

■ Last updated: February 2018

■ Principal: Mr Matt Hobbs

# Armidale City Public School

## Information Booklet



- Phone: (02) 6772 3420
- Fax: (02) 6771 2262
- Email: [armidalec-p.school@det.nsw.edu.au](mailto:armidalec-p.school@det.nsw.edu.au)
- Website: [www.armidale-p.schools.nsw.edu.au](http://www.armidale-p.schools.nsw.edu.au)

Armidale City Public School  
142-152 Faulkner Street  
Armidale NSW 2350

## A MESSAGE FROM THE PRINCIPAL



I am happy to welcome you to your new school. Your child(ren) will enjoy a number of proven benefits in attending our school. These include a proud tradition as the first school in Armidale, outstanding results in local, state and national academic, sporting and musical competitions and a happy and secure environment.

We value every child and will strive to ensure his/her school experiences are positive, happy and foster a life long love of learning. To make your child's transition to our school as easy as possible, I invite you to take an active role in our school at a classroom and whole school level through our Parents and Citizens Association or School Council.

This handbook aims to guide you through your early days in our school.

Please take the opportunity to contact me at school if I can be of further assistance.

**Mr Matt Hobbs**  
**PRINCIPAL**

# **CONTACT DETAILS**

## **SCHOOL HOURS**

The school hours are: 9.10am to 3.10pm

The school playground is supervised from 8.40am until 3.10pm

**School Office hours are from 8.45am to 3.30pm**

## **COMMUNICATION**

The school address is:

**Armidale City Public School,  
142-152 Faulkner Street,  
ARMIDALE NSW 2350**

## **TELEPHONES AND FACSIMILE**

**TELEPHONE:** (02) 6772 3420

**FACSIMILE:** (02) 6771 2262

**EMAIL:** [armidalec-p.admin@det.nsw.edu.au](mailto:armidalec-p.admin@det.nsw.edu.au)

**WEBSITE:** [www.armidalec-p.schools.nsw.edu.au](http://www.armidalec-p.schools.nsw.edu.au)

## SCHOOL HOLIDAYS

NSW Public Schools Holidays 2018-2020	2018	2019	2020
<b>Autumn</b>	Monday, 16 April to Friday, 27 April 2018	Monday, 15 April to Friday, 26 April 2019	Monday, 13 April 2013 to Friday, 24 April 2020
<b>Winter</b>	Monday, 09 July to Friday, 20 July 2018	Monday, 08 July to Friday, 19 July 2019	Monday, 06 July to Friday, 17 July 2020
<b>Spring</b>	Monday, 01 October to Friday, 12 October 2018	Monday, 30 September to Friday, 11 October 2019	Monday, 28 September to Friday, 9 October 2020
<b>Summer</b>	Monday, 24 December to Monday, 04 February 2019	Monday, 23 December to Monday, 27 January 2020	Monday, 21 December 2020 to Tuesday, 02 February 2021

### SCHOOL DEVELOPMENT (STUDENT-FREE) DAYS

School development days are held at the beginning of terms one, two, three and the last two days of Term 4.

The School Development Days are a time when teachers and parents can work together on activities related to the development of an aspect of the school.

Other opportunities for parents to take advantage of courses related to curriculum, professional development are also periodically offered.

## OUR HISTORY

The history of Armidale City Public School is closely linked with the history of public education in New South Wales.

After George MacDonald established Armidale Station in 1839, the population in the area grew rapidly and because of isolation, together with the widespread employment of children in rural occupations, the amount of schooling was negligible.

In 1850, George Rusden, an agent of the Board of National Education, held a meeting in Armidale and persuaded the population to apply for the establishment of a school. They were successful. Mr. Thomas Donnelly of Sydney was appointed as the teacher of the first school which was opened in June 1861. Armidale Public School was established.

Enrolments rapidly increased and a new school was opened in May, 1865 on the corner of Dangar and Brown Streets. The subjects taught were reading, writing, arithmetic, parsing, geography and object lessons. Singing was introduced at a later date.

The school developed an excellent reputation and many requests were received for the school to accept boarders. As a result, the National Board erected a dormitory and over 550 boys were accommodated over a nine year period.

By 1873 there were five members of staff and a weather shed and library had been erected. In 1880 two departments were established and Miss Gorman was the first Infants Mistress. Because of rising numbers a larger school was completed in 1884.

In 1886 the school became a Superior Public School and enrolments had risen to 555 children. The addition of the "old burial ground" extended the school playing area. A Girls Department was erected in Faulkner Street in 1897. Secondary classes were introduced in 1910.

In 1913 the school became a District School and a "splendidly-equipped science room was opened. The girls received special cookery instruction from a visiting teacher, students coming from Uralla and Rocky River for this purpose".

Armidale Teachers' College was established in the school grounds in 1928 before moving to its present site. The School was to serve as a demonstration school for the College. It became known as the Armidale Demonstration School and staff assisted in the training of teachers for schools in New South Wales.

The year 1917 was a very important year in the School's history for it marked the inauguration of the School's Parent and Citizens' Association.

Work on the present buildings was commenced in 1961 and progressively were ready for occupation in 1965.

In 1962 parents voted for the introduction of co-education for girls and boys.

To cater for an increasing number of children with hearing problems, an O.D. Class was established in 1967.

