

Tyalla Primary School

Parents Handbook

2009



Tyalla Primary School
Joyce St, Coffs Harbour 2450

Ph: 02 6652 4488

Foreword

Welcome to Tyalla Public School. Tyalla was established in 1978 and has an enrolment of approximately 440 students.

School Motto “RESPECT”

School Song Where the wide blue oceans glimmer
and gentle tropics is the clime
mid bushland trees of splendour
it's the school that's yours and mine
Tyalla, place of learning
of friendships firm and true
where the motto is *Respect*
in all we say and do.

School Pledge I honour my god
I am loyal to my country
and I respect my school
and those who work here.

Student Information

The office keeps student details on a card, which is completed at the time of enrolment. It is the family's responsibility to keep details up to date. Please contact the school if there are any changes eg address, telephone numbers, emergency contacts, etc.

Weekly School Bulletin

The school issues a weekly school Bulletin, which incorporates educational news, upcoming events and important dates. The youngest child in each family attending our school receives a copy of the Bulletin each Wednesday.

School Assemblies

Assemblies are held on Friday of each week at the following times: Years 3-6 on Fridays at 10.35am

Years K-2 on Fridays at 11.35am

Parents and visitors are most welcome to attend. If your child is receiving a Special Certificate, you will be notified.

At least once per term a whole school assembly is timetabled and advertised in our Newsletter.

CONTENTS

Page 3 School Calendar

Student Information

Page 4 School times and attendance

Page 5 School uniform

Page 6 Uniform prices and uniform pool
Lost clothing, Breakfast Club

Page 7 Parents & Citizen Association
Parent helpers
Canteen

Page 8 School buses
Parking

Page 9 Bicycles

Medical / Health

Page 9 Health

Page 10 Immunisation
Medication

Student Welfare

Page 10 Welfare

Page 11 Reporting and interviews
Sun protection
Peer support
School counsellor

School Programs

Page 11 Literacy and Numeracy

Page 12 Aboriginal Education
Computers
Library

Page 13 Homework
Music

Page 14 Sports
Sporting houses

General

Page 15 Mufti days
Scripture
Visiting performances
Mobile phone Policy
School banking

SCHOOL CALENDAR

Year 2009

Tuesday 27 th January	Staff returns to school
Wednesday 28 th January	Students begin Term 1
Monday 2 nd February	Kindergarten begins Term 1
Thursday 9 th April	Last day of Term 1
Tuesday 28 th April	Staff Development Day
Wednesday 29 th April	Students begin Term 2
Friday 10 th July	Last day of Term 2
Monday 27 th July	Staff Development Day
Tuesday 28 th July	Students begin Term 3
Friday 2 nd October	Last day of Term 3
Monday 19 th October	Students begin Term 4
Friday 18 th December	Last day of Term 4

Year 2010

Wednesday 27 th January	Staff returns to school
Thursday 28 th January	Students begin Term 1
Monday 1 st February	Kindergarten begins Term 1
Thursday 1 st April	Last day of Term 1
Monday 19 th April	Staff Development Day
Tuesday 20 th April	Students begin Term 2
Friday 2 nd July	Last day of Term 2
Monday 19 th July	Staff Development Day
Tuesday 20 th July	Students begin Term 3
Friday 24 th September	Last day of Term 3
Monday 11 th October	Students begin Term 4
Friday 17 th December	Last day of Term 4

STUDENT INFORMATION

School Times

Children should not arrive at school before 8:45 am

8:45am	Teachers begin supervision duty
9:10am	Morning assembly
3:10am	Classes dismissed

Attendance

It is in the students' interest that parents are requested to cooperate with the school in achieving punctuality and regular attendance at school. Naturally, sick children should not be sent to school.

Every absence from school must be explained in writing or by telephone by a parent or guardian. Such letters should be sent to school with your child on their first day of return after absence.

Should you wish to collect your child from school during the school day, please call in to the office, complete entry in the Variation to Routine register and obtain a yellow slip to present to the class teacher before collecting your child and leaving the school grounds.

If arriving late you and your child must first go to the office to complete entry in the late arrival register. You will need to obtain a yellow slip to present to the class teacher.

This is a legal requirement.

School Uniform

All uniform items are available for purchase from the Uniform Shop at the School Canteen.

Tyalla navy, soft brim, bucket style hat

Our school supports “No hat, play in the shade”. Hats must be worn when outside or students must play in the shade.

