



HOLGATE PUBLIC SCHOOL

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<https://holgate-p.schools.nsw.gov.au>

Information Booklet



INTRODUCTION

Welcome to Holgate Public School. This booklet contains information about our school, which will remain fairly constant from year to year. We suggest that you keep it safe for future reference. By reading the contents we are sure you will have a better understanding of the school and our expectations. This publication is also available on our website at:

www.holgate.ps.education.nsw.gov.au

Working as a team, parents and teachers can provide a safe, secure and harmonious environment that caters for the wellbeing of the child, enhancing educational progress.

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1. SCHOOL ORGANISATION

1.1 HOLGATE PUBLIC SCHOOL STAFF LIST 2023

Principal: Mrs Lisa Wicks

Assistant Principal: Mrs Rebecca Rodwell

Classroom Teachers:

Year 5/6 Miss Cailin Nunn

Year 4/5 Mrs Alison Dowling, Mrs Kelly King

Year 3 Mrs Tanya Burke, Mrs Lauren Waight

Year 1/2 Mrs Suzannah Nash, Mrs Lauren Waight

Kindergarten Mrs Julie Papps

Instructional Leader: Mrs Rebecca Rodwell

Librarian: Mrs Ashleigh Alarca

Learning Assistance Support Teacher (LAST): Mrs Carly Nguyen

Release From Face to Face Teacher: Mrs Ashleigh Alarca

Administration Manager: Mrs Prue King

Administration Officer: Mrs Taryn Bergan

Teacher's Aide: Mrs Trudi Darby

School Counsellor: Miss Amy Neve

Learning Support Team: Miss Amy Neve, Mrs Rebecca Rodwell, Mrs Lisa Wicks

General Assistant: Mr Mark Pearce

School Cleaner: Mrs Kusum Robbins

1.2 HOLGATE PUBLIC SCHOOL P&C Executive 2023

President:	David Gurr
Vice President:	Vacant
Secretary:	Imke Pearce
Treasurer:	Laura Butler
Fundraising Co-ordinators:	Team Approach Colleen Birch – Peita Mazaroli - Grants Committee
Canteen Supervisor:	Imke Pearce – Anna van Drempt
Second Hand Uniform:	Michelle Addley
Social Media:	Cierwen Broadhurst
Wellbeing:	Jessica Moody

1.3 THE SCHOOL

Holgate Public School provides a caring and supportive environment to allow students to achieve a diverse range of skills and understandings.

We have a shared vision between our staff and our school community to ensure each child explores and consolidates their individual strengths and interests.

Holgate Public School is a small school established in 1928 and now has 123 enrolments. The school is located in a tranquil semi-rural setting on the Central Coast of New South Wales. The school colours are maroon and gold. There are three sports houses in the school. They are *Wattle (yellow)*, *Banksia (green)* and *Waratah (red)*. All children of the school are members of a house and competitions are held in sport and other activities. There are three carnivals held each year. They are Swimming, Cross Country and Athletics.

The school has an emphasis on high quality teaching, high expectations, performing and creative arts and the environment. The school provides a balanced educational program; successful involvement in team and individual sporting activities; a wide range of technology applications for teaching and learning; a student welfare policy that includes a School Parliament, Leadership, Road Safety, Drug Education, Child Protection as well as a Positive Rewards Program.

The school enjoys a strong partnership with the P&C and the community members support the canteen; assist in the implementation of numeracy and literacy programs; coaching sporting teams as well as involvement in P&C sub-committees.

We celebrate students' strengths and reinforce our school motto on a daily basis *To Thine Own Self Be True.*

1.4 SCHOOL PERSONNEL

Parents are welcome at the school at all times, however, we do ask that you make an appointment if you wish to see a staff member concerning your child's progress. Please make enquiries through the school office.

1.4.1 Approaching the School

Below are the guidelines for approaching our school. These procedures encourage positive interactions between school and home for the benefit of improved student outcomes.

Guidelines for Approaching our School - A parent and community guide for seeking information and expressing concerns.

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of their own child
- Express concern about actions of other students
- Enquire about school policy or practice

These procedures will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results will always flow from people working together.

These guidelines aim to:

- provide a guide in order that concerns are dealt with in an open and fair manner
- ensure that the rights of students, parents and staff are respected and upheld
- support sensitivity and confidentiality
- help reach an agreed solution

Trying to talk to teachers when they are preparing for their teaching day, managing children or engaged in another conversation is not fair on you or your child. We want to give every parent our full attention at the appropriate time.