Due to certain changes in teacher training together with the fact that all schools were providing demonstrations for the Armidale Teachers' College, the School ceased to be a demonstration school in 1978 and the name reverted to the Armidale Public School. Parents requested a further change in name and in 1979 the Minister of Education agreed to the school being named the Armidale City Public School. In the late 1970's enrolments began to rise to reach over 760 children in 1980. Major extensions to the Library were made in 1978. To cater for children from overseas countries residing in Armidale, an English as a Second Language class was established at the school.

In 1989 the School commenced a Language other than English Program which is taught in Years K to 6. A Reading Recovery class was established in 1991.

The formation of a School Council in 1992 provided a positive means of forging clear links between the School and the local community and provided the community with a more important role in school governance.

In 2011 the school celebrated its sesquicentary - 150 years of educating students in Armidale.

The history of public education in Armidale is the history of education in New South Wales. Armidale City Public School can be proud of this history.



## ARMIDALE CITY PUBLIC SCHOOL SONG

*Armidale City the school in the centre  
Armidale City in the centre of town  
Armidale City, where the children are the centre  
They're the focus and the reason  
That we call this school our own.*

*There's experiences creative, intellectually demanding,  
Playing sport and learning tolerance, yet proud to be  
up-standing,  
For a school which has a history dating back to early days.  
When the settlers of New England saw the need for  
schooling ways,  
"Excel with Honour" is the motto that tradition has  
passed down,  
Which can mean a quiet achievement, or national renown.*

*Armidale City, the school in the centre  
Armidale City in the centre of town.  
Armidale City, where the children are the centre  
They're the focus and the reason  
That we call this school our own.*

*(Words and music by Margaret Coggan)*

## OUR BELIEF STATEMENTS

The following statements guide all of our actions at school.

We believe that:

- Effective learning will take place within a caring environment.
- Children should be educated for the future.
- Learning involves taking risks.
- High expectations bring high results.
- The more children believe in themselves and have a positive self-concept the more effective learning will be.
- Intrinsic motivation is an effective key to learning.
- We learn best when we have ownership of our own learning.
- Children learn in different ways and at different speeds.
- Children need to learn how to learn.
- Social and Emotional learning is a critical element in the education of the whole child.



## **CURRICULUM**

Armidale City Public school has a sequential and developmental outcomes based curriculum which is determined by the statements, guidelines contained in the new National Curriculum documents and the syllabus document determined by the NSW Board of Studies and endorsed by the NSW Department of Education.

We offer high quality teaching and learning programs built around core programs in English and Mathematics. We are constantly evaluating these programs and incorporate new ideas, strategies and techniques into the pedagogy used by teachers.

This ensures each child receives a balanced program which emphasises the basic skills of literacy and numeracy whilst providing an appropriate balance of the humanities, science and the arts.

Our curriculum is divided into six mandatory Key Learning Areas (KLA's), each designed to systematically develop student skills, knowledge and understandings across four main stages of learning. These are:

- English (Reading & Viewing, Writing & Representing , Speaking & Listening)
- Mathematics (Number, Patterns & Algebra, Data, Space and Measurement)
- Science and Technology
- Creative Arts (Music, Visual Arts , Dance and Drama)
- Human Society and its Environment
- Personal Development, Health and Physical Education

Curriculum implementation is supported by a number of related policies including Student Welfare, Gifted and Talented Students and the School Library.

This school is very fortunate to have three computer laboratories as well as computers and other interactive technology in every classroom.

Our school actively seeks parental participation through surveys and committee membership.

## **EXTRA-CURRICULAR ACTIVITIES**

Armidale City Public School offers a wide range of extra-curricular activities designed to recognise special student talent, interest and ability. Some of the more common activities provided include Chess , Debating Competitions, NSW University English, Mathematics, Writing, Science and Computer Competitions, Eisteddfod activities, PSSA sporting activities, local sporting teams, School Choir and Orchestra.



## SCHOOL UNIFORMS

The wearing of a school uniform fosters a pride in the school and assists in the development and maintenance of good school tone and conduct.

School uniforms develop in students an understanding of the importance of personal neatness, appearance, presentation and self-discipline. These are important learning experiences for all students who will one day enter the workplace where such attributes are highly valued.

The school encourages all students to wear the correct school uniform on all occasions whilst at school and at school related functions in the community. This view is supported by the school parent organizations.

Our school has adopted a 'no hat, no play' policy. This policy is endorsed by the parent organisations and aims to protect students from skin damage and help to develop sensible, sunsafe habits.

**All students must wear a royal blue broad brimmed hat to afford protection from the sun.**

### SUMMER

#### Girls

Blue checked mid weight skirt **OR** skorts

Pale blue short-sleeved blouse **OR** pale blue polo shirt with school logo

Royal blue sloppy joe

Long or short navy socks

Black shoes

Broad brimmed royal blue hat (cloth school badge for hats available from clothing pool or School Office)

**Uniform for official occasions is pale blue long-sleeved shirt with mid length skirt and navy tie, navy tights and black shoes.**

#### Boys

Grey shorts

Pale blue short-sleeved shirt **OR** pale blue polo shirt with school logo

Royal blue sloppy joe

Grey socks

Black shoes

Broad brimmed royal blue hat (cloth school badge for hats available from clothing pool or School Office)

**Uniform for official occasions is a pale blue long-sleeved shirt with grey pants and black shoes.**

### WINTER

#### Girls

Blue checked mid weight, mid length skirt

Pale blue long or short-sleeved blouse **OR** pale blue polo shirt with school logo

Optional navy tie with blouse

Navy tights or long navy socks

**OR**

Pale blue long or short sleeve blouse or pale blue skivvy

Navy slacks

Both options with:

Royal blue sloppy joe

Black shoes

**Uniform for official occasions will be:**

Pale blue long-sleeved shirt with mid length skirt and navy tie, navy stockings and black shoes.

