MULLUMBIMBY PUBLIC SCHOOL

HANDBOOK

A proud member of the Lighthouse Valley Learning Community
Respect yourself, Respect others, Respect the environment

At Mullumbimby Public School we aim to develop in our students a caring attitude to our world environment and a tolerant attitude to all who live in it.

We recognise that each child has unique potential and that all aspects of the child should be developed.

We see this development as a partnership of cooperation between the family and the school.

School Priorities

- **Provide** a curriculum that is relevant, challenging and meets the needs of all students;
- **Promote** excellence in teaching and learning;
- **Secure** appropriate teaching resources and support staff;
- **Encourage** cooperation, liaison & mutual support between parents, the school & wider community;
- **Maintain** efficient methods of administration and communication;
- **Encourage** recognition of each child’s worth; and
- **Provide** an attractive, stimulating and safe school environment.

Mullumbimby Public School Details

**Address:** Mullumbimby Public School
Morrison Avenue
Mullumbimby NSW 2482

**Phone:** 02 6684 2373
**Fax:** 02 6684 1294
**Email:** mullumbimb-p.school@det.nsw.edu.au
**Website:** www.mullumbimb-p.schools.nsw.gov.au
Message from the Principal

Dear Parents / Carers,

At Mullumbimby Public School we provide a diverse range of learning opportunities for all students in a happy, safe and caring environment. With just over 200 students, our school is in the enviable position of being able to provide the facilities and opportunities of a larger school while still offering the security and caring environment of a much smaller school.

Our school is characterised by spacious playing areas, a state of the art hall and a large Covered Outdoor Learning Area. We enjoy close links to the wider community, Mullumbimby High School and other Primary Schools in the Lighthouse Valley Learning Community (LVLC) and BOMBB Community (Brunswick PS, Ocean Shores PS, Mullumbimby PS, Byron Bay PS, Bangalow PS).

An experienced and dedicated staff provides quality teaching and learning programs across a broad curriculum. The explicit teaching of literacy and numeracy remains our focus, with programs such as L3 designed to assist students requiring extra support. Academic success is highlighted through a proven record of achievement in state and national competitions in English, Writing, Spelling, Mathematics, Science and Computing. Our NAPLAN results are consistently above state and national average.

A diverse range of cultural, musical and artistic activities are offered to our students. The school has a wide and enhanced sporting program and boys and girls frequently compete at regional and state level in a wide range of sports. Information Technology and Environmental Education feature as part of the school’s curriculum, as does Student Welfare. A new partnership with the Northern Rivers Conservatory of Music has meant many of our students receive individual or small group instrument tuition.

If you are a new parent to the school I encourage you to take the opportunity to get to know your child’s teacher. A positive relationship between school and home will help ensure that your child’s education will be both rewarding and enjoyable. There is strong input from parents and the wider community, which supports the children’s educational opportunities.

Your child will value your support and presence at school. There are many ways in which you can become involved. Classroom helpers are always welcome, as is assistance with sporting activities, working bees and in the canteen. The Parents and Citizens Association plays a vital support role and you are welcome to join and participate in its activities. At present the Association meets on the second Wednesday of each month at 6:00 pm in the staff room.

Please take the opportunity to read through this booklet. It provides a wealth of information on the operation of the school.

Welcome to Mullumbimby Public School.

David Lees
Principal
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School Hours

8:30 am. - 08:55 am. Arrival time
9:00 am. - 11:00 am. Morning session
11:00 am. - 11:50 am. Lunch
11:50 am. - 01:20 pm. Mid session
1:20 pm. - 01:45 pm. Recess
1:45 pm. - 03:00 pm. Afternoon session
3:00 pm. - Lessons conclude

The school is open from 8:30 a.m. As no supervision is provided before 8:30am, the only children who should arrive early are those who must use early buses. These children must sit quietly in the lunch eating area.

All students will be supervised between 8.30 a.m. and 3.00 p.m.

Students must remain within the school grounds until the 3.00 p.m. bell.

It is not possible for the school to accept responsibility for the supervision of students outside the times stated above. In particular, parents should avoid having students arrive at school before 8.30am. Students enrolling in Kindergarten are offered a comprehensive transition Program the year prior to their enrolment. Parents of children enrolling in Year 1 to Year 6 (or late in Kindergarten) are interviewed by the Principal or a member of the school executive. By appointment, the Principal/executive staff will be pleased to provide a tour of the school's facilities.

