



***Parent Information Book***  
**2019**



## Principal's Message

Welcome to our School and thank you for joining us.

The core value of our School is "*A Quality Education in a Caring Environment*".

Our focus and strength is the ability to provide tailored and individualised learning opportunities for every child from Kindergarten to Year 6. Our students leave our school equipped with the necessary skills, ready to face the challenges of an increasingly changing and complex future.

Mullaley Public School provides a wide range of successful programs with a high proportion of students representing the School and achieving to a high standard at Zone, Regional and State levels in academic, cultural and sporting pursuits.

The School is constantly building collaborative relationships with other Schools, striving for continual improvement in the provision of quality education for our students. Mullaley Public School is a proud member of the Namoi Partner Schools, a highly successful and innovative connected learning community delivering quality learning opportunities for all students across the partnership Schools.

Our aim is to provide students with the necessary skills and abilities to gain choice: be it secondary education opportunities, full time employment, Tertiary or University entry of their preference, coupled with the independence and discipline to determine, develop and maintain the direction they want to take in life.

We have pride in our ability to recognise and demonstrate the improvement of our students' growth in learning for each individual child, irrespective of perceived ability. For the teachers of Mullaley Public School, our discussions are not about what children can't do; but what they can.

Our School is a place where children, staff and community share in the joys of learning. We invite you to visit us at any time. We welcome you help in our classrooms and invite you to become involved in the many and varied programs we have within our School.

We invite you to become a member of our Parents and Citizens Association—it is a wonderful way to meet people and to keep in touch with what is happening in your child's School.

We look forward to working with you to develop a strong partnership between School and home so we can celebrate your child's learning achievements together.

## ***History***

The Mullaley Public School was founded in 1885 with an enrolment of 25 students. The enrolments in recent years have been in the low-mid 30's, but as recently as 1975 there were 74 pupils enrolled in three classes. The original schoolroom was built in 1910.

## ***School Motto***

***STOP AND THINK***

### **School Address**

Mullaley Public School  
Nombi Street  
MULLALEY NSW 2379

Telephone: 02 6743 7852  
Fax: 02 6743 7824  
Email: [mullaley-p.school@det.nsw.edu.au](mailto:mullaley-p.school@det.nsw.edu.au)

### **School Structure**

Mullaley Public School is classed as a TP2. There will be 3 stage based classes in 2019.

## ***Staff***

Principal  
Class Teachers  
Part Time teacher/Librarian  
School Administration Manager  
General Assistant  
Cleaner

Mr Benjamin Carter  
Ms Kylie Short & Mrs Jennifer Lush  
Ms Madeleine Birkett  
Mrs Peggy Crawter  
Mr Greg Commins  
Mr Stephen Kirk



Staff

Peggy Crawter, Jenni Lush, Kylie Short, Ben Carter (Principal)

## ***School Day***

|          |                   |
|----------|-------------------|
| Assembly | 9.00am – 9.05am   |
| Lessons  | 9.05am – 11.00am  |
| Recess   | 11.00am – 11.30am |
| Lessons  | 11.30am – 1.00pm  |
| Lunch    | 1.00pm – 1.45pm   |
| Lessons  | 1.45pm – 3.00pm   |

Assembly is held every second Friday at 2.30pm. Parents are invited to assemblies regularly.

Please note students should not be at school before 8.30am as there is no supervision provided until that time.

### **Student Absences**

In cases of absences from school, a note is required to explain the absence (within 7 days). This is to ensure both home and the school know the whereabouts of the students. The absence note is to be sent to school when the student returns. Absences from school are audited by the Home School Liaison Officer from District Office.

Students who arrive late for school must report to the office before going to class. They will be issued with a slip to give to the class teacher, explaining their absence.

Children are not permitted to leave the school grounds without permission. Any parents wishing to take their children from school inside school hours, or return their children to school, must report to the office to sign the Partial Absence Book.

If you need to collect your child early or return them to school, please call at the office to sign the Partial Absence book.



Students with the Youth Liaison Officer after a visit to the school.

## ***Regular Weekly Events***

### **Tuesday**

2.15pm – 3.00pm  
***Protestant***

### **Scripture**

Leslie Hathway and Julia Anderson.

