

# MULLUMBIMBY PUBLIC SCHOOL

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## HANDBOOK

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*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](mailto:mullumbimb-p.school@det.nsw.edu.au)

**Website:** [www.mullumbimb-p.schools.nsw.edu.au](http://www.mullumbimb-p.schools.nsw.edu.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 approximately 230 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 specialist programs 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 students 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.

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 Wednesday of Week 3 and Week 8 each term at 6:30pm in the Staffroom or via Zoom.

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

**8:30am - 08:55am - Arrival time**

**9:00am - 11:00am - Morning session**

**11:00am - 11:50am - Lunch**

**11:50am - 01:20pm - Middle session**

**1.20pm - 01:45pm - Recess**

**1:45pm - 03:00pm - Afternoon session**

**3:00pm - Lessons conclude**



The school is open from 8:30 am. As no supervision is provided before this time, the only children who should arrive earlier are those who must use early buses. These children are required to sit quietly in the Covered Outdoor Learning Area (COLA) until 8.30am when a teacher will commence duty.

Students will be supervised between 8:30 am and 3:00 pm and as they depart from school. Students must remain within the school grounds until the 3:00 pm bell. It is not possible for the school to accept responsibility for the supervision of students outside these times.

## Enrolling at Mullumbimby Public School

Enrolment forms for new students are available online via the school website. The forms allow parents/carers to save and return to partially completed forms and to attach electronic copies of relevant documentation. Once the forms are submitted online, school administration staff will be in contact with further information and to arrange an interview.

Students within our school zone are guaranteed enrolment (pending completion of enrolment procedures). You may refer to the map of our intake area via our school website under the Enrolment tab. Students outside the school intake area may apply for a non-local enrolment (also via the school website), but generally out-of-area enrolments are not possible.

Students enrolling in Kindergarten are offered a comprehensive transition program during the year prior to their enrolment. Parents of children enrolling in Years 1 to 6 (or late in Kindergarten) are interviewed by the Principal or a member of the school executive, who will be pleased to provide a tour of the school's facilities by appointment.

Parents of new students are requested to collect children after school for the first few days. 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.

Voluntary contribution fees will be requested for classroom resources as the year progresses.

## 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 or by supplying a note of explanation before the absence or when the child returns.

If you are aware that your student will be absent from school for a period of three days or more, advance notice of the absence 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 a text messaging system to inform parents/carers if their student is absent from school without explanation. Parents/carers may respond to these messages without cost to provide a reason for the absence.

### After School Care

Mullumbimby Public School utilises Outside School Hours Care (OSCH) services in Mullumbimby provided by Byron Shire Council. This service operates Monday to Friday 3:pm-6:00pm, accessible by bus from MPS. All enquiries and bookings can be made by contacting the administration coordinator at Byron Shire Council on 6626 7100 (Monday and Tuesday 8:00am-4:30pm, Wednesday 8:00am-1:00pm) or the coordinator on 0437 860 614.



Byron Shire Council also offers School Vacation Care (8:00am – 6:00pm) for school aged children. The program and associated costs will be featured in the school newsletter in the lead up to school holidays and are also available from council.



## **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 other states/territories.

## **Assembly**

Whole-school assemblies are held every Monday afternoon following recess. A Stage assembly for Years K – 2 is held Friday mornings after roll call. A Stage assembly for Years 3 – 6 takes place Friday afternoons following recess.

Our assemblies are an opportunity to celebrate the successes of our students through awards for Positive Behaviour for Learning (PBL), Key Learning Areas (KLAs), reading, citizenship, sporting achievements and Merit awards. It also allows classes to share learning experiences and provides a platform for teachers and the Principal to disseminate and reinforce whole-school and stage-targeted messages.

## **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 available resources and develop patterns that will prepare students to take their place in the community.



A note of explanation is required for all absences within seven days of the student returning to school. The note must give the date and reason for the absence along with the student's name and class and signature of a parent/guardian. The Department of Education 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.

Mullumbimby Public School uses a text messaging system to inform parents/carers if their student is absent from school without explanation. Parents/carers may respond to these messages without cost to provide a reason for the absence.



### **Behaviour Code (Rules)**

At Mullumbimby Public School we have high expectations of student behaviour. The learning community of local public schools are all part of the Positive Behaviour for Learning Program (PBL). The school rules are: Respect Yourself, Respect Others, Respect the Environment. Student discipline is an important part of providing an engaging learning environment for all. Our Wellbeing 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 9:00am, 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 playtime 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 the library (lunch only).