Girls summer uniform

Emerald and navy Tyalla polo shirt with navy Tyalla skirt or shorts

Or emerald and navy tunic

Black shoes with white socks

Girls winter uniform (add the following items)

Emerald, white and navy Tyalla jacket

Or Tyalla navy v-necked jumper

Navy long pants

Sports uniform

Emerald and navy Tyalla polo shirt with navy sport shorts

Joggers with white socks

Boys summer uniform

Emerald and navy Tyalla polo shirt with navy Tyalla shorts

Black shoes with white socks

Boys winter uniform (add the following items)

Emerald, white and navy Tyalla jacket

Or Tyalla navy v-necked jumper

Navy long pants

A Tyalla navy school backpack is available as a further option.

It is recommended that all items of clothing are labelled with students first and last name.

Tyalla Uniform Price List

Tyalla hat	\$8.00	small/med, med/large
Tyalla shirts	\$13.00/\$15.00	(size 16+)
Tyalla girls skorts	\$16.00	
Tyalla shorts	\$16.00	
Sports shorts (Unisex)	\$9.00	
Tyalla jacket	\$27.00/\$32.00	(size 18)
Microfibre track pants (unisex)	\$22.00	
Tyalla dress	sizes 6-10	\$47.00
	sizes 12-16	\$49.00
Pre-cut (ready to sew)		\$32.00
(dresses need to be pre-ordered along with payment - approx. 2 weeks for delivery)		

School uniforms can be purchased at the school canteen every Wednesday - 8:45am to 1:30pm

School hats may be purchased at any time from the school office.

Lost Property

Lost items are kept in a basket near the canteen.

At the end of each school term unclaimed/unlabelled items are sorted, laundered and added to the clothing pool for sale.

Breakfast Club

This operates every day outside the canteen from 8:30am till 9:00am. Children are able to have juice, cereal and toast for a 20c donation. Parents and teachers volunteer with the help of Red Cross volunteers to operate the Club. All parents are welcome to help.

Tyalla Parents & Citizens Association (P&C)

Tyalla has a very active Parents and Citizen Association, which supports our school in many diverse ways. Meetings are held on the fourth Monday of each month (during school term), commencing at 7:00pm in the school staffroom.

All members of our school community are urged to attend these meetings. Meeting agenda includes reports from the Principal, the school canteen, fund-raising committee, District Council of the P&C Association and general business where parents have a chance to put forward their views.

The P&C is an extremely important forum for parent discussions. The annual general meeting of the P&C Association is held in February of each year. Anyone who would like more information may contact a member of the committee - phone numbers are available from the school office or from the front page of the weekly School Bulletin. We look forward to seeing you at the next P&C meeting.

Parent Helpers

No school could operate effectively without parent helpers. Parents, grandparents, aunts, uncles and neighbours carry out many and varied duties.

We always need helpers in the following areas:
Canteen, library, school banking, reading groups, laundering sick bay linen, excursions, class activities and working bees.

A sign on book is kept at the office for all volunteers to sign. Please ensure you sign this book on entering the school.

Canteen

Our school canteen is open each weekday from 8:45am to 1:30pm. Food sold follows the Healthy Schools Canteen Strategy promoting healthy eating habits. The canteen is run by volunteer parents who select a day per month and involves being at the canteen from 9am to 2pm.

The School Canteen employs a buyer/banker and the Canteen Committee is able to donate profits to the P&C. Apart from providing a great service to the students the profits are also going back to the school.

The Canteen Committee meetings are held on the first Tuesday of each month (during school term) at 2pm in the school staffroom. New faces, fresh ideas and suggestions are always welcome.

School Buses

If your child is in Kindergarten, Year 1 or Year 2, they are eligible for free bus transport to and from school. Children in Years 3-6 are eligible for free bus transport if they reside more than 1.6km (radial distance) from the school or 2.3km by the most practical walking route to the nearest school gate.

If you think your child is eligible for a free bus pass, collect an application form from the school office and give it directly to the bus driver. Teachers are rostered on bus duty and if a child misses their bus they are taken to the office and parents contacted.

There are two arrival and departure points for our school

1. The majority of our students arrive and depart from the Jackson Place bus stop. ***A teacher is on duty to supervise students each afternoon.***
2. Some out-of-zone students arrive and depart from Bray Street (at the front of Orara High School). Teachers from our school **do not supervise this area.**

Parking

The periods immediately before and after school are very hectic and the traffic around the school at these times can be very dangerous.