Enrolling at Mullumbimby Public School

As well as allowing time for the interview, parents enrolling children should allow adequate time to complete the comprehensive enrolment and information forms necessary for enrolment. Voluntary contribution fees will be requested for classroom resources as the year progresses. Parents of new students are requested to collect children for the first few days at school. Bus travel is a separate adventure and we prefer children start bus travel after a few days of getting used to their new school. We discourage Kindergarten using the bus in Term 1. Only students zoned for Mullumbimby Public School are guaranteed enrolment, pending enrolment procedures. Students outside the school zone may apply for a non-local enrolment. The school’s ability to accept these enrolments will depend on a range of factors.
Mullumbimby Public School A to Z

Absences from school
If your child misses school because of sickness or any other reason, the Department of Education (DoE) requires that you inform the school—either by telephone (6684 2373) or preferably by supplying a note of explanation when the child returns. If you are able to inform us prior to any absences exceeding three days it would be greatly appreciated. The DoE Home School Liaison Officer may contact parents on a variety of matters, including unexplained absences.

Mullumbimby Public School uses semi-automated daily text message personalised for parents with children absent from school. Two-way text messaging allows parents to respond to these text messages and provide absence reasons. There is no cost for replying to this text message.

After School Care
Mullumbimby Public School is one of the venues for the Byron Shire Council operated out of school hours care (M-F, 3-6pm). All enquiries and bookings can be made by contacting the administration coordinator at Byron Council (Monday and Tuesday 8.00am to 4.30pm, Wednesday 8.00am to 1.00pm) on 6626 7100 or Jamie on 0437 860 614.

The council also offers School Vacation Care (8am - 6pm) for school aged children. Look out for their program and costs in the newsletter in the lead up to school holidays. The school currently offers a dedicated classroom for this service.
**Ambulance**  
The school subscribes to the Ambulance Fund and students are covered for free ambulance attendance while at school or on excursions within NSW. Please note that ambulance cover does not extend to every other state/territory.

**Assembly**  
Held every Friday morning in the hall.  
K – 2 assembly is from 9:00 – 9:30am. Years 3 – 6 is held from 9:30 – 10:00am.  
The newsletter will inform you of their occurrence. We welcome all family and community members to attend. Our assemblies are an opportunity to celebrate the successes of our students through PBL, Merit, KLA (Key Learning Areas), Reading, citizenship and sporting awards and for classes and student groups to share learning experiences.

**Attendance**  
The Education Reform Act 1990 specifies that absences must be explained within seven days of the occurrence. A sound education depends upon attendance and punctuality to make the most of the available resources, and to develop patterns that will prepare students to take their place in the community. For all days absent a note is required clearly stating the date and reason for the absence. This note must be provided within seven days of the student's return to school and must clearly state the student’s name.
and class, and be signed by a parent/guardian. The DoE employs Home School Liaison Officers to liaise with parents and follow up on poor attendance, regular patterns of absence and unsatisfactory reasons for non-attendance.

**Behaviour code**
At Mullumbimby Public School we have high expectations of student behaviour. The learning community of local public schools are part of the Positive Behaviour for Learning Program (PBL). The school values are: Respect Yourself, Respect Others, Respect the Environment. Student discipline is an important part of providing an engaging learning environment for all. Our Well Being Policy sets out a balanced approach recognising student achievement and dealing with unacceptable behaviour. It is based on developing student responsibilities, encouraging respect and creating appropriate conditions for effective teaching and learning. Our policy aims to be the foundation for a safe, happy and productive school. Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They have a right to be treated fairly and with dignity. The same rights apply to teachers as the school is their workplace. Parents/caregivers set the best examples of positive behaviour for their children and we strongly encourage parents and caregivers to regularly reinforce respect for others, themselves and the environment at home, at school and in the community.

**Bell times**
Our **school day starts promptly at 9:00am**. Active supervision is provided for students from 8:30am. If your child arrives before 8:30am, they are directed to sit quietly on the stage in our covered outdoor learning area (COLA). Arriving prior to 9:00am allows time for your child to socialise and be prepared to begin their learning when the bell rings.

If your child arrives later than 9:00m, it is a requirement that a parent/carer accompanies them to the office to be signed in, before going to their classroom.
Lunch begins at **11:00am** and finishes at 11:50am. **Recess starts at 1:20pm** and finishes at 1:45pm. Students are provided with a designated time to eat, then enjoy a run, play and/or sports activities with their friends.

During recess and lunch our students have the option of playing games, activities, sports or imaginative play games with their friends; or quiet reading in our library (lunch ONLY).

**Our school day finishes at 3:00pm.** Students catching a bus need to promptly walk to the bus waiting area on Morisson Avenue.

