SCHOOL INFORMATION

Address:  891 East Kurrajong Road
         East Kurrajong  NSW  2758

Telephone:  (02) 45763321
Fax:  (02) 45763579
Email:  kurrajonge-p.school@det.nsw.edu.au
Web Page:  www.kurrajonge-p.schools.nsw.edu.au

School Staff

Principal:  Melanie Mackie

Class Teachers:  Melanie Mackie  5/6
                Toniann O'Brien  3/4
                Karen Bellamy  K/1/2

Librarian/Technology:  Kim Felder
Support Teacher Learning Difficulties:  Chris Fraser
School Administrative Manager:  Kay Rowe
School Administrative Officer  Lynda Cartwright
General Assistant:  Robert Klein
Cleaning Staff:  April Erixon
School Learning Support Officers  Jenny Hopper
                             Kathy Barlow
School Counsellor:  Kara Condon

School Captains

Captain  Wil L
Vice Captain  Elizabeth
Prefects  Jack
           Caitlyn

School commences each morning at 9.30am and closes at 3.30pm. First Break is from 11.30-12.05 with Second Break being from 1.40-2.15pm. The playground is unsupervised before 9.00am and after 3.30pm. Your child, for his/her safety and welfare, is not permitted in the playground while it is unsupervised.
OUR SCHOOL

Welcome to our school!!

Kurrajong East PS is a wonderful, small school located in a rural setting in the foothills of the Blue Mountains. The school maintains a committed community of students, parents and teachers who work together as a team to provide quality education in a safe and caring environment.

Our school has a current enrolment of 70 students.

The school’s motto is ‘Strength in Knowledge’ and this provides the focus for the actions of the members of our community. The school is proud of our students’ achievements across all of the key learning areas (KLAs).

Kurrajong East PS ensures that it provides the educational opportunities available in larger schools whilst maintaining the close and supportive environment of a small school.

Kurrajong East PS pursues excellence. This pursuit occurs across the school in classrooms and in the extracurricular opportunities made available to students.

Our school has the best of both worlds. We are big enough to ensure children have a wide range of opportunities whilst small enough to foster the close relationships between parents, teachers and students. The school enjoys a tranquil rural setting whilst being close enough to Sydney to enjoy the benefits of services more readily available in an urban setting.

Our school boasts a most experienced and committed group of teachers who strive to achieve the best results possible for every child within our school.

Our school boasts effective Student Welfare programs where excellent behaviour and school citizenship is recognised and rewarded. It is expected that all students strive to follow our school rules and show pride in all that they do.
I welcome you to our school community and have confidence that your child will benefit and enjoy the years they spend at our school.

Melanie Mackie
Principal
Our school's Parents and Citizens Association, also known as the P&C, continually work toward encouraging parent and community participation within the school. The P&C provides a forum for ideas to be shared, issues to be discussed and activities undertaken that contribute to the continual development of our school as an optimal learning environment for your child.

Our P&C meet in the school staffroom on the 2nd Monday of each month at 7.00pm. All parents are strongly encouraged to come along and contribute to these friendly gatherings.

Activities that our P&C have been involved in recently include a fete, shopping trip, car rally, Mothers’ and Fathers’ Day stalls. Fund raising has been an integral part of these activities.

Two important ongoing services provided by our P&C are the OOSH service or Out of School Hours child minding service and our canteen.
SCHOOL REFERENCE GUIDE

◆ Absences
It is a legal requirement that your child attends school every day unless an illness or other important matter prevents this. When your child is absent from school a note of explanation should be sent on the day your child returns. The note must indicate the specific reason for the absence. This information is required for Departmental records. A request will be sent home if no note is received. Please notify the school if your child is going to be away from school for more than two days.

◆ Address
If you change your address and/or telephone number it is important that you notify the school immediately in writing.

◆ Afternoon Dismissals
Children leave classes at 3.30pm. Children are not to leave the school grounds without their parents. If someone other than your immediate family known to the school is picking up your child early you must send in a written notification to the school office before they are collected.

