialist teachers for intensive additional literacy and numeracy support, quality school learning support officers.
- ◆ Student Leadership: School Representative Council, Youth Environment Council, peer tutoring, buddy reading programs.
- ◆ A comprehensive creative arts program: Visiting performers, school band, choir and a performing dance troupe.
- ◆ A well structured behaviour system with clearly defined consequences and focussing on encouraging positive behaviour for success.
- ◆ Extra-curricular opportunities: specialised physical education programs, representative teams and individual sports, dance, concert and stage bands, school garden club, visiting performers and exciting educational excursions.

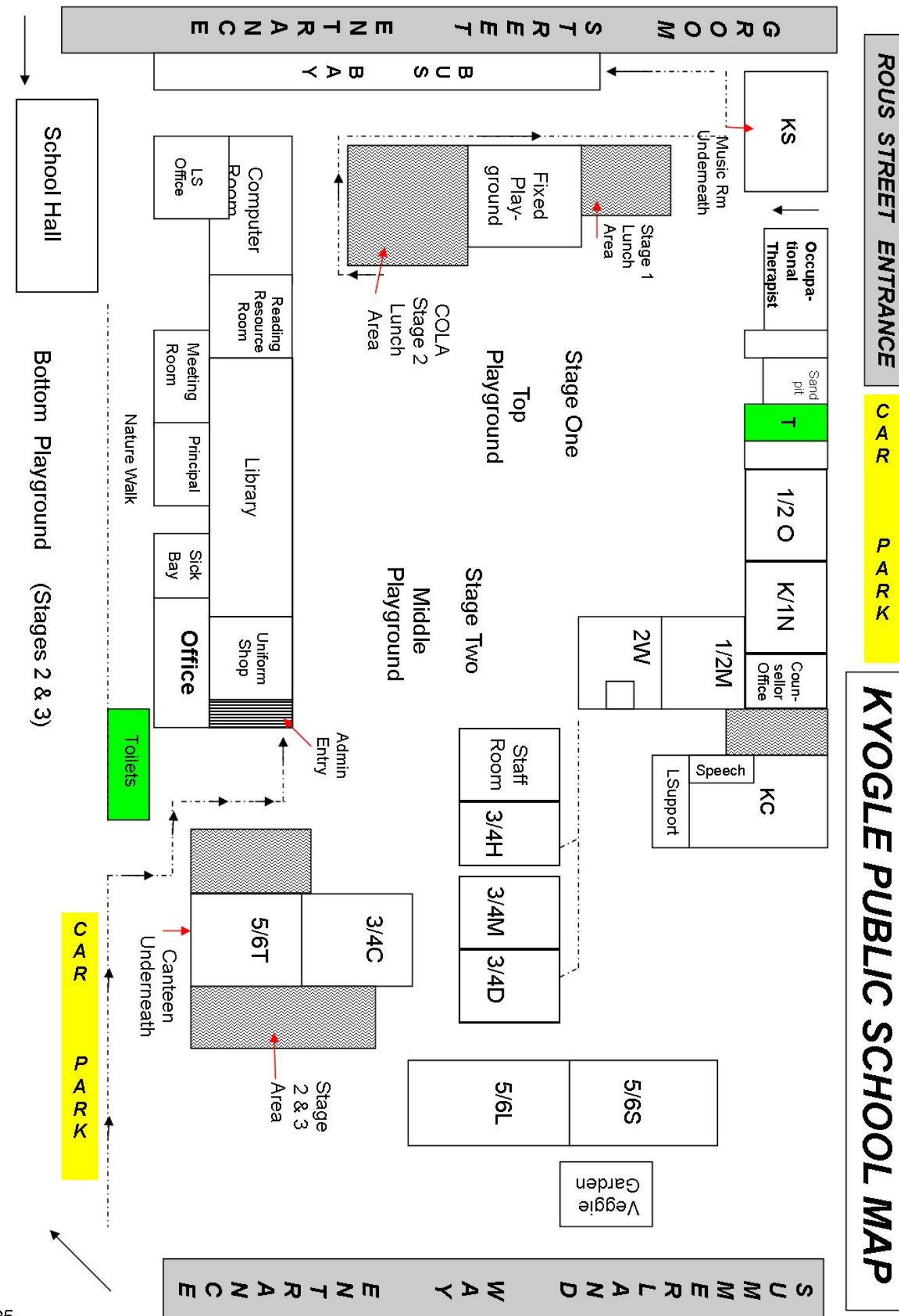
Strong emphasis is placed on the skills of literacy and numeracy with advanced technology used as an integral part of all subjects.