CONCERN	APPROPRIATE ACTION
The academic progress of your own child	Directly contact your child's teacher by note, or the school via email or phone to arrange a mutually suitable time to discuss any issues.
The welfare of your own child	For minor issues directly contact your child's teacher by note, or the school via email or phone to arrange a mutually suitable time to clarify information. For more serious concerns, contact school office or school email. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member. To convey information about change of address, telephone number, emergency contact, custody details, health issues and other related issues please contact the office.
Actions of other students	Contact the class teacher for a classroom problem. Contact the class teacher or the Stage Assistant Principal (in that order) for playground problems. AT NO TIME SHOULD A PARENT APPROACH A CHILD OTHER THAN THEIR CHILD TO ADDRESS AN ISSUE AT SCHOOL.
School policy or practice	Contact the office. State nature of concern and make an appointment to see the appropriate member of staff.
Queries in relation to all school related sports and extra curricula activities	Contact the office through email or phone. State nature of concern and make an appointment to see the organising teacher.

The Principal: supervises all staff and pupils and is available to discuss matters that concern parents. Appointments should be made by ringing the school office.

The Assistant Principals: are responsible for the school in the absence of the Principal and assist the Principal in a variety of school matters. Their main responsibilities are curriculum, student welfare and leading teams.

Class Teachers: can assist with matters that relate to in-class or in-school activities.

Learning Assistance Support Teacher (LAST): supports students with literacy and numeracy needs; co-ordinates the Learning Support Team; is employed five days per fortnight and co-ordinates school interventions and integration funding.

Librarian: provides library information lessons for all students and is employed for one day per week.

Release from Face to Face (RFF) Teacher: releases classroom teachers for two hours per week.

General Assistant: is responsible for the care of grounds, buildings and school maintenance and is employed three days per fortnight.

The School Counsellor: is available to parents, teachers and children in providing educational guidance. The counsellor is concerned with the assessment and counselling of individual cases, sometimes involving the use of tests and with advice to teachers, parents and children. The counsellor visits the school for one and a half days per fortnight.

Appointments are essential and can be made by ringing the school office.

The Administration Manager and Administration Officer: are responsible for all paper work, monies and correspondence and are available Monday – Friday. All monies and notes (other than absence notes) must go to the office. No money will be accepted after 11.00am as the banking is finalised each day by this time.

Learning Support Team: Individual Learning Behaviour programs are developed and monitored by our Learning Support Team.

1.5 PARENT BODIES

The Parents' and Citizens' Association

The P&C meets on the last Monday of each month. Meetings are held in the staffroom and commence at 6.30p.m. All P&C meetings and guest speakers are advertised in the school newsletter.

The role of the P&C is to bring parents, citizens, students and teachers into close co-operation and to provide a forum through which parents can participate in the activities of the school and through which parents and the school can communicate. The principal gives a report at each meeting that often outlines educational outcomes and programs being implemented. In addition, the P&C raises much needed funds that are used to provide facilities and equipment for the school.

All parents are encouraged to attend P&C meetings to participate and keep up to date on school matters. Should you wish to join the P&C, the constitution of the Federation of P&C's requires that you pay a membership fee (currently \$2 per person). This can be paid at the Annual General Meeting (usually held in March) or at any General Meeting or by sending a note to the school (care of the P&C Secretary) with your name and money enclosed. You do have to be a financial member to vote on decisions put to the meeting.

If you would like to place an item on the agenda for a P&C meeting, please contact the P&C Secretary by the first Monday of the month. This allows time for the item to be placed on the agenda that is advertised in the school newsletter on the Thursday before the P&C meeting. Should you wish to include an item on the agenda after the agenda has been advertised, the P&C will endeavour to accommodate you. However, if it is felt that the school or the P&C have had insufficient notice/time to gather the information needed to deal with the matter properly, then it may be necessary to hold the item over to the following month's meeting.

You are encouraged and invited to attend P&C meetings. It is a great way to get to know the school and to meet other parents. Your participation at P&C meetings would be most welcome and you do not need to become more deeply involved in P&C activities if you do not wish to do so. If you are unable to attend P&C meetings, a copy of P&C minutes can be emailed to you if you send your email address to the P&C secretary care of the school.

Parental Assistance

Parents assist the children at school in many ways and this help is greatly appreciated by the children and teachers. As well as fundraising, parents also help with:

- practising of reading and maths skills
- training sporting teams
- technology lessons
- environmental activities
- craft programs
- story writing
- development of school property
- preparation and maintenance of books and equipment
- learning support for individual students
- programs to extend gifted and talented students

Parents are actively encouraged to become involved in the parent groups. New parents are most welcome. Parents who come into the school to assist should come via the main office where they need to sign the Visitor's Book and receive a badge.

1.6 THE CANTEEN

The canteen is run by the Canteen Committee, which operates under the auspices of the P&C. The canteen is staffed by a paid canteen supervisor and a team of parents who volunteer their services. The canteen is only open on Fridays. Volunteers to staff the canteen are always welcome. The Canteen menu is available on the website. Children are required to write their lunch order on a paper bag, include correct money, if possible, and then take to the class teacher for collection. Lunches are collected by class representatives from the canteen.

