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## **Contact Information**

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## Staff

Principal:

Mrs Lesa Bevan

Teacher:

Mrs Jane Davidson

Teacher:

Mrs Tracie Skinner

Teacher:

Mrs Emily McLeod

Office Managers:

Mrs Heather Bull

Mrs Jennifer Battye

General Assistant:

Mr Darryl Skinner



# Harwood Island Public School

## The Values We Teach



### **1. Care and Compassion**

Care for self and others

### **2. Doing Your Best**

Seek to accomplish something worthy and admirable, try hard, and pursue excellence

### **3. Fair Go**

Pursue and protect the common good where all people are treated fairly for a just society

### **4. Freedom**

Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others

### **5. Honesty and Trustworthiness**

Be honest, sincere and seek the truth

### **6. Integrity**

Act in accordance with principles of moral and ethical conduct; ensure consistency between words and deeds

### **7. Respect**

Treat others with consideration and regard, respect another person's point of view

### **8. Responsibility**

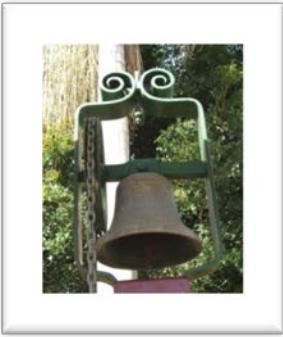
Be accountable for one's own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment

### **9. Understanding ,Tolerance and Inclusion**

Be aware of others and their cultures, accept diversity within a democratic society, be included and include others

# Welcome to Our School

## ABOUT OUR SCHOOL



Harwood Island Public School prides itself on fostering a “Caring and Sharing” attitude toward each other. Being a small school, Harwood Island is able to offer the warmth of a family situation with all children helping and encouraging others in multi-aged classes.

The main focus of the school is to provide a balanced educational program in an atmosphere that supports the children’s educational, physical and emotional needs.

**Literacy and Numeracy** are the cornerstones of all other curriculum areas. To this end, we are continually seeking to raise and maintain the standards of students in these areas. This is supported by having all children working at the appropriate ability level and providing assistance for children who have specific needs in literacy and numeracy. The school has a Learning and Support Teacher, who helps teachers with Individual Learning Programs.

All curriculum areas are catered for in accordance with the Department of Education’s curriculum documents. Apart from English and Mathematics, students are taught:

**Personal Development/Health/Physical Education-** which includes Child Protection, Drug Education, Road Safety, Healthy Lifestyle P.E and Sport.

**Creative and Practical Arts** –Visual Arts, Dance, Drama and Music.

**Science & Technology** – covering a wide spectrum of science topics.

**History & Geography** – provides lessons about history, geography, heritage and environment.

**Computer Education** is integrated into all key learning areas and is an important part of student learning at Harwood Island. Classes have access to computers that ensure all students have their own computer to work on for lessons using technology. We also have a bank of iPads to provide students with exciting and engaging lessons in many different areas. Every classroom has an interactive whiteboard, and the teachers use technology to engage students and cater to individual learning needs.

**Multicultural, Aboriginal and Environmental Perspectives** are integrated across all curriculum areas and we are proud of our achievements and commitment to these important aspects of learning.

The school enters in local Eisteddfods, local speech, writing and art competitions and displays work in the Maclean Show.

It is the school’s aim to provide the children with skills and competencies that they will need to thrive in the world and to prepare them for their next level of education. The school strives to ensure that students acquire a joy of learning.



## SCHOOL STAFF – 2017

Based on current enrolment numbers, the school is classified as TP2.

There is a teaching principal Mrs Lesa Bevan, and three other teachers – Mrs Jane Davidson, Mrs Tracie Skinner and Mrs Emily McLeod.

Mrs Heather Bull and Mrs Jenny Battye are the School Administration Managers (Office).

Mr Darryl Skinner is the General Assistant (grounds)



## SCHOOL HOURS

**School Begins** at 9:10am  
**Recess** is from 11:10am till 11:35am  
**Lunch** is from 1:10pm till 1:45pm  
**School finishes** at 3:10pm

**MORNING SUPERVISION:** There is a teacher on duty from 8:40am each day. Children are asked NOT to arrive before 8:40am.

**AFTERNOON SUPERVISION:** Children will not be allowed to leave the school with any person who is not their parent unless the school has specific permission from the child's parents for them to do so. Children who are to be picked up are to be done so inside the school grounds at 3:10pm In the interest of all children's safety, parents are asked to personally collect children from school. Children who travel to school by bus will be supervised until the bus arrives at 3:12pm If there is any change to the usual way your child is to be transported home we need your written or verbal permission.