We pride ourselves on developing social conscience in students, in partnership with a vibrant and forward thinking parents and citizens association and local community groups.

Our extensive grounds incorporate covered outdoor learning areas, fixed play equipment, student garden, a healthy canteen, interactive whiteboards and air-conditioning in every classroom, multi-functional school hall and a comprehensive library and technology resources including a computer lab and video conference facilities.

I am happy to discuss any questions you may have. You can contact me by telephone on (02) 6632 1200 or via email at [kyogle-p.school@det.nsw.edu.au](mailto:kyogle-p.school@det.nsw.edu.au) for more information or to arrange an appointment.

Drew Green  
Principal





Principal  
Drew Green



Assistant Principals/Stage Managers



Leanne McLaughlin  
Stage 1



Donna Burns  
Stage 2



Leon Ludwig

School Administration



Jenny Anderson



Lyn Bordin



April Keys

School Administration



Naomi Barnes

Community Engagement Officer



Sue Landers

KYOGLE PUBLIC SCHOOL STAFF

Principal

Drew Green

Assistant Principals/Teachers

Stage 3 Leon Ludwig (Relieving)

Stage 2 Donna Burns

Stage 1 Leanne McLaughlin

Classroom Teachers

Luisa Grace Allyson Marshall Melinda McCormick

Chiara Cole Meg Witcombe Leon Ludwig

Kirsty Owen Taryn Fields Ben Davies

Matt Steel Donna Caldwell Jasmin Stuart

Amanda Alvos Natalie Hoffman Jess Nicholson

Learning Support Teachers

Aoife Bryant Leanne McLaughlin

Librarian/Technology Teacher

Emma Rankin

Learning Support Officers

Judy Newton Rachelle Farrell Jenny Roberts

Mark Allan Joy Newman Petrina Little

Bob Kerwin Mel Kennett Caleb Ludwig

Tracy Whitmore Naomi Barnes Penny Galvin

Gail Condon Lesley Harley

School Support Staff / Administration

Jenny Anderson (Manager) Lyn Bordin

April Keys Naomi Barnes

Choir Co-ordinator

Aoife Bryant

Music Teacher /Band Leader

Greg Nolan

Student Wellbeing/Community Engagement Officer

Sue Landers

General Assistant

Bruce Newton

Computer Co-Ordinator

John Wilton

School Counsellor

Roz Ewart

Canteen Manager

Belinda Smith

CONTACT DETAILS: Kyogle Public School

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Postal Address: PO Box 428, KYOGLE NSW 2474

Phone: (02) 66 321 200 Fax: (02) 66 322 579

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

Website: www.kyogle-p.schools.nsw.edu.au

SCHOOL TERM DATES 2018

Term 1	Tuesday, 31 January - Friday, 13 April
Term 2	Tuesday, 1 May - Friday, 6 July
Term 3	Tuesday, 24 July - Friday, 28 September
Term 4	Monday, 15 October - Friday, 21 December

GIRLS BOYS

SUMMER

Green and gold shirt, black shorts, skirts or skirt.  
Covered shoes with socks or solid sandals.  
*No logos, no stripes, no second colour*

Green and gold shirt, black shorts.  
Covered shoes with socks or solid sandals.  
*No logos, no stripes, no second colour*

WINTER

As for Summer.  
Bottle green jumper or jacket.  
Black tracksuit pants or black long pants.  
*No logos, no stripes, no second colour*

As for Summer.  
Bottle green jumper or jacket.  
Black tracksuit pants or black long pants.  
*No logos, no stripes, no second colour*

SPORT

Green and gold micro polo shirt.  
Black shorts or school logo football shorts.  
Sports shoes with socks.

