

Duranbah Public School 2018 Information Booklet



'A quality education in a caring environment'

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Principal: Mr Jason Ellem

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A note from the Principal,

On behalf of the students, staff and community I'd like to welcome you to Duranbah Public School.

Duranbah Public School is committed to developing competent, responsible and enthusiastic students by providing relevant and challenging learning activities. Our aim is to encourage independent learning, self-esteem, tolerance and self-discipline in a safe and harmonious environment. A dedicated and caring staff values quality educational programs, student welfare, positive parent and community participation and open communication. Students are encouraged to participate in a wide range of cultural and sporting activities, which enables them to interact with other students in the district.

The purpose of this book is to familiarise you with school practice and routine. You will want to know more as your child settles into school so please always feel free to contact us. To arrange a time please ring 02 6677 7221. For up to date information please visit our website at www.duranbah-p.schools.nsw.edu.au or visit our Facebook page at /duranbahpublicschool to see the latest news.

Jason Ellem

Principal

About our school

Duranbah Public School is a small rural school that is a central part of the local community. It was established in 1892 and has a proud history. It has an active, supportive and hard-working Parent's and Citizen's Association.

The school has four classrooms, the K-2 Infants room, the 2-3 room and the Years 4–6 Primary room as well as a well-resourced library.

The school caters for the individual needs of the students, through thorough teaching and learning programs developed by the teachers and supported by Student Learning Support Officers. We cater for students with specific learning difficulties and we offer enrichment programs for students who need extension.

Some highlights have been:

- Friday School transition to school for 4 year olds
- Extensive sports coaching clinics
- Annual Multi Cultural Day
- Vegie Garden
- Connected classrooms including video conferencing with other schools and expert facilitators
- Resource efficiency program
- Participation in Small Schools Sporting Competitions
- Visit by Life Education van
- Annual swimming program & surfing
- Participation in Small Schools Swimming, Ball Games, Athletics and Cross Country Carnivals
- Buddy reading
- Leaders Program

At Duranbah Public School we believe that students require an all-round education involving academic, social, environmental, spiritual and physical.

Staff: Mr Jason Ellem: Principal, Class Teacher

Mrs Vicki Myler: Class Teacher Mrs Peta Jones: Class Teacher

Mrs Lorraine Flint: Administrative Manager Mr Jamie Cantwell: General Assistant

Ms Lynette Kirk: Student Learning Support Officer Mr Jeff Wildermuth: Student Learning Support Officer

Mission Statement

At Duranbah Public School our mission is:

"To foster learning for life through a multi-age setting. Parents are valued as partners in the education of their children. Our school is committed to the provision of teaching and learning programs of the highest standard for the benefit of each individual". We provide a quality education in a caring environment.

School Motto: 'Learning for life'

School Code of Conduct

As children grow, they become more active participants in the partnership between home and school.

When the partnership is based on mutual respect, each partner will support the decisions and responsibilities exercised by the others.

The Fair Discipline Code sets out children's Rights and Responsibilities while at school then outlines the steps that will be taken to safeguard those Rights and maintain Responsible behaviour.

Here are your important rights:

You have the right to be an individual at school

This means you should not be treated unfairly because you are tall or short, boy or girl, or because it takes you a little longer to get the right answer.

You have the right to be respected and treated with kindness at school

This means that others should not laugh at you, make fun of you, or hurt your feelings.

You have the right to express yourself

This means that you may talk freely about your ideas and feelings, when appropriate.

You have a right to a safe school

This means that Duranbah Public School should provide safe classrooms, equipment and rules to ensure your safety at school.

You have a right to tell your side of the story

This means that your side of the story will be heard, if you are accused of breaking a rule.

■ Here are your important responsibilities:

Here are some of the things you should do without being told. Some of these things you do for others, and some of them you do for yourself.

You have a responsibility to allow others to work without being bothered

This means that you quietly make good use of your time, and do not disturb others.