Please note you are required to provide a Working With Children Check Declaration for Non-Child-Related Workers to volunteer. No toddlers are allowed in the canteen due to Work Health Safety regulations. Appropriate clothing and closed toe shoes are to be worn. An induction to the canteen will occur.

1.7 LOST PROPERTY

Lost items will generally end up in the lost property box inside the Music Room. Please remember to label all clothing, drink bottles, lunch boxes, hats and bags. Lost property is generally emptied once or twice a term. Labelled items will be returned and unlabelled items will be donated to the Uniform Shop or charity.

1.8 SCHOOL TIMES

School begins at 8.45am. Children should not be at school before 8.15am as there will be no supervision before this time. Recess is 10.45am to 11.10am. Lunch is from 12.55pm to 1.45pm. School concludes at 2.45pm. All children should depart the grounds as soon as possible. Entry and exit points for students and the community are painted yellow. Where you see red gates these are considered unsafe for entry or exit to the school grounds such as BOTH our school car parks. Office hours are 8.15am to 3.15pm. Teaching staff are on site after the bell in the afternoon from 2.45pm to 3.15pm.

1.9 CLOSE OF SCHOOL DAY

It is particularly important that Kindergarten children be collected **on time** from the tennis court, where the children will assemble. Children become easily confused and should there be any change to normal practice at the end of a school day a note should be sent to the class teacher explaining this change.

Children who are to be collected are taken to the school gate and supervised until collected. At 3.00pm any students who have not been collected are taken to the office and wait there until collected. Children who need to cross Wattle Tree Road are taken across by a crossing supervisor. Parents can assist in the matter of pupil safety by parking correctly, i.e. not in the school grounds, bus stop, in front of driveways or double parking. They can also assist by not calling children to run across the road or climb the school fence to a parked car.

All children who travel by bus are supervised by a teacher until the bus leaves. Older students whose parents wish them to walk or ride bikes home must provide a note to the principal in order to be given either a riding or walking pass. These students must line up on the tennis court at the end of the bus line and leave the school with the teacher on bus duty.

Drop and Kiss Zone – Teachers and students will be at the front gate of the school. When a parent has stopped in the drop and kiss zone students are to walk to meet the car. The bus duty teacher for Wattle Tree Road checks that all drop and kiss students are picked up. If not, they are brought to the office to call parents.

Entry and exit points for students and the community are painted yellow. Where you see red gates these are considered unsafe for entry or exit to the school grounds such as BOTH school car parks.

1.10 SCHOOL BAND

Students in Years 2-6 can participate in the school band program. The program is run by the Gosford Conservatorium of Music. Students attend a weekly one hour whole band practice and one half hour tutorial during school time. Students need to have their own instrument, a music stand and a work book. Please contact the Central Coast Conservatorium of Music if you wish to enrol your child. Phone: 4324 7477.

1.11 SCHOOL UNIFORMS

Holgate Public School uniform is available from Lowes Erina Fair. The school has uniforms to enhance school tone, establish attitudes of pride and co-operation and provide practical everyday wear. The school requests parents send their children to school in uniform and to encourage them to take pride in their appearance. All personal items that a child brings to school should be marked clearly with the child's name. School hats are part of the uniform and must be worn. Under the Sun Smart Policy children not wearing hats will be asked to play in the shade. Hats, school bags and library bags may be purchased at the school office - school hats must be worn.

We have a small second hand uniform shop operated by the P&C. The keys are available from the office during school hours. We have lots of stock – prices range from \$2 to \$15. Donations to the Uniform Shop can be left in the marked box inside the Music Room.

1.12 CLASS REPRESENTATIVES AND THEIR ROLE

Each class has a volunteer class representative.

Each year we seek a parent representative for each class. The role of the parent representative is to act as a contact point for their class parents Please let your child's teacher know if you are interested in being the representative for your class.

The role of the class representative is to:

- Welcome new families and act as a point of contact for general school information
- Communicate school event information
- Liaise with the P&C if needed
- Help the class teacher organise parent support and share information

- Assist the school by being an extra contact

1.13 To be updated shortly

1.14 SCHOOL WEBSITE

The school has a website that is regularly updated with school information, current notes, newsletters and P&C information. The Parent Pay Online link is also on the webpage.

1.15 TRANSPORTING

Due to Work Health and Safety practices when car-pooling or transporting students, drivers need to provide the school with the following original documentation:

1. Declaration for Non-Child-Related Workers
2. Current Drivers Licence
3. Current car registration together with confirmation of payment

This is a requirement of Work Health Safety and Department of Education and will need to be done prior to any carpooling/transporting. This is a practice that needs to occur annually.

