Londonderry Public School

‘Strive for Better Things’

By

Learning and Participating, Safely and Respectfully

Parent Handbook

2013

Educational excellence in a unique, caring environment

Mrs Joy Connolly
Principal

Ms Erin Finlayson
Assistant Principal

Mrs Bev Bullock
Relieving Assistant Principal
CONTENTS

Section A: GENERAL INFORMATION
1. Introduction 3
2. Address and Phone Numbers 3
3. School Hours 3
4. Bus Services 3
5. Pupil Information 4
6. Contact with School 4
7. Term Dates 4
8. Lost Property 4

Section B: PUPILS
1. Kindergarten Enrolment 4
2. New Arrivals 5
3. Custody 5
4. School Attendance 5
5. Sickness or Accidents 5
6. Collection During School Hours 5
7. Late Arrivals 5
8. Transfers 5

Section C: SCHOOL ACTIVITIES
1. The Key Learning Areas 6
2. Special Programs 6
3. Music & Dance 6
4. Library 6
5. Excursions 6
6. Sport 6
7. Religious Instruction 7
8. Computer Room 7
9. Charities 7

Section D: SUPPORT AGENCIES
1. Parents 7
2. Canteen 7
3. Counsellor 7
4. Chaplaincy Program 8
5. Home School Liaison Officer 8
6. Student Assistance 8

Section E: COMMUNICATION
1. School Newsletter 8
2. School Notice Board 8
3. Special Notes 8
4. Stage Meetings 8
5. Student Progress Report 8
6. Parent Teacher Interviews 8
7. Parent Workshops 8

Section F: SAFETY
1. Car Parks 9
2. Buses 9
3. Bicycles 9

Section G: SCHOOL UNIFORM 9

Section H: INFECTIOUS DISEASES 11

SCHOOL PLEDGE & SCHOOL SONG 12

Appendix I: SCHOOL BUS TIMETABLE 13
Appendix II: 2013 FAIR DISCIPLINE CODE 14
Appendix III: OVERVIEW OF AWARD SYSTEM 15
Educational excellence in a unique, caring environment

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.

Londonderry Public School prides itself on providing an environment of innovation, opportunity and success for your child. We achieve this through quality, educational programs, delivered by highly qualified teachers.

Our school is well resourced and provides students access to the latest technologies to enhance their learning. A modern computer lab, connected classrooms and interactive boards ensure that each child receives the best start for the future.

We pride ourselves on our comprehensive sports programs which incorporate fun physical activities and team/individual sporting events.

At Londonderry we tailor individual programs to meet the needs of all students. Our personalised approach allows us to provide both traditional and innovative teaching practises, engaging all students to reach their full potential.

We value our close partnership with our parents and community to make Londonderry Public School a welcoming and friendly, learning environment. The safe and nurturing atmosphere of the school fosters a high standard of student behaviour.

I am very proud to be both the Principal and a member of our school community. I invite you to visit our school to discuss the opportunities we can offer your child.

Mrs Joy Connolly
Principal
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. In 2009 the school celebrated 75 years of education.

‘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 we provide Educational excellence in a unique, caring environment.

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.

<table>
<thead>
<tr>
<th>BELL TIMES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Duty Starts</td>
</tr>
<tr>
<td>8.55am</td>
<td>Line Up Music</td>
</tr>
<tr>
<td>8.57am</td>
<td>Start of Session 1</td>
</tr>
<tr>
<td>11.00am</td>
<td>Recess Eating Time</td>
</tr>
<tr>
<td>11.10am</td>
<td>Recess Play</td>
</tr>
<tr>
<td>11.37am</td>
<td>Line Up Music</td>
</tr>
<tr>
<td>11.40am</td>
<td>Start of Session 2</td>
</tr>
<tr>
<td>13.10pm</td>
<td>Lunch Eating Time</td>
</tr>
<tr>
<td>13.20pm</td>
<td>Lunch Play</td>
</tr>
<tr>
<td>13.47pm</td>
<td>Line Up Music</td>
</tr>
<tr>
<td>13.50pm</td>
<td>Session 3 Starts</td>
</tr>
<tr>
<td>15.00pm</td>
<td>End of Lessons</td>
</tr>
</tbody>
</table>

