

# WELCOME TO LAKE MUNMORAH PUBLIC SCHOOL

Established 1923



Principal: Mrs Narelle Baldwin

Address: 385 Pacific Highway Lake Munmorah NSW 2259

Telephone: 4358 1171

Website: <https://lakemunmor-p.schools.nsw.gov.au>

Email: [lakemunmor-p.school@det.nsw.edu.au](mailto:lakemunmor-p.school@det.nsw.edu.au)

Directorate: Lake Macquarie East Network

Director, Educational Leadership: Sharon McFarlane

Lake Macquarie East Network Address: 10 Coral Crescent Gateshead West NSW 2290

Lake Macquarie East Network Office Phone Number: 4088 3550

Lake Macquarie East Network Email: [regionalnorthgatesheadwest@det.nsw.edu.au](mailto:regionalnorthgatesheadwest@det.nsw.edu.au)

# PARENTS HANDBOOK - CONTENTS

	<u>Pages</u>
Lake Munmorah P.S .....	4
Lake Munmorah P.S Vision Statement .....	5
Lake Munmorah P.S Mission Statement .....	5
Welcome - Principal .....	6
Welcome – P & C.....	7
School Personnel .....	8
● Contact With School Personnel.....	9
<b>School Information</b> .....	<b>10</b>
● Application for Enrolment .....	10
● Out of Zone Application .....	10
● Children enrolling from other schools.....	10
● Legal Matters .....	10
● School Hours .....	10
● Supervision.....	10
● Fruit Break .....	11
● Lunch .....	11
● Canteen .....	11
● Daily Attendance.....	11
● Late Arrival and Early Departures .....	11
● Delivering Children to school.....	11
● Visitors .....	12
● Change of Contact details .....	12