Green and gold micro polo shirt.  
Black shorts or school logo football shorts.  
Sports shoes with socks.



EVERY DAY UNIFORM



SPORTS UNIFORM

UNIFORMS

Our school community strongly encourages our students to wear the approved school uniform at all times.

FOOTWEAR

Non-acceptable footwear:

Thongs, slip-on-style shoes with no heel strap and high platform shoes. (Covered shoes are preferred for safety reasons).

A "NO HAT, PLAY IN THE SHADE" POLICY EXISTS

Brimmed green hats (minimum of 5cm brim) are the acceptable hats.

UNIFORM SHOP

The P&C provides a uniform shop for your convenience. The shop is open between 8.45am and 9.45am Mondays and Thursdays.

All uniform items are available at a reasonable cost.

Second hand items are sometimes available.

For more information ask at the office.



## STUDENT ASSISTANCE SCHEME

Our school holds funds to support families who need assistance in providing materials and opportunities for their children at school.

Parents who wish to apply for 'Student Assistance Scheme' funds or wish to know more information, please contact the principal.

All enquiries and access to the funds is kept confidential.

## SUPERVISION

### Before and After School

Students should not come to school before 8.50am when teacher supervision begins.

Supervision finishes at 3.35pm after buses have departed.

### Supervised Areas

Stage 1 (Kinder/Year 1/Year 2)

Students play in the 'top' playground. A sand pit is available for play as well as an assortment of equipment including balls and skipping ropes.

Stage 2 and Stage 3

Different areas around the school have been designated for appropriate play.

## TECHNOLOGY

Kyogle Public School has leading technology programs and facilities. Technology is a vital component of our curriculum from Kindergarten to Year 6.

This is complemented by a computer lab, video conferencing room and interactive whiteboards in all classrooms. Specialist teachers assist the students to develop and explore the world of information and technology.

## TRAVEL TO AND FROM SCHOOL

Private conveyance and bus transport information is available from the school. Parents may claim travel subsidy or free bus transport through Transport NSW online.

If you are changing the transport arrangements for your child it is very important that you inform the office either in writing or directly. This might be for one afternoon, for several days or for a series of afternoons such as travelling with another parent to lessons/training after school. It is also important to provide the bus driver with a note if your child is to disembark at a different stop eg. for an afternoon birthday party.

Environmental education is an important aspect of our school.

Our students benefit from programs that foster leadership and social responsibility.

## Buses

The majority of the children travel to and from school by bus. This involves many routes.

All students who travel by bus are expected to disembark from/board their bus in Groom Street.

Appropriate and safe behaviour on school buses is critical at all times to ensure the health and safety of all the children travelling on them. Regular bus safety lessons are conducted during the year to raise the children's awareness of the need for safe travel.

## Bike Riders

Children who ride bikes to school are asked to enter and leave the school grounds by the gate near the hall in Groom Street. The duty teacher will indicate to the bike riders when to leave the school grounds.

Parents are reminded to conduct regular safety checks on their child's bicycle. Regularly refreshing your child's knowledge and understanding of road rules and the need to obey them will help ensure their safety. It is a legal requirement that a safety helmet be worn whilst riding a bicycle or scooter.

## Car Travel – Delivering and Picking up Children

When delivering children to school, parents are asked to travel along Rous Street and allow their children to leave the vehicle on the left hand side of the road. The children can enter the school without having to cross the road. Vehicles can then move off along Rous Street into Groom Street.

Under no circumstances should a vehicle be driven into the gateway and then reversed out after children have been let out. The driver is unable to see children who could be behind the vehicle.