### ***Catholic***

Margaret Martin.

Those wishing religious instruction other than those currently offered, should discuss the matter with the Principal.

### **Thursday**

### **School Banking**

This is an optional program conducted through the Commonwealth Bank, with the aim of teaching children about our currency and the principles of saving. Information on this will be sent home at the beginning of the school year.

### **Friday**

### **Sport**

Sport is held each Friday, and as of Term 1, 2019 students from Mullaley Public School will be travelling into Gunnedah to take part with the Namoi Partner School sport program. Students in Years 3 - 6 will be able to select their own sport each term.

### **Computers**

Computers are available for classroom lessons and student use. Laptops are also used within the classroom.



## **Homework**

The most important thing is to establish a regular homework period so that a study pattern is established in readiness for high school.

Lower division homework generally consists of writing, maths, spelling words, and reading to mum and dad. Primary homework establishes more structured programs that complement current work units.

## **Library**

The school library is one of the most important resources at the school. There are approximately 3500 books available to cater for all reading levels and areas of interest. All children are encouraged at school to borrow regularly. Students require a library bag for borrowing. This can be a cloth bag or an old pillowslip. No borrowing is permitted if the child forgets their bag. (Also see School Uniforms for bag packs).

Library borrowing day is Fridays.

## **Parent / Teacher Interviews**

These are conducted at the end of 2<sup>nd</sup> Term. An appointment can be made with the teacher to discuss your child's progress at other times during the year. A report card is given twice yearly, at the end of Terms 2 and 4.

## ***Requirements for New Enrolments***

A fully labelled school uniform, including blue school hat.

School bag, morning tea, lunch and a drink if desired (Bubblers are located outside the amenities block, which supply chilled rain water)

Knowledge of where he/she will be collected after school, a note should be sent to teacher if there is any variation in routine.

Knowledge of where the toilets are.

Please note that Kindergarten starts one day after other classes resume. This is the case in all public schools. First day for Kinder will be Thursday 31st January, 2019.

During 1<sup>st</sup> Term, Kindergarten children may be collected at 2.30pm. If parents feel that their child is getting too tired, a Wednesday at home may solve the problem. Please feel free to discuss this with the class teacher.

## **Orientation Morning**

This is for parents and children to be introduced to the class teacher and to the school. Orientation is usually held towards the end of the year prior to a child's enrolment. Any special requirements for individual children, such as medical or dietary needs, may be discussed with the principal and/or class teacher on this day.

## **School Fee**

No school fees are charged however, parents are asked to contribute to events such as Life Education Van and visiting performances. If parents are having difficulty meeting costs, please contact the Principal.

### Transport Scheme

Two bus runs service the Mullaley Public School. Keam's Bus Service provides this service to the Goolhi area and the Coolah Road area. The proprietor of Keam's Bus Service is Mr Russell Keam, and the contact number for the service is 6743 7859. The service is provided without direct charge to parents, through Government Funding. A bus-parking zone exists within the signs near the school's FRONT gates. The recommended area for picking up children or dropping them off is at the school's pedestrian gate.





Winter uniform



Summer uniform

### **Uniforms**

Mullaley Public School is a uniform school and is committed to ensuring high standards of dress by all students. We believe that “adherence to the standards of dress as determined by the school community” (Ministerial statement Dec. 1995) makes a positive contribution to student welfare, good discipline and effective learning. It fosters pride in the campus and has a favourable impact on the perception of our campus in the community.

- Students are expected to be in uniform every day.
- Students not in uniform **MUST** bring a note signed by their parent/guardian explaining why they are out of uniform.
- Parents having difficulties obtaining the correct uniform should contact the school for assistance.

### **Acceptable School Uniform**

- Uniform should be worn correctly at all times.
- Footwear is to be clean and appropriate for the activity. Fully covered leather or vinyl shoes are to be worn at all times.
- A minimum of unobtrusive, discreet jewellery may be worn.
- Large logos or slogans, are NOT acceptable on any uniform item.
- Sleeveless singlet tops are NOT acceptable as part of the campus uniform.