◆ Arriving/Departing by Car
It would be appreciated if parents could park either in the street, along the neighbouring fence (rear to fence) or the rear car park when dropping off or collection students. Parking in the bus area and along the school fence restricts access and creates a safety hazard. Parking signs are in place and should be observed.

It is essential that all parents observe the Bus Zone and No Stopping signs. This is essential to ensure the safety of our students.

Parents are asked to leave the access at the front of the school for bus travellers only. We request parents enter and leave the school grounds via the back gate when dropping off and collecting students.

Parents and carers are reminded that children are not allowed to leave the school grounds by themselves after school. We ask all adults to come into the school grounds and collect their children and escort them safety to the car park.

All drivers are asked to think about the speed in which they enter and leave the crown land we use as a car park. Please slow down and look out for students.

◆ Assemblies
A whole school assembly is held every second Friday morning commencing at 9.30am in summer time and commencing at 2.45pm in winter time. These assemblies are conducted by our school leaders.
This is a time where teachers recognize the achievements of students and awards are given for student achievements. The Principal also shares news on current school events and issues. Parents are always welcome to attend.

◆ Attendance
All children are required by law to attend school between the ages of 6 and 17 years. Attendance is important from the first day a child enters school. Children should attend school every day, including sports carnivals and excursions. Children should be at school in time for classes at 9.30am.

◆ Bookclub
The school operates a Bookclub which allows children to purchase suitable reading books at attractive prices. Approximately twice a term, children will bring brochures home through which they may order books. Order forms and money should be sent to school in a sealed envelope with the child’s name and Bookclub written on the front. This envelope should be placed in the letterbox in the school office foyer.

◆ Bus Travel
The main means of transport for all pupils to our school is by bus. All pupils in K-2 and all Y3-6 students who live over 1.6kms from the school are entitled to free bus travel. Application forms for bus pass are available at the Office. In some cases where bus travel is not available a car subsidy may be paid. Enquiries should be directed to the front office. Children will be supervised until the afternoon bus arrives. Children are to wait with the teacher on duty on the silver seats.

Buses/Bus Travel Code of Conduct

Students will:
Behave safely at all times
Respect the needs and comfort of other passengers
Respect bus property by not marking or damaging it.
Always follow instructions about safety on the bus.
Show their bus pass/T-card or ticket to the driver on boarding and when requested.

Students will not:
Distract the driver except in an emergency.
Eat or drink on the bus.
Allow any part of their body to protrude from the bus.
Fight, spit, use offensive language or place their fee on the seats.
Throw any article inside, or out of, the bus.
Alter, deface, misuse or fraudulently obtain a bus pass.
Give, lend or transfer their bus pass/T-card to another student
◆ Canteen
Our school canteen is organised and operated by the P&C for recess, lunch orders and lunchtime treats on Mondays and Fridays. Lunch orders should be written on a brown paper bag with the money enclosed and delivered to the canteen before school. Our volunteer Canteen Co-ordinators, organise the canteen, which is staffed through the voluntary time contributed by our parent body. It is hoped that all parents can find the time to help out on the canteen roster.

◆ Emergency Contacts
At the time of enrolment, parents inform the school of a contact person, phone number and family doctor. Should any of these change it is important that you inform the school immediately. Mobile phone numbers seem to be the numbers that are most often out of date.

◆ Equipment
All articles are to have full names on them please.

a) School Bag
b) Library Bag
   the bag should be made of material and be approximately 27cm x 36cm (10 ½” x 14 ½”)
c) Writing Tools
   We would like all students to have:
   3HB pencils
   1 glue stick per term
   1 ruler – plastic
   Colour pencils
   Textas (optional)
   Scissors
   Pencil sharpener
   4 x blue pens
   4 x red pens for Yrs 5 & 6
   NO LIQUID PAPER IS TO BE USED AT SCHOOL

d) Paint Shirt
   ideally an old button up with sleeves cut shorter or a paint smock

e) Clothing
   a change of underclothes for the first few weeks (kindergarten). Jumpers, [pullovers, rainwear must be clearly marked with full name.

f) A secure bus pass holder
g) 4gb memory stick for all students K-6
h) Earphones for all students K-6

Please ensure your child’s pencil case is restocked at the end of every term.