Parents are asked to take special care in driving and parking in Joyce Street and Jackson Place at these times.

Children using the front gate must cross at the pedestrian crossing with the help of the crossing supervisor. Parents should not call children across the road, either in Joyce Street or Jackson Place.

The car parking areas at the front of Tyalla PS and between Tyalla PS and Orara High School are for staff use only and must not be used by parents when picking up or dropping off children. The ONLY exception is the handicapped car space for parents of children with disabilities. This is negotiated with the Principal.

The above rules are in place for the safety of your children.

Bicycles

Some of our students travel to and from school on bicycles and scooters. Racks are available at the front of the school for bicycles and locking chains are advisable for safekeeping.

It is recommended that only students in Stage 2 and Stage 3 be permitted to ride bicycles to school. Bicycles must not be ridden in the school grounds and must be walked between Jackson Place and the High School entrance. Helmets must be worn when bicycles are ridden to school.

The school cannot accept responsibility for the safety of bicycles.

MEDICAL/HEALTH

Health

Parents are requested to ensure that the class teacher is informed of any health or social problems that your child may have. This information is then recorded in school files.

Department guidelines exclude students from school for the following:

Measles (Morbilli)	Exclude for 5 days from appearance of rash
German Measles (Rubella)	Exclude for 7 days from appearance of rash

Mumps	Exclude for 10 days from onset of swelling
Chicken Pox	Exclude for 7 days after first spots appear
Ring Worm	Re-admitted if being medically treated
Head Lice (Pediculosis)	Re-admitted to school only after hair has been treated and is clear of lice
School sores (Impetigo)	Exclude - unless covered
Conjunctivitis	Exclude while there is a discharge

If there is any doubt, a doctor or hospital should be consulted. Students with severe coughs or colds should be kept at home so that infections don't spread to other children.

Immunisation

The Department of Education and Training policy strongly urges parents to have their children immunised. If they are not, for medical or other reasons, the child will be excluded from school in the event of an outbreak. New enrolments to the school must show evidence of immunisation at the time of enrolment.

Medications

Should children require prescribed medications to be given at school a note giving explicit details must be issued by parents. An indemnity form must be signed and an adult should deliver medications to the school office.

Medications are kept in a locked unit in the administration area and are administered by a qualified adult.

STUDENT WELFARE

Welfare

Student welfare encompasses everything the school community does to meet the personal, social and learning needs of students.

For effective, successful teaching and learning to occur, students are encouraged to take responsibility for their own learning and behaviour.

At Tyalla we have developed and implemented an Anti Bullying Policy, student discipline procedures and a Code of Conduct. We expect all students to follow rules, show respect and work and play together in a responsible manner.

Reporting and Interviews

All students receive a report at the end of Term 2 and 4. Parent interviews are conducted in Term 1 and may be requested at any time by the parent or teacher to discuss student progress or concerns.

Sun Protection

Students who do not wear the school hat will be restricted to a sun protected area during recess and physical exercise times i.e. “No hat, play in the shade”.

Parents are encouraged to provide their children with sunscreen. Parental permission is needed for the school to provide additional sunscreen if necessary.

Peer Support

Buddy Classes and Peer Support lessons are organised between classes of different ages. Teachers arrange activities on a regular basis. This benefits both age groups and creates friendship and understanding between the children, including self esteem, communication and learning about values.

School Counsellor

The School Counsellor visits the school on Mondays and Wednesdays for parent and/or student interviews. Contact with the School Counsellor is usually made via the class teacher, however, appointments can also be made by contacting the school office.

The counsellor’s role is to assist teachers and parents in relation to the behaviour, welfare and educational progress of students. Student interviews will NOT be conducted without parental permission.

SCHOOL PROGRAMS

Literacy and Numeracy

There are a range of programs that cater for students experiencing learning difficulties. Our school employs staff to assist in the implementation of these programs.

They include:

- Learning Support Teacher (STLA)
- Reading Recovery (Year one only)
- English as a Second Language (ESL)
- Tutor programs
- Teacher Aides Special

Aboriginal Education

Our school has a PSPI (Parent School Partnership Initiative) committee, which meets at least once a term.

The school has a full time AEO (Aboriginal Educational Officer) who assists with class learning programs. An Indigenous learning centre also operates at the school.

All classes include an Aboriginal perspective in their learning programs.