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**Bicycle Safety**

Our school supports the recommendation of the Roads and Traffic Authority that children under ten years of age do not have the capabilities to ride with safety in traffic and should not therefore take a bicycle on the road unless accompanied by an adult. Older children may ride bikes to school provided parents accept the responsibility for teaching them the necessary road safety rules and set a clearly defined route for the children to ride. It is compulsory for helmets to be worn and bikeways are to be used where possible. Cyclists must depart school from designated gates after school.

**Bus travel**

If you wish to for your child to catch one of the buses to and from school, you can apply online for bus travel: apps.transport.nsw.gov.au. You can collect a bus information pamphlet from our front office, which will guide you with how to apply online.

Children are eligible for free bus travel if they are in Stage I (Kindergarten to Y2) or if they live more than 1.6 kilometres from the school. It should be noted that free travel usually applies to one bus only. Parents are reminded that there is a Code of Conduct expected of students to ensure the safety and the comfort of all passengers. Bus passes
may be withdrawn if this is not adhered to. For more information about drop-offs and pick-ups from your home, please call Mullumbimby Bus Service 6684 6008, Blanchs 6680 1566 or G & N Bus Services 6687 2104.

**Canteen**
The MPS Canteen is currently open on Mondays and Fridays. It is managed by voluntary P&C members and assisted by parents, grandparents and school friends who give their time and effort generously.

The canteen follows closely the recommendations of the NSW Health Commission Healthy Schools and is operated by the P & C Association. The menu is healthy and meets government food & safety guidelines. A subcommittee of the P&C Association (the Canteen Committee) meets regularly to organise catering, rostering and special days. A Canteen supervisor is employed 2 days per week to manage the canteen (arrange ordering etc). Volunteers assist the Canteen Manager and all parents are encouraged to offer their services. All profits are returned to the P & C Association to provide additional school resources.

We are always needing volunteers (between 9am and 1pm, but even an hour is a great help) on Monday and Friday, so even if you can pop in once a term, you’re welcome! Come and say g’day and we’ll show you the ropes.

To order from the canteen, you can register with FlexiSchools, for easy and convenient ordering and payment. Visit www.flexischools.com.au or download the easy-to-use app. Students can also fill in a brown paper bag with their name, class and order on the front. They are to include the money securely inside. If they require a recess and lunch order, then they are to fill in two bags. Students are welcome to bring money to school to spend after eating time.

The current canteen price list is included as an insert in this publication.
Change of Details
The school office must be informed as soon as possible of changes of guardianship or residence for a child enrolled at the school. It is particularly important to notify the office of any changes to contact telephone numbers. Changes of address may affect free bus travel eligibility.

Class P & C Reps
A class P&C rep will volunteer and will assist with coordinating some class events (each class runs a fundraiser and a stall at the Fair during the year). He/she is also a great resource for information, so get to know them!

Class organisation
Classes in the school are organised to maximise the educational benefits each child receives. Class organisation will vary from year to year. This depends upon such factors as staffing allocation by the DoE, physical resources and student enrolment figures. Every effort will be made to ensure that each child is placed in the class group best suited to his or her stage of development.

Thank you for understanding that our teachers are not available to answer the phone while they are teaching or talk to you while they are on playground duty. Office staff will take messages and relay them to teachers concerned during lesson breaks. Parents are requested to telephone for an appointment if they wish to have an interview with the executive staff or a class teacher. Teachers are happy to talk to parents / carers at a mutually convenient time.
Communication
We pride ourselves on having excellent communication with parents and students.

Here’s how we achieve it:

**Newsletter** – created, emailed and posted on our website out weekly on Monday. The newsletter includes the PBL award winners listed & news from the week and upcoming events.

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

**Letters Home** – The students participate in many events, and some require your permission and sometimes extra funds. Please look out for these note – we aim to have them only go out on a Monday.

**Classroom Teacher** – Our staff value the contributions of families in supporting the individual needs of each child. You can contact your child’s teacher by the school email or contact the school to arrange a mutually convenient time to discuss your child’s learning further.

**The school office email address is:**
mullumbimb-p.school@det.nsw.edu.au

**The school office phone:** 6684 2373
Computer education
All students from Kindergarten to Year 6 have access to computers. Our school currently has a computer room equipped with PCs and a bank of computers in the Library. Laptops & iPads are also found in each classroom. We have interactive classrooms and aim to instil in our students confidence to use the computer and a greater understanding of the place of technology in our evolving society. All computers are linked to the internet. Students have access to Library computers during Library hours. Our video conferencing facility enables students to engage in virtual excursions to a variety of locations, nationally and internationally.