◆ Excursions
Excursions are an integral part of your child’s school experience. Children in Years 3-6 may participate in an overnight excursion. Excursions and incursions are organised to support units of work studied in class and therefore participation is encouraged. There is a small amount of funding
available to support families who are having difficulties meeting the cost of
the excursion. Please contact the Principal in writing if you require
assistance. These requests will be treated in total confidence.

◆ Immunisation
All children entering school should be immunised under the National
Immunisation Program Schedule.
Your child’s immunisation history statement must be provided with school
enrolment forms. Children who are unimmunised must also present the
immunisation history statement that indicates immunisation exemption.
Order your child’s statement from any Medicare office or at

◆ Interviews
Formal parent-teacher conferences are held at the end of Term 2. Booking
sheets are sent home during the term.
Parents and teachers are welcome to arrange interviews at other times of
the year to discuss student progress or any concerns that have arisen. It is
in everyone’s interest that both parents and teachers are prepared for an
interview and that it is held in an atmosphere and time conducive to good
communication. Therefore it is important to either call the office on
45763321 or through a written note to the teacher who will ring you to
organise a suitable time.

◆ Kindergarten Orientation
During Term 4 an Orientation Day is held for the next year’s Kindergarten.
This involves activities to familiarise both new students and their parents
with school practices and procedures and serves to welcome them into our
school community. A transition program run over 3 sessions, is offered to
support students in their new school journey.

◆ Late Arrivals and Early Departures
All students arriving after the morning bell are to be signed into the office
by a parent/guardian before going to class.
If a student is required to leave school early a parent/guardian is required
to come to the office and sign them out before going to the children’s
classroom. Children can only be released early from school to a parent or
to a person with written authorisation from the parent.

◆ Library
Our school boasts a well-resourced and modern library. Each week your
child will visit the school library and have the opportunity to borrow books.
Children are permitted to borrow four books per week provided they have
their library bag with them. These books should be returned the following
week. Children can renew books that they would like to keep longer. If a
library book is lost, the Librarian, will send home a note outlining the
replacement cost of the item. Children will not be permitted to borrow if
they have an overdue book.
◆ Newsletter
The school newsletter is published each Thursday fortnight throughout the year. It is seen as an essential means of communication for our school community. All newsletters and notes are published on the school website and emailed to all parents. Notices and reminders are also posted on our Facebook page.

◆ OOSH
Our P&C operate an Out Of School Hours child minding service between the hours of 7.00am-9.00am, with the option of afternoons if there is enough interest. It is run in the OOSH room of the original building.

◆ Playground Equipment
The school is fortunate to have some excellent fixed equipment. This is for use by students at lunch or with their class teachers according to a roster. It is strictly out of bounds at all other times and we request that preschoolers are not permitted to play on this equipment after school.

◆ Playground Supervision Before/After School
Playground supervision commences at 9.00am each morning. Children should not arrive at school before that time. If special circumstances cause an early arrival the child MUST be signed into OOSH Care. In the afternoon children are supervised while waiting in bus lines. All supervision finishes at 3.50pm when the last bus leaves school.

◆ Prescribed Medication
Short term medication should be administered at home. In certain long term cases prescribed medicine only will be given from the office if this is arranged – parents must complete and sign a Request for Administering Prescribed Medication form. No medicine is to be left in children’s bags (with the only exception of asthma puffers). Children are permitted to have asthma puffers with them in their school bags and administer the medication themselves. Puffers should be clearly labelled with the children’s name.

◆ Presentation Day
Presentation Day is held during the last weeks of Term 4. On this day we celebrate and recognise the achievements of our students.

◆ Reports
All teachers carry out continuous assessment of children and progress reports are provided to parents at the end of Term 2 and term 4.