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



## 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. We strongly recommend that bikes and scooters are locked up at school in the designated area. This is the responsibility of students and parents.

## **Bus travel**

If you wish for your child to catch one of the buses to and from school, you can apply online for bus travel at [apps.transport.nsw.gov.au](https://apps.transport.nsw.gov.au). You can collect a bus information pamphlet from our front office, which will provide guidance as to how to apply online.

Children are eligible for free bus travel if they are in Stage I (Kindergarten to Year 2) or if they live more than 1.6 kilometres from the school. It should be noted that free travel usually applies to one specific 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, Blanch's 6680 1566 or G & N Bus Services 6687 2104.

## **Canteen**

The school Canteen is currently non-operational due to flooding damage suffered in February 2022.

School Infrastructure NSW has plans in place to refurbish and modernise the Canteen as part of a school-wide repair and refurbishment project. Completion is anticipated for early 2023.

When operational, the canteen is run by the school P&C Association in accordance with the recommendations of the NSW Health Commission and is a Great Choice Healthy School Canteen. The Canteen Committee (a P&C subcommittee) communicates regularly regarding rostering, the menu, special days and other matters. A Canteen Manager is employed by the P&C two days per week to manage the canteen. Volunteers give generously of their time to assist the Canteen Manager and all parents, carers, grandparents and friends are encouraged to offer their services. All profits are returned to the P&C Association to provide additional school resources.

## **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 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. Office staff will take



messages and relay them to teachers 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 and aim to achieve it in the following ways:

**Newsletter** – created, emailed, posted on our website and distributed via the SchoolStream weekly on a Monday. The newsletter includes the PBL award and environment award recipients, news and photos from the week and details of upcoming events.

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

The screenshot shows the Mullumbimby Public School website. At the top, it features the NSW Department of Education logo and a 'Select Language' dropdown menu. Below this is a navigation bar with links for 'MAKE A PAYMENT', 'ENROLMENT', 'NEWS', 'NEWSLETTER', 'EVENTS', and 'GALLERY'. The school's logo is on the left, and the name 'Mullumbimby Public School' is prominently displayed in the center, along with the motto 'Respect yourself, Respect others, Respect the environment'. Contact information, including the phone number '02 6684 2373' and email 'mullumbimb-p.school@det.nsw.edu.au', is provided. A secondary navigation bar contains links for 'About our school', 'Supporting our students', 'Learning at our school', '2019 Kindergarten', 'Our P&C', 'Notes gone home', and 'Contact us'. The main content area features a large, vibrant mural of a landscape with a road, mountains, and various birds.

**School Stream App** – important and timely information relating to school operations, cancellations and alerts via your ‘smart’ phone. Please download this free app.

**Facebook** – our school Facebook page is used in a positive way to recognise school and student achievement.

**Letters Home** – some school activities require parent / carer permission and payment of additional costs. In such cases, a note will be sent home with students (typically on a Monday) and will also appear in the ‘notes gone home’ section of the school website.

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

## Computer Education

All students from Kindergarten to Year 6 have access to computers. Our school currently has a computer room equipped with PCs. Laptops & iPads are also found in each classroom along with state-of-the-art Smart Boards. With fully interactive classrooms, we aim to instill 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 a 3D Printer and experiences in coding and robotics.



## Counselling Services

A school counsellor is available upon appointment to assist with academic matters, behaviour, feelings, health or other problems at school or at home. 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. 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. Students and parents can talk to the counsellor on their own or in groups, privately and confidentially. The school counsellor currently attends the school on a Monday. Should you wish to speak to our counsellor, please phone the office and make an appointment.

## 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.

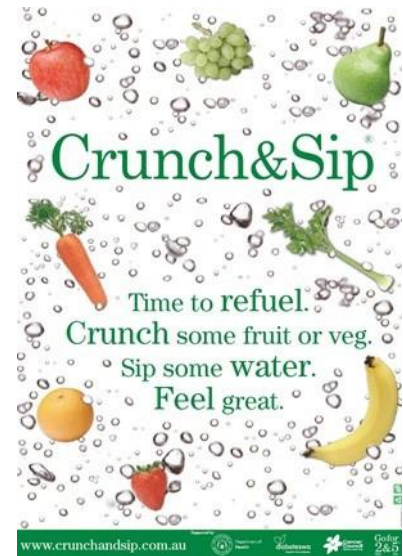




## Crunch and Sip

Crunch&Sip® is a set time in primary schools for students to 'refuel' on vegetables and fruit 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 your 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 or expulsion 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 two days of Term 1 and the first day of Term 2 and Term 3). On these days the school staff engage in reviewing school policy, organisation, Professional Learning and curriculum. Consultants may provide input into 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 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 at enrolment is requested for walking excursions in the local community. Major



excursions are conducted for students in Years 3 to 6. 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 always try their hardest. A saying often heard in our school is ‘have a go’. This applies to all areas of schooling —academically, the arts and in sport.