**Boys**

Grey long trousers

Pale blue long or short-sleeved shirt **OR** pale blue polo shirt with school logo **OR** pale blue skivvy.

Optional navy tie with shirt

Grey socks

Royal blue sloppy joe

Black shoes

Broad brimmed royal blue hat (cloth school badge for hats available from clothing pool or School Office)

**Uniform for official occasions will be:**

Pale blue long-sleeved shirt with long grey trousers, navy tie, grey socks and black shoes.

**SPORTS UNIFORM (K-6)**

\*Sports Uniforms for students in Kindergarten and Year 1 are optional.

**Girls**

Royal blue sports shorts **OR** royal blue wrap-around pleated skirt

White polo shirt with royal blue collar and school logo on left chest (ONLY available from the clothing pool)

White or navy short socks

Gym shoes/sneakers

Broad brimmed royal blue hat

**Boys**

Royal blue sports shorts

White polo shirt with royal blue collar and school logo on left chest (ONLY available from the clothing pool)

White or navy short socks

Gym shoes/sneakers

Broad brimmed royal blue hat

**For Winter (Boys and Girls):**

Option of royal blue and white tracksuit with school logo on left chest of jacket. Contact the School Office for the name of our local supplier.

***Jewellery:*** In the interests of the safety for all students jewellery must be kept to a minimum—i.e.: wrist watch, ear studs/sleepers are acceptable.

**The school reserves the right to request that inappropriate dress jewellery be removed due to the risk of injury to your child or other children. Hair colour: Unnatural hair colours are not acceptable.**



## SCHOOL POLICY ON PEANUTS AND NUTELLA

We have students  
enrolled in our  
school who have a severe  
allergic reaction to peanuts.  
Therefore, our school has  
adopted a policy of requesting  
that parents do not provide  
peanut or Nutella products for  
children's lunches or recess.



## **APPOINTMENTS**

Parents and caregivers can arrange to speak to teachers by making an appointment. Teachers are not available during lesson time but can make arrangements to speak to parents in release times and before or after school. Appointments with the Principal or Assistant Principal's can be made at the School Office.

## **ART**

A painting shirt/smock is required by all students as it will help to save the uniforms from the inevitable paint and glue accidents.

## **ASSEMBLIES**

Morning assemblies for all primary students are held at 9.10am under the primary sunshade area, Kindergarten and Stage 1 children assemble on the lower K-2 playground each morning. General announcements are made at these assemblies.

Whole school assemblies occur fortnightly on a Tuesday in the even week at 2pm in the Hall. Achievements are recognised and celebrated at these assemblies and classes have the opportunity to highlight students achievements. All parents and community members are welcome.

## **BANKING**

Students are encouraged to commence the habit of saving at school and arrangements can be made to open a School Banking Account.

At this school, the banking operates as follows:

1. Each Tuesday students bring their Deposit Books and the money that they wish to bank to school and deposit both into the School Office letterbox.
2. The transaction is processed by a School Office staff. The Deposit Books are then returned to the students.

Students who wish to commence banking should contact the school. The signature of the parent is required on the application to open an account.

## **BICYCLES**

Children are permitted to ride bikes to school. Bikes are to be walked into the playground from the Faulkner Street entrance and stored on the bicycle racks located behind the bus shelter. By law helmets are required to be worn and can be left in the School Office during the day. Students are required to provide their own chain to secure bicycles.

## BOOK CLUB

Scholastic Book Club is run by Library staff to provide suitable inexpensive books to encourage reading. Books are ordered on a special order form, returned in an envelope with your child's name, class and correct money sent to the School Office.

## BUSES

### **Students using town buses:**

All K-2 school students are transported free of charge irrespective of the distance from the school. Year 3-6 students who live further than 1.6km from the school are also transported free of charge.

To apply for bus travel you need to complete an online application form at [transportnsw.info/school-students](https://transportnsw.info/school-students).

Government policy provides for free travel, subject to the above conditions, between a child's normal place of residence and the school attended. There is no provision for free travel to and from any other location.

### **Students using Charter (out of town) buses**

In this case all students are transported free. Parents of students who are required to travel in excess of 1.6km from home to the bus pick-up point are entitled to a subsidy provided that a special trip is made for this purpose alone. Application forms for this subsidy are available from the School Office.

## CHANGE OF ADDRESS

It is essential that all enrolment information forms be completed and updated when/if necessary, during your child's enrolment at Armidale City Public School. We do need to be aware of allergies, health, special illness procedures **AND** reliable alternate phone numbers to contact if you are not at home and your child becomes sick or injured. **PLEASE INFORM THE SCHOOL** (note to the teacher or contact the School Office) of any changes as soon as possible.