You have a responsibility to complete your work and to do your best

This means that you do your best with your class tasks and homework, being sure to complete them on time.

You have a responsibility to help make school a good place to be

This means being thoughtful, respectful and courteous to others.

You have a responsibility to take care of property

This means that you take good care of school property, and respect the property of others.

(Duranbah Public School Public School - Fair Discipline Code - Revised 2013)

Providing a good learning environment

Our school goals are derived from the goals for all public education in NSW as specified in legislation and in yearly statements of Agenda for the NSW Department of Education.

- A critical factor in achieving our goals as a public school is the aspiration of students to do well.
- Real levels of achievement are greatly increased when teachers and parents expect high standards.
- Good classroom discipline improves the level of aspirations of students.
- An effective classroom should be a place of excitement, exploration, scholarship and learning.
- It is our aim to create such an environment.
- If the classroom is disrupted by the noisy and inattentive few, the learning of other students suffers.

Each **student's right to learn** depends on the capacity of teachers to carry out their professional responsibilities in the classroom free from disruption.

Each student has a right to be safe. Schools exist in a society in which violence is often prevalent. This social problem does not always stop at the school gate. Nevertheless, every student has the right to expect that he or she will spend the school day - both in and out of the classroom - free from bullying and intimidation.

Students have a right to be safe and happy at school. They have a right to be treated fairly and with dignity.

Teachers have rights too. Teachers, who on occasions are subjected to levels of harassment that would not be tolerated in any other workplace, also have a right to be safe and happy at school.

Teachers too, have a right to be treated fairly and with dignity, by both students and their parents

The Expectations of Good Discipline in our school

Discipline and self-discipline

Discipline is best when all parties have clear expectations about the behaviours that are acceptable and a sense of comfort in their surroundings.

It is essential that all persons develop an awareness that they own, and are responsible for their behaviour. It is one of our aims to develop in all students a clear understanding of the ways in which their behaviour affects their ability to meet their various needs.

It is then equally essential that the owner of the behaviour understands the consequences that follow from their behaviour within the institutional and organisational context of the school, as this may be very different from the context in which they operate elsewhere.

Consistent intolerable behaviour will result in referral of the problem and, if necessary, removal until an appropriate means of returning the child, with support structures in place, has been negotiated.

Referrals by teachers will be informal in the first instance to the Principal and support sought for management strategies.

Discipline is dependent on the effective treatment of the actual problem, not the symptoms of the problem, or the child's reaction to it.

Duranbah school system has the following requirements of all students:

- Accountability for themselves including their progress, behaviour and choices.
- Sustained application to learning.
- Respect for other individuals and their property.
- Courtesy to other students, to teachers and to community members.
- Due respect for teachers.
- No violence, discrimination, harassment, bullying or intimidation.
- No weapons.
- No illegal drugs, alcohol or tobacco.
- Peaceful resolution of conflict.
- Adherence to the standards of dress determined by the school community.
- Compliance with all school rules and the Fair Discipline Code.

These expectations are clearly outlined in our **School Rules** that are published within our **Fair Discipline Code**.

Duranbah Public School is a happy and safe place to be when children:

- 1. Abide by our school's Fair Discipline Code.
- 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 school buildings, school property and the property of others.
- 9. Wear appropriate School Uniform at all times.
- 10. Accept their responsibilities as members of the School Community.
- 11. Observe classroom rules.
- 12. Observe playground rules.

While meeting these expectations, students also have the right to expect courtesy, fairness, respect and excellence in teaching.

