

Londonderry Public School



'Strive for Better Things'

By

Learning and Participating, Safely and Respectfully

Parent Handbook 2009

Educating our students is a shared responsibility

Mrs J Connolly
Principal

Mrs G Palamara
Assistant Principal

Mrs T Naylor
Assistant Principal

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LONDONDERRY



PUBLIC SCHOOL

2009

'Strive for Better Things'

At Londonderry Public School our purpose is for every student to reach their individual potential academically, physically and socially, when:

**Learning
and
Participating
Safely
and
Respectfully**

We are committed to a set of shared values that include:

- ❖ to STRIVE FOR BETTER THINGS by doing our best with a commitment to self-development;
- ❖ belonging to the school community and treating all its members with respect;
- ❖ building relationships and team spirit that promotes honesty and trustworthiness;
- ❖ recognising and encouraging individual and group achievements; and
- ❖ enhancing the school's image, reputation and integrity.

As a staff and community striving to provide the best possible education for our children, we are committed to the following:

- ❖ Providing a stable, safe and ordered environment within which students can learn effectively;
- ❖ Delivering quality teaching and learning programs that cater for the needs of all students;
- ❖ Promoting inclusion and pride in the school and its community;
- ❖ Developing student self-esteem and self worth through recognizing and rewarding student successes;
- ❖ Constructing partnerships with parents to develop practices which builds a love of learning, positive social skills and fosters responsible behaviour in students; and
- ❖ Effective management of our human, financial, technological and physical resources in order to achieve better outcomes for students.

Mrs J Connolly
Principal

Educating our students is a shared responsibility

Section A: GENERAL INFORMATION

1. Introduction

One of the features that make Londonderry Public School special is its rich history. “A short way down the track from Richmond”, it still enjoys a country village feel.

The school opened in 1934 in a room attached to the back of the local Post Office with 24 pupils. There was no electricity or water at Londonderry at this time and roads were little more than bush tracks, with cars a rarity. The school moved to the present site in 1935 in a ‘portable’ classroom, which is still in use today, and was known as Londonderry Road Public School.

Over the years, enrolment numbers have fluctuated, with the school reaching its largest enrolment in 1982 with 15 classes and 21 staff.

‘*Strive for Better Things*’ has been the Schools’ motto since inception. The star on the crest signifies the Christian ethic and its place in civilisation; the ironbark tree, a symbol of solidarity representing strength and unity of purpose.

At Londonderry Public School we believe that *educating our students is a shared responsibility*. It is essential that parents and teachers work together to ensure the best possible education for students. Communication between home and school is vital and parents are encouraged to liaise early with the school if concerns arise.

2. Address and Phone Numbers

Londonderry Public School
Londonderry Road
LONDONDERRY NSW 2753

Phone: 4578 1900
Fax: 4588 5883
E-mail: londonderr-p.school@det.nsw.edu.au
Website: www.londonderr-p.schools.nsw.edu.au

3. School Hours

The school is open from 8.30am till 3.00pm and children should not be present outside these hours unless attending a special program.

Bell Times	
9.00am	School begins
11.00am	Recess
11.30am	End of recess
1.00pm	Lunch
1.50pm	End of lunch
3.00pm	Final bell

4. Bus Services

The school is serviced by special buses providing free transport to all K-6 children and to primary children who live more than 1.6km from the school. Refer to Appendix I for a copy of the Westbus school bus timetable.

5. Pupil Information

This is a vital source of reference for the school. If details change during the year, please advise the Administration Manager in the front office immediately. It is also essential details are kept up to date so families receive their annual Family Allowance payment.

6. Contact with School

It is important that parents realise that they have ready access to school for information, consultation and help that they may require. Please contact the Administration Manager to arrange an interview or a discussion by phone.

7. Term Dates for 2009

Each term consists of approximately ten (10) weeks:

TERM 1 Wednesday 28 January
 Thursday 9 April

Teachers resume on Tuesday 27 January, 2009.

*Years 1 to 6 resume on Wednesday 28 January, and
Kindergarten children enrol on the allocated day.*

TERM 2 Wednesday 29 April
 Friday 10 July

School Staff Development Day is on Tuesday 28 April, 2009.