## CHOIR

Students participate in stage group choirs. A specialist choir teacher is employed to support the choirs. The choirs perform at various events within the school and in the community.



## **CHARITIES**

Our school regularly supports various charities. Stewart House provides opportunities for school children in New South Wales and the ACT and is supported each year. Student Council decides on at least two charities a year to be the focus of fundraising activities.

## **CLASS STRUCTURE**

In all NSW public schools, class sizes in the early years of schooling have been considerably reduced to ensure an appropriate teacher-student ratio. Since 2005, it has been a STATE TARGET that all Kindergarten classes, where possible, have a ceiling of 20 students, all Year 1 classes have a ceiling of 22 students and all Year classes have a ceiling of 24 students. While all schools try and achieve the target, movement of students in and out of schools can at times impact on this standard.

The onset of smaller class sizes has had implications regarding the way in which classes are structured in most schools and many schools have purposely moved towards a stage class structure. The stage class structure at Armidale City Public School is generally as follows:

- Early Stage 1 - Kindergarten
- Stage 1 - Year 1 and Year 2 students combined
- Stage 2 - Year 3 and Year 4 students combined
- Stage 3 - Year 5 and Year 6 students combined

Stage-based class structures operate most successfully at Armidale City Public School. Students are not in any way academically disadvantaged by learning in a stage setting. As well, students are significantly advantaged in their social skill development and also in their capacity to learn and work with greater independence.

Each year, class structures will be determined by taking into account:

- teaching staff;
- the learning and social needs of students;
- the size of each 'Year' cohort at the school;
- the subsequent staffing formula allocated to the school each year;
- the most desirable placement of students so that there is minimal disruption to the learning environment and maximisation of on-task student learning time.

## **COMPLAINTS**

Parents have the right to raise any concerns they might have about any aspect of school life. Issues can usually be resolved easily at school by making an appointment with the staff member concerned or the Principal at an appropriate time. Complaints should be drawn to the attention of the Principal. Complaint resolution procedures provide methods by which concerns can be raised with a view to resolution.

## EMERGENCIES

Procedures are in place to deal with emergencies should they arise. Each term the school conducts emergency evacuation drills to ensure all staff and students are aware of the procedures. All classes have posters displaying evacuation and assembly areas and lockdown procedures



## ENGLISH AS AN ADDITIONAL LANGUAGE or DIALECT TEACHER (EAL/D)

An EAL/D teacher provides support for students who mainly use a language other than English. A number of strategies, including withdrawal from class, group work, team teaching and individual tuition are used, depending on the needs of particular students. The students are provided with opportunities to extend their experience of all areas of oral and written English across curriculum areas in small groups.

The EAL/D teacher also supports classroom teachers in student assessment, monitoring, selecting suitable resources and assisting in students' secure adjustment to the school environment.



## ENROLMENTS

Armidale City Public School is a local community school catering to students living in a specific zone of the city of Armidale. The concept of the community school acknowledges the right of students living near their 'local school' to enrol at that school.

To enrol a child at Armidale City Public School, parents, guardians or caregivers need to complete an enrolment application and provide proof of:

- date of birth with a Birth Certificate, Birth Registration or current Passport/Visa details;
- proof of residency such as rent receipt or rates notice; and
- a completed immunisation certificate.

Students transferring from another school to Armidale City Public School must present the above information and/or a transfer certificate from the previous school, if it was a NSW Department of Education facility.

The school can defer the enrolment of a student who may present for enrolment with a disability or behaviour record. This is to ensure suitability of placement as well as to ensure the appropriate resource provision.



## EXCURSIONS

The school operates a comprehensive excursion program. K-6. Excursions are planned in response to the curriculum provided and each excursion is designed to support the learning of outcomes across a number of key learning areas.

Educational excursions and visits provide students with:

- experiences beyond the classroom that contribute to their educational growth and social development;
- opportunities for practical learning activities which reinforce and supplement the school curriculum; and
- opportunities for parents and, where appropriate, other family members, to share experiences with their children.

Excursions are thoroughly planned as per the NSW Department of Education excursion policy. Parents are given appropriate notice for excursions and parent/caregiver permission is a mandatory prerequisite for all students participating in these activities. The school endeavours to keep excursions costs at a rate affordable to parents according to the context of the actual excursion.

Excursions in the early years are of one day duration. However, in later years overnight excursions are often planned. In past years, visits to Canberra, Lake Keepit and Ballarat have been undertaken. For longer excursions the school will ask for a 'Non-Refundable' deposit. This deposit is to cover accommodation and venue booking fees and transportation down payments.

## EXPECTATIONS

We have high expectations of students in their learning and behaviour. Expectations are based on the core value of respect for self, respect for others' rights, respect for property and the right to feel safe.

## FIRST AID

First Aid is provided by the School Assistants in the School Office. Unfortunately we do not have a sick bay, when students are sick they wait quietly on the chairs outside the School Office for pick up by parents or carers. *Please ensure we have current contact details for you and your emergency contact in the event that your child is not well enough to stay at school.*



## GOOD FOR KIDS-GOOD FOR LIFE

The Good for Kids ~ Good for Life program encourages children to eat healthily and engage in regular physical activity. It aims to combat childhood obesity and put in place habits, which will encourage all children to maintain a healthy lifestyle that they can carry into adulthood.