If parents need to park on the opposite side of the street, they are asked to meet their children at the gate to avoid the risk of crossing the street alone at an extremely busy time of the day.

## VOLUNTARY CONTRIBUTION FEE

Parents are asked to pay the voluntary contribution fee (set by the P&C). Parents can elect to pay the school fees in a lump sum or by instalments. Funds raised from this source are used to purchase books for the library, pay annual subscriptions to the Ambulance and Primary Sports Association, and purchase equipment for the PE and sports programs.



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## ABORIGINAL AND TORRES STRAIT ISLANDERS

At Kyogle Public School we have a group of dedicated teachers that meet with parents and the wider Aboriginal community on a regular basis. There is a 'Living Young' group that meets once a week to celebrate and learn about Indigenous culture. The school holds several functions throughout the year including NAIDOC week, Sorry Day and Harmony Day to acknowledge the significance of Indigenous culture in Australia.

## ACCIDENTS

In case of an accident, the staff will make every effort to contact parents. In serious cases, and if neither parent can be contacted, appropriate action will be taken (ie: your child will be taken to hospital). If a student needs to be taken by ambulance they will be taken to Kyogle Memorial Hospital. There is no cost incurred, as we pay for this service annually. It is MOST important that the administration office have all current emergency contact numbers.

## ASSEMBLIES

Parents and family are most welcome to attend assemblies. The children enjoy sharing their work and activities. Assemblies are held in Weeks 2, 4, 6, 8, 10 of each term.

The assembly is hosted by our school captains and classes are invited to participate in presenting items on a rotational basis. Children are presented with classroom and school awards at each assembly.

Assemblies are held in the school hall on Wednesdays at 2.30pm. If there is any change to the day or time you will be notified through the newsletter.

## ATTENDANCE

In NSW, it is a legal requirement that children attend school everyday unless sick or on an approved holiday. This means all children between the ages of six and seventeen are legally required to attend school.

Students learn best when they attend school regularly and arrive on time.

Any absence from school should be explained with a note or a verbal explanation within seven days of the absence.

Class rolls are marked at the beginning of each day and are checked regularly by the home school liaison officer. The officer is responsible for ensuring that children in their district attend school regularly and support families to achieve this. The home school liaison officer will contact families to develop a plan and support to improve the child's attendance if the student has frequent or unexplained absences.

## BAND

Mr Nolan (music teacher) will be teaching music across the school and running band rehearsals on Tuesdays.

Term 1: Stage 2, Term 2: Stage 3, Term 3: Stage 1, Term 4: Early stage 1. Instruments may be borrowed from the school.

## BANKING

School banking is available each Monday throughout the Term. Contact the office for more information about the Dollarmite Accounts.

## BEHAVIOUR

### Positive Behaviour for Success

The Positive Behaviour for Learning (PBL) system is built upon three core expectations. They include Being Safe, Being Respectful and Being a Learner.

Each week, on Friday, every class will program time for reflection of behaviours. Each child will have the possibility to earn 2 stars. The first star will be awarded for positive behaviour in the classroom. The second star will be awarded for positive behaviour in the playground. Children will be given certificates as they reach the award levels and then acknowledged in their class. Gold Award recipients will have their photo, pasted on a star and displayed in the Galaxy of Stars near the office and attend a Gold Reward's Party at the end of each term.

Bronze Award - If a child is awarded 5 stars in a term.

Silver Award - If a child is awarded 10 stars in a term.

Gold Award - If a child is awarded 15 stars in a term.

Platinum Award – At the end of the year if a child has received 4 gold awards, the child will receive a Platinum Certificate and be invited to attend a special Award's Party organised by the Principal.

Each new term the children will start again and any Gold Awards they have received will be recorded from the previous term.