All students resume on Wednesday 29 April.

TERM 3 Tuesday 28 July
 Friday 2 October

School Staff Development Day is on Monday 27 July 2009.,

All students resume on Tuesday 28 July.

TERM 4 Monday 19 October
 Friday 18 December

All students and staff resume on Monday 19 October

8. Lost Property

Parents are strongly urged to label clearly all articles of clothing, bags, lunch boxes and especially jumpers, cardigans and rainwear.

Section B: PUPILS

I. Kindergarten Enrolment

Children are eligible to be enrolled in Kindergarten provided that they have their fifth birthday before 1 August of that year. However, children with birthdays in May, June and July should consider their child's maturity before automatically enrolling. All children should enrol at the beginning of the school year.

It is a Department of School Education & Training regulation that a Birth Certificate or some other appropriate document verifying a child's date of birth be shown at the school office when a Kindergarten enrolment takes place.

The NSW Public Health Act 1991 requires all children starting in Kindergarten to show a history of immunisation for school entry. A History Statement based on the Australian Childhood Immunisation Register (ACIR) is required by the school. For the child to be classified as “fully immunised” the History Statement must bear the following words recorded in the purple display area:

“This child has received all vaccines required by 5 years of age”

Parents of children who have received their booster vaccines will automatically be issued with an ACIR. Parents who have mislaid the form can telephone 1800 653 809 to receive a copy.

2. New Arrivals

Children arriving from overseas will need to provide passport or immigration evidence.

3. Custody

The Principal should be fully informed of any legal custody matters relating to your child. A copy of court orders will need to be retained with your child's records.

4. School Attendance

Attendance at school is compulsory and all absences should be explained by a note written to the teacher.

5. Sickness or Accidents

Parents are asked to keep at home any student who is clearly too sick to be at school.

Minor illnesses which become evident during the day will be catered for at school. Where there is any concern, parents will be contacted. In cases of emergency or when parents cannot be contacted in the case of serious concern, an ambulance will be called.

Please keep your contact details at school up to date for emergency purposes.

In order to provide a safe and secure environment for all students it is essential parents contact the school if a student requires administration of prescribed medications and/or asthma treatments during school hours. Please arrange for an interview to give full details and to sign instruction forms.

6. Collection During School Hours

Children will be released only to their custodial parent or legal guardian and identification may be required. Parents wishing to collect their children are asked to call at the office to collect an authority to present to the teacher. All documentation is collected by the school for legal purposes and a reason must be provided for early release of students. This is considered a *Partial Absence* and is recorded in the Class Roll.

7. Late Arrivals

All children arriving at school after 9.00am must report to the office to have their late arrival recorded. A reason must also be provided. This is considered a *Partial Absence* and is recorded in the Class Roll. Arriving late is discouraged as it disrupts learning.

8. Transfers

If your child is changing schools, please call at the office to collect a transfer certificate.

Section C: SCHOOL ACTIVITIES

1. The Key Learning Areas

The school aims to provide a stimulating learning environment to meet the individual needs of every child. Class learning is grouped under the main headings of:

1. English
2. Mathematics
3. Science and Technology
4. Human Society and its Environment
5. Creative Arts
6. Personal Development, Health & Physical Education

2. Special Programs

1. The school provides support for those children for whom English is a second language (ESL).
2. Some students in Year 1 have the opportunity to be involved in the Reading Recovery Program.
3. A support teacher assists children who have special needs.
4. Teachers Aides are employed to assist some students with learning progress.
5. Opportunities are provided for gifted and talented students to participate in a variety of educational programs.
6. The school, through its Integration Program, supports a number of students with disabilities in regular classes.

3. Music and Dance

Children are able to join the choir or one of the dance groups. The school regularly participates in local music and dance festivals.

4. Library

This important resource serves both the learning and the recreational needs of pupils. Our Teacher/Librarian provides lessons on two days in the week.

5. Excursions

Educational visits are an important part of the school program, and each class is involved in a range of excursions. Camping and overnight excursions are included for students in Yrs 3 – 6.

6. Sport

Our school has an annual swimming, cross-country and athletic carnival. Children who are 8 years old can participate and win selection in district, regional and state sporting activities.