There is a P&C clothing pool, where you may find quality second-hand uniforms. Most uniform requirements are available through the P&C or School. Shirts and socks are available in Gunnedah at Best and Less or Target.

Summer uniform is worn in Terms 1 & 4, and winter uniform in Terms 3 & 4. Depending on the season, the exact time of changeover is determined by the weather.

All items of your child’s school uniform must be clearly labelled with your child’s name.



## **Procedures for Concerns or Problems that may arise**

- All matters must be handled sensitively, confidentially and effectively, in a manner that treats all parties with dignity and respect.
- All matters should be resolved as quickly as possible.
- All complaints made, anonymous or otherwise will be recorded and dealt with in line with relevant policies.
- While the vast majority of concerns will be dealt with at school through a range of informal means, some matters will not. Such matters will need to be put in writing.

Please note the following

- If the concern relates to a classroom matter or a class teacher, the matter should be initially discussed confidentially with the class teacher. If the matter cannot be resolved at that level, then it should be referred to the Principal, and if it cannot be resolved at that level, it may be referred to another Departmental Officer such as the Director Educational Leadership.
- If the concern relates to any school matter other than those covered above, it should initially be discussed confidentially with the Principal. Once again, matters that cannot be resolved at that level may be referred to the Director.
- Because of the need for confidentiality, P&C meetings are not to be used as a forum for the expression of complaints unless they relate to P&C business. However, such matters should be discussed confidentially with the elected office holders within the organisation rather than be raised in a meeting.

Should you have any concerns regarding the above or require further clarification please contact the Principal.

## **Student Welfare Policy**

A Student Welfare Policy including the discipline procedures is available by contacting the Principal. This document outlines the activities of the school that are directed towards or contribute to, the physical, intellectual, emotional and social well being of the individual.

Students are encouraged to follow the School Rules as listed following, for their own individual benefit as well as that of the whole school community.

## **School Counsellor**

A School Counsellor, Mrs Sandra Parker, is based in Tamworth and visits Mullaley on request. Students may be referred to her for assessment by teachers or parents directly. She may also be asked to help with problems that may affect a child's learning. Areas with which the school counsellor may help include learning difficulties, behavioural management, social skills, conflict resolution, physical or intellectual disabilities, loss and grief counselling, and assistance to children who are frequently angry or unhappy. In addition parents may wish to discuss parenting skills.

## **School Rules**

1. Abide by the principles listed below.
  2. Attend school regularly, be punctual and present notes to explain absences.
  3. Follow the instructions of teachers and others in authority.
  4. Complete all required work carefully and to the best of their ability.
  5. Behave in a responsible, polite, and courteous manner.
  6. Behave in a manner that shows respect for themselves, and for the rights and feelings of others.
  7. Behave in a manner that keeps themselves and others safe at all times.
  8. Respect and care for the school buildings, school property and the property of others.
  9. Observe the general standards of dress and uniform requirements of the school.
- Accept their responsibilities as members of the community.

## **P&C**

The P&C meet on the 1st Tuesday of each month, commencing at 3.15pm. Meetings are held in the upper primary classroom, and attendance is encouraged and welcomed. By regularly attending meetings, parents:

- Gain an insight into what is happening at the school, and how it is run
- Can contribute their vote on matters relating to financial spending, future school direction, school participation in excursions and other optional activities and generally help with the smooth running of the school. New parents are most welcome, and the opportunity to meet other parents is worthwhile for all.

An important function of the P&C is to raise money for extra school materials and infrastructure improvements that may be difficult to obtain through normal Departmental channels.

### **Current Office Bearers of the Mullaley P&C are:**

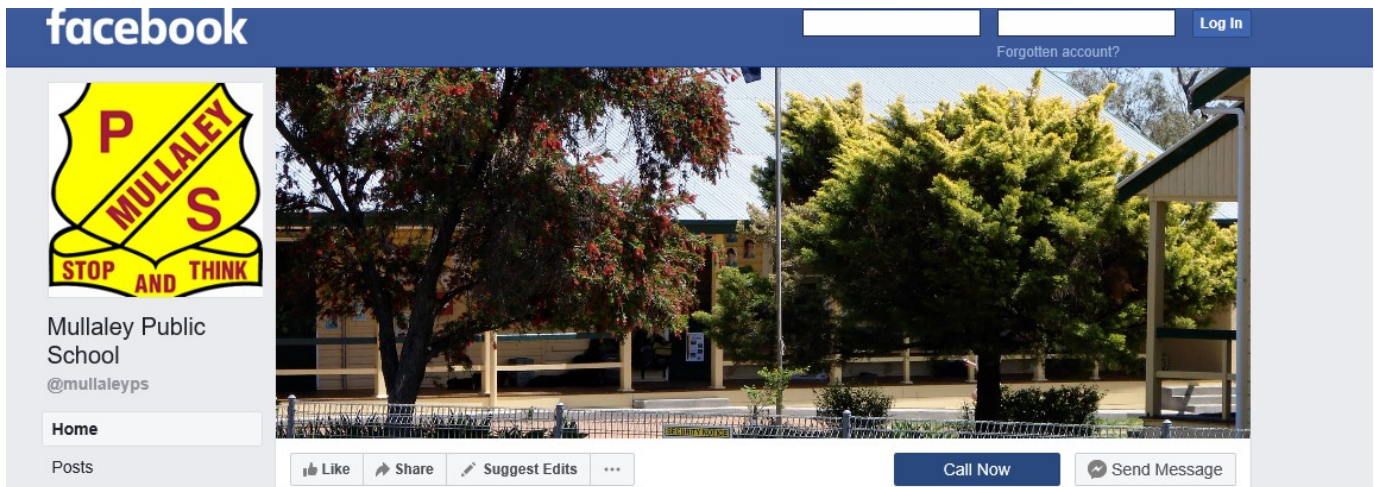
|                         |                               |
|-------------------------|-------------------------------|
| <b>President</b>        | Sheryl Martin                 |
| <b>Vice President</b>   |                               |
| <b>Secretary</b>        | Suzie Higgins and Penny Haire |
| <b>Treasurer</b>        | Elsbeth Craig                 |
| <b>Social Secretary</b> |                               |

The cost of being a financial member of the P&C is \$XX per family member per year. Payment is optional, but provides insurance cover for those attending working bees, fundraising events etc. Minutes of meetings are circulated to financial members only.

## Stay in Touch With Us

### Facebook

Mullaley has a very active Facebook page. To get it, logon to Facebook and in the search bar type “@mullaleyps”. This is kept up to date with lots of articles and pictures about what is happening at Mullaley.



### Newsletter

A school newsletter is produced on a weekly basis. The newsletter can be viewed on our website. It is also posted on our Facebook page.

If you would like the newsletter emailed to you, send an email to [Mullaley-p.school@det.nsw.edu.au](mailto:Mullaley-p.school@det.nsw.edu.au) and type “subscribe me” in the subject line.

## **Miscellaneous**

**Bookclub** - Children have the opportunity to purchase books from Scholastic Bookclub each month. Catalogues are sent home with the child and orders are returned to school along with the money by the due date, which is advised in the weekly newsletter.

## **Disease / Illness**

## **Exclusion from School**

|                         |  |
|-------------------------|--|
| Chicken Pox             | 5 days after first spots appear  |
| German Measles          | At least 7 days after the rash appears   |
| Infectious Hepatitis    | 1 week from first sign of jaundice   |
| Measles                 | 5 days from appearance of rash   |
| Mumps                   | 9 days after appearance of swelling  |
| Glandular Fever         | May attend school if well enough   |
| Ringworm                | Until medical treatment is commenced   |
| Impetigo                | Until medical treatment is commenced   |
| Pediculosis (Head Lice) | Until appropriate treatment is taken   |
| Scabies                 | Until medical treatment is commenced   |
| Conjunctivitis          | Until medical treatment is commenced   |
| Whooping Cough          | 5 days from start of antibiotic treatment- Otherwise 3 weeks from start of whoop |

Or, if your child is generally still unwell, after the exclusion date, it is recommended they stay at home until fully recovered, to minimise spreading infection.