Fair Discipline Code

Code of Behaviour

Intolerable Behaviour

- Possession of Weapons knives, firearms, replicas, catapults or any other dangerous item or instrument
- Possession, consumption, supply of alcohol or drugs
- Persistent Disobedience blatant non-compliance to teacher requests
- Gross Insolence verbal abuse of teacher, student or school visitor, harassment, discrimination or intimidation of any nature to any person
- Violence violence of a hostile or aggressive nature that places the safety of people or animals at risk
- Severe vandalism
- Theft
- Persistent or extreme bullying

Action by School

- The students' parents / guardians will be contacted
- The student will most likely be suspended. The suspension will then be resolved using a formal meeting involving the student, parents and staff involved
- The student may be required to participate in a special program
- The student may be referred to the school counsellor
- Anti-discrimination procedures may be initiated
- The student may be required to undergo a period of in-school isolation
- Pupil record card will be amended accordingly

Inappropriate Behaviour

- Low Key Violence one off incidents of frustration or retaliation
- Inappropriate Language swearing
- Failure to Comply with School Rules treat people with kindness, act responsible, play safely, show respect for the school, show respect for other's property
- Failure to stay within the school boundaries or specifically designated areas
- Inappropriate use of school equipment
- Failure to respond to teacher directions
- Failure to comply with bus safety rules
- Bullying
- Spitting
- Vandalism
- Intimidation

Action by School

- Initially a warning will be issued.
- Continued inappropriate behaviour will result in a period of timeout.
- Repeated or more severe behaviour will result in formal detention.
- Parents will be notified by a red card and personal contact.

Term Dates 2018 (for students)

Term 1 Monday 29 January to Friday 13 April 2018

Term 2 Monday 30 April to Friday 6 July 2018

Term 3 Monday 23 July to Friday 28 September 2018

Term 4 Monday 15 October to Friday 21 December 2018

Easter - Friday 30 March to Monday 2 April 2018

Parents will be advised of any Staff Development/Pupil Free days

Bell Times:

School commences 9.00 am

Recess 11.00 am – 11.30 am Lunch 1.15 pm – 2.00 pm

School concludes 3.00 pm

Teachers officially commence duty half an hour before

school at

8.30am. Limited supervision is provided from this time and children are restricted to the assembly area. Children are expected to leave school promptly at the end of the school day. Staff provides supervision of students catching the bus.

Administration Office



The administration office is open from 830am until 330pm on school days. All notes and monies go to the office.

General School Contributions

A general school contribution is set each year by the P & C with these funds helping to meet some of the costs of resources and materials used by children each year. Whilst these fees are minimal, they are certainly beneficial to the school. These payments can be made in full or by instalments as suits family needs



Current School Fees for 2018 are:

\$25 for one student.

\$45 for two students in the same family.

\$60 for three or more students in the same family.

\$40 Book contribution for Mathematics and writing books per student per year.

Ambulance

Our school contributes to the NSW Ambulance Fund covering the cost of transporting students within NSW where necessary. An ambulance will be called if it is felt that a student's health is at risk. Parents or contact persons will also be contacted as soon as it is possible with regard to the child's health concerns.



Please note:

The reciprocal arrangement between the NSW and Queensland Governments with regard to ambulance cover no longer exists. For excursions into Queensland you need to be aware

that you will be liable for all costs if the need arises for your child to be transported to hospital by ambulance.

Ambulance cover is not provided for parents and it is advisable that families consider their own ambulance cover where possible.

Art

We encourage families to send along a large shirt or other suitable alternative to cover a child's uniform to parent's satisfaction during art and craft activities.

Artistic Performances

From time to time the school will elect to attend or host a visit from various performers which may include drama, dance, music, song, language, poetry, environmental studies, science, sport etc. Parents will be informed of these events and a fee to cover costs may be imposed.

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Assemblies



A morning assembly is held each day commencing at 9.00 am. Brief information may be given or sought at this time. The Student Council conducts a whole school assembly to celebrate student achievements weekly. In addition, special assemblies are conducted during the year. Information will be provided about these through the newsletter.

Attendance

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. If your child is absent an explanatory note must be sent to school giving the reason for the absence. Parents can phone or email this information to the school. Parents of students who are absent from school for unexplained periods may be referred to the Department of Education Home School Liaison Officer with reasons for absence sought.

Canteen

There is a special home cooked canteen operating on Wednesdays run by the P&C. This may vary and further information will be available through the school newsletter.