K-2 participate in a regular physical education program, which aims at promoting skills, fitness, enjoyment, and participation. Activities include aerobic exercises, dancing, games, and sport. K-2 pupils are involved in the annual school athletics carnival.

Students in 3-6 are involved in organised sporting activities, which include development of games skills, playing of major games and personal fitness

All children are placed in House Teams to stimulate team spirit and competition.

Houses and their colours:

Mirrabooka	Red
Woomera	Blue
Arrawarra	Green

7. Religious Instruction

Visiting clergy or lay representation for religious instruction visit the school daily for one week of each term.

8. Computer Room

A computer lab is specifically designed for all students K-6 to use for computer education. Here, they develop computer skills in word processing, spreadsheets, data bases, internet and Power Point to enhance their learning.

9. Charities

The school supports a variety of charities each year and gives selective support on a rotation basis to such groups as Red Cross, Stewart House and other special appeals.

Section D: SUPPORT AGENCIES

1. Parents

Parents are encouraged to become involved in the school and are highly valued for their contribution. There are many ways of being involved:

P&C Association	Meets monthly
School Council	Meets regularly at least 8 times per year
Canteen	Helpers are always needed
Classroom Helpers	Reading, craft, music etc.
Library	Covering books
Sport	Transportation to carnivals, coaching etc
Clerical Assistance	Book Club

A special meeting is held at the beginning of the year to organise ways that parents can become involved.

2. Canteen

The school has a fully equipped canteen that opens from 2 - 5 days each week. It provides a wide range of excellent lunch choices at reasonable prices. In 2005 more healthy choices became available as the school canteen followed closely the guidelines based on the principles of the *Australian Dietary Guidelines for Children and Adolescents*. In 2009 the canteen will continue to follow these guidelines. The canteen is run by the P&C and is staffed by voluntary helpers. New helpers are always welcome. If you can assist on a regular basis, please contact the school office.

3. Counsellor

A trained student counsellor attends the school one day per week. Appointments can be made through the office.

4. Community Nurse

A community nurse is based in the school and her duties include home nursing, baby clinics and school screening. She is at the school one day per week.

5. Home School Liaison Officer (HSLO)

This officer assists with attendance matters and visits the school regularly as part of our welfare program. The HSLO checks class rolls to monitor attendance. Students whose attendance is unsatisfactory will be followed up by the HSLO.

6. Student Assistance Scheme

Financial assistance is available to ensure that children can participate fully in school activities. Should you need to apply for assistance, contact your child's teacher who will refer the request to the school Executive team.

Section E: COMMUNICATION

1. School Newsletter

A school bulletin is distributed fortnightly on Tuesday or Wednesday giving details of important activities and dates. It is sent home with the youngest child in every family. It is a most important avenue for parents to receive communication about upcoming events, excursions, assemblies and other news. Parents are urged to carefully read the newsletter and to contact the school if they do not receive a newsletter every fortnight.

2. School Notice Board

Our school notice board faces Londonderry Road. Messages and dates appear regularly for parents and the wider community.

3. Special Notes

These are issued when the need arises.

4. Parent Stage Meetings

Early in the school year, stage meetings are held to explain plans and procedures for the year and to allow parents the opportunity to discuss aspects of class work.

5. Student Progress Report

Detailed reports are sent home in June and December.

6. Parent/Teacher Interviews

Teachers are available for discussion with parents when the need arises. Please phone to arrange a mutually convenient time. Organised interviews are planned mid year.

7. Parent Workshops

Special sessions are planned to involve parents in aspects of class learning activities throughout the year. Parents who are interested in learning about specific topics such as key learning areas or parenting skills should advise the Principal.

Section F: SAFETY

1. Car Parks

The school car parks are not available for parent use without prior organisation with the Principal. This includes picking up/ delivering children. The exception is the collection of sick children.

2. Buses

Children waiting for the bus are supervised by a teacher. Sensible, safe behaviour is expected from all bus passengers. Unacceptable or dangerous behaviour may lead to temporary loss of subsidised school travel and privileges. Students may also be banned from travelling on buses.