## Flood Conditions

In the event of heavy rainfall, it may be 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. Alerts will be provided via our SchoolStream app, FaceBook page and telephone, as appropriate.

## Fundraising

It’s important for schools to fundraise so they have the additional 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 subsidise 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 and school community members to be involved.

## High Potential and Gifted Education

We provide many opportunities for high potential and gifted 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 the 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.

**ACTION PLAN FOR Anaphylaxis**

Name: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Medication allergies: \_\_\_\_\_  
 Notify/carer no. text: \_\_\_\_\_  
 Notify no: \_\_\_\_\_  
 Notify fax: \_\_\_\_\_  
 Notify e: \_\_\_\_\_  
 Home e: \_\_\_\_\_  
 School: \_\_\_\_\_

**MILD TO MODERATE ALLERGIC REACTION**

- swelling of lips, face, eyes
- hives or rashes
- tingling, numbness, abdominal pain, vomiting

**ACTION**

- stay with person and call for help
- give medications if prescribed
- locate EpiPen® or EpiPen® Jr
- contact family/carer

**Watch for any one of the following signs of Anaphylaxis**

**ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**

- difficulty/roisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking, hoarse or hoarse voice
- wheeze or persistent cough
- loss of consciousness and/or collapse
- skin and floppy (young children)

**ACTION**

- Give EpiPen® or EpiPen® Jr
- Call ambulance - telephone 000 (Aus) or 111 (NZ)
- Lay person flat and elevate legs. If breathing is difficult, allow to sit but do not stand
- Contact family/carer
- Further EpiPen® doses may be given if no response after 5 minutes

**If in doubt, give EpiPen® or EpiPen® Jr**

EpiPen® Jr is given to children under 30kg. EpiPen® is given to children over 30kg. Always confirm the correct dose with your doctor.

Additional instructions: \_\_\_\_\_

ascia [www.allergy.org.au](http://www.allergy.org.au)

**ASTHMA ACTION PLAN**

Use this ASTHMA ACTION PLAN with your child/ren and your doctor

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Doctor's contact details: Name \_\_\_\_\_ Phone \_\_\_\_\_ Email address \_\_\_\_\_  
 Next asthma check-up due: \_\_\_\_\_ Emergency contact details: Name \_\_\_\_\_ Phone \_\_\_\_\_ Email address \_\_\_\_\_

**WHEN WELL** Asthma under control (normal or improved) ALWAYS CARRY YOUR INHALER WITH YOU

Keep taking preventer: \_\_\_\_\_ Inhaler name: \_\_\_\_\_  
 Other instructions: \_\_\_\_\_

**WHEN NOT WELL** Asthma getting worse (ongoing cough, wheeze or chest tightness, increasing difficulty breathing, waking at night or sleep interruptions)

Keep taking preventer: \_\_\_\_\_ Inhaler name: \_\_\_\_\_  
 Other instructions: \_\_\_\_\_

**IF SYMPTOMS GET WORSE** Asthma symptoms (ongoing cough, wheeze or chest tightness, increasing difficulty breathing, waking at night or sleep interruptions) get worse very quickly, inhaler not able to be used

Keep taking preventer: \_\_\_\_\_ Inhaler name: \_\_\_\_\_  
 Other instructions: \_\_\_\_\_

**DANGER SIGNS** Asthma symptoms (ongoing cough, wheeze or chest tightness, increasing difficulty breathing, waking at night or sleep interruptions) get worse very quickly, inhaler not able to be used

**DIAL 000 FOR AMBULANCE** Call 000 for ambulance immediately. Say that there is asthma emergency. Stay with the person as they wait for the ambulance.