1.16 PROJECTION COSTS

We hope the proposed list of activities planned for the year will be useful to you, particularly where large amounts of money are needed for excursions. By giving you earlier notice of coming events, hopefully as many students as possible will be able to participate. PLEASE NOTE some prices are only approximations and may be subject to change. Other activities may be organised during the year. If you have any problems paying for any activities please contact the office to discuss payment options

Kindergarten	Date	Cost
School Library Fund		\$80
School Photos	Term 1	Depends on package selected
K-6 Athletics Carnival Mingara	Term 2	\$13
Anti-Bullying Performance	Term 2	\$6.50
Musica Viva	TBA	\$10
Book Week Performance	Term 3	\$9
End of Year Activity K-6	Term 4	\$20
Footsteps Program	Terms 3	\$15
Rumbalara Excursion	Term 3	\$15
Life Education	Term 3	\$12

Stage One	Date	Cost
School Library Fund		\$80
School Photos	Term 1	Depends on package selected
K-6 Athletics Carnival Mingara	Term 2	\$13
Anti-Bullying Performance	Term 2	\$6.50
Musica Viva	TBA	\$10
Book Week Performance	Term 3	\$9
End of Year Activity K-6	Term 4	\$20

Intensive Swim Scheme	Term 4	\$75
ICAS Competitions – at parent’s discretion	Term 1	Depends on subjects chosen
Footsteps Program	Term 3	\$15
Rumbalara Excursion	Term 3	\$15
Life Education	Term 3	\$12

Stage Two	Date	Cost
School Library Fund		\$80
School Photos	Term 1	Depends on package selected
K-6 Athletics Carnival Mingara	Term 2	\$13
Musica Viva	TBA	\$10
Anti-Bullying Performance	Term 2	\$6.50
Book Week Performance	Term 3	\$9
End of Year Activity K-6	Term 4	\$20
Camp	Term 4	\$299
ICAS Competitions – at parent’s discretion	Term 1	Depends on subjects chosen
Footsteps Program	Term 3	\$15
Rumbalara Excursion	TBA	\$15
Life Education	Term 3	\$12

Stage Three	Date	Cost
School Library Fund		\$80
School Photos	Term 1	Depends on package selected
K-6 Athletics Carnival Mingara	Term 2	\$13
Musica Viva	TBA	\$10
Anti-Bullying Performance	Term 2	\$6.50
Book Week Performance	Term 3	\$9
End of Year Activity K-6	Term 4	\$20
Stage Three Camp	Term 4	TBA
Year Six T-Shirts	Term 1	\$35
ICAS Competitions – at parent’s discretion	TBA	Depends on subjects chosen
Rumbalara Excursion	TBA	\$15
Rumbalara Leadership Excursion	Term 1	\$20
Footsteps Program	Term 3	\$15
Year 6 End of Year Activity	Term 4	\$25
Life Education	Term 3	\$12

Extra curricula and school activities

The school participates in Band, Central Coast Choral Festival and Central Coast Dance Festival which are optional activities that incur costs. The School Parliament and P&C may hold fundraising activities during the year.

Please note that dates and costs may change due to unforeseen circumstances and/or opportunities. These are a projection for 2023.

1.17 SCHOOL REQUIREMENTS

Early Stage 1 (Kindergarten)

Glue sticks x 3 (good quality please), pack of whiteboard markers x 2, tissues, paint shirt.

Stage One (Years 1 and 2)

Textas (optional), glue sticks x 3 (good quality please), A4 scrapbook for homework, pack of whiteboard markers x 2, highlighters tissues, paint shirt.

Stage Two (Years 3 and 4)

Textas (optional), colour pencils, highlighters, HB pencils x 5, eraser, sharpener, scissors, blue pens (Year 4 only), red pens (Year 4 only), glue sticks x 3 (good quality please), 30cm wooden ruler, pencil case, pack of whiteboard markers x 2, one black permanent marker medium tip.

Stage Three (Years 5 and 6)

Textas (optional), colour pencils, highlighters, HB pencils x 5, eraser, sharpener, scissors, blue pens, red pens, glue sticks x 3 (good quality please), 30cm wooden ruler, pencil case, pack of whiteboard markers x 2, one black permanent marker medium tip, USB.

1.18 FACEBOOK PROTOCOLS

Both a school Facebook page and a P&C Facebook page are available.

1.19 HOME READING

Students can choose to read their own books or may use the books provided from our home reading library. Each Monday students will return their home reading record book and will have the number of nights recorded and new books issued.

The reward system is designed to recognise students very time they have completed 25 nights of reading. Once they have completed their 25 nights students will receive an award which correlates to a colour.

1.20 COMMUNICATION

1.20.1 Fortnightly Newsletter

A fortnightly newsletter is published on Thursday to keep parents informed of school activities. This newsletter is posted on the school's website at www.holgate.ps.education.nsw.gov.au and on the Sentral App. The newsletter is emailed to families as requested. If requested a hard copy will be provided to the youngest child.

1.20.2 Beginning of the year class information sessions

These sessions occur in the first two weeks of the school year.

1.20.3 Class newsletter

A class newsletter informing parents of teaching and learning planned is published each term.