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 2013
Each term consists of approximately ten (10) weeks:

**TERM 1**  
Tuesday 29 January  
Friday 12 April  
*Teachers resume on Tuesday 29 January 2013.*  
*Years 1 to 6 resume on Wednesday 30 January 2013 and Kindergarten children enrol on the allocated day.*

**TERM 2**  
Monday 29 April  
Friday 28 June  
*School Staff Development Days are Monday 29 and Tuesday 30 April 2013.*  
*All students resume on Wednesday 1 May 2013.*

**TERM 3**  
Monday 15 July  
Friday 20 September  
*School Staff Development Day is on Monday 15 July 2013.*  
*All students resume on Tuesday 16 July 2013.*

**TERM 4**  
Tuesday 8 October  
Friday 20 December  
*All students and staff resume on Tuesday 8 October 2013.*  
*School Staff Development Days are on Thursday 19 and Friday 20 December 2013.*  
*N B School Staff Development Days may vary from school to school but plenty of notice will be given should a change be made.*

8. Lost Property
Parents are strongly urged to label clearly all articles of clothing, bags, lunch boxes and especially jumpers, cardigans and rainwear. Lost property is sent to a lost property basket where parents and students can check for lost items. This can be found outside the 3/4DC classroom.

**Section B: PUPILS**

1. 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 March – 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 on the day the student returns to school. Unexpected absences of 3 days and more require parents to phone the school.

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. Parents are asked not to drive into the staff carpark.

7. Late Arrivals
All children arriving at school after 8.55am must report to the office accompanied by their parent/guardian, if possible, 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. A School Learning Support Officer (Teachers Aide) is 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.

   3-6 students are given opportunities to play in team gala days and clinics across a range of sports.

   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

Active After Care Sport – This Federally funded program provides opportunities for students to stay back after school for an hour of physical activity twice per week. It targets students who are not involved in out-of-school activities. Notes are sent out at the beginning of each term giving details.

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
   - 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 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 2012 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. Chaplaincy Program
Through Federal funding, the school enjoys the support of a chaplain one to two days per week. These support persons provide extra help for student welfare. A playgroup meets each Thursday morning, co-ordinated by Mr Glen Clark. For more details please enquire at the office.

5. Home School Liaison Officer (HSLO)
This DET 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 or office staff who will refer the request to the school Executive team.

Section E: COMMUNICATION

1. School Newsletter
A school newsletter 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. It is also available on our school website. This year we will be sending out the newsletter electronically by email.

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 in Room 7. 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 / Scooters
   Children in Years K-2 are not permitted to ride their bikes / scooters on public roads. No bicycles / scooters may be ridden in the school grounds. The bicycle must be wheeled to the bicycle rack where it should be chained and padlocked. Scooters must be stored in classrooms during the day.

   ALL CHILDREN RIDING BICYCLES / SCOOTERS 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 school shoes
  - Bottle green jumper or jacket
  - School hat

- **Winter**
  - Bottle green tracksuit
  - Gold t-shirt
  - White socks / plain black school 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 plain white joggers
  - School hat
GIRLS:

**Summer**
- Green/white dress with orange fleck
- OR Green shorts and gold polo shirt
- White socks / plain black school shoes
- Bottle green jumper or jacket
- School hat

**Winter**
- Bottle green tracksuit
- OR Bottle green jumper and green slacks (flared legs)
- OR Bottle green tunic with white blouse/gold skivvy and green tights
- White socks / plain black school shoes
- School hat