Counselling Services
A school counsellor is available upon appointment. She is available to assist with academic matters, behaviour, feelings, health or other problems at school or at home. Students and parents can talk to the counsellor on their own or in groups in privacy and with confidentiality. Should you wish to make contact with our counsellor, please phone the office and make an appointment. The school counsellor is Genevieve Schnierer. Genevieve attends our school on a regular basis, usually spending about a day and a half per week at the school. Currently this is most Mondays and Fridays. Children with emotional, learning and behavioural issues may be referred to the counsellor. If the teacher suggests counselling, don’t be alarmed. Your child has everything to gain by seeking professional support. Please speak to your child’s teacher or contact the Principal if you are concerned about your child and feel that he or she would benefit from meeting with the Counsellor. If Counsellor consultation is advised, you will be notified and made aware of any outcomes. Parents who have any concerns about their children's development (intellectual, behavioural or emotional) are invited to contact the counsellor through the school principal. The counsellors have regular contact with relevant outside agencies such as the Department of Health (community nurse, occupational therapist, speech therapist) and the Department of Community Services as well as other specialist medical consultants.
**Curriculum**

Our curriculum is structured around the six Key Learning Areas:

- English (Reading, Writing, Talking and Listening)
- Mathematics
- History
- Geography
- Science and Technology
- Human Society and its Environment (Social Studies, General Religious & Moral Education, Modern Languages)
- Creative and Practical Arts: (Music, Visual Arts, Craft, Drama)
- Personal Development, Health and Physical Education

DoE schools are required to ensure that all students engage in a substantial study within each of the six Key Learning Areas each year. Priority is given, within these Key Learning Areas, to the achievement of strong competence in Reading, Writing (including spelling and grammar), Talking, Listening and Mathematical skills.

**Crunch and Sip**

Crunch&Sip® is a set time in primary schools for students to ‘refuel’ on vegetables and fruit, like carrot, apple or celery and ‘rehydrate’ with water. Studies have shown that many students are not eating enough vegetables and fruit or keeping sufficiently hydrated. Students who are not hungry and are well hydrated perform better in the classroom, show increased concentration, and are less likely to be irritable and disruptive.

Please ensure you child has some Crunch&Sip® in their lunch box every day!
**Discipline**
Children are nurtured towards being self disciplined. We teach children the skills to make choices regarding their behaviour, and to accept responsibility for outcomes that result from these actions. Where there are problems with student behaviour, parents are involved as early as possible. The primary purpose of school is to provide a safe environment in which to learn and play. Disruption to this environment is not acceptable. We work closely with parents seeking their support in the achievement of this goal. There are consequences for poor behaviour. This could include ‘time out’, loss of privileges, time in the Planning Room and ultimately suspension in instances where students consistently elect to break rules and ignore direction.

**Staff Development Days**
During each year the school will participate in Staff Development Days (usually the first day of Terms 1—3) & final two days of Term 4. On these days the school staff engage in reviewing school policy, organisation and curriculum. Consultants may provide input in new and existing curriculum areas.

**Ethics and Religious Instructions**
Primary Ethics was founded in late 2010, after the NSW government approved the teaching of philosophical ethics to children as an option for those who didn’t attend the available scripture classes at their public schools. Education is managed in Australia by each state government and is governed by state laws and policies. MPS currently offers limited places in Ethics classes.

A special religious education program is available at the school and is run by authorised volunteers of approved religious persuasions.

Students continue in the same arrangement each year, unless a parent/caregiver has requested a change in writing. At any time, you have the right to change your Special Religious Education nomination or to withdraw your child from the nominated lessons. A note to the Principal will affect this change.
Excursions
Children learn not only at school, but from a wide variety of experiences. For this reason excursions are encouraged. A parental consent form is required for each excursion or external sporting visit involving bus travel. Without this consent note the child MUST remain at school. A single permission note is requested for walking excursions. Major excursions are conducted for students in Years 3 to 6. Currently the excursions are: Year 3 & 4 — To be advised (alternate years) Year 5 — Lake Ainsworth Year 6 — Western NSW. Students must show consistently good behaviour to be eligible to attend excursions. Exclusion from excursions will occur if children are deemed to be at risk of harm to themselves or others.

Expectations
We have high expectations of students at Mullumbimby Public School and expect that they will try their hardest at all times. A saying often heard in our school is ‘Have a go’. We would like to think that this applies to all areas of schooling — the academic, arts and in sport.