1.21 WORKING WITH CHILDREN CHECK DECLARATION

It is a departmental requirement that all parents/volunteers contractors are to complete a "Declaration for Non-Child-Related Workers". This needs to be completed for any member of our community that assists in classrooms, sporting teams, band and canteen or with transport.

1.22 PHOTO, MEDIA, DIGITAL LEARNING AND INTERNET PERMISSION TO PUBLISH

Parent permission is needed before any photos can be published. Photos of children and samples of children's work cannot be published without this permission. All photos and work used will be published in line with the Department of Education guidelines and policy.

During the year students will participate in many curriculum and extra-curricular activities that require photos and the use of media or internet. The communications in which your child may be published include but are not limited to: newsletter, print media, website, digital learning platforms such as Seesaw blogs.

A permission note is given on enrolment. This permission will remain in force while your child attends Holgate Public School. If you would like to alter your permission at any time please forward any changes to the office in writing.

1.23 SCHOOL ENROLMENT

1.23.1 Students who are in zone for Holgate Public School are automatically entitled to attend the school. A map showing the borders for the school zone can be found at the link below by entering the name Holgate Public School. <https://my.education.nsw.gov.au/school-finder>

1.23.2 CUBS (Coming Up to Big School)

Our CUBS program is especially designed for children who will be enrolling in Holgate Public School Kindergarten. The aims of the program are:

- * to ensure a smooth transition from home to school life
- * to develop a familiarisation for the child towards the physical school environment
- * to allow for socialisation between children who will be attending Kindergarten
- * to encourage positive attitudes towards beginning school
- * to enable both teachers and parents to gain an idea of how ready the children are for school.

There is a fee of approximately \$65 to attend the program. These funds will be used to pay for extra teachers each week and for consumables used during the program.

In conjunction with CUBS, the following sessions for parents occur:

- Kindergarten Readiness Information Program. It will provide parents with indicators of readiness in literacy and numeracy along with ideas to support your child at home in these areas of the curriculum.
- Orientation Morning for parents. You are invited to meet our principal and a representative from the P&C Association. This will be an opportunity to hear what Holgate Public School can offer your child as well as the formal requirements of enrolling your child at school, uniform details, etc.

HOLGATE PUBLIC SCHOOL UNIFORM

All children who are not dressed within the Uniform Policy guidelines should present a note from their parents explaining the need for temporary variation. The note should be presented to their class teacher.

BOYS

Summer

Maroon polo shirt
Grey shorts
Grey socks/black shoes

Sport

Lemon polo shirt
Maroon shorts
Maroon track suit
White socks/predominately white sneakers

GIRLS

Summer

Maroon/white check dress
Maroon Culottes
Lemon short sleeved shirt with Peter Pan collar
White socks/black shoes

Sport

Lemon polo shirt
Maroon or black short leg scungies
Maroon 'rugby' style, loose shorts or
Maroon skort (optional)
Maroon track suit
White socks/ predominately white sneakers

Winter

Maroon school jacket or tracksuit top
Maroon polo shirt or maroon skivvy
Maroon track pants
Lemon polo shirt
Grey trousers/shorts
Grey socks/black shoes

Senior Boys Years 5 and 6

Maroon polo shirt
Senior gold jacket

Winter

Serge pinafore maroon check with bib
Lemon long/short sleeved shirt with Peter Pan collar
Lemon or Gold Skivvy
Maroon/grey tights
White socks/black shoes
Maroon track pants
Lemon polo shirt
Grey school pants or fleecy boot legs (optional)
Maroon school jacket or track suit top
Senior Girls Years 5 and 6
Serge skirt
Senior gold jacket

New school uniforms may be purchased from:

Lowes Erina Fair 4365 1200

Second hand uniforms may be purchased from Michelle Addley who runs the second hand uniform pool.

NOTE: Coloured house T-shirts are optional to wear for special inter-house competition days.

Wattle - Yellow Banksia - Green Waratah - Red

Mufti Day: - When the school has a mufti-day children may come out of uniform but must be suitably dressed with covered shoulders, hat and sensible footwear. Thongs are NOT to be worn.

Not acceptable/appropriate uniform variations

- Shorts/leggings/track pants of any colour showing beneath tunic (either summer or winter)
- Jackets and jumpers that are not maroon
- Scarves that are not maroon, gold or yellow
- Coloured shoelaces

Shoes should have appropriate heels and support.

2. SCHOOL ADMINISTRATION

2.1 SCHOOL CONTRIBUTIONS

As requested by the school, P&C school contributions will be set at \$80 per student for 2023 with no family discount. The contributions enhance Holgate's educational and learning programs. They are an approved tax deduction. There are two options to pay school contributions:

- Option One – cash/cheque
- Option Two - POP

2.2 POP – Parent Online Payments

It is possible for parents to make online payments to the school for amounts owing for students via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the school's website by selecting the tab *Parent Pay Online*. If you are paying Voluntary School Contributions a drop down will appear for *payment type*. In the description please enter **DGR Library Fund** as appears on your invoice. Your receipt will be ATO compliant. In *Class or Year* please make sure you enter your child's correct class eg 3/4 not Year 3.