◆ School Rules
Kurrajong East is a Positive Behaviour for Learning (PBL) School. Students are expected and encouraged to
   Be Respectful Responsible Learners
◆ School Times
School commences each morning at 9.30am and closes at 3.30pm. First Break is from 11.30-12.05 with Second Break being from 1.40-2.15pm. The playground is unsupervised before 9.00am and after 3.30pm. Your child, for his/her safety and welfare, is not permitted in the playground while it is unsupervised.

◆ Scripture
Lessons are taken weekly on Tuesdays by visiting clergy and lay persons representing Protestant and Catholic churches.

◆ Sickness
If your child is sick at school the class teacher will send your child to the front office. Our First Aid Officer will assess your child's condition and the school will ring and ask you to come and collect your child.

In the event of an accident to your child the school will endeavour to contact you to ascertain if you wish us to call the ambulance and seek medical attention or wait until you arrive. The school is a member of the Ambulance Scheme and your child will be transported free of charge to the hospital.

Please do not send sick children to school.

◆ Sport
All children will participate in sport. It is expected that all children participate in sport and will only be excused if they bring a written note stating their medical reason for being unable to participate.

Athletics
The school’s Annual Athletics Carnival is held at McMahon Park, Kurrajong. Students compete for individual ribbons and for an Inter House shield. Children will be selected to represent our school at the Small Schools Carnival with the opportunity to progress to district, zone and state levels.

Cross Country
The school’s Cross Country Carnival is held at school each year. Students compete for individual ribbons and students 8 years and over have the opportunity to be selected to represent our school at the Small Schools Carnival with the opportunity to progress to district, zone and state levels.

Swimming
The school’s Annual Swimming Carnival is held for students 8 years and older during February at Richmond Pool. Children compete for individual ribbons and for an Inter House Shield. Children will be selected to represent our school at the Small Schools Swimming Carnival and from this can progress to District, Zone and State levels.
Students from Year 2-6 can participate in an Intensive Swimming School during Term 4.

**House Competition**

Students at our school are organised into three House groups. The aims of the house competition are to:

- Encourage team spirit
- Encourage good sportsmanship
- To promote healthy competition
- To provide opportunities for leadership

The three Houses are:  
- **BANKSIA** Green  
- **WARATAH** Red  
- **WATTLE** Yellow

Teachers are assigned to act as House Patrons. House Captains are elected by Students.

**Tennis Court Hire**

The tennis court is available for hire on weekends at a cost of $5 an hour with the key being available from the letterbox of 903 East Kurrajong Rd. Payment is to be paid into this letterbox before playing.
Uniforms
The school P&C have decided that school uniform is compulsory at our school. School uniforms can be purchased at Brynorms in Richmond. The school has a “NO HAT-NO PLAY” policy. If children do not have a hat they will need to stay under the shade shelter. It is requested that all parents encourage their children to wear full school uniform including their hat every day. Students are encouraged to wear broad brimmed hats for full sun protection. *(Hats can be purchased from school office.)* The wearing of jewellery is not allowed. Please clearly label all children’s clothing.

GIRLS UNIFORM

Summer
- Royal blue culottes/shorts
- *(The closest commercial pattern is Wilkinson No. 925 available from Brynorms – Richmond)*
- Light blue polo shirt
- Royal blue zippered jacket or sloppy joe
- White socks with black school shoes
- Royal blue hat

Sport Uniform
- Royal blue shorts
- Royal blue sports skirt
- White/blue polo shirt
- White socks with joggers

Winter Uniform
- Royal blue tracksuit
- Light blue long or short sleeved polo shirt
- White socks with black school shoes
- Royal blue hat
BOYS UNIFORM

Summer
- Grey shorts
- Light blue polo shirt
- Royal blue zippered jacket or sloppy joe
- White sport socks with black school shoes
- Royal blue hat

Sport Uniform
- Royal blue shorts
- White/blue polo shirt
- White socks with joggers

Winter Uniform
- Royal blue tracksuit
- Grey long trousers
- Light blue long or short sleeved polo shirt
- White sport socks with black school shoes
- Royal blue hat

OPTIONAL
Royal blue school bag printed with school emblem.
Bomber Jacket – royal blue with white and red trim.