Flood conditions
In the event of heavy rainfall it maybe necessary for bus companies to collect children from school early. Please inform class teachers by written note if you wish to change arrangements. On rare occasions the school may be closed because of flooding.

Fundraising
It’s important for schools to fundraise so they have the resources they need to support their students. Through the efforts of the fabulous volunteers here at MPS, the school has been able to purchase Interactive Whiteboards, Air conditioning, laptops and home readers. They are able to provide subsidies to student events, music programs, an amazing school garden, the school playground and so much more. The fundraising events are coordinated by the P&C, but require all parents (& other family & community members) to be involved.
Gifted and talented education

We provide many opportunities for gifted and talented students to excel. These include; classroom extension programs, group work activities, research and special classroom groupings. Whole school activities include Public Speaking Competitions, debating, buddy activities (where older students work with younger students), Clubs, Activity Days, Dance Festival, Music Festivals, Arts Workshops, Art Competitions, Sculpture Show, Artist of the term and many Sporting Opportunities (Trials, Knockout Teams and Carnivals). Teaching strategies including problem solving, using open ended questions and higher order thinking to extend the students as does a school culture of high expectations. Students receive recognition through participation in University of NSW competitions (English, Spelling, Writing, Mathematics, Science and Digital technologies) and Maths Olympiad.

Health care plan

It is important the school is aware if your child/ren suffer from any type of health issue. Please talk to the office staff so a Health Care Plan can be completed. It is important to update the school as soon as any change in health circumstances are known. If your child has asthma or anaphylaxis the school will require a specific asthma action plan and/or anaphylaxis action plan which is required to be signed by a doctor.
**Homework Policy**

**Rationale:** Teachers at Mullumbimby Public School value and encourage our students to read (to their families if they are in Kindergarten to Year 2 or to themselves if they are in Years 3 to 6 or have reached an independent reading age) every night, or as much as possible. Feedback from our parents in 2017 was not definitive as to ‘keep or cancel’ homework for our students. As a result, we will continue to provide homework for students, that is relevant to their learning within the classroom. However, as always, homework is NOT mandatory.

Professor John Hattie, of the Melbourne Graduate School of Education, has calculated the effect-size of over 100 education innovations. He is reported to have told the BBC that homework in primary school has an effect-size of around zero ‘which is why we need to get it right, not get rid of it…’


**Policy statement** - Homework provides an opportunity for parents to connect with their child’s learning. It is not compulsory, however, home reading is encouraged every night.

**Implementation**

**Kindergarten:** Students are provided with ‘sight words’ to learn and revise each night and are also provided with a home reader to practice their fluency and expression.

**Years 1 to 4:** Optional homework matrix with a range of curriculum related topics linked to current learning in class.
**Years 5 and 6**: Homework completed in Years 5 and 6 prepares students for their transition to High School, where they undertake homework and assessments (or assignments) for a range of different subjects. Students are provided with maths homework and an optional Homework Matrix that includes activities related to what is being studied in class.

**Monitoring, evaluation and review**: Mullumbimby Public School’s Homework Policy and Procedures will be monitored by teaching staff on an ongoing basis and discussed during staff meetings throughout the year. It will be evaluated and reviewed every three years.

**Illness and injury**
Children who are obviously ill in the morning should be kept at home. Often a child’s condition deteriorates during the day and it is not always easy to contact parents when this occurs. When necessary, simple First Aid is given by our school assistants if a child is injured at school. When immediate medical treatment is necessary, an ambulance will be called to take the child to hospital and parents will be notified. If your child is suffering from any medical problem that may affect him or her at school (e.g. asthma) please notify the school. This also applies to severe allergies (e.g. bee stings).

**Infectious diseases name and period of exclusion from school**
For information regarding infectious diseases and period of exclusion from school, please refer to the ‘Too sick for school?’ information sheet provided with this handbook. Generally, if your child feels unwell, it is advisable to keep them home from school and consult your doctor.
Key Learning Areas
THE CURRICULUM
The Early Stage 1 to Stage 3 (K-6) curriculum aims to develop in students:

- Important skills in literacy and numeracy;
- A respect for learning; and
- Positive attitudes for lifelong education.

The skills include:

- English literacy, including skills in listening, speaking, reading, writing, viewing and representing;
- Number, algebra, measurement, geometry, working mathematically, statistics and probability;
- Thinking in problem solving, information processing, computing, imaginative, creative, interpretive and critical ways; and
- Scientific and technological processing.

KEY LEARNING AREAS
To provide students with a broad and balanced education the K-6 curriculum is defined in terms of six Key Learning Areas: English, Mathematics, Science and Technology, Human Society and Its Environment, Creative Arts, Personal Development, Health and Physical Education.