3. Bicycles

Children in Years K-2 are not permitted to ride their bikes on public roads. No bicycles may be ridden in the school grounds. The bicycle must be wheeled to the bicycle rack where it should be chained and padlocked.

ALL CHILDREN RIDING BICYCLES TO AND FROM SCHOOL MUST WEAR A HELMET.

Section G: SCHOOL UNIFORM

The wearing of school uniform is compulsory. If there are circumstances that prevent a child wearing uniform on a particular day, parents are asked to contact your child's class teacher. School uniforms can be purchased from the canteen.

BOYS:

Summer	Bottle green shorts Gold t-shirt or polo shirt White socks / plain black shoes Bottle green jumper or jacket School hat
Winter	Bottle green tracksuit Gold t-shirt White socks / black shoes School hat
Sport	Black shorts Bottle green tracksuit House coloured t-shirt or yellow rep t-shirt when representing the school White socks / plain black or white joggers School hat

GIRLS:

Summer	Green/white dress with orange fleck OR Green shorts and gold t-shirt White socks / black shoes Bottle green jumper or jacket School hat
Winter	Bottle green tracksuit OR Bottle green jumper and green slacks OR Bottle green tunic with white blouse/skivvy and green tights White socks / Black shoes School hat
Sport	Black sport shorts OR Black pleated sport skirt or skort Bottle green tracksuit Hours coloured t-shirt or yellow rep t-shirt when representing the school White socks / Plain black or white joggers School hat Green/white hair ribbons (optional)
	NO dangling earrings – only sleepers or studs NO wearing of black sport shorts Mon-Thurs on non sports days NO make-up
Hats	Students must wear school hats daily at recess and lunch. No hats means stay under the COLA.

<p>For athletics, swimming, cross-country and other special sporting activities where children play in house sport, a coloured T shirt with the appropriate 'House' colours may be worn.</p>

Section H: INFECTIOUS DISEASES

Educating our students is a shared responsibility

that can be prevented by immunisation

Disease	Children who have the disease	Unimmunised children who are in contact with the sick child
Diphtheria	Stay at home until a doctor has given a certificate of recovery	Keep household contacts at home until cleared to return by a Medical Officer
Tetanus	Stay at home until fully recovered	Can attend school
Pertussis (<i>Whooping Cough</i>)	Stay at home for 14 days from the start of illness or until 5 days of a 14 day course of antibiotics have been completed	Keep unimmunised household contacts at home for 14 days from exposure or until they have had 5 days of a 14 day course of antibiotics, if they go to a childcare centre or pre-school. Unimmunised contacts in Primary School (K-6) do not need to stay at home
Measles	Stay at home for at least 4 days from the appearance of the rash	Unimmunised contacts should stay at home for 14 days or if they are immunised within 72 hours of exposure to measles, they can return to school immediately.
Mumps	Stay at home for 9 days after the appearance of the swelling	Can attend school
Rubella	Stay at home for at least 4 days after the rash appears	Can attend school
Poliomyelitis	Stay at home for at least 14 days from start of illness and until a doctor has issued a medical certificate of recovery	Can attend school

Other Infectious Diseases	Absence From School
Chicken Pox	Exclude until fully recovered. Minimum exclusion 5 days after the first spots appear.
Infectious Hepatitis (<i>Type A</i>)	Exclude until subsidence of symptoms or until receipt of a medical certificate of recovery. Minimum exclusion 7 days from onset of jaundice.
Impetigo (<i>Septic Sores</i>)	Until treated and dressed.
Pediculosis (<i>Lice</i>)	Until appropriate treatment has begun.
Scabies	Until appropriate treatment has begun.
Ringworm	Until appropriate treatment has begun.
Conjunctivitis	Until all discharge has ceased.



SCHOOL PLEDGE

At Londonderry School,
 We believe that
 In our hands lies the future of Australia.
 If we all work together
 Doing our best for the common good,
 There is no limit to what we can achieve.



SCHOOL SONG

There's a lovely school set deep in the bushland,
 Under the shade of the Ironbark trees.
 Where we care, where we share,
 Where we work and strive for better things,
 Londonderry's the school for me.

We excel in study and sportsmanship, truthfulness and honesty.
 Where we care, where we share,
 Where we work and strive for better things,
 Londonderry's the school for me.