There is also a PBL (Positive Behaviour for Learning) playground draw each week. All personnel at KPS have ICU (I see you) Award Certificates and as they see students exhibiting positive behaviours will complete an ICU ticket and give it to the student. ICU Awards are drawn weekly at the Stage 1 assembly on Monday and the Stage 2 & 3 Assembly on Tuesday mornings. Winners will be advertised in the following week's school newsletter.

## BOOK CLUB

Twice per term students are able to purchase books from the Scholastic Book Club. We believe that this is a wonderful source of reading material for your children.



## SPORT

### STAGE 1

Sport is held on a Friday at 1.15pm

Terms 1, 2 and 3

- Parent helpers are required and most welcome.

Term 4

- Intensive Swimming Program for 10 consecutive days at the end of term.

### STAGE 2

Sport is held on Thursday at 2.00pm.

Terms 1 and 4

- Swimming week 1 — 5 of term 1 & week 5 — 10 of term 4

Remainder of year

- The students rotate through a series of team sports, or develop athletic skills.
- The P.E program is skills based and leads to the playing of modified team games.

### STAGE 3

Sport is held on Tuesday at 2.00pm.

Term 1 week 1 — 5 & term 4 week 5 — 10

- Students have swimming.

Remainder of year

- The students rotate through a series of team sports, or develop athletic skills.
- The P.E program is skills based and leads to the playing of modified team games.

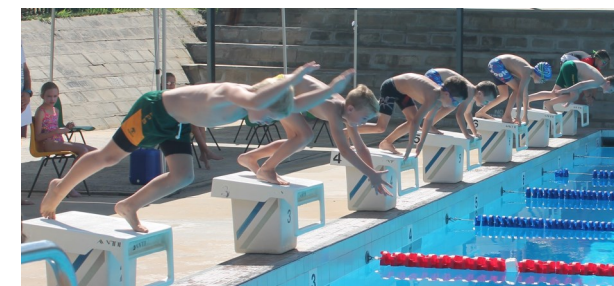
## SPORTS GROUPS

Hunter	Yellow
King	Green
Macquarie	Red
Phillip	Blue

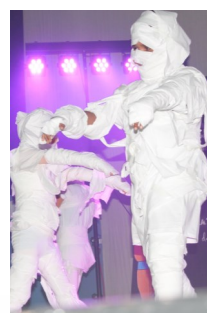
The students are divided into four sport groups that compete in the athletics and swimming carnivals each year.

Our sporting programs focus on fun physical activity and healthy lifestyle.

Participation in sport builds teamwork, confidence and leadership in our students.



An innovative creative arts program offering drama, dance, art and music fosters the individual talents and interests of the student.





## PARENT TEACHER MEETINGS

### Term 1

Individual Parent information meetings are held early in the year to discuss your child's Personalised Learning Plan (PLP). Class teachers talk to parents about the program of work being taught, the methods being used and ways they may help their child. This is a time for parents to ask any questions.

### Term 2

Semester 1 progress reporting is a written report with a parent interview. We like to see all parents as this time so we can discuss the students' individual progress and achievements. Three-way interviews, with the student, parent and teacher are available by request.

### Term 3

During Education Week there is a Maths, Science, English Fun Day. Parents and friends may join in on the activities with their child and celebrate learning in a fun atmosphere.

### Term 4

Parents will receive a written report of the student progress in the key learning areas (subjects), in social development and a general comment.

## PARENT AND CITIZEN ASSOCIATION

The P&C meets on the third Tuesday of each month at 5.30pm in the school staffroom. The P&C has an important role to play in many aspects of our school's planning, management and operation. The P&C is a positive forum focused on the continuous improvement of our school in collaboration with school staff in meeting the children's social and learning needs.

Attending P&C meetings provides you with a better understanding of activities happening in the school.

## SCHOOL CHAPLAIN/ WELFARE OFFICER

The school has a welfare officer, employed Monday to Thursdays. The welfare officer exercises their duties and all aspects of the role, promoting school values and providing support through the learning support team.

## SCHOOL COUNSELLOR

The school counsellor is a person with teaching experience and additional qualifications in psychology and counselling.