These Key Learning Areas do not have equal time allocation. The greatest emphasis is given to English and Mathematics. At the same time we provide children with sufficient learning in each key learning area every year.
**Kindergarten Enrolment Policy**
Children may be enrolled in kindergarten providing that they have reached the age of 5 years by 31st July of that year. An intensive Kindergarten transition program is offered to parents and new students during Term 4 of the preceding year. Specific details are available from the school when they become available.

**Medication**
Where possible the administration of medication at school should be avoided. If your child does require regular, prescribed medication to be taken at school there are policy procedures that must be followed and a number of forms that need to be completed by parents. Please contact the school principal if you require more information regarding this. It is essential that the school has a list of emergency contact numbers, so that, in your absence, the school may seek appropriate medical assistance or care.

**Medical & dental**
Parents are encouraged to take advantage of before school screening (vision and hearing) assessments which are offered through the Mullumbimby Community Health Service. Once your child has enrolled, vision and hearing screenings can be conducted following teacher referral. A free Dental Clinic is available for all school children. Your nearest clinic is at Byron Bay Hospital. For appointments telephone: 6639 9400.

**Nut aware school**
Please be aware that we are a ‘Nut aware’ school. Some students currently enrolled at our school have a severe anaphylactic reaction to nuts. To ensure the safety of all students in our school, we would appreciate your cooperation in ensuring that your child/ren do not bring nuts or products containing nuts to school.
Leaving school grounds
No child is permitted to leave the school grounds without the written permission of the parent or guardian.

Library
Our school library is a source of pride to the school. It is well resourced and provides a delightful atmosphere for children to read and learn. Part of that learning is for children to enjoy and respect books. All students are required to have a library bag to protect books. Sometimes books are lost, damaged or mutilated (by baby brother or sister). In such cases the replacement value of the book is requested from home. Apart from lesson times, children may use the library from 8:30am to 9:00am and 11:25pm to 11:50pm on most days.

Newsletters
Newsletters are available on the web at: www.mullumbimb-p.schoo ls@det.nsw.edu.au and inform parents of school and community events. Notes are issued to advise parents of special events, excursions and visiting performances. As part of our Environment initiatives, we email the newsletter to families each week. Please email the school asking to be included in our email list.

Parents and Citizens (P & C)
The MPS P&C holds meetings on Wednesday Week 3 and Week 8 of every term. They are held in the school staff room. Meetings run from 6:30pm until about 8pm.

We have two forms of membership. It is payable on the night of your first meeting, and generally we encourage members to pay at the Term 1, Week 8 meeting which is also the AGM (Annual General Meeting).
The P & C is also involved in discussions relating to any matters that concerns the education of the children. Parents currently serve on various sub-committees such as canteen, fundraising and catering.

New and returning members always welcome!

Parents Help at school
Parents help the school in various ways: Our Parents and Citizens Association is actively involved in raising funds to provide improvements to both the physical and learning environment at school. Parents assist in classrooms, the playground, Library, Canteen and on excursions. Please contact your child’s classroom teacher or the Principal if you would like to become involved.

Parent Online Payments (POP)
MAKE ONLINE PAYMENTS
It is now possible for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the school’s website by selecting $ Make a payment.

Items that can be paid include voluntary school contributions, subject contributions, excursions, sport and creative and practical arts activities. All canteen and uniform payment are still made through Flexischools. There is also a category called “Other”. This is to cover items not covered in the previous headings. “Other” can be used to make a complete payment of a school invoice.

When you access the $ Make a payment you must enter:

- The students name and Class and reference number OR
- The students name and date of birth.

These details are entered each time you make a payment as student information is not held within the payment system. There is also the option to enter the Student Registration Number and Invoice number (these are not used at our school), please leave blank. This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school. You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed.
Details of the payments are passed daily to the school where they will be receipted against your child’s account. As a receipt has been issued from the payment page a further receipt will not be issued by the school. For any enquiries regarding the Online Payment process please contact the School Administration Office.

Payment Details
When required, there are several ways to make a payment to the school -these will be listed on each note. Eg:

- Cash;
- Via the school Website - Make A Parent Online Payment; and
- Head into the office and pay by EFTPOS.

The P&C has a different bank account and therefore a separate payment system for uniforms, canteen and events.

PBL
Our Positive Behaviour for Learning Program (PBL) is entrenched at our school. This opportunity for students will see the core school values of: Respect Yourself, Respect Others, Respect the Environment. Students receive PBL certificates as a reward for their positive behaviour. Students work through the levels over the course of the year having the opportunity to achieve Bronze, Silver and Gold status. These levels are celebrated at our PBL assemblies and Gold students celebrate at the end of the year with special events.