**Sport**
- Black sport shorts (no bike pants)
- OR Black pleated sport skirt or black skort
- Bottle green tracksuit
- House coloured t-shirt or yellow rep t-shirt when representing the school
- White socks / Plain black or plain white joggers
- School hat
- Green/white hair ribbons (optional)

**Hats**
- Students must wear school hats daily at recess and lunch. No hats means stay under the COLA.

---

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.
### Section H: INFECTIOUS DISEASES 
*that can be prevented by immunisation*

<table>
<thead>
<tr>
<th>Disease</th>
<th>Children who have the disease</th>
<th>Unimmunised children who are in contact with the sick child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria</td>
<td>Stay at home until a doctor has given a certificate of recovery</td>
<td>Keep household contacts at home until cleared to return by a Medical Officer</td>
</tr>
<tr>
<td>Tetanus</td>
<td>Stay at home until fully recovered</td>
<td>Can attend school</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>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</td>
<td>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</td>
</tr>
<tr>
<td>Measles</td>
<td>Stay at home for at least 4 days from the appearance of the rash</td>
<td>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.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Stay at home for 9 days after the appearance of the swelling</td>
<td>Can attend school</td>
</tr>
<tr>
<td>Rubella</td>
<td>Stay at home for at least 4 days after the rash appears</td>
<td>Can attend school</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Stay at home for at least 14 days from start of illness and until a doctor has issued a medical certificate of recovery</td>
<td>Can attend school</td>
</tr>
</tbody>
</table>

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

11
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.
# Appendix I: SCHOOL BUS TIMETABLE
## LONDONDERRY PUBLIC SCHOOL

### MORNING

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

### AFTERNOON

<table>
<thead>
<tr>
<th>Bus No</th>
<th>Route</th>
<th>Time</th>
<th>Bus Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>5537</td>
<td>EX SCHOOL via Londonderry Rd to Cross Roads</td>
<td>315</td>
<td>EFFECTIVE 11 OCTOBER 2009</td>
</tr>
<tr>
<td>5538</td>
<td>EX SCHOOL via R&gt; Londonderry Rd , R&gt;Carrington, L&gt;Bennett, L&gt; Blacktown Rd , L&gt;Driftway, L&gt;Bonner, R&gt;Eaton, L&gt;Warnock, R&gt;Castlereagh, R&gt;Southee, R&gt;Londonderry, L&gt;Vines to University of Western Sydney</td>
<td>330</td>
<td>EFFECTIVE 11 OCTOBER 2009</td>
</tr>
<tr>
<td>5523</td>
<td>EX SCHOOL via R&gt; Londonderry Rd , R&gt;Reynolds, L&gt;Clark, R&gt;Reynolds, L&gt;Macpherson, L&gt; Milford , L&gt;Carrington R&gt;Bowmans, L&gt;Mills, L&gt;Sutherland, R&gt;Leitch, L&gt;Howell, R&gt;Laurence, R&gt;Parker, L&gt;Leitch, R&gt;Northern, L&gt;Spinks to Doak cnr return Spinks, L&gt;Northern, R&gt; Londonderry , R&gt;Whitegates, L&gt;Northern to cnr Carrington Rd.</td>
<td>330</td>
<td>EFFECTIVE 11 OCTOBER 2009</td>
</tr>
<tr>
<td>5546</td>
<td>EX SCHOOL via R&gt; Londonderry Rd L&gt;Torkington, L&gt;Nutt, Taylor t St Pauls College. L&gt; - Bus Turns Left</td>
<td>330</td>
<td>EFFECTIVE 11 OCTOBER 2009</td>
</tr>
<tr>
<td></td>
<td>R&gt; - Bus Turns Right</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix II: SCHOOL DISCIPLINE CODE