National Asthma Council Australia [www.nationalasthma.org.au](http://www.nationalasthma.org.au)

## Homework Policy

### Rationale

Teachers at Mullumbimby Public School value and encourage our students to read every night (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). 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 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...' (Accessed on 9th January 2017, from: <https://www.teachermagazine.com.au/article/does-homework-contribute-to-student-success>)



### Policy statement

Homework provides an opportunity for parents to connect with their child's learning. While not compulsory, home reading every night is encouraged.

### 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 and 2:** Students are provided with spelling homework and an optional Homework Matrix that includes activities related to what is being studied in class.

**Years 3 and 4:** Students are provided with spelling homework and an optional Homework Matrix that includes activities related to what is being studied 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 spelling homework and an optional Homework Matrix that includes activities related to what is being studied in class. They will also undertake research and presentation tasks on topics of their choice, which develop skills required for high school.

## 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 3 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 ill or injured at school. When urgent 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 (such as asthma, severe allergies or anaphylaxis), please ensure the school is notified of the details and treatment plan. In the current climate of Covid-19, students are required to be kept home if suffering even the mildest flu-like symptoms. If a student presents at school with such symptoms, parents will be required to collect their students immediately and they will be unable to return until the school has sighted a negative Covid test and the student is symptom-free.

## Infectious Diseases

For information regarding infectious diseases and the required 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

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.

## 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,
- Numbers, 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.

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 31 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 and on the school website as they become available. We can accept enrolments for students residing within our local intake area.





## Leaving School Grounds

No child is permitted to leave the school grounds during school hours without prior written permission of a parent/carer and they must be collected from school by the parent/carer.

## Library

Our school Library is currently non-operational due to flood damage sustained in February 2022.

School Infrastructure NSW has plans in place to refurbish and modernise the Library building as part of a school-wide repair and refurbishment project. Completion is anticipated for early 2023.

In the months since the flooding, we have received donations of many new books, which are now being offered for students to borrow from a temporary library space. We look forward to having a full collection available soon.

## 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 forms requiring completion 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 and Dental

Parents are encouraged to take advantage of before-school screening assessments (vision and hearing), which are offered through the 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.

## Newsletters

Our school newsletter is emailed to all families each Monday, sent via the School Stream app and available on the school website. Weekly newsletters contain important information regarding forthcoming school events, operating procedures, general notices and recent student activities. Notes are also sent home to advise parents of special events, excursions and visiting performances.

## Nut Aware School

Please be aware that we are a 'Nut Aware' school and nuts or nut-products are not allowed at school. Some students currently enrolled 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.

## Parents and Citizens Association (P&C)

Our P&C meets Wednesday of Week 3 and Week 8 each term at school from 6:30pm, or via Zoom when appropriate. Members have voting rights and may hold an executive position. Membership costs \$1 per annum, payable at the Term 1 Week 8 meeting, which is also the Annual General Meeting (AGM).

The P&C raises funds for additional resources to support the learning and wellbeing of our students at school and is also involved in discussions relating to any matters that concern the education of the students. P&C members coordinate and serve on various sub-committees such as canteen, uniform shop, fundraising and catering. New and returning members are always welcome!



## Parent Helpers at School

Parents help the school in various ways. Our P&C Association is actively involved in raising funds to provide improvements to both the physical and learning environment at school and always requires helpers and contributors. Parents assist with reading in classrooms, as volunteers in the Canteen and Uniform Shop, with school garden projects, on excursions, providing additional help with class projects and with transporting students to activities and sporting events. Please contact your child's classroom teacher or the Principal if you would like to become involved.



## Parent Online Payments (POP)

It is now possible for parents to make online payments to the school for amounts owing 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. There is also a category called "Other" covering items not previously listed. This may also be used to make payment of a whole invoice that lists several separate items.

When you access the '\$ Make a Payment' tab you must enter:

- The student's name, class and reference number OR
- The student's 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. As these are not used at our school, please leave this section blank. This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured securely and card details are not passed back to the school. You may check and change any details of the payment before it is processed. Receipts can be emailed and/or printed.

Details of 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 including:

- Cash,
- POP via the school website - Make A Parent Online Payment, and
- EFTPOS via the school office.

Notes home for specific activities will have details of the payment options available.

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 in the classroom and playground. The core school values of Respect Yourself, Respect Others, Respect the Environment expand into explicit strategies for students to successfully engage in learning. Students receive PBL certificates as a reward for their positive behaviour. Students work through the levels over the course of the year – achieving 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 valuable items to school such as jewelry, pens and watches, computer games and iPods. Sadly, these items are sometimes misplaced and in rare cases, stolen. Bicycles are brought to school at the owner's risk and it is recommended that a safety chain be used to lock the bike while at school. It is preferable that large sums 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. In cases where a student is required to have a mobile phone to contact parents/carers (for example, shared custody situations), the phone must be handed in to the front office before school begins and may be collected at the end of the day.