Computers

The school has an extensive computer network. Each class uses the computer lab at least once a week with a specialist teacher. Years 4, 5 & 6 have an eighty minute lesson and K-3 have a forty minute lesson. All classrooms have at least two computers with access to five laptops and a mini lab in the library. Students have further access to the computer lab during the week, including lunch time sessions.

Library

- ✓ Every class has a weekly library lesson with the teacher/librarian - All students borrow in class time.
- ✓ Students in K -2 are allowed to borrow 2 books, Years 3 and 4 - three books and Years 5 and 6 - four books. Exceptions are made for responsible students. Books are borrowed for 1 week only - overdue notices are sent home 3-4 weeks after due date.

- ✓ Library bags (with names inside) are to be used.
- ✓ Students are encouraged to use the library for reading, homework, research and quiet games when the library is open.
- ✓ Library times:
 - Monday to Thursday (closed Friday)
 - 8:45am to 9:10am
 - 1:15pm to 1:40pm
- ✓ Parents are welcome in the library before school.
- ✓ The library must be compensated for damaged or lost books.
- ✓ The library has a collection of books available for parents to borrow on topics such as parenting, bullying, coping with grief, stepfamilies and preparing children for school.
- ✓ Parents are also encouraged to borrow books with their children - a valuable activity, which shows reading is important and fun.

Homework

Tyalla PS adopts in principle the notion that homework will be set regularly and although homework is not compulsory, there is an expectation that it will be done.

In Kindergarten it is understood that parents are encouraged to regularly read to their children, ask about school and talk about their everyday experiences.

Children learn at different rates and have different learning styles. As a guideline the following time frames apply:

- Kinder - 10minutes
- Stage 1 - 15 mins to 30 mins per week
- Stage 2 - 20 mins to 40 mins per week
- Stage 3 - 30 mins to 50 mins per week

Music

A teacher is employed at the school to assist with the organisation of the school band. The band operates for students in Years 3-6. Fees are paid by parents to cover the cost of this music tuition.

Information on band is available from the front office.

Sports

Kindergarten and Stage 1 hold staggered sports periods throughout the week with some classes combining. Stages 2 and 3 have school sport on Thursdays from 1:50pm to 3:10pm.

The students are offered a variety of sports, some of which require payment. Some sports are held at school while others require travel by bus.

Students make their sports choice after consultation with their parents. It is important to consider the cost of a term sport when making a decision as a change mid term can cause difficulties with other group organisation.

The Intensive Swimming Scheme is available to students in Years 1, 2 and 3 and for non-swimmers in Years 4-6. It is a nine-day intensive program and held during Term 4. The cost is approximately \$50.

Major sporting carnivals are held annually for

Swimming (Term 1)

Cross Country (Term 2)

Athletics (Term 3)

Students can progress from District to Regional and then to State levels.

PSSA State Knockout competitions involve various sports and the students nominate to be part of these school teams.

Zone participation carnivals are held on a local school basis, twice annually. Winter carnivals are held August/September covering a wide variety of sports and a softball/ T-Ball carnival is held in October/November.

Sporting Houses

Surname initial	House	Colour
A -D	Cedar	Red
E - K	Kurrajong	Green
L - P	Mallee	Blue
Q - Z	Wattle	Yellow

GENERAL

Mufti Days

Mufti days are designated days when students do not have to wear school uniform. These days may occur throughout the year and your child will be advised of these days. It is important to keep in mind that children should wear sensible clothing and covered shoes on these days.

Scripture

Scripture is conducted at the school by a non-denominational group of lay-teachers each Thursday morning. If a parent wishes to exclude his/her child from scripture a written authority is essential.

Visiting Performances

The teachers arrange at least one performance each year. The performances are selected for interest, variety, cost and suitability. Only performances considered worthwhile for our students will be booked to perform at Tyalla PS.

Mobile Phone Policy

The following is a summary of Tyalla's policy regarding mobile phones at school:

- ✓ Students should not bring mobile phones to school
- ✓ The school cannot take responsibility for mobile phones brought to school
- ✓ In extenuating circumstances when a child may need to bring a phone to school, it will be given to the Principal to look after and then collected at the end of the day
- ✓ Students who use mobile phones to humiliate or bully others may be suspended

School Banking

Student banking facilities are available and this is carried out each Wednesday through the Commonwealth Bank. Students bring their banking to the class teacher for processing by office staff. New accounts may be opened at any time.