<table>
<thead>
<tr>
<th></th>
<th>Behaviour</th>
<th>IMMEDIATE</th>
<th>IMMEDIATELY OFF THE PLAYGROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not following teacher’s instructions</td>
<td>Verbal reprimand</td>
<td>Verbal reprimand from the teacher</td>
</tr>
<tr>
<td></td>
<td>Running on hard surfaces, balls in wrong places</td>
<td>Time-out – minimum 5 minutes</td>
<td>Name recorded in blue slip</td>
</tr>
<tr>
<td></td>
<td>Playing/being out-of-bounds, dangerous practices</td>
<td></td>
<td>Immediate detention with executive on duty for the remainder of that session</td>
</tr>
<tr>
<td></td>
<td>Interfering in others games</td>
<td></td>
<td>Letter reporting incident to parents and information of next day’s detention</td>
</tr>
<tr>
<td></td>
<td>Mock or play fighting</td>
<td></td>
<td>Repeated Level 3 behaviour may result in more days detention or in-school suspension and ineligibility to represent the school externally</td>
</tr>
<tr>
<td></td>
<td>Swearing in conversation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Littering</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>IMMEDIATE</strong></td>
<td><strong>PARENTS IMMEDIATELY INFORMED</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>PARENTS IMMEDIATELY INFORMED</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>PARENTS IMMEDIATELY INFORMED</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>PARENTS IMMEDIATELY INFORMED</strong></td>
</tr>
<tr>
<td>2</td>
<td>Tackling, pushing, shoving, tripping in a game</td>
<td><strong>Verbal reprimand</strong></td>
<td><strong>2-5 days detention or in-school suspension</strong></td>
</tr>
<tr>
<td></td>
<td>Spitting on the ground or building</td>
<td><strong>Name recorded on blue slip</strong></td>
<td><strong>Possible ineligibility to represent the school externally for two weeks after detention (Principal’s decision)</strong></td>
</tr>
<tr>
<td></td>
<td>Swearing at or arguing with peers</td>
<td><strong>Time out – minimum of 10 minutes</strong></td>
<td><strong>Interview with parent/s</strong></td>
</tr>
<tr>
<td></td>
<td>Teasing</td>
<td><strong>Confiscate equipment for remainder of day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name calling or insulting others</td>
<td><strong>Walk with teacher until calm</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minor damage to property</td>
<td><strong>4 x Level 2 incidents reported to parents and detention</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continued Level 1 Behaviour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Continued disobedience</td>
<td><strong>Verbal reprimand</strong></td>
<td><strong>Parents requested to attend immediate interview with Principal or delegate</strong></td>
</tr>
<tr>
<td></td>
<td>Throwing objects like rocks, stones sticks</td>
<td><strong>Name recorded in blue slip</strong></td>
<td><strong>Placed on school suspension register</strong></td>
</tr>
<tr>
<td></td>
<td>Hurting people, e.g.: fighting, biting, kicking, hitting</td>
<td><strong>Immediate detention with executive on duty for the remainder of that session</strong></td>
<td><strong>Appropriate paperwork as per suspension policy guidelines</strong></td>
</tr>
<tr>
<td></td>
<td>Spitting on someone</td>
<td><strong>Letter reporting incident to parents and information of next day’s detention</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Answering back, swearing</td>
<td><strong>Repeated Level 3 behaviour may result in more days detention or in-school suspension and ineligibility to represent the school externally</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stealing, bullying or standing over other students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Major damage to property</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Highly inappropriate language</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leaving school in school time without permission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Repeatedly disobeying a teacher</td>
<td><strong>Verbal reprimand</strong></td>
<td><strong>Parents requested to attend immediate interview with Principal or delegate</strong></td>
</tr>
<tr>
<td></td>
<td>Hostile behaviour to peers and adults, including verbal abuse and abuse</td>
<td><strong>Name recorded in blue slip</strong></td>
<td><strong>Placed on school suspension register</strong></td>
</tr>
<tr>
<td></td>
<td>transmitted electronically</td>
<td><strong>Immediate detention with executive on duty for the remainder of that session</strong></td>
<td><strong>Appropriate paperwork as per suspension policy guidelines</strong></td>
</tr>
<tr>
<td></td>
<td>Inappropriate behaviour before/on excursions and on buses</td>
<td><strong>Letter reporting incident to parents and information of next day’s detention</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Abusing a teacher</td>
<td><strong>Repeated Level 3 behaviour may result in more days detention or in-school suspension and ineligibility to represent the school externally</strong></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Premeditated assault on any person at school / bus</td>
<td><strong>Verbal reprimand</strong></td>
<td><strong>Parents requested to attend immediate interview with Principal or delegate</strong></td>
</tr>
<tr>
<td></td>
<td>Bringing weapons to school</td>
<td><strong>Name recorded on blue slip</strong></td>
<td><strong>Placed on school suspension register</strong></td>
</tr>
<tr>
<td></td>
<td>Using a weapon/dangerous implement at school</td>
<td><strong>Time out – minimum 5 minutes</strong></td>
<td><strong>Appropriate paperwork as per suspension policy guidelines</strong></td>
</tr>
<tr>
<td></td>
<td>Persistent inappropriate behaviour (after intervention)</td>
<td><strong>Confiscate equipment for remainder of day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vandalism at school</td>
<td><strong>Walk with teacher until calm</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>4 x Level 2 incidents reported to parents and detention</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Parents requested to attend immediate interview with Principal or delegate</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Placed on school suspension register</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Appropriate paperwork as per suspension policy guidelines</strong></td>
<td></td>
</tr>
</tbody>
</table>
Appendix III: OVERVIEW OF AWARD SYSTEM