Aspects of the program were first introduced at Armidale City Public School in 2008 and we intend to continue its implementation and include some additional components. Our participation in the Good for Kids ~ Good for Life program is supported by the Department of Education and Hunter New England Health and has been fully endorsed by the Armidale City School Council and P&C.

### What is involved?

#### 1. Healthy Lunch Boxes

Parents are asked to ensure that their children bring healthy foods that are low in saturated fats, salt and sugar for recess and lunch each day. Include: sandwiches (rolls, wraps, and low fat crisp breads), vegetables, fruit and water. If packing tinned food like baked beans or tuna please transfer the food to a small plastic container at home as ring pull cans are a safety hazard at school. Don't forget the ice brick to keep food fresh.

**DO NOT** pack: Packaged snacks like chips, biscuits, cakes, roll-ups, chocolate lollies, cordial or fruit juice drinks.

Cans of drink and drinks in glass bottles are not permitted at school.

Children are not permitted to share their lunches with others at school.

#### 2. Crunch and Sip

Most classes have a time during the day (usually in the morning session) when the children can have a short Crunch and Sip break during class time. A small quantity of fresh fruit or vegetables should be prepared ready for eating and packaged in a small reusable container. The children do not have a long time for this break so bite sized pieces that do not require peeling or slicing are ideal - especially if teeth are wobbly!

Children are also encouraged to bring a clear plastic water bottle labelled clearly with their name to school each day so that they can sip on it when needed. This is managed differently in each classroom but your child's teacher will tell you how they do this. Plain water is the only drink permitted in the classrooms.

The theory behind 'Crunch and Sip' is that children learn well when they eat well and sip small quantities of water regularly.

Children need at least 2 serves of fruit each day and about 5 half cup serves of vegetables. Children who have to eat an early breakfast often require an energy

boost early in the school day and a quick munch on some carrot or cucumber sticks, a piece of apple or a few grapes will provide the energy they need to get them through until recess at 11.10am.

### 3. Special Occasions

A mandatory part of the *Good for Kids ~ Good for Life* program is that school communities are limited to two special food days (when special occasion treats can be served) each term. These special days will be decided in consultation with the staff and P&C and includes functions held during school hours and after school. Food treats like Easter eggs and candy canes cannot be distributed at school. Adults wishing to reward children are asked to choose a non-food treat. Classes having parties or cooking are asked to focus on healthy options rather than foods high in saturated fats, sugar or salt.

### 4. Education

Throughout the year each class will engage in learning activities to increase every child's awareness of the components needed for a healthy and active lifestyle as part of their regular program.

From time to time the children will be given opportunities to taste different healthy foods e.g. raw vegetables.

Information for parents will be included regularly in the school newsletter.

Our annual Healthy Breakfast will highlight healthy options to start the day.

### 5. Additional Information

[www.goodforkids.nsw.gov.au](http://www.goodforkids.nsw.gov.au)

[www.healthykids.nsw.gov.au](http://www.healthykids.nsw.gov.au)

The Fresh Tastes NSW School Canteen Strategy mandatory for all NSW Public Schools -

[http://www.health.nsw.gov.au/pubs/2004/fresh\\_tastes.html](http://www.health.nsw.gov.au/pubs/2004/fresh_tastes.html)

[www.healthyeating.org](http://www.healthyeating.org)

NSW School Canteen Association -

[www.healthy-kids.com.au](http://www.healthy-kids.com.au)

[www.gofor2and5.com.au](http://www.gofor2and5.com.au)

[www.livelifewell.nsw.gov.au](http://www.livelifewell.nsw.gov.au)



## HIRE OF SCHOOL FACILITIES

The F.T. Johnstone Auditorium and certain classrooms are available for use by the community, under certain conditions.

These are excellent facilities which are in great demand. Groups or individuals wishing to hire school facilities are asked to contact the School Office as early as possible each year. **Public Liability Insurance is required for the hire of the auditorium and playing fields.** A nominal fee will be charged to cover heating and lighting.

It must be appreciated that school functions take absolute priority.

## HOMEWORK

Homework is work which is set by the Class Teacher for students to complete at home.

In general, the work should be of a revisionary nature, however it may take the form of research where appropriate research material is available in the home.

Examples of homework include completion of maths, learning spelling, reading, completion of a HSIE or Science Unit of work, and writing. All homework should be marked promptly by the Class Teacher.

In general, homework should be given each week. It is not usually given for completion at weekends. Teachers may seek the co-operation of parents to ensure that the homework is completed.

## IMMUNISATION

Parents are strongly urged to immunise their children and provide proof of immunisation at enrolment.

Parents of children who are not immunised will need to provide the school with a written declaration stating that they fully understand the consequences of enrolling their child in the school without immunisation. The school will endeavour to inform parents of non-immunised children if they become aware of an outbreak of a disease covered by immunisation.

## SCHOOL PLAN

Each year the school develops a School Plan which has strategic directions for improvement over 3 years. The School Plan reflects the needs identified by the Schools Annual Self-Evaluation process. The plan is shared with the P&C and School Council committees. A copy is available from the School Office.