These details are entered each time you make a payment as student information is not held within the payment system. This is a secure system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school. You have the ability to check and change any details of the payment before the payment is processed. Payments made by 6pm will show up on our transaction statement on the following working day. Any payments made after 6pm will not appear until the day after. Details of the payments are passed daily to the school where they will be receipted against your child's account. As a receipt has been issued from the payment page a further receipt will not be issued by the school. For any enquiries regarding the Online Payment process please contact the office. **Please Note: You may pay for multiple students and items in the one online payment.**

Options for payment will still be available including an agreed part payment throughout the year. Student Assistance will be available for families requiring financial assistance by application to the principal. These arrangements are confidential.

2.3 MEDICATION AND HEALTH CARE PLANS

All medication, except for asthma puffers, must be brought to the administration block for safekeeping. Medication is not to be kept in the students' bags or classrooms.

Administering medication to students will require guidance from your doctor. When requesting staff to administer prescribed medication from your doctor, we are required to follow the Department's First Aid protocols. This involves an Emergency Management Plan and relevant Medical Action Plan. For example Asthma, Epilepsy and ASCIA plans signed by your doctor. These documents need to be provided to the school, the parent then consults with the Principal to develop an Individual Health Care Plan to support your child's medical needs.

A similar process is required for over the counter medication. Non-prescription medication also requires a meeting with the Principal to complete an Individual Health Care Plan. It does not matter if it's a one off or over several weeks, it is across the administration of all medication. The school cannot administer any medication that has not been provided by the parent together with appropriate medical documentation, for example Panadol and asthma puffers.

Prescription and non-prescription medication **MUST** come to school in its original packaging which is marked with your child's name and dosage by the pharmacist or doctor. All other medication **MUST** also be sent to school in its original packaging. The office staff will supervise the administration of the medication.

2.4 ACCIDENTS AT SCHOOL

Children who have accidents at school must report to the teacher on duty, who will arrange for further assistance. If parents cannot be contacted and should a child need medical treatment an ambulance will be called. It is important that the school has phone numbers of parents or other contact people, and that you keep us informed of any changes in case of an emergency situation.

2.5 PUPIL ABSENCES

Student attendance is reviewed daily. Please remember to inform teachers of the reason for your child/children's absence. A popular and efficient way is through our Sentral App.

Just a gentle reminder, if you are planning a family holiday for more than five days during the school term parents/carers need to apply for an 'Application for Extended Leave' from school. An 'Application for Extended Leave – Travel' can be collected from the office or on our website under current notes. Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to the application. Once completed please return to the principal at least two weeks prior to the leave then an approved 'Certificate of Extended Leave – Travel' will be issued. The original certificate will be signed, copied for school records and returned to parents. This needs to be carried during leave as it must be produced when requested by police or other authorised attendance officers.

2.6 LATE ARRIVALS AND EARLY LEAVERS

If you are late to school you must go to the office on arrival or before collecting your child to leave early. When students arrive late, parents must:

- Bring their child/children to the office.
- Inform office staff of reason for late arrival
- A receipt slip will be printed.
- Accompany child with receipt slip to the classroom

If picking students up early parents must:

- Go to the office.
- Inform staff of reason for early leaving
- A receipt slip will be printed
- Take the receipt slip and give it to the class teacher as the child is collected.

2.7 BUSES

There are two morning buses and two afternoon buses, which service the school. For exact details about routes and information about times on morning runs, please ring Red Bus Services on 4332 8655. Bus travel is an arrangement between you, your child and the bus company. Part of the responsibility for the behaviour and safety on the bus rests with the parents. Application for bus travel is to be made online at <https://www.opal.com.au/> or 13 67 25.

Important information about travelling with Opal

- The School Opal card is only for travel to and from school
- The School Opal card doesn't cover travel to after school care, school excursions, sport and other activities away from school

- Students should use a Child/Youth Opal card for travel after hours, on weekends or during school holidays
- School Opal cards will not be activated for light rail or Sydney Airport Link stations
- Students should tap on and off every time

2.8 FLOODING

Occasionally, the access to school floods at Carlton Road and at the bridge at Milina Road off Coachwood. Be aware that we will only know of localised flooding when parents in the areas of Oak Road, Carlton Road, Milina Road off Coachwood and the end of Wattle Tree Road (near the twin bridges) let the school know. Please listen to the local radio stations during periods of very heavy rain. Please ring the school to advise us of what to do with your child if flooding occurs and getting children home looks difficult. Also be aware that we would prefer parents to pick up children early if they are concerned rather than have them stranded at school. During episodes of extreme flooding access is normally available over The Ridgeway from either end. An alert will be sent through the Sentral App if we have been made aware of any current information including cancellation of buses.