Personal belongings, valuables and money
The school cannot take responsibility for personal equipment brought to school by students. For this reason children should NOT bring jewellery, valuable pens and watches, computer games, iPods, etc. to school. Sadly these items are sometimes misplaced and in some cases stolen. Bicycles are brought to school at the owners risk. A safety chain should be used to lock the bike while at school. It is preferable that large amounts of money do not come to the school. When money is required by the school, please send it to the administration office in an envelope clearly marked, with child’s name, class and payment details.
Reporting to parents
Reports are provided twice each year. Student reports should be viewed as a supplement to what is hoped will be regular contact with the school and classroom teacher. Parents of students in Year 3 and Year 5 will also receive a comprehensive report of their child’s level of achievement in the National Assessment Program in Literacy and Numeracy (NAPLAN). Parents of Kindergarten students will receive a report based on the Best Start Assessment administered in Term 1. A class meeting is held early in the year. This provides the teacher with the opportunity to explain class procedures and list any specific expectations that he or she may have for children in the class. If you have concerns about the progress your child is making, or about other matters concerning your child, do make an appointment to see the teacher, the appropriate Assistant Principal or the Principal. Please do not allow LITTLE worries to develop into BIG concerns! Communication is a two way process. Your child's teacher will appreciate receiving information about your child's health or about any other matter that will affect his or her ability to teach your child.

Safety and Security Procedures
All visitors and volunteers entering our school grounds are required to sign-in and sign-out at the school office and wear a volunteer or visitor sticker while on the school grounds. This includes parents, volunteers, visitors, tutors, contractors and scripture and ethics teachers. (Canteen volunteers sign-on at the canteen)
All volunteers must complete a Working with Children Check – Appendix 5 before working with children. For more information go to http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check.
All students who arrive late to school or who are leaving early are required to sign in/out at the school office, and obtain a late arrival or early departure slip. A parent/guardian must accompany the student or send a note explaining the absence. Parents must explain a reason for absence, otherwise the absence will be marked as unjustified. No adults may approach students at school without permission of the Principal or delegates. Only one entrance is available during school hours. Visitors are required to use either the Crown Street entry near the front office during the hours 9:10am – 2:50pm.

**School organisation**
The school is divided into four stages of learning. Early Stage I (Kindergarten), Stage I (Yrs 1—2), Stage 2 (Yrs 3-4) and Stage 3 (Yrs 5-6).

**School photographs**
Class, individual and family photographs are taken by professional photographers each year. Handling of the money is carried out by the photographer. Any enquiries need to be made directly to the School Photographer on 6628 0511.

**Scripture and ethics**
Scripture teachers conduct nondenominational classes on Friday mornings and all children attend unless they provide a note from a parent or guardian requesting they be excused. In most cases scripture lessons are conducted in the child’s own classroom. Denominational scripture is currently conducted for Catholic Scripture. Ethics classes are available dependent on teacher availability.

**Secondary school**
Most students from Mullumbimby Public School are zoned to attend Mullumbimby High School. Forms are sent home with Year 6 students for enrolment at the High School. These must be returned as soon as possible to enable students to obtain placement in Year 7.
Socials/discos
School Discos or other appropriate social activities are held for students during the year and are well attended. Parents are reminded to collect children promptly at the advertised finishing time. Teachers and parents provide the necessary catering and supervision. These events are advertised by newsletter or special note. Your help may be necessary at these functions.

Sport
Sport is an important aspect of the school curriculum. Stage I students (K-2) participate in weekly lessons where teachers are assisted by parents. Stage 2 and 3 students (3-6) participate in a wide variety of sporting programs. Sports vary from term to term and include:

- Athletics
- Australian Football
- Basketball
- Cricket
- Golf
- Gymnastics
- Netball
- Racquet Ball
- Rugby League
- Soccer
- Softball
- Swimming
- Tennis
- Volleyball

During Term 1 all Stage 2 and 3 students complete a fundamental skills program which includes the development of all sporting skills. Carnivals are held each year in Swimming, Cross Country and Athletics. Students have the opportunity to compete at School, Zone, Regional or State level. Students also have the opportunity to compete at these levels in a variety of sports. Mullumbimby Public School also enters teams in the PSSA knockout competitions in a variety of sports. Senior students have the opportunity to try out for these teams.
Sport houses
Our students are split into four sports house groups – King, Hunter, Bligh and Phillip. Each house has a colour and the children are encouraged to wear a t-shirt in the appropriate colour when participating in inter-house carnivals. The colours are: Phillip (Blue); Hunter (Green); King (Red); Bligh (Yellow). Students compete within their sporting house group at three major carnivals during the year – Swimming, Athletics and Cross Country.