## **INFECTIOUS DISEASES**

A period of exclusion from school (usually 7 to 10 days) applies to most infectious childhood diseases (measles, chicken pox, etc.). Parents are asked to inform the school immediately following diagnosis. Contacts (other members of the family) are not usually excluded.

Students who are not immunised against these diseases must be excluded from school during the period of the outbreak. Parents will be informed in the school newsletter of any major epidemics of disease within the school community.

## **INSTRUMENTAL MUSIC INSTRUCTION**

Visiting teachers of instrumental music attend the school to provide instruction at various times during the week. This instruction proceeds at the same time as normal lessons are proceeding in the child's classroom. The visiting teachers charge a fee for their instruction.

The School hires, at a small fee per term, the following instruments: flutes, clarinets, violins, cellos, saxophones and some brass instruments. In addition, students can be taught the recorder. Recorders are also available for hire.

Parents who wish their children to receive instruction should contact the relevant music teacher. The school will provide names and contact details of teachers. Students are given the opportunity to participate in the School Orchestra, when their music teacher believes they are proficient enough to join.

## **KINDERGARTEN FIRST DAYS - Best Start Assessments**

During the first three days of the year, Kindergarten students are allocated a time to work with their Kindergarten Teacher on the Best Start assessments. These assessments enable teachers to determine the amount of prior learning the student is entering Kindergarten with and assists them in planning individualised Teaching and Learning activities.

Parents are asked to drop children off and then encourage them to go off with the class groups. The P&C conducts a Welcome Morning Tea in the hall to enable parents to 'make the break' from their children while not immediately leaving the school grounds.

## **KINDERGARTEN ORIENTATION**

A Kindergarten Orientation Program is held in term 4 for all children who are commencing Kindergarten the following year.

The children spend time in the Kindergarten rooms and parents are given information on the school. An invitation is forwarded to all children who enrol before Term 4 but everyone is welcome.



## **LEARNING SUPPORT TEAM (LST)**

The LST is comprised of classroom and specialist teachers, the School Counsellor and members of the School Executive. The purpose of the LST is to monitor progress of students and provide additional support to ensure they achieve to an expected level.

Where a student doesn't make appropriate progress or is experiencing learning and or social difficulties the LST will refer the student to other agencies for further assessment. The school has three part time Learning and Support Teachers who provide support to teachers students identified by the LST as requiring further assistance.



## **LEAVING/TRANSFERRING PROCEDURES**

Please notify the School Office if your child will be leaving the school and provide information on the school your child will be attending if possible. This enables records to be forwarded. All school books need to be returned including library books.

## **LOST PROPERTY**

It is in the interest of both students and parents to have all clothing clearly marked. This will eliminate confusion in the hat rooms and will enable lost items to be promptly returned.

Lost property is managed by a teacher designated in each stage corridor. Students belongings should be clearly labelled. This is especially important for winter clothing as this is regularly left in the school grounds.

After a period of six months, unclaimed clothing will be donated to the uniform pool or to a local charity to be sold.

## **MANDATORY NOTIFIERS**

All staff in schools are Mandatory Notifiers of any situation where there is concern that a child may be in risk of harm.

## **MEDICATION AT SCHOOL**

Generally medication is not administered at school. If your child is required to take medication during school hours, you must bring it to the School Office and fill out a Medication Form. The school will not administer non-prescribed medication.

## MOBILE PHONES

Students are discouraged from bringing mobile phones to school. If parents need to contact children, they can ring the School Office and the message will be passed on. If children require their phone before or after school they are required to hand it into the School Office for safekeeping each morning. The school accepts NO responsibility for lost or stolen phones not secured in the School Office.



## NEWSLETTERS

Our weekly Blue and White keeps parents informed about the School. These will come home every Wednesday with the youngest child in each family. Any permission notes etc that need to be returned to school will be printed on COLOURED paper. Please return these promptly. The Blue and White is available on the schools website.



## PARENTS AND CITIZENS (P&C) ASSOCIATION

The Parents and Citizens' Association provides opportunities for parents of students to take an active role in the education of their children.

The P&C Association of Armidale City Public School works in partnership with the school to support the school priorities, values and standards. Membership of the P&C Association is open to:

- all parents of students enrolled at our school (past and present); and
- interested citizens and members of the wider community eager to support the school.

Meetings take place on the first Wednesday of each month. At these meetings the members discuss issues relating to the education of their children. This can include special events, uniform etc.

As well, working bees are held to carry out needed work. They are also a great opportunity for parents to get together and all are encouraged to come along.

The P&C operates a number of sub-committees including uniform pool and fete. We hope you can find time to join and support this worthwhile organisation.

Regular fundraising activities are held throughout the year. The money raised by the P&C supports school budgets in providing necessities such as paper, books, technology in the classroom and playground equipment. The organisation can and does also help our school through lobbying in support of various matters requiring outside action.

All parents are very welcome to take part in our activities, indeed we encourage your involvement. Please try to come along.

## PARENT HELPERS

At times, teachers seek the support of parent helpers in classrooms for reading groups, craft activities, cooking etc. If you are interested in supporting teachers in this way and have some spare time, please let your child's teacher know.

**NOTE:** All parent helpers in classrooms or on excursions are required to complete a working with children check, stating that they have no record of any serious sex offence that would prohibit them working with children and complete a working with children check.

