

# 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

**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)

Stay up to date at school with these essential Apps



**School Bytes**

- View and digitally sign permission notes
- Pay for events and excursions



**schoolstream**

- Receive a link to our weekly newsletter
- Get important, timely updates on school events



**flexischools**

- Order and pay for school canteen
- Order and pay for school uniforms



**Sentral for Parents App**

- View your child's school reports



**facebook.com/mullumbimbyps**

- Recognising school and student activity and achievement

## 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 220 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. We have strong links to the Northern Rivers Conservatorium of Music, where students can learn an instrument at school.

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. The P&C meets on Wednesday of Week 3 and Week 8 each term at 6:30pm in the Staffroom.

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 8:30am. 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 8:30am and 3:00pm and as they depart from school. Students must remain within the school grounds until the 3:00pm 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 for new students is completed online via the school website. Parents/carers may save partially completed forms and return to them at a later time, and may 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 and the provision of 100 points of residential address check (see below). 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 out-of-area enrolment via the school website giving reasons for consideration.



June 2019

### Residential address check For the enrolment of students in NSW Government schools

Persons seeking to enrol a child in a NSW Government school may be required to show documents to establish the child's address

#### Key principles

The Education Act 1990 provides the key principles that govern the enrolment of students in NSW Government schools. Some of them are summarised below.

The parent of a child may enrol the child at any government school if the child is eligible to attend the school and the school can accommodate the child (section 34.1).

A child is entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend (section 34.2).

The principal may, for the purpose of establishing a child's eligibility to attend or entitlement to be enrolled at the school, require a person seeking to enrol the child at the school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address (section 34A.1).

In determining whether a child could be accommodated, the number of classrooms and other facilities may be considered (section 34.6).

The enrolment of a child who is not entitled to be enrolled at the school may be terminated if the child was enrolled as a result of false information or a false document provided (section 34A.4).

#### Establishing the child's residential address

To determine a child's eligibility to attend or entitlement to enrol in the school, the principal may require documents to establish the child's address.

Generally, acceptable documents show the full name of the parent and address of the parent or carer with whom the child lives. However, any requests for proof of address must be reasonable in the circumstances.

Staff in schools abide by the Privacy and Personal Information Protection Act 1998 (NSW). Residential address information provided will be used to process applications for enrolment and associated purposes and the information will be stored securely.

#### 100-point residential address check in some schools with a designated intake area

Schools that are above or near (i.e. the number of non-local enrolment applications received exceeds the number of enrolment places available outside the local enrolment buffer) their buffer level use the following 100-point residential address check to verify that the student being presented for enrolment lives within the intake area.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents)	40
1.1 Council rates notice	
1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental 'board book receipt'	
1.3 Exchanged contract of sale with settlement to occur within the applicable school year	
2. Any of the following	20 each
2.1 Private rental agreement for a period of at least 6 months	
2.2 Centrelink payment statement showing home address	
2.3 Electoral roll statement	
3. Any of the following documents	15 each
3.1 Electricity or gas bill showing the service address*	
3.2 Water bill showing the service address*	
3.3 Telephone or internet bill showing the service address*	
3.4 Drivers licence or government issued ID showing home address*	
3.5 Home building or home contents insurance showing the service address	
3.6 Motor vehicle registration or compulsory third party insurance policy showing home address	
3.7 Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.	

\* up to three months old

#### More information

Contact your local school or visit <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

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.

Details about Voluntary Contribution fees will be provided early in the school year.





## Mullumbimby Public School A to Z

### Aboriginal and Torres Strait Islander students and education

Mullumbimby Public School is committed to improving the educational outcomes and wellbeing of Aboriginal and Torres Strait Islander students. We use our best endeavours to ensure that every Aboriginal and Torres Strait Islander student achieves their potential through education and learns within a culturally safe environment. We work closely with the NSW AECG (Aboriginal Education Consultative Group Inc.) as the peak community advisory body to the DoE on Aboriginal education at all levels and in all stages of planning and decision making.

We have a dedicated Aboriginal Education Working Group and work in partnership with our parents, community members and Elders. We acknowledge and celebrate special days including NAIDOC. In recent times we have elected an Aboriginal Minister to our student leadership team. We hold termly Yarn Up's with our Aboriginal and Torres Strait families, offering an opportunity to engage and connect in learning and wellbeing. Our school works closely with other local public schools, enabling students to engage in a range of cultural activities throughout the year.