The children are encouraged to play together and the older children look after the younger ones.

## TRANSPORT

**Busways** runs a bus from Iluka, through to Harwood Island.

**Wards Buses** runs a service from Tullymorgan through Ashby to the school.

Bus travel forms are available at the office.

Children, who need to be driven to school because of distance, may be entitled to a private conveyance subsidy. Information pamphlets are available at the office.

Afternoon Routine: Parents are asked to nominate people who are able to pick up their children from school at any time without a permission note. Parents are also asked to notify the school if there are any changes to the afternoon routine. e.g. Not catching the bus as per usual or catching the bus to visit a friend.



## ENROLMENT

Parents or guardians must supply proof of age when enrolling their child.

New enrolments must also supply the school with a declaration of the immunisation status of their child. This can be obtained from their doctor or public vaccination clinic.

In the advent of an outbreak of an infectious disease, for which immunisation is available, children who have no declaration on file will be excluded until the outbreak has ceased.



## ATTENDANCE

It is law in Australia for children to attend school. Teachers are obligated to keep a roll and must insist on a reason for absence if a child is away. Parents may write a note or provide a verbal explanation to the class teacher or by phone to the office, but a written explanation is preferred. Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development.

Parents of students who are absent from school for unexplained periods may be referred to the Department of Education's Home liaison Officer with reasons for absence sought.

## BULLYING

Bullying is anti-social. It has no place at Harwood island Public School. Our school does not tolerate bullying, or harassment. All teachers are firmly committed to putting an end to acts of bullying. Victims of bullying will be supported. No one deserves to be bullied even if their behaviour is irritating or annoying. There are other positive and constructive ways to deal with irritating and annoying behaviour. Anti-bullying lessons are conducted across each classroom, every year.

Please refer to the School's Anti- Bullying Policy for more detailed information.

## FRUIT BREAK

Students are encouraged to drink water and eat healthy fruit or vegetables during a special five minute *Fruit Break* each day at around 10am. Parents are requested to send a small portion of cut up fruit or vegetables for their children to eat each day during *Fruit Break*.

## HOMEWORK

The individual teacher sets homework on a regular basis. It is intended that completing set tasks at home will help develop better study habit skills. Homework may vary in nature but an expectation that children read at home exists across all grades. As a general guide, the time set for homework in each year level is suggested as follows:

- **Kindergarten:** Aiming eventually for 15 minutes each day, including Home Reading.
- **Year 1 & Year 2:** Approximately 15 to 20 minutes each day, including Home Reading.
- **Year 3 & Year 4:** Approximately 20 to 30 minutes each day, including Home Reading.
- **Year 5 & Year 6:** Approximately 30 to 40 minutes each day, including Home Reading.

Children are also able to log onto "Mathletic's" and "Reading Eggs" on their home computer to complete maths and literacy activities set by their teacher.

## MEDICATION

In accordance with the Department's policy, only qualified staff administer prescribed medication to students after parents complete a request form which is available at the office. Parents are advised, where possible, to supply **exact quantities** of medication in an appropriate container, clearly labelled with the students name and details of the medication on a daily basis. **Under no circumstances** are students to keep medication in their bags during school hours.

Medication and the completed form need to be handed to the **classroom teacher**. It will then be sent to the office.

**Advice to Parents:** Many medications are now available in ways that minimise or eliminate the need to provide students with medication during the school day. The school advises parents to consult with their medical practitioner about this when medication is being prescribed, or to determine if current medication regimes can be appropriately altered to remove the need to administer medication at school.



## SCHOOL SPORTS

PE is held during the week and the whole school has sport on Friday. All students are expected to participate in PE and sport unless they are deemed unfit to do so by parents or teachers.

The school has a multipurpose court, which enables teaching and playing of a variety of sports. During Term 4 the school participates in a Swimming Program held at Maclean Pool. This program is the PE program for two weeks and all children are expected to participate.

The school holds carnivals for Swimming, Cross Country and Athletics each year, with students having the opportunity to then compete at Small Schools District, Zone, Regional and State levels.

The school participates in soccer; netball, cricket, tennis and touch football interschool competitions when offered. Local weekend competitions in these sports are available for students.

The Harwood Island Cricket Club holds junior coaching classes at the school during summer.