Educating our students is a shared responsibility

Appendix I: SCHOOL BUS TIMETABLE**LONDONDERRY PUBLIC SCHOOL****MORNING**

Bus No	Route	Time	Bus Route
EFFECTIVE 11 OCTOBER 2009			
5044	810		EX CNR LONDONDERRY RD & REYNOLDS RD via Reynolds, L>Clark, R>Reynolds, L>MacPherson, L>Milford, L>Carrington, R>Howell, R>Leitch, L>Sutherland, R>Mills, R>Bowman, L>Carrington, L>Muscharry, R>Trahlee to school. EFFECTIVE 11 OCTOBER 2009
5028	815		EX ST PAULS COLLEGE (TAYLOR RD) via Taylor, L>Cranebrook, Northern, R>Spinks to Doak Cnr (8.20) return Spinks, L>Northern, L>Leitch, L>Sutherland, R>Mills, R>Bowman L>Carrington, R>Muscharry, R>Trahlee to school. EFFECTIVE 11 OCTOBER 2009
5011	824		EX RICHMOND HIGH SCHOOL via L>Lennox, L>Castlereagh, L>Long, L>Douglas, R>Thompson to Hobartville PS (continues as 5012) via R>Valder, L>Southee, R>Londonderry Rd, L>The Driftway, R>Blacktown Rd, R>Bennett, L>Carrington, L>Howell, L>Leitch, R>Northern, R>Whitgates, R>Londonderry Rd, R>Carrington, R>Muscharry, R>Trahlee to school. EFFECTIVE 11 OCTOBER 2009
5012	827		EX HOBARTVILLE PUBLIC SCHOOL via Valder, L>Southee, R>Londonderry, L>Driftway, R>Blacktown, R>Bennett R>Carrington, L>Howell, L>Leitch, R>Northern, R>Whitgates, R>Londonderry, R>Carrington, R>Muscharry, R>Trahlee to school. EFFECTIVE 11 OCTOBER 2009
5015	835		EX HOBARTVILLE PUBLIC SCHOOL via Valder, L>Southee, L>Castlereagh, L>Warnock, R>Eaton, L>Bonner, R>The Driftway, R>Londonderry, L>Carrington to school

AFTERNOON

Bus No	Route	Time	Bus Route
EFFECTIVE 11 OCTOBER 2009			
5537	315		EX SCHOOL via Londonderry Rd to Cross Roads EFFECTIVE 11 OCTOBER 2009
5538	330		EX SCHOOL via R> Londonderry Rd, R>Carrington, L>Bennett, L>Blacktown Rd, L>Driftway, L>Bonner, R>Eaton, L>Warnock, R>Castlereagh, R>Southee, R>Londonderry, L>Vines to University of Western Sydney. EFFECTIVE 11 OCTOBER 2009
5523	330		EX SCHOOL via R> Londonderry Rd, R>Reynolds, L>Clark, R>Reynolds, L>Macpherson, L>Milford, L>Carrington, R>Bowmans, L>Mills, L>Sutherland, R>Leitch, L>Howell, R>Laurence, R>Parker, L>Leitch, R>Northern, L>Spinks to Doak cnr return Spinks, L>Northern, R> Londonderry, R>Whitgates, L>Northern to cnr Carrington Rd. EFFECTIVE 11 OCTOBER 2009
5546	330		EX SCHOOL via R> Londonderry Rd L>Torkington, L>Nutt, Taylor to St Pauls College.