## 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 before the absence or when the student returns. Explanations may be given in person, by phone or via email or note.

Mullumbimby Public School uses a text messaging system to inform parents/carers if their student is absent from school without explanation. Parents/carers should respond to these messages (without cost) to provide a reason for the absence. 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. An Application for Extended Leave (Travel) must be completed by the parents/carers and approved by the Principal in advance for holidays of more than 5 school days during term time. The DoE Home School Liaison Officer may contact parents on a variety of matters, including unexplained absences. Families are strongly encouraged to take holidays only during the designated school vacation periods.



## 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

School assemblies are held in the school Hall every Monday afternoon following recess. These may be a Stage Assembly for Years K–2 or Years 3–6, or a Whole School Assembly. 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. Parents of students receiving awards are invited to our assembly via email.

## Attendance

The Education Reform Act 1990 specifies that absences must be explained within seven days of the occurrence. A quality 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 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.

NSW Department of Education

### Why attendance matters

When your child misses school they miss important opportunities to:


- Learn
- Make friends
- Build skills through fun

**Days missed = years lost**

A day here and there doesn't seem like much, but...

When your child misses just...	they miss weeks per year	and years over their school life
1 day per fortnight	4 weeks	Over 1 year missed
1 day per week	8 weeks	Over 2.5 years missed

education.nsw.gov.au



## Before and After School Care

Mullumbimby Public School can provide information on Before and After School Care services in Mullumbimby provided by Rainbow Region Kids. This service operates Monday to Friday 3pm-6pm on site in our school Hall.



**Rainbow Region Kids**

**NEW OUTSIDE SCHOOL HOURS  
Childcare AT YOUR SCHOOL**

Rainbow Region Kids provides outside school hours childcare at your school – before & after school care, and Vacation Club during school holidays. We are inclusive, externally accredited, childcare subsidy approved and not-for-profit.

**LOCATIONS, TIMES and FEES AT [nrcg.org.au/rrk](http://nrcg.org.au/rrk)**

**REGISTER YOUR kids NOW** email [rrkassist@nrcg.org.au](mailto:rrkassist@nrcg.org.au) call **0429 640 075**

07/04/2023/103

All enquiries and bookings can be made by contacting Rainbow Region Kids directly on 0429 640 075.

Rainbow Region Kids also offers School Vacation Care 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 the providers.



## Behaviour Code for Students

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 staff 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.

The DoE has a Behaviour Code for Students (see this page), which our school aligns to.

NSW Department of Education

### Behaviour code for students

Information for students and parents or carers

NSW public schools are committed to providing safe, supportive, and responsive learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students.

**In NSW public schools students are expected, to the best of their ability, to:**

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, calmly and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respect all property
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools.

Schools take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

**All students have a right to:**

- safety at school
  - access and fully participate in their learning
  - be treated with respect by other students, teachers and school staff
  - express their views, set goals and self-advocate.
- The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations.

The department is responsible for the provision of a policy framework and resources such as legal issues bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment.

In this context, the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

**Behaviour code for students: Student actions**

Promoting the inclusion, learning, wellbeing, and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches across a range of settings to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

**To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles.**

**Respect**

- Treat one another with dignity.
- Communicate and behave courteously.
- Act and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

**Engagement**

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.

education.nsw.gov.au

English 1



**Safety**

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others.

#### Telephone interpreter service

If you would like more information please call the school principal. If you need an interpreter to assist with your enquiry, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language.

Tell the operator the phone number you want to call and the operator will get an interpreter on the line to assist you with the conversation. You will not be charged for this service.

## Bell times

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

If your child arrives later than 9am, 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 11am** 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 3pm**. 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).

Children are eligible for free bus travel if they are in Early Stage 1 or Stage 1 (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, CDC Buses (formerly Blanch's Bus Company) 6680 1566 or G & N Bus Services 6687 2104.

## **Canteen**

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. Parents are requested to telephone for an appointment if they wish to meet with executive staff or a class teacher. Teachers are happy to talk to parents/carers at a mutually convenient time.



## Communication

All enquiries can be made to the school email address or via telephone, where it will be directed to the appropriate staff member. We pride ourselves on having excellent communication with parents and students and aim to achieve it in the following ways:

**Newsletter** – posted on our website and distributed via the SchoolStream app 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. It is the primary source of information for the school and as such, it is critical to read the newsletter in its entirety every week.