## PARENT PARTICIPATION

It is widely accepted that students learn more effectively when there is a close relationship between home and school when parents and teachers work together.

Parent participation in school activities provides parents with an opportunity to learn about the school's policies and programs. Participation brings parents together to share information and news and stimulates community interest and participation in education. Parents are most welcome to participate in school activities.

## PARENT-TEACHER MEETINGS

Parent-teacher Meetings are held in Term 1 to provide an opportunity for teachers and parents to meet and discuss the educational and social needs of each child..

Parents will be provided with information about the organisation of these meetings mid Term One.

Parents may contact the school to make a mutually convenient appointment with teachers at times other than those mentioned above should you have a concern about your child's education or wellbeing.

## PLAYGROUND SUPERVISION

Supervision in playground begins:	8.40am
School begins:	9.10am
Morning Break	11.10am -11.40am
Afternoon break	1.10pm - 1.50pm
Home Time:	3.10pm

There is no playground supervision before 8.40am. All students are expected to sit quietly and sensibly under the covered area or in the train before this time. No student should be on school grounds before 8:30am. Students should be collected promptly from school at 3.10pm. If parents are unable to do so they should contact the school to advise them of the alternate arrangements for their children to be collected.



## **POLICE VISITS**

Local Police and the School Liaison Officer visit our students and speak on road safety, water safety and other aspects of their role in the community.

## **PRESENTATION DAY**

Presentation Day Awards recognise the many successes of students in their school life. Students are presented with academic, cultural, civic or sporting awards.

Presentation Day is held towards the end of Term 4, usually in the Armidale High School Auditorium.

## **PUBLIC HEALTH SCREENING**

Your child should attend the Public Health Screening prior to the commencement of Kindergarten. Such screenings are valuable in the detection of possible problems and are conducted by the Community Health Centre.

## **READING RECOVERY**

Children identified in Year 1 as experiencing difficulty in reading maybe selected to receive individualised specialist reading tuition through the Reading Recovery Program.

## **RECEPTION**

The reception area is located at the Faulkner Street entrance of the school. Here the school assistants will help you with your enquiries. Sick children are collected from this point.

## **RELEASE FROM FACE TO FACE (RFF)**

All teachers in the public education system are allocated two hours away from face to face teaching each week. Classroom teachers take advantage of this time for assessment tasks; planning class programs and extra curricular activities; marking, photocopying and meeting with parents. In our school, RFF is taught by the Librarian—Mrs McGrath and Mr McGrath who specialises in teaching STEM based subjects -Science across the school.

## **REPETITION**

Occasionally, repetition may be considered for some students who might benefit from additional time in a particular stage. Repetition will only be considered after full consultation between school and home.

## REPORTS

This school prepares written reports twice a year, in Term 2 and Term 4. Reports are sent home with your child. Staff may also comment on student progress towards the achievements of personal goals set in meetings with the teacher.

## SCHOOL VOLUNTARY CONTRIBUTIONS SCHEME

The school in conjunction with the parent community sets an annual school contribution to assist the school to purchase much needed resources. The amount set is very reasonable and your help in this matter is greatly appreciated.

It should be noted that contributions are voluntary and not compulsory. A Technology Levy also set to support the purchase and maintenance of technology resources.

## SCHOOL COUNCIL

The Armidale City Public School Council is an elected group made up of P&C, parent, teacher, support personnel and community members who meet once a term to support the principal in the continuous improvement and overall policy and direction of the school.



Each year, the school determines its goals and priorities and the school council assists in helping parents with an opportunity to find out about the intended curriculum coverage for the year, important activities and events, requirements for lessons each day, homework routines and other key aspects which will make the year as smooth as possible for all concerned.

## SCHOOL COUNSELLOR

The School Counsellor is a qualified experienced teacher who has completed major studies in psychology and in addition has obtained post-graduate counselling qualifications.

The School Counsellor based at our school supports our staff and students for 2 days a week and assists our school in the following ways:-

1. Consults with parents and teaching staff in areas of concern, for example, special provision for individual needs, special programs, learning difficulties and emotional problems.
2. Administers psychological and educational tests to individual students to better understand their individual needs and how they might be met.
3. Provide counselling for students with learning or emotional difficulties and discusses with teachers and parents ways of understanding and coping with these difficulties.
4. Assist the school in the enrolment of students with disabilities.
5. Discusses and participates in some curriculum areas, school innovations and departmental submissions.

## **SCHOOL FETE**

As the school's major fund raising effort, the P&C Association organises a fete which is usually held in May on the same weekend as Mothers Day. Funds raised are used to purchase school equipment.

The organisation and running of the large fete requires the assistance of a great number of parents on the day and in the weeks leading up to the fete.

Help with this major fundraising activity of the P&C is very much appreciated.



## **SCHOOL LEADERS**

Members of Year 5 are elected annually to form the Leadership body comprising of School Captains and School Councillors for the following year. The leadership body represent our school at official functions, assist at assemblies and various other leadership roles in the school and the community. They also liaise with staff and students to instigate change across the school.

## **SCHOOL LIBRARY**

The Library is an integral part of the school. It is a large pleasant area, fully carpeted and furnished with work tables and comfortable chairs.