Denotes School Emblem printed on item when purchased direct from Brynorns in Richmond.

Uniform Clothing Pool
Any donations of school clothing would be appreciated. New and used uniforms are available for purchase at very reasonable prices.
**Infectious Diseases of Children**

**Chicken Pox:**
Absence from school is necessary for 5 days after the rash first appears and until the blisters have scabbed over. Brothers and sisters not excluded.

**Conjunctivitis:**
Child excluded till discharge from eyes has stopped.

**Erythema infectiosum:**
(parvovirus B19, slapped cheek syndrome)
Your family doctor should be consulted. Mild viral illness – symptoms are, fever, red cheeks and an itchy, lace-like rash on the body and limbs. Not infectious once the rash appears. No exclusion from school necessary

**Gastroenteritis:**
Absence from school for at least 24 hours after diarrhoea stops.

**Glandular Fever:**
No absence from school unless sick.

**Hand, foot and mouth disease:**
Absence from school is necessary until blisters have dried.

**Head lice:**
No exclusion, as long as head lice management is ongoing.

**Hepatitis A:**
Absence for 2 weeks after first symptoms or 1 week after onset of jaundice.

**Impetigo:**
(School sores)
Your family doctor should be consulted. Re-admit after appropriate treatment has begun.
If the sores are kept effectively covered by a clean dressing children are allowed to attend school.

**Influenza:**20+
Absence from school while sick.

**Measles:**
Isolate immediately. Absence from school is necessary for at least 5 days from appearance of rash. Re-admission may be allowed on a doctor’s certificate of recovery.

**Meningococcal disease:**
Seek medical help immediately. Close contacts should see their doctor.
**Mumps:**
Absence from school necessary for 9 days from the onset of the swelling (or until fully recovered). Contacts need not be excluded.

**Ringworm:**
Your family doctor should be consulted. Re-admit after appropriate treatment has begun.

**Rubella:**
_(German measles)_
Absence from school for at least 4 days after the appearance of the rash or until a Medical Certificate of recovery is produced. Brothers and sisters not excluded from school.

**Scabies:**
Absence until after treatment has begun.

**Scarlet fever:**
Absence until at least 24 hours of treatment has begun.

**Whooping Cough:**
_(pertussis)_
Absence from school for first 5 days of special antibiotic has been taken.

**Worms:**
No exclusion.
Starting Kindergarten

Preparation for School

Please help your child settle into school by teaching him/her:

- To play in safe places at home
- To cross the road by looking right and left and right again
- To use the pedestrian crossing, if appropriate
- To **never** run across the road
- To walk on footpaths where possible
- To walk straight home by the quickest and safest route
- **Never** go with or talk to strangers.

Parents of new Kindergarten children are encouraged to pick their children up from school during Term 1 or until the child is able to catch the school bus independently.

Preparation at Home

Help your child feel confident in:

- Putting on and taking off jumpers, raincoats, sweatshirts, shoes and socks
- Blowing nose
- Being happy about leaving you for a few hours
- Knowing the difference between ‘little lunch” and “big lunch”
- Being happy with other children of a similar age.

Preparation for Reading

- Read to your child daily, mainly books he/she has chosen.
- Talk to your child.
- Provide opportunities for your child to be able to be “quiet and thoughtful”
The First Day

Please ensure that you bring proof of your child’s date of birth if you have not already done so. Until documented proof has been sighted, enrolment cannot take place.

Remain calm and happy and encourage your child to look upon school as a wonderful, new adventure. Goodbyes are best done quickly and happily confirming with your child that you will pick him/her up at home time.

Please don’t feel it is unusual to be lonely and a little lost. Just remember your child is in the good care of an experienced teacher, who possibly has felt exactly the same as you do.

Issues

Please talk to your child’s teacher if you are concerned about anything. Children often worry about things that seem minor to adults and sometimes quite small incidents can be a “big problem” to them.

Our aim is to make your child happy and secure at school and this is best achieved through communication.