**Website** – provides an up-to-date calendar of events, a photo gallery of recent events, access to online enrolment forms and all the school info you need.



**SchoolStream App** – in addition to the distribution of our weekly school newsletter, it provides important and timely information relating to school operations, cancellations and alerts via your ‘smart’ phone. Please download this free app and ensure you have notifications turned on.

**School Bytes** – allows you to view and digitally sign permission notes and pay for school events. Please download this free app.

**Sentral for Parents** – is a means to view and download your child’s school report. Please download this free app.

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



**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. There is a bank of laptops in the Library for student use in Library lessons and during Library hours. 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.

## Counselling Services

A school Counsellor is available via 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 school if you have any concerns about your child's development (intellectual, behavioural or emotional) 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.

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 Monday and Tuesday. Please contact the school for further information about gaining access to this service.



## Curriculum

Our curriculum is structured around the six Key Learning Areas:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment (History and Geography)
- Creative and Practical Arts (Music, Visual Arts, Craft, Drama)
- Personal Development, Health and Physical Education.



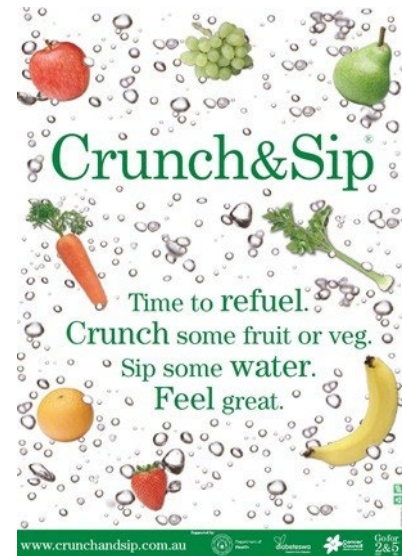
DoE schools are required to ensure that all students engage in a substantial study within each of the six Key Learning Areas each year. Priority is given, within these Key Learning Areas, to the achievement of strong competence in Reading, Writing (including spelling and grammar), Talking, Listening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



## Excursions

Children learn not only at school, but from a wide variety of experiences. For this reason, participation in excursions is encouraged. A parental consent form is required for each excursion or external sporting visit involving bus travel. Without this consent note (completed via School Bytes) 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, in 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 or email if you wish to change arrangements. On rare occasions the school may be closed due to flooding. Alerts will be provided via the SchoolStream app. Please ensure you have downloaded this app and notifications are turned on.

## Fundraising

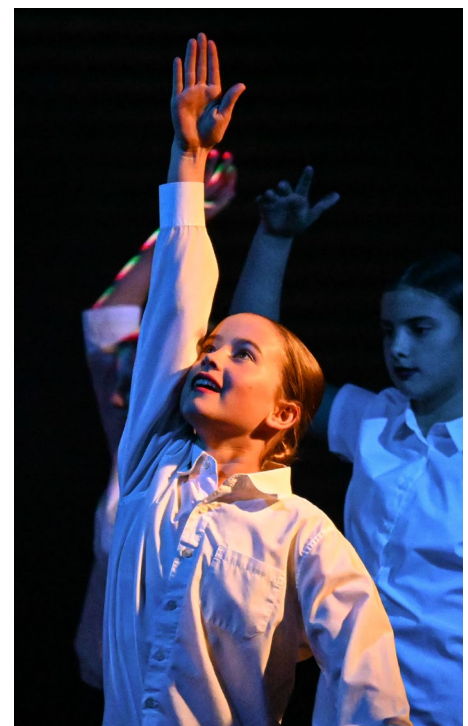
It's important for schools to fundraise so they have the additional resources they need to support their students. Through the efforts of the fabulous volunteers here at MPS, the school has been able to purchase Interactive Whiteboards, air conditioning, laptops and home readers. They subsidise student 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. Activities include Public Speaking competitions, International Competitions and Assessments in Schools (ICAS), debating and buddy activities (where older students work with younger students). Teaching strategies include 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. In the Arts, we take part in the Far North Coast Dance Festival, Byron Writer's Festival, arts workshops and competitions, an Artist of the Term award and our Splendour on the Grass arts extravaganza. There are also many sporting opportunities through the Primary School Sporting Association (PSSA), including trials, knockout teams, carnivals and gala days, allowing talented students to progress to the next level.