## **Reporting to Parents**

Student reports are provided twice each year. These 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.

Class meetings are held early in the year where the teacher can outline class procedures to parents 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 any other matter that will affect their 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 by scanning the Visitor Check-In QR Code and are required to 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 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 1 (Kindergarten), Stage 1 (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 should be made directly to the School Photographer on 6628 0511.

## School Stream App

Mullumbimby Public School now subscribes to this alert and information service for your 'smart' phone. This is a free app and all parents/carers are strongly encouraged to download this. Instructions for downloading are below:

**Step 1** – search and download the app on your smart phone

**Step 2** – open the app and OK Push Notifications

**Step 3** – search for our school (type in Mullumbimby PS) and select it

**Step 4** – Customise it under settings > My Schools

## Scripture and Ethics

Scripture teachers conduct non-denominational classes on Friday mornings and all children attend unless they provide a note from a parent or guardian requesting that they be excused. In most cases scripture lessons are conducted in the child's own classroom. Denominational scripture is conducted for the following groups: Roman Catholic, Seventh Day Adventist and Jehovah's Witnesses. Ethics classes are available dependent on teacher availability. Where parents elect for their students not to participate in any of these classes, alternative meaningful activities will be provided.



## 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 are held intermittently, generally during school hours. Where an evening disco is scheduled, information will be provided in the school newsletter and a note sent home. Teachers provide the necessary supervision and the P&C may cater the event and additional help may be requested from parents. Parents are reminded to collect children promptly at the advertised finishing time.



## Sport

Sport is an important aspect of the school curriculum. Stage 1 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
- AFL
- Basketball
- Cricket
- Golf
- Gymnastics
- Netball
- 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 and State level at these and a variety of other sports. Mullumbimby Public School also enters teams in the PSSA knockout competitions in several sports and senior students may 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 your child/ren's property is marked with his/her name as much time is spent looking for the owner of lost property. Clothing and other property that is clearly marked is always easy to return to the owner. Lost property is kept in the Primary basement. 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.



## 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 required processes may be completed.



## Trespassing

Parents are advised that outside school hours no-one is allowed in the school grounds without permission from the Principal. School grounds are covered by the Inclosed Lands Act. School Security Unit and police will be contacted in the instance of any trespassing.

## Uniform Shop

Our P&C run uniform shop is open every second Wednesday morning 8:30am-9:15am. The uniform shop can be found in the Library and is run by a parent volunteer. School polo-shirts, culottes, shorts, dresses, sports shirts, sports shorts, sports skirts, zip-front jackets and broad-brimmed hats are all sold at the shop. Uniforms may also be ordered and paid for via the FlexiSchools app and will then then be delivered to your child in class within a few days. Visit [www.flexischools.com.au](http://www.flexischools.com.au) for more information.

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

**Brimmed hats must be worn by all students while in the playground.**

**For safety, no thongs or open shoes (such as reef sandals) are to be worn at school.**

## ***Dress Uniform***

### **Boys - Summer**

Blue polo shirt with school logo; grey shorts; grey socks.



### **Girls - Summer**

Blue & white check dress **or** royal blue skirt/culottes; blue polo shirt with school logo; white socks.



### **Boys - Winter**

As above or grey long pants; royal blue jacket with school logo or royal blue jumper; grey socks.



### **Girls - Winter**

As above or royal blue long pants, royal blue jacket with school logo or royal blue jumper; white socks.



## ***Sport Uniform (worn Fridays and special sport days)***

**Boys**

**Girls**

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



Gold polo-shirt with school logo; royal blue  
shorts or royal blue sports skirt; royal blue  
gym pants.



### Visiting performances

Visits from cultural artists compliment the school's 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.



## Visitors and Volunteers

All visitors and volunteers are required to sign-in via the QR Code Check In system and collect a visitor's sticker 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. All volunteers must have received two doses of a Covid-19 vaccine.



## 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](mailto:mullumbimb-p.school@det.nsw.edu.au)

**Website:** [www.mullumbimb-p.schools.nsw.edu.au](http://www.mullumbimb-p.schools.nsw.edu.au)

**MULLUMBIMBY  
PUBLIC SCHOOL**