It is well stocked with picture books, fiction and non-fiction books, reference books, a teacher reference section, historical books, pamphlets and picture files and maps; there are also CD-ROMs for the students' use. The library not only serves the students and teachers of the school, but also student teachers, teachers from other schools and members of the community.

All classes from K-6 visit the library for formal lessons each week. During this time students experience a variety of literature and learn information and research skills. Our library uses the Oliver Library computer program and the catalogue is accessible from home.

The library is open from 8.50am-9.10am and from 1.25pm-1.50pm each day. The students use these times to borrow, browse, play board games etc. Monitors assist in the Library at these times.

## **SCHOOL PHOTOGRAPHS**

Many school activities are photographed for publication in a variety of areas including Blue and White, local media and on the School Website. The Department of Education requires permission to be given by parents and carers for these to be used in various ways, as a result parents will be asked to provide permission upon enrolment and annually on a specific form.

Each year a school photography company is engaged to take class and individual photos which can be purchased by parents.



## **SCHOOL SOCIALS**

Socials for Year 3-6 students attending the school are organized by the Student Council at various times of the year.

Socials are an important part of the education of students and all are encouraged to attend. Parents are asked to collect their children from the school at the conclusion of the Social.

## **SCHOOL SPORT**

Upon enrolment all students are placed in a sporting house:

Cunningham	- Blue
Oxley	- Red
Sturt	- Green
Mitchell	- Yellow

Students in Years 3-6 participate in a variety of sporting activities in addition to daily Physical Education. The major sports offered are cricket, hockey, rugby league, rugby union, oz tag, softball, netball, basketball, soccer, swimming, athletics and cross-country.

Students have the opportunity to attend selection trials for the Armidale Zone P.S.S.A. If selected, the student may attend the North West P.S.S.A. trials. Attendance at these trials will be determined by the school based on attendance and behaviour.

The school enters a variety of sports in the N.S.W. P.S.S.A. state wide knockouts.

To supplement sport the school avails themselves of professional development officers in various sports wherever possible.

## **SPECIAL RELIGIOUS INSTRUCTION**

Students are offered religious instruction by representatives of the various clergy for half an hour per week. Students whose parents do not wish them to attend these classes are supervised by a teacher. Parents must notify the school in writing if they wish their child to be excluded from Religious Instruction.

## **STAFF DIRECTORY**

Principal:	Mr Matt Hobbs
Assistant Principals:	Mrs Leonie MacGregor
	Mrs Jodie Ridley
	Mr Brad Townsend
	Mrs Tina Rubie
Aboriginal Education Officer:	Mr Brad Widders
Teacher Librarian:	Mrs Kate McGrath
Senior Administration Manager:	Mrs Carol Campbell
General Assistant	Mr Brian Shaw

## **STARTING SCHOOL**

Children may enter Kindergarten if they turn five on or before 31 July in the year they commence school. Starting school is an important step in a young child's life and parents have many questions about their child's readiness. A brochure outlining skills that most children should have starting kindergarten is available at the School Office.

## **STATIONERY REQUIREMENTS**

Some school equipment is supplied. However, at the beginning of each school year class teachers will send home a class requirements list, outlining specific items each child needs for the year. Expensive items from home are discouraged from being brought to school in case of damage or loss.

## **STUDENT WELFARE**

School discipline is an important part of managing a school effectively. Our Student Welfare/Discipline Policy provides direction and structure for our school culture and is based on the 'You Can Do It' philosophy. A copy of this policy is available from the School Office.

## **STUDENT SAFETY**

Armidale City Public School is boarded by four very busy roads in the centre of town. A lollipop person is on duty at the Dangar Street crossing of the school from 8.30am-9.10am and from 3pm-3.30pm.

Students are required to cross the road at the designated crossing areas on Mann Street, Faulkner Street, Brown Street and Dangar Street.

Parents are requested to act as role models by using the crossings to cross roads at all times.

Parents are also asked to obey the various parking notices in the surrounding streets.

The school carpark is for staff only. Parents are asked not to drop off and pick up students in the carpark.

## **TECHNOLOGY**

Our school is equipped with state-of-the-art technology allowing students to develop 21st century skills. Our 3 computer labs, over 100 iPads, 3D printers and numerous robotics devices all support a whole school S.T.E.A.M program designed to offer unique challenges for students while providing a differentiation curriculum for the needs of all students. The school also has a connected classroom and mobile VC unit allowing collaboration with students anywhere in the world. All classrooms are fitted with interactive white board devices allowing interactive and engaging activities to support learning.

## **UNIFORM POOL**

The P&C operates a uniform pool where both new and 'preloved' uniforms are for sale at very reasonable prices. The uniform pool is located near the School Office and is open on Friday mornings from 8.45am-9.30am.

The uniform pool sells new broad brimmed hats, sports polo shirts and the iron on school emblems.

## **WET WEATHER**

When rain is too heavy and prevents outside activities, special areas are allocated for eating and playing. The teachers will advise children on where to be during wet weather.

## **YEAR 6 FAREWELL**

To celebrate their completion of Primary School., year 6 students are invited to a dinner organised by staff and parents. At this dinner Year 6 are presented with their Graduation Certificates.



## THE FINAL WORD

All schools are highly complex and dynamic organisations. If there is anything we can do to clarify something for you or if you have an enquiry, please call or drop in to the School Office.

Again - Welcome.