## LIBRARY

Every class has an allocated day for library, which is advised to parents at the beginning of each school year. Students are allowed to borrow three books each week, but children must have a library bag. School library bags are available from the school office.

The school participates in the Premier's Reading Challenge annually. This is then extended to the Harwood Island Reading Challenge where children are rewarded for reading as many books as possible.

Children also have the opportunity to order books through Book Club each term.

Every year we hold a Book Fair where reading is celebrated and children are encouraged to dress up as their favourite book character or the theme for Book Week. Books are available for sale at the fair.



## NEWSLETTER

A weekly newsletter is sent home each Tuesday with the youngest child of each family. This newsletter is the primary method of communication with families about upcoming events. The newsletter can also be viewed on the school website [www.harwood-p.schools@det.nsw.edu.au](http://www.harwood-p.schools@det.nsw.edu.au). Teachers from each class provide information of events, activities and work required for that week.

## PARENT HELPERS

Parent help is invaluable and is greatly appreciated. The school always welcomes parent helpers, both in the classroom and in extracurricular activities e.g. Assisting with school excursions, tuckshop duty, being an active member of the P&C. Parent helpers must complete the working with children check for volunteers.

### P & C

Our P & C meets once a month on a Monday evening at the school. New members are always made most welcome.

The major fundraising program of the P & C is the bagging and delivering of "Mill Mud", a by-product of the local sugar cane industry. A hectic three weeks work by parents taking phone orders, bagging the "mud" and delivering, provides the school with funds and resources that would normally not be available.



## STUDENT BANKING

Student banking is held each Thursday morning. Children are asked to hand their deposit books in at the school office before class commences on the day. Applications for new accounts are available at the school office.

## CANTEEN

The school canteen is open every Thursday. Children must pre order their meal the week before. Every term a complete menu is provided so parents can order for the whole term. On all other days the Harwood Island Hotel provides the school with an excellent tuckshop menu for both recess and lunch. This menu is in line with the healthy canteen policy outlined by the Department of Education. Parents write out the order on an envelope and place the correct money into the envelope. The envelope is then placed in a basket at school and the food is delivered to school at recess and lunch



## SPECIAL RELIGIOUS EDUCATION

Special Religious Education (SRE), previously known as “Scripture”, is an integral part of the curriculum in NSW Government schools. Representatives of approved religious persuasions have an opportunity to provide SRE in every Government school in NSW. The religious persuasion providing SRE at our school is interdenominational. Teachers for the interdenominational class are from Anglican, Uniting, Presbyterian and Baptist churches and The Salvation Army. They work from the same program and student activity books.

Parents have the right to ask that their child be withdrawn from SRE.

Teachers who provide SRE have to be authorised by their religious persuasion and many of them have completed special training including Child Protection training. They use material approved by their religious persuasion.

## SCHOOL WELFARE POLICY

To ensure the educational, emotional and physical needs of the children are met, the school community has an agreed standard of behaviour for students.

The school Welfare Policy is based upon the Core Rules determined by the Department of Education and has been agreed upon by parents, students and staff.

### THE CORE RULES

All students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

## REPORTING TO PARENTS

Parent interviews are held at the end of Semester 1. Written reports are sent out at the end of each semester. These provide parents with student progress using an A-E scale, where a C grade indicates that your child is achieving appropriate outcomes and we are pleased with their progress. Parents may request an interview with their class teacher or with the Principal at any time during the year to discuss their child's schooling. All enquiries about interviews should be made through the office.



## EXTRA CURRICULA

The school encourages all children to develop skills in areas that they enjoy. To this end we provide opportunities for:

**Private piano, guitar lessons** and **private tennis lessons**, with tutors visiting the school to provide tuition each week.

## SCHOOL UNIFORM

### GIRLS:

Navy Skorts.  
Royal and white blue shirt with logo.  
White socks and joggers  
Navy jumper or  
Navy and white tracksuit for winter.

### BOYS:

Grey shorts.  
Royal blue and white shirt with logo.  
Joggers and white socks.  
Navy Jumper or  
Navy and white track suit for winter.

### Sports Uniform

Navy shorts  
Royal blue and white shirt with logo  
White socks  
Joggers

### Uniform Prices

ITEM	PRICE
Library Bag	\$10.00
Track Pants	\$20.00
Jacket	\$25.00
Blue Shirt	\$17.00
Cap	\$7.00
Grey Shorts	\$12.00
Sports Shorts	\$9.00
Girl's Skorts	\$13.00
Bucket Hat	\$7.00



**Uniforms are available at the office**