Please note:

- Children will NOT be sent home early by bus.
- Parents will not be able to pick up children other than their own unless the school has been informed by their parents.

3. STUDENT LEARNING AND WELFARE PROGRAMS 2023

3.1 SCHOOL PARLIAMENT

Students in Kindergarten to Year 6 participate as a school parliament. The parliament meets every five weeks. The positions of Speaker, Clerks (secretaries), Sergeant at Arms, Ministers, etc. are gained through election and are changed mid-year. One or two representatives are chosen from each class and may present items of concern in general business. All motions are voted upon and the ministers responsible follow up recommendations and report back to parliament.

3.2 PLAYGROUND ALTERNATIVES

Children are encouraged to participate in our playground alternatives. These may include: Green Dream Team, Dance Group, Coding Club, Library, Choir and Oasis.

3.3 SCRIPTURE/ETHICS

Each Thursday morning students have available a range of scripture and ethics classes. Available denominations are Catholic, non-denominational and non-scripture. Any changes must be made in writing or via email a week in advance to allow communication to the appropriate Scripture/Ethics teacher.

3.4 EXTRA CURRICULA

A range of extra curricula activities are offered during lunchtimes throughout the school year. Examples include, choir; Green Dream Team; Primary School Sports Association; dance groups and code club.

3.5 SCHOOL LIBRARY

The school's library has resources that are available to children, staff and parents. Children in Years K-6 have a regular weekly library lesson including borrowing time. Please encourage your child to borrow, read and return regularly. A library bag is necessary to protect the books whilst in transit. It would be appreciated if book damage or loss could be reported. Lost books must be paid for.

Parents are welcome to borrow from the library. You may like to borrow adult books to read with your children on anatomy, how babies are born and 'stranger danger' etc. Please talk to our Teacher/Librarian if you feel your child needs extra help in book selection. Parent assistance in book covering is always appreciated.

3.6 POSITIVE BEHAVIOUR FOR LEARNING

Positive Behaviour for Learning, known as PBL is an evidence-based whole school systems approach that:

- addresses the diverse academic and social needs of every student to support them to be successful
- supports students in early childhood settings through to senior years of schooling
- enables schools to establish a continuum of supports that are intensified to meet the needs of every student
- is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff
- establishes positive social expectations for all in the school community
- provides a framework for the school and its community to collectively support the wellbeing of every student.

When implemented well:

- Students respond positively as they have been taught what is expected of them
- Staff deliver consistent responses to student learning and behaviour
- Students feel safe and cared for at school. Their parents, family and community are more involved in their school
- Unproductive and challenging behaviour can be significantly reduced for most students.

3.7 HOMEWORK POLICY

Rationale

Homework is a valuable part of schooling. It allows for practising, extending and consolidating work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Additionally, it establishes habits of study, concentration and self-discipline. Homework should be educationally beneficial and meet the realistic expectations of students, teachers, parents and caregivers.

Policy Statement

This policy aims to achieve a consistent approach to providing quality homework practices for all K-6 students. This may help students to develop effective study habits and broaden their understandings and skills across the curriculum.

Implementation

Students are not expected to complete formal homework in Kindergarten. Students may be given books to read or sight words to learn at home, as appropriate.

Students from Years 1-6 will be given weekly homework tasks to complete. This includes daily tasks such as:

- spelling practice
- home reading
- mathematics/numeracy activities
- a homework rubric offers a variety of choices

Students in Years 1 and 2 are required to complete three additional tasks. Years 3-6 are required to complete six additional tasks.

These tasks incorporate daily life skills that many students already undertake including: playing a sport, household chores and socialising with peers.

At various times throughout the year students may receive projects or public speaking tasks. In this case these would take the place of the additional tasks as part of the regular homework.

Homework activities should take no more than 20 minutes to complete each night (excluding home reading). These activities can be adapted by parents/carers to meet the needs of students and other family commitments.

All homework will be given out to students during class on Monday and should be returned for marking on Friday of the same week. In the case of Public Holidays homework would be given out or handed in on the next school day.

Teacher Responsibilities

- Set appropriate homework tasks to meet the educational needs of students
- Acknowledge student effort in completing homework tasks linked to our whole school rewards system
- Ensure resources and materials required are easily accessible for all students
- Support students having difficulties with homework
- Discuss with students and parents/caregivers any developing issues regarding a student's homework
- Discuss and review homework practices with colleagues

Parent/Carer Responsibilities

- Encourage their child to complete their homework tasks
- Provide reasonable support to their child when needed
- Sign off completed homework tasks during the week
- Provide necessary equipment and resources for their child to complete their homework
- Communicate any difficulties or concerns their child has when completing homework tasks

Student Responsibilities

- Complete the required homework tasks to the best of their ability
- Hand in homework each week as required

Monitoring, Evaluation and Review

The School Executive will review the Homework Policy annually as part of the school's evaluation practices. This process will involve feedback from staff, students, parents and the wider community to evaluate the success of current practices and areas for improvement or refinement.