A counsellor provides assistance in matters of educational assessment and the social and emotional development of students. The counsellor will also aid, where required, in referrals to the other agencies such as a speech pathologist, paediatricians, etc. Parents are provided with feedback from assessments undertaken with their child.

Our students prosper in a safe, inclusive and nurturing learning environment that develops respect, understanding and responsibility.

## SCHOOL ROUTINE

The school day is organised into three sessions:

- 8.50am Supervision bell for playground - play.
- 9.15am Stop play, go to toilet, line up and move into class.
- 11.20am Lunch.
- 12.15pm Stop play, go to toilet, line up and move into class.
- 2.20pm Recess.
- 2.35pm Stop play, go to toilet, line up and move into class.
- 3.15pm Leave classes for bus lines, etc.
- 3.25pm Move onto buses / leave COLA to walk home.

A bell sounds at each of the times listed.

### End of day routine

No student is to leave the school grounds until the 3.25pm bell sounds. The designated areas to wait for the bell are:

- Bus Travellers** Bus lines - COLA.
- Bike Riders** Assemble near office stairs to leave via Groom St.
- Walkers** Assemble in COLA - Leave via Summerland Way
- Car Travellers** Assemble in COLA Leave via Rous St.

Parents wishing to pick up students must wait for them at the tables near KL classroom.

## SCRIPTURE / ETHICS

Scripture and ethics lessons are held for approximately 30 minutes every Thursday. The children attend the scripture lessons, ethic lessons or non scripture groups nominated by their parent/caregiver on their general consent form.

## SPECIALIST SPEECH AND LANGUAGE PROGRAM

Kyogle Public School has a learning support officer that is trained to deliver speech programs to students. The learning support officer works with small groups of identified students in kindergarten to build speech and language skills to support student learning across all key learning areas.

## STUDENT REPRESENTATIVE COUNCIL — SRC

In Stage 3 students can nominate to become part of the SRC. This group of young people represent all the students at the school. The SRC is run similarly to a Parliament with members electing to be the Speaker, Secretary, Treasurer and Ministers of recycling, fundraising, positive behaviour and awards. The SRC organise lunch time activities for the infants in the playground as a mentoring program. Being a member of the SRC teaches valuable leadership and negotiation skills.

## BREAKFAST CLUB

Every morning toast and cereal are available for the students. We believe the students perform better with a full stomach, and even if the children have had breakfast, they enjoy having an extra piece of toast. This well attended program is made possible by donations from parents and businesses.

## CANTEEN

The school canteen operates 5 days a week, providing excellent healthy and affordable meals and snacks. The children MUST order their lunch in class during roll call. Students also have the opportunity to purchase snacks at lunch. Credit is not available at the canteen. A current menu can be found on our web page. The canteen is always happy to have volunteers.

## CHOIR

Kyogle Public School has a very successful choir which performs at school events, including assemblies and community performances.

## CLUBS

Within the school we have several clubs the children can join and attend in their lunch break. Chess, debating, walking, cross country and gardening are available to all years.



## COMMUNICATION

Parents are welcome at our school. We encourage you to attend assemblies and visit classrooms to share in special events/activities.

We appreciate parents making contact with the school and keeping us informed about their children. If you would like to make an appointment to see your child's teacher please phone, write a note or call at the school personally. We have notice boards at both entrances to the school where upcoming events are displayed. Our webpage is also an excellent source of information. To keep up to date with events the P&C have a Facebook page where information is shared throughout the parent community.

### School Newsletter

A school newsletter is emailed home each Monday advising parents of coming events and school happenings. Newsletters are a regular means of contact with all parents of children in the school. Please request this by contacting the school via email. On [kyogle-p.school@det.nsw.edu.au](mailto:kyogle-p.school@det.nsw.edu.au) Newsletters are also available on our school website.