## Health Care

It is important the school is aware if your child/ren suffer from a health issue. Please talk to the office staff so they are aware of any special health care needs your students has. It is important to update the school as soon as any change in health circumstances is known. If your child has asthma or anaphylaxis, the school will require a specific Asthma Action Plan and/or Anaphylaxis Action Plan, which must be signed by a doctor.

**ACTION PLAN FOR Anaphylaxis**

Name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Place: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home/Carer contact: \_\_\_\_\_  
Work etc: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Date: \_\_\_\_\_

**MILD TO MODERATE ALLERGIC REACTION**

- swelling of lips, face, eyes
- hives or welts
- tingling mouth, 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)**

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheezes or persistent cough
- loss of consciousness and/or collapse
- sole 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 primarily intended for children aged 2-5 years.  
Medical centres or hospitals for all back 4 hours if available and your carer assist.

Additional information: \_\_\_\_\_

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

**ASTHMA ACTION PLAN**  
Take this ASTHMA ACTION PLAN with you when you visit your doctor

NAME: \_\_\_\_\_ DOCTOR'S CONTACT DETAILS: \_\_\_\_\_ EMERGENCY CONTACT DETAILS: \_\_\_\_\_  
 DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 NEXT ASTHMA CHECK-UP DATE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

**WHEN WELL** Asthma under control (no or few symptoms) ALWAYS CHECK YOUR RELIEVER WHEN YOU

Keep taking prevention: \_\_\_\_\_  
 Inhaler: \_\_\_\_\_  
 Peak flow meter: \_\_\_\_\_  
 Other: \_\_\_\_\_

**WHEN NOT WELL** Asthma getting worse (increasing symptoms e.g. more than 1 time per week, waking up with asthma, more symptoms than usual, asthma is starting to get out of control)

Keep taking prevention: \_\_\_\_\_  
 Inhaler: \_\_\_\_\_  
 Peak flow meter: \_\_\_\_\_  
 Other: \_\_\_\_\_

**IF SYMPTOMS GET WORSE** Asthma is severe (waking up often with asthma, increasing difficulty breathing, waking often at night and asthma uncontrolled)

Keep taking prevention: \_\_\_\_\_  
 Inhaler: \_\_\_\_\_  
 Peak flow meter: \_\_\_\_\_  
 Other: \_\_\_\_\_

**DANGER SIGNS** Asthma symptoms become breathing problems, wheezes and/or very noisy, slower but still or no effect

**DIAL 000 FOR AMBULANCE** Call on ambulance immediately. Stay where you are until ambulance arrives. Do not get into car or on road.

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

## Homework

Teachers at Mullumbimby Public School value and encourage our students to read every night (to their families if they are in Years K to 2, or to themselves if they are in Years 3 to 6 or are independent readers).

Homework provides an opportunity for parents to connect with their child's learning and provide support with topics and strategies taught in the classroom. While not compulsory, home reading every night is encouraged.

Mullumbimby Public School's Homework Policy and Procedures are monitored by teaching staff on an ongoing basis and discussed during staff meetings throughout the year. It is currently undergoing review.



## 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 School Administrative Support Staff 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 them at school, such as asthma, severe allergies or anaphylaxis, please ensure the school is notified of the details and treatment plan. It is essential that the school has a current list of emergency contact numbers for your child/ren, so that in your absence, the school may seek appropriate medical assistance or care.

## Infectious Diseases

For information regarding common infectious diseases and the required period of exclusion from school, please refer to the NSW Health website <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>

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 if will reach 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. Out of Area enrolments are by application giving sound reasons, pending approval by a panel.



### **Leaving School Grounds**

No child is permitted to leave the school grounds during school hours without permission of a parent/carer. If it is necessary for a student to leave school during school hours (e.g. to attend an appointment), they must be collected from the school office and signed out by the parent/carer.

## Library

Our school Library has recently been fully refurbished and restocked following the 2022 flooding. This state-of-the-art learning space provides fantastic reading and research resources to our students and teachers and is an integral part of our children's education. Students enjoy weekly lessons in the library on various topics, including accessing information and use of computer laptops.



## 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, policy must be adhered to and parents/carers must complete the relevant forms. Please contact the school office if you require more information.

## 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 1800 679 336.



## Newsletters

Our school newsletter is distributed via the School Stream app each Monday and is available on the school website. Weekly newsletters are our primary source of communication with the school community and contain important information regarding forthcoming school events, operating procedures, general notices and recent student activities. Please ensure you read the entire newsletter each week.

## 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. 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 grants. 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 also 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 school office if you would like to become involved.