At these special events we encourage students to come dressed in their house colours and to join their team mates in singing their team’s song (war cry) and cheering on all other competitors. We also love for parents to come along, get involved and enjoy the sporting events and achievements of our students.

Student leaders
Each year the children elect their school leaders from the Year six students. Our school leaders represent the school at functions, lead assemblies and play an active part in the Student Representative Council (SRC). Our Student leaders are expected to be great role models at all times.
Student property
Please ensure that all of your childrens property is marked with his/her name as much time is spent looking for the owner of lost property. Lost property is kept in the Primary basement. Clothing and other property that is clearly marked is always easy to return to the owner. Valuable items should not be brought to school.

Student welfare
The pastoral care of our students is a top priority. The school staff meets on a regular basis to discuss ways to meet the collective and individual welfare needs of our students through a range of support structures.

Sun Safety
The school policy on sun safety is No Hat – Do not play in the sun. Because the school is set in an area with high incidence of skin cancer, children are requested to wear appropriate headwear to protect noses, ears, cheeks and lips. Broad brimmed hats are required. Students without protection are directed to sit in a shaded area. This ‘no hat – no play’ policy applies during all seasons of the year and if disregarded the breach of dress code consequences are implemented. Excursions require the same dress code.
Trespassing
Parents are advised that outside school hours no-one is allowed in the school grounds without approved prior permission from the Principal. School grounds are covered by the Enclosed Lands Act.

Transfer to another school
Transfer certificates are not required when moving to a non-government school or when moving interstate. If a child is to transfer to another NSW government primary school, a transfer certificate can be obtained from the Office. If you intend leaving the school please notify us as early as possible so that all.
Uniform shop

Our P&C run uniform shop is open every second Wednesday morning 8:30am-9:15am. The uniform shop is run by a parent volunteer and is located in the Library. School sport polo-shirts, bike pants, pleated skirts, culottes, dresses, boys blue school shirts, girls white school shirts, zipfront school jackets, football shorts and broad brimmed hats are all sold at the shop. Flexischools - Simplifying School Life. Pay for a range of school activities, lunch, uniforms, fees and more. All online, all in the one place. www.flexischools.com.au

We encourage students to wear the school uniform, although royal blue alternatives from other shops are acceptable. On the feet, please wear black school shoes or joggers. All pants and leggings & stockings must be in royal blue, NOT black.

BRIMMED HATS MUST BE WORN BY ALL STUDENTS WHILE IN THE PLAYGROUND.

FOR SAFETY REASONS NO THONGS OR OPEN SHOES (eg. “reef “ sandals) ARE TO BE WORN AT SCHOOL.

SPORT UNIFORM – generally worn on Fridays or special sport days

SPORT BOYS
Gold polo-shirt with school logo; royal blue shorts.

SPORT GIRLS
Gold polo-shirt with school logo; royal blue shorts or royal blue pleated skirt; royal blue gym pants.
DRESS UNIFORM

SUMMER BOYS
Light blue or white shirt/blouse with school logo; grey shorts; grey socks.

SUMMER GIRLS
Blue & White check dress; Royal blue skirt or royal blue culottes; Light blue or white shirt/blouse with school logo; white socks.

WINTER BOYS
As above or grey long pants; royal blue jacket with school logo or royal blue sloppy joe; grey socks.

WINTER GIRLS
As above or royal blue pants, royal blue jacket with school logo or royal blue sloppy joe.
Visitors and Volunteers
All visitors and volunteers are required to sign-in and collect a name tag from the front office upon entering the school grounds. All volunteers must sign a Working with Children Check Declaration for volunteers and contractors form available from the office.

Visiting performances
Visits from cultural artists compliment the schools arts program. They are carefully screened by the DoE to ensure that children are given the opportunity of seeing worthwhile performances. Current policy is that the school usually accepts two or three visiting performances a year. Where possible parents are provided with two weeks’ notice when a financial outlay is required.
Mullumbimby Public School Details

Address: Mullumbimby Public School
Morrison Avenue
Mullumbimby NSW 2482

Phone: 02 6684 2373
Fax: 02 6684 1294
Email: mullumbimb-p.school@det.nsw.edu.au
Website: www.mullumbimb-p.schools.nsw.gov.au