### School Class Newsletter

Your child's teacher will provide a newsletter for the class throughout each term. Class newsletters provide details about the teaching and learning program and coming events in the individual classes.

## COMPLAINTS

Sometimes issues arise that cause concern. Rather than allow the concern to escalate, it is most important to resolve the problem as soon as possible. If your concern is related to a classroom issue, you should contact the classroom teacher. If it relates to a playground behaviour or a policy matter, please make an appointment with the Principal.



## CREATIVE AND PERFORMING ARTS

The school has a vibrant creative arts program. Every second year every child within the school takes part in a drama production. This gives every child an opportunity to experience being on stage.

We have dedicated teachers that support a Dance troupe at KPS. Around fifty students take part in the dance troupe which has performed successfully at Wakakiri, Far North Coast Dance Festival and the Casino-Kyogle Eisteddfod.

## CURRICULUM

New South Wales government schools have 6 Key Learning Areas (KLA's) as indicated below. All KLA's are covered during your child's years in primary school.

Aboriginal Studies, Multiculturalism, Child Protection, Environmental Education and Drug Education are also integrated into the school curriculum.

- ENGLISH - (Talking and Listening, Reading and Writing)
- MATHEMATICS
- HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)
- SCIENCE AND TECHNOLOGY
- CREATIVE AND PRACTICAL ARTS (CAPA)
- PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PD/H/PE)

## EMERGENCY INFORMATION AND CONTACT

The school maintains computer records that provide contact numbers in case of a student accident or illness. It is imperative that you provide our administration staff with current information. If there is a change in home, work or emergency contact details, court orders, please contact the school at your earliest convenience.



## ENROLMENT OF STUDENTS

Children who reside in the local area are guaranteed a place in our school. Enrolment of non-local children is dependant upon placement availability in the appropriate class and requirements of the school 'Non-Local Enrolment Policy' being met. A birth certificate, immunisation record and a proof of residence need to be sighted before enrolment can be finalised.

## EXCURSIONS and VISITING PERFORMANCES

Excursions and visiting performances are planned regularly to complement classroom learning.

During Stage 1 and 2 the students are invited to go on day excursions to the beach, ten pin bowling and the movies.

Longer excursions are planned for Stage 3, travelling to Canberra for a ski trip and Fraser Island for marine science studies on a bi-annual rotation.

## FLOODS

Parents and caregivers need to consider their children's safety before sending them to school.

Attendance at school is important, however, in times of heavy rainfall, families need to consider the risk posed by flooding.

Weather conditions during the previous twenty four hours, weather forecasts, SES announcements and observation of the current conditions should all be considered in making the decision to send children to school. Listen to North Coast ABC from 6am for local advice.

The fact that the bus service is operating should not be the only consideration. It is recommended that families living in an area where flooding could prevent their children's return home, should nominate a person who lives in a flood free access area as their emergency contact person, for example a relative or family friend living in the township.

Children should be made fully aware of the person's name, contact telephone number and the transport arrangements to the person's residence. The school should be provided with this information which is kept up to date at all times.

No attempt should be made to make the journey home along roads that could be flooded.

## GRANDFRIENDS DAY

Every year we acknowledge the valuable role grandparents play in the children's lives by hosting an afternoon tea. The children are very excited to have their grandparents in their classroom followed by an afternoon tea.

## HOME READING

Our school's Home Reading Program aims to encourage students to read more frequently by providing an extensive selection of interesting books for students to borrow.

## HOMEWORK

Whilst homework is a valuable aid, it is not the most important aspect of a child's education. Work done during the school day, direct with the classroom or specialist teacher is of more significance.

Homework is given for a number of reasons including:

- Assisting your child to develop regular home study patterns;
- providing an opportunity for you to become involved in the education of your children;
- consolidating work undertaken in class.

Parents are respectfully asked to support their child's homework routine.



## IMMUNISATION

The NSW Public Health Act requires parents enrolling children in kindergarten to present an immunisation certificate at the time of enrolment. The immunisation certificate helps to identify children who have not been immunised. If no immunisation certificate is provided and there is a disease outbreak at school, children who have not been immunised will have to stay at home for their own protection.