<table>
<thead>
<tr>
<th>Principal’s Plaque</th>
<th>Principal’s Medallion (Gold)</th>
<th>Silver Awards</th>
<th>Green Levels 1, 2, 3, 4</th>
<th>Yellow Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 merit awards</td>
<td>50 merit awards</td>
<td>25 merit awards</td>
<td>5 merit awards per green level</td>
<td>All students start here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presented at Annual Presentation Day</th>
<th>Presented at Annual Presentation Day</th>
<th>Presented at morning assembly</th>
<th>Presented at morning assembly</th>
<th>New students can count awards from previous school or negotiate a starting point based on report card comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Tea with Principal</td>
<td>Morning Tea with Principal</td>
<td>Morning Tea with Principal</td>
<td>Morning Tea with Principal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor break of school rules</td>
<td>Break of school rules</td>
<td>More serious breach of school rules</td>
<td>Serious breach of school rules</td>
<td>DEC suspension guidelines re inappropriate behaviour</td>
</tr>
<tr>
<td>Teacher conference, possible timeout (white slips used to report)</td>
<td>Teacher conference, possible timeout or minor consequence blue slip issued</td>
<td>eg or 4 blue slips = 1-2 days detention</td>
<td>parents contacted</td>
<td>2-5 days detention or in school suspension</td>
</tr>
<tr>
<td>4 white slips results in 1 blue slip</td>
<td>4 white slips results in 1 blue slip</td>
<td>parents contacted</td>
<td>possible behavioural charts referred to LST</td>
<td>Suspension</td>
</tr>
</tbody>
</table>

Eligible Awards to progress along positive levels
For merit awards to move students up the levels, they must have either the school’s or the DEC’s logo.
Eligible awards include:
1. Attendance, DEC Awards at end of year
2. Principal’s Awards, 4 per term per class
3. Class Assembly Merits – 3 per week in K-2; 4 per week in 3-6, including a LPRS certificate
4. Sport Awards, two given per teacher at weekly sport
5. Star of the Week (K-2)
6. Semester Awards for no Blue slips (this will be reinstated)
7. Mathletic Gold Awards (recently added)
8. Special Initiative Awards eg. holiday reading, citizenship. These generally would be a “one off” award focusing on a school target or program

‘Strive for Better Things’
Learning and Participating Safely and Respectfully

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.