## Payment for School Expenses

Payment for school expenses such as excursions, sporting activities and voluntary school contributions may be made via the School Bytes platform. This is accessible by downloading the School Bytes app or via the 'Make a Payment Tab' on the Mullumbimby Public School website. The School Bytes portal provides flexibility to conveniently:

- Make school payments online (including paying for multiple siblings at once)
- Use a family credit to pay for an activity or school contributions
- Download a receipt for payments made
- View all historical payments in one place
- Complete and submit digital permission notes
- View the status of all permission notes
- Request a refund if required.



Payments may be made any time. They are processed in real-time and are immediately visible to school staff. A receipt can be easily downloaded immediately after making a payment and you may access your entire payment history. While payments via School Bytes is preferred, we still accept payment via cash, cheque and EFTPOS, but are no longer able to accept payment over the phone.

The P&C have a different bank account and therefore a separate payment system. Canteen, uniforms and events requiring payment in advance can be paid for via the FlexiSchools app. The P&C also have facilities for payments via EFTPOS at the Uniform Shop and at most school fundraising 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.



## **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/scooters are brought to school at the owner's risk, and it is recommended that a safety chain be used to lock the bike/scooter while at school. It is preferable that large sums of money do not come to the school. 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 (once per Semester). Reports may be viewed and downloaded via the Sentral for Parents app.

Student reports should be viewed as a supplement to regular contact with the school and classroom teacher. Parents of students in Year 3 and Year 5 will also receive a report of their child's level of achievement relative to other students in the National Assessment Program in Literacy and Numeracy (NAPLAN). Parents of Kindergarten students will receive a report based on the Best Start Assessment 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 they may have. If at any time you have concerns about the progress your child is making, or about other matters concerning your child, please make an appointment to see the classroom teacher in the first instance, the relevant 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, wellbeing 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 'visitor's' lanyard while on the school grounds.

All volunteers must complete a Declaration for Child-Related Workers (including providing a copy of relevant ID) and have a volunteer Working With Children Check (WWCC). Please see the office for more information and a copy of relevant forms.

All students who arrive late to school or 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. During school hours, visitors are required to use the Crown Street entry near the front office.

### **School Organisation**

The school is divided into four stages of learning. Early Stage 1 (Kindergarten), Stage 1 (Years 1-2), Stage 2 (Years 3-4) and Stage 3 (Years 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 02 9674 9824.



## 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  
Please ensure 'notifications' are turned on so you are alerted to any incoming updates.





## Secondary School

Most students from Mullumbimby Public School are zoned to attend Mullumbimby High School. Parents/Carers of students in Year 6 are required to complete an online expression of interest for enrolment at High School. This must be submitted by the due date to ensure placement in Year 7 the following year. Our school organises Transition Days to Mullumbimby High School throughout Year 6 to allow students to become gradually accustomed to the High School structure, routine and physical layout. Information will be distributed when relevant.



## 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. Teachers provide the necessary supervision and the P&C may cater the event. Parents are reminded to collect children promptly at the advertised finishing time.



## Sport

Sport is an important aspect of the school curriculum. Early Stage 1 and Stage 1 students (K-2) participate in weekly lessons with classroom teachers. Stage 2 and 3 students (Years 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, District, 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. 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 – these are available via the P&C uniform shop. The colours are Galaawun (Blue); Widhan (Green); Mahram (Red); Bambar (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. Parents are also welcome to come along, get involved and enjoy the sporting events and achievements of our students.

## Staff Development Days

During each year the school will participate in Staff Development Days (usually the first day of Term 1, 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.



## **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 outside the school office. 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 – No 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. Excursions require the same dress code.



## **Transfer to Another School**

Please notify the school as early as possible if you intend to transfer to another school 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 Monday morning from 8:30am-9:15am. The uniform shop can be found in the P&C Hub near the school Canteen 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 be delivered to your child in class within a week. 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. 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 or tights, royal blue jacket with school logo or royal blue jumper; white socks.



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

#### Boys

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



#### Girls

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



## *House Sport Shirts (worn for Swimming, Athletics and Cross Country Carnivals)*



### **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 lanyard from the front office upon entering the school grounds. All volunteers must complete a Declaration for Child-Related Workers (including providing a copy of relevant ID) and have a volunteer Working With Children Check (WWCC). Please see the office for more information and a copy of relevant forms.







## Mullumbimby Public School Details

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

**Phone:** 02 6684 2373

**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**