You can contact the Australian Childhood Immunisation Register on 1800 653 809.

## LATE NOTES

Students are expected to attend classes punctually at the beginning of all lessons. If students are late to school for any reason they are to report to the office for a late note prior to going to their classroom.

Parents should accompany the student to the office or send a note stating the reason for their late arrival.

This procedure needs to be followed, especially in case of an evacuation, where each child needs to be accounted for.



## LEARNING SUPPORT

The learning support team assists classroom teachers in accessing support for students who need additional aid. Support may include:

- Occupational Therapists
- School Counsellor
- Social Skills
- Visiting Speech Therapist
- School Learning Support Officers

The learning support team also assists the classroom teacher in developing Individual Learning Plans for students receiving extra support, tracking and monitoring the student's progress.

The team will seek parental consent before assessment (other than normal classroom assessment) is carried out. For example, consent is obtained from parents before the school counsellor will work with a student.

## LEAVE PASSES

Permission to leave the school will be granted if supported by a note from home; the student is leaving in the parent's company or if the Principal is satisfied that the reason for leaving the school is acceptable.

If the parent/caregiver wish to collect their child from the school prior to 3.15pm they need to obtain a leave pass from the office before collecting the student from the classroom. The leave pass provides the school with a record of children who have left the school during the day, which is essential in emergency situations and provides evidence why the child is out of school during school hours.



## LIBRARY

Our library houses a wide range of literature and information books plus eight networked computers to cater for the student's needs and interests from kinder to year 6. The collection is continually updated and expanded.

Students have access to the library during lesson break times, before school and second half of lunch. During specific lesson times students have access to the library.

A library bag is essential to protect books. A calico library bag is supplied to all newly enrolled students. Reminder notes are issued to students with overdue loans towards the end of each term. We welcome parents/carers to register as borrowers and are always pleased to see parents/carers and children selecting books for borrowing together.

## LOST PROPERTY

It is essential that all clothing and personal possessions be clearly marked with the owner's name. The lost property clothing pool is located in the hallway leading to the sickbay.

## MATERIALS REQUIRED FOR SCHOOL

Parents may provide the following materials for their child to use in their classroom each day. Please remember to label all items with your child's name.

### Stage 1

Kindergarten - all supplied. Library Bag supplied. Optional: Pencils and pencil case. Years 1 and 2 - wind up crayon pencils or coloured pencils, textas, art shirt, pencil case, library bag.

### Stage 2 and 3

Pencil case with blue/black pens, red pen, writing pencils, ruler, colouring pencils, eraser and sharpener, library Bag.

## MEDICATIONS

Medication requiring administration on a daily basis should be in an appropriate container, labelled with the student's name and stored in the front office. This must be accompanied with a signed letter from parent/carer stating time and dosage required. A medical register is completed each time medication is administered, signed both by the student and the person who administered the medication. If your child requires regular medication, a form will need to be completed and is available from the office.

## ORIENTATION DAYS

An invitation is extended to children enrolling in kindergarten in the new year to attend orientations days during term 4.

Orientation days provide the children with an opportunity to become familiar with the layout of the school and some of the routines. Meeting with other children who will be in the same classroom helps to establish confidence and a secure atmosphere when full time schooling commences.

The days also provide an occasion for parents and teachers to discuss any special needs the children may have and to establish a good working relationship between home and school.

Throughout the year, year 6 students participate in a transition program involving a number of orientation days at Kyogle High School.

## PARENT HELPERS

Parents and community members are encouraged and welcome to provide classroom assistance and share skills in areas where they have expertise.

Parents are encouraged to assist with activities such as reading, computers, cooking, story writing, sport, crafts, performing arts, library and canteen.

Our students prosper in a safe, inclusive and nurturing learning environment that develops respect, understanding and responsibility.