3.8 ROAD SAFETY

We would like to remind parents of parking restrictions outside our school. Please pay close attention to the signs outside our primary school and watch your speed when travelling through all school zones.

No Stopping Zone

Stopping is NOT permitted at any time.

Bus Zone

Stopping is not permitted during the times shown on the sign.

Double Parking

You are not permitted to stop, OR park alongside another vehicle already parked parallel to the kerb. This means do not form a queue in the middle of the lane if you are waiting. Move on, do a loop and come back.

No Parking Zone



Drivers may drop off and pick up children during the times shown on the sign BUT note:

- Max. Stopping time is 2 minutes – your child must exit and enter the car within this time.
- Driver must remain within 3 METRES of the vehicle – you may get out to help with bags etc.
- Stop as close as possible to the top of the zone to allow access for vehicles following behind.

Stopping ON OR ACROSS a driveway or other access point to and from a property.

Not permitted under any circumstance, you must always consider the school's neighbours by leaving space at their driveways to allow safe exit and entry to the roadway.

Travelling more than 40 km/hour through school zones may inhibit a car from stopping in time to avoid hitting a pedestrian. Parking illegally also creates serious risks as it limits the vision of other drivers.

It only takes a split second for an accident to occur and only one car to present a danger to an unknowing child.

3.9 STUDENT PROGRESS

Reports to Parents

Term 1 - Progress Report; Term 2 - Semester Report; Term 3 – Interviews; Term 4 - Semester Report and PLAN Report

All parents are invited to discuss their student's progress with the teacher at any time throughout the year. Teachers may request interviews with just the parents or may organise "three way" discussions with the child present. Semester reports are issued at the end of Terms 2 and 4. Parents should feel free to discuss any problem they feel their child may be experiencing. An appointment can be made with the Class Teacher, Executive Staff and/or the Principal.

Teachers with a concern will, of course, make contact with parents. Appointments should be made at a mutually convenient time. This can be done through the office. We request that parents who wish to discuss matters that deserve some time, do not engage in discussions with teachers before school without an appointment.

3.10

CONTAGIOUS DISEASE

It is probable that at some time during your child's schooling, he/she will contact one or more of the following common diseases of childhood. Listed are the Health Department instructions regarding symptoms and periods of exclusion from school.

DISEASE	ISOLATION AND EXCLUSION FROM SCHOOL
Pediculosis (Head Lice)	Until treatment with anti-lice lotion or shampoo has been undertaken. Hair should be free of nits. (It is important to follow instruction on the container). Child is excluded from school whilst live louse are in the hair.
Impetigo	Your family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children are allowed to enter school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs, exclusion is necessary until sores are healed.
Ringworm	Until appropriate treatment has begun. The school may ask for a medical certificate to say that this has happened.
Scabies	Until proper treatment has begun. The school may ask for a medical certificate to say that this has happened.
Acute Conjunctivitis	Until all discharge has ceased.
Chicken Pox	Until fully recovered - for at least 7 days after the first spots appear.
Diphtheria **	Isolate immediately. Take to hospital if possible. It is necessary to stay away from school until a doctor gives a certificate.
Glandular Fever	Until recovered or until a medical certificate is produced.
Infectious Hepatitis	Until all symptoms have disappeared or until a doctor issues a certificate of recovery. For at least 7 days from the first sign of jaundice.
Measles **	At least 5 days from appearance of rash.
Mumps **	Until fully recovered. For at least 10 days after the swelling occurs.
Rubella **	Until fully recovered. For at least 5 days after the rash appears (German Measles).
Whooping Cough **	Isolate immediately. Exclude from school for at least 3 weeks from the onset of the whoop, until fully recovered or a medical certificate is obtained.

Note: In the case of students who have not been immunised against the diseases marked ** students must be excluded from school if any of these diseases occurs within the school, until the disease is no longer present.

SCHOOL SONG

Children of Holgate School are we,
Our story can be told.
With heads held high for all to see,
We're proud and brave and bold.
We strive to do our very best,
On the field or in the class,
Loyalty to our school and friends,
Is a test we'll always pass.
Truth and honour we'll always uphold,
With strength and courage too.
Our motto is one for all to be told
"To Thine Own Self Be True".
We're proud of our Holgate School.

SCHOOL RAP

Set in a valley, a valley so cool,
We are the kids from Holgate School,
Proud of our colours, maroon and gold,
Proud of our tradition, one so old.
So lend us your ears and hear our song,
About deeds well done and motto strong.
We'll tell of our spirit, We never retreat.
We're one of a kind and hard to beat!!!!