L> - Bus Turns Left | R> - Bus Turns Right

Appendix II: SCHOOL DISCIPLINE CODE


1	Behaviour	<ul style="list-style-type: none"> ▪ Not following teacher's instructions ▪ Running on hard surfaces, balls in wrong places ▪ Playing/being out-of-bounds, dangerous practices ▪ Interfering in others games ▪ Mock or play fighting ▪ Swearing in conversation ▪ Littering 	<p>IMMEDIATE</p> <ul style="list-style-type: none"> ▪ Verbal reprimand ▪ Time-out – minimum 5 minutes ▪ <i>Go back and walk</i> - type comment ▪ Pick-up litter
2	Behaviour	<ul style="list-style-type: none"> ▪ Tackling, pushing, shoving, tripping in a game ▪ Spitting on the ground or building ▪ Swearing at or arguing with peers ▪ Teasing ▪ Name calling or insulting others ▪ Minor damage to property ▪ Continued Level 1 Behaviour 	<p>IMMEDIATE</p> <ul style="list-style-type: none"> ▪ Verbal reprimand ▪ Name recorded on blue slip ▪ Time out – minimum of 10 minutes ▪ Confiscate equipment for remainder of day ▪ Walk with teacher until calm ▪ 4 x Level 2 incidents reported to parents and detention
3	Behaviour	<ul style="list-style-type: none"> ▪ Continued disobedience ▪ Throwing objects like rocks, stones sticks ▪ Hurting people, e.g: fighting, biting, kicking, hitting ▪ Spitting on someone ▪ Answering back, swearing ▪ Stealing, bullying or standing over other students ▪ Major damage to property ▪ Highly inappropriate language ▪ Leaving school in school time without permission 	<p>IMMEDIATELY OFF THE PLAYGROUND</p> <ul style="list-style-type: none"> ▪ Verbal reprimand from the teacher ▪ Name recorded in blue slip ▪ Immediate detention with executive on duty for the remainder of that session ▪ Letter reporting incident to parents and information of next day's detention <p><i>Repeated Level 3 behaviour may result in more days detention or in-school suspension and ineligibility to represent the school externally</i></p>
4	Behaviour	<ul style="list-style-type: none"> ▪ Repeatedly disobeying a teacher ▪ Hostile behaviour to peers and adults, including verbal abuse and abuse transmitted electronically ▪ Inappropriate behaviour before/on excursions and on buses ▪ Abusing a teacher 	<p>IMMEDIATELY OFF THE PLAYGROUND PARENTS NOTIFIED</p> <ul style="list-style-type: none"> ▪ 2-5 days detention or in-school suspension ▪ Possible ineligibility to represent the school externally for two weeks after detention (Principal's decision) ▪ Interview with parent/s
5	Behaviour	<ul style="list-style-type: none"> ▪ Premeditated assault on any person at school / bus ▪ Bringing weapons to school ▪ Using a weapon/dangerous implement at school ▪ Persistent inappropriate behaviour (after intervention) ▪ Vandalism at school 	<p>PARENTS IMMEDIATELY INFORMED</p> <ul style="list-style-type: none"> ▪ Parents requested to attend immediate interview with Principal or delegate ▪ Placed on school suspension register ▪ Appropriate paperwork as per suspension policy guidelines

Appendix III: OVERVIEW OF AWARD SYSTEM

Principal's Plaque	Gold Award	Principal's Award	Silver Award	Green Levels 1, 2, 3, 4	Yellow Level
100 green merit awards	75 green merit awards	50 green merit awards	25 green merit awards	5 merit awards per green level	<i>All students start here</i>
Presented at Presentation Day Morning Tea with Principal Published in newsletter and media if able	Presented at term special assembly Morning Tea with Principal Published in newsletter	Presented at Presentation Day Morning Tea with Principal Published in newsletter	Presented at end of term special assembly Morning Tea with Principal Published in newsletter	Presented at morning assemblies Published in newsletter	New students can count awards from previous school or negotiate a starting point based on report card comments



Level 1	Level 2	Level 3	Level 4	Level 5
Minor break of school rules	Break of school rules	More serious breach of school rules	Serious breach of school rules	Department suspension guidelines re inappropriate behaviour
Teacher reminder	Teacher reprimand Time out (4 x level 1 & 2 reports, parents informed)	1 day detention Parents contacted	2-5 days detention or in school suspension Parents interviewed	Suspension



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Learning
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Merit Awards

To receive a green award, students must receive 5 school merit awards. These could include assembly awards, sports awards, Principal Awards, class awards; any award with a school logo. Students all receive a bonus merit award at the end of each term if they have not been levelled.

Caught You Being Good Awards

These go in a weekly draw for a small treat. They are separate from the above system.

Senior Students Points System

Teachers of Year 3-6 students may elect to instigate a program where students earn points and must have a certain number to gain privileges eg. sports days, extra curricula activities.

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