Each Friday we have Sushi delivered at lunch time for any students who have pre-ordered. Orders need to be finalised by Thursday mornings.

School Counsellor

Help is available for problems or concerns that you may have about the development of your child. A School Counsellor is available every fortnight for assessment of learning difficulties, behaviour and/or social adjustment problems. Parents are informed by note when the School Counsellor is going to work with their child. Parents must give written consent for this to occur.

Curriculum

Key Learning Areas for K − 6 are:

- English
- Mathematics
- Science & Technology
- Human Society and its Environment
- Creative & Practical Arts
- Personal Development, Health & Physical Education

The NSW Department of Education Syllabus and support documents for each key learning area are used in the planning and delivery of these lessons.

Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July of that year.

Documentation proving proof of age, such as a birth certificate, is required on enrolment. The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment. Parents have the right not to have their children immunised. However, under the Public Health (Amendment) Act 1992, unimmunised children will be required to remain at home for the duration of an outbreak of any communicable disease.

Students with disabilities may be enrolled after an appraisal of the student's educational needs has been carried out.

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Birth certificate or identity documents
☐ Transfer Certificate (if transferring from another NSW Govt School)
Immunisation certificate (for students enrolling for the first time in NSW)
Court Order (if applicable)
Proof of Address (e.g. electricity bill, rates notice)

Local Enrolment Area

Please refer to the Department of Education website for current zone information. Students living in the enrolment area and who are eligible to seek enrolment at the school will be provided with a place at the school. Non-local students may be provided with a place at the school if existing accommodation permits.



Non-local Enrolment

Criteria for selection amongst non-local applications, if necessary, will include factors such as: proximity and access to the school; siblings already enrolled at the school; safety and supervision of the student before and after school; compassionate circumstances; and structure and organisation of the school.

Before School Screening



Vision, Hearing, General Development and Co-ordination Skills, Speech and Articulation tests are available before your child starts school at the Murwillumbah Community Health Centre, corner of Wollumbin Street and Nullum Street, Murwillumbah, Ph 02 66720277 or Kingscliff Community Health Centre, 101

Cudgen Road, Kingscliff, 02 6674 9500.

Excursions

Our school participates in educational excursions so as to enrich a child's learning experiences. These excursions may be as part of a whole school activity or in smaller group situations.



Family Information/Details



New families to the school receive forms to be completed and returned to the school. This supplies the school with your child and family details as well as medical information, which the school may need to know in an emergency. If your family name, address, phone or contact number or doctor changes, please inform the school immediately.

Hats

In accordance with Cancer Council guidelines, children are encouraged to wear hats when outside. Students are not allowed to play on the school oval without a hat. These are available from school at a cost of \$15 each.

Home Reading Scheme

An expectation that children read regularly at home exists across all grades.

Infectious Diseases

From time to time infectious diseases become evident in schools. The school will follow procedures as set out by the Department of Education and Training in dealing with such an outbreak. Information sought upon enrolment as to the immunisation status of children being enrolled is used in circumstances such as this. Below are some infectious diseases and their exclusion from school details.

DISEASE	EXCLUSION FROM SCHOOL
Chicken Pox	For at least five days after the first spots appear or when blisters have all crusted.
Whooping Cough	Child should be kept home for 14 days from the start of illness, or until they have had 5 days of a 10 day course antibiotics
Measles	For five days from appearance of rash
Rubella (German Measles)	Until fully recovered and for at least five days after the rash appears
Mumps	For at least 9 days after the appearance of the swelling
Influenza	For 5 days after the appearance of the first symptoms

Conjunctivitis	Until treatment has commenced and discharge from eyes has stopped	
DISEASE	EXCLUSION FROM SCHOOL	
Hepatitis	Until child has recovered (usually 7 days from the first sign of	
(Viral Type A)	jaundice). Supply a medical certificate before returning	
Hepatitis	A medical certificate of clearance is required	
(Viral Type B)		
Impetigo	Attendance is all right if condition is being treated and sores are	
(School Sores)	covered	
Head Lice	Attendance is all right if proper treatment has been carried out	
Ringworm	Excluded until appropriate treatment is begun. Notify the school	
Scabies	Excluded until appropriate treatment is begun. Notify the school.	

Student Reports

Written reports are sent home at the end of Semesters 1 (Term 2) and 2 (Term 4).

These reports provide an indication of student achievement as assessed and noted by the classroom teacher.

Parent/Teacher Interviews



All families within our school are encouraged to contact the school at any time during the school year to arrange an appointment to discuss their child's progress. Teachers welcome discussion with parents in the interest of the children. The best time for an interview is generally after school, however where this is not convenient, attempts will be made to arrange a mutually acceptable time. As an important part of the annual reporting system, all parents are invited to attend an interview

with the class teacher and their child at the end of Terms 2 and 4.



Presentation Night

Each year the school holds a presentation night at the school. This takes the form of a concert or student performance and presentation of prizes for student achievement.



Kindergarten Orientation Program: Friday School

Kindergarten Orientation will be held on Friday in Term 4. Details each year will be advertised locally when finalised.

Library

Each child from K-6 has a half-hour library lesson each week. They can borrow up to four books from the library provided they have a durable library bag in which to transport these books.

Parents are asked to make sure books are treated with respect and any damage reported to the school when the book is returned. The library is available to children during school time to carry out research.



Newsletter

Our school produces a newsletter, which is distributed within the school and community. This newsletter aims to promote school activities, student achievements along with providing information about coming events or activities. The school newsletter is sent home with the oldest child in each family, fortnightly.





Parents & Citizen's Association

The Duranbah Parents & Citizen's Association meetings are held on a regular basis, at least once a term. All members of our community are encouraged to attend these meetings.

Parent Helpers



Parents as partners in education are appreciated. Your skills are valued. Help can be given in many areas: reading, craft, canteen assistance, gardening, sport, etc. If you would like to help, just let the school know. All parent helpers must complete a working with children form and 100 point identity check.



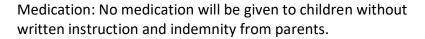
School Photographs



School photographs are arranged each year and families are given the opportunity to purchase these if they so wish. Payment is made before or on the day that photos are taken directly to the photographer.

Sick Students

If children are ill before school, it is wise to keep them home or to arrange for their care elsewhere. Sending them to school usually means we have to call you later in the day. We do not have the staff to supervise sick children properly, and their remaining at school also increases the chances of spreading infection. If your child becomes sick at school every effort will be made to contact you.





Student Clothing and Property

- Make sure all articles, especially lunch boxes, drink bottles, jumpers and parkas are clearly and permanently marked.
- Leave treasured and valuable toys, jewellery and books at home. They are easily damaged or lost.
- Mobile phones and hand held computer games are not to be used in the school grounds but may be used on the bus. These items should be handed to the class teacher or office for safe keeping during the school day.
- No responsibility can be taken for loss of or damage to electronic devices, toys, books, trinkets etc. brought to school.
- Make sure your child's schoolbag is easily recognisable, and encourage him/her to leave it in its correct place.
- Every effort is made to return any 'lost' property to its owner.
- Any dangerous items such as pocket- knives MUST NOT be brought to school. Weapons, real or replicas will be confiscated immediately and only returned after parents have made contact with the school.

Sport and Physical Education

Children have sport on Friday afternoons and Physical Education lessons during the week. All children take part in fitness skills sessions each day. These activities form part of our PE/Health/PD program of which all children are required to participate. All students from K-6 participate in school cross- country, swimming, ball-games and athletics, where we join with other small schools in the Tweed/Ballina region.



Our intensive swimming lessons are held in Term 4 each year. All children attend these lessons.

Support Teacher Learning Assistance

Duranbah Public School has access to a Learning and Support Teacher. Children experiencing a learning difficulty may be provided with ongoing assistance, including 1:1 help to provide greater access to the curriculum.

Transport



Students can access bus transport through *J & B Buses* on 02 66 779257 mobile 0427 453 091 (contact J & B detailed pick-up times) or through *Surfside Buslines* on 07 5571 6555. This service is provided by the Department of Motor Transport free of charge. Parents need to fill out an on-line application for the student to obtain a bus pass.

Private Vehicle Subsidy

Pupils who need to be transported by private vehicle a distance further than 1.6km to their nearest bus stop are eligible for a conveyance subsidy



whether travelling to a bus stop or to school. This conveyance subsidy is paid at each half year. To be eligible for free bus travel and private subsidy parents should complete the appropriate form available on line from NSW Transport website.

Stationary Requirements

- All students are required to have a bag suitable for library books and readers.
- All pencils, books, erasers and rulers are supplied for students in Years K–2.

Students in Years 3 – 6 are asked to bring:

- Pencil case
- Pencils six HB pencils
- Coloured Pencils including red
- Pencil sharpener
- Blue biro / pen Red biro / pen or red pencil
- Glue stick
- Scissors
- 30cm ruler
- Good plastic / rubber eraser
- Box of tissues
- Optional Highlighters, Texta's & USB Flash drive.



School Uniform 2018

GIRLS

Aqua polo shirt	\$28.00	Available at school
Black skorts (summer)	\$14.00	Available at school
Hooded zip-up jacket	\$30.00	Available at school
Black fleecy sloppy joe	\$15.00	Available at school
Black/Red bucket hat	\$15.00	Available at school
Black socks (ankle not anklet sports)		Big W or Best & Less
Black sneakers/sandals		

BOYS

Aqua polo shirt	\$28.00	Available at school
Black shorts		Big W/Best & Less
Hooded zip-up jacket	\$30.00	Available at school
Black fleecy sloppy joe	\$15.00	Available at school
Black/Red bucket hat	\$12.00	Available at school

Black track pants (winter) Big W or Kmart

Black socks (ankle not anklet sports) Big W or Best & Less

Black sneakers/sandals

N.B. Limited stocks and won't be keeping at school.

Prices as at October 2016 - subject to change

Bus Timetable

1ST BUS - MORNING

- 7.20 AM DEPART DEPOT
- 7.35 AM LEAVE START OF RUN
- 8.05 AM KINGSCLIFF TAFE
- 8.10 AM KINGSCLIFF HIGHSCHOOL
- 8.15 AM ST ANTHONYS
- 8.20 AM CUDGEN PUBLIC SCHOOL
- 8.30 AM DURANBAH PUBLIC SCHOOL

1ST BUS - AFTERNOON

- 2.30 PM DEPART DEPOT
- 2.55 PM DEPART DURANBAH SCHOOL
- 3.05 PM ARRIVE CUDGEN PRIMARY SCHOOL
- 3.10 PM ST ANTHONYS P.S
- 3.15 PM LIBRARY BUS STOP
- 3.20 PM DEPART KINGSCLIF HIGHSCHOOL
- 3.22 PM KINGSCLIFF TAFE
- 3.50 PM EVIRON SHED
- 4.00PM PARSON BUS INTERCHANGE
- 4.10 PM DEPOT

2ND BUS - MORNING

- 7.45 LEAVE START OF RUN
- 7.50 AM NUNDERI
- 8.00 AM EVIRON CEMETRY
- 8.05 AM DURANBAH RD BANANA SHED
- 8.10 AM CUDGEN RD
- 8.15 AM PLANTATION RD
- 8.20 AM CUDGEN SCHOOL/ DURANBAH BUS INTERCHANGE
- 8.30 AM ARRIVE DURANBAH SCHOOL

2ND BUS - AFTERNOON

- 3.20 PM DEPART DURANBAH SCHOOL
- 3.40 PM LODERS RD DURANBAH
- 3.45 PM DURANBAH RD BANANA SHED

Map of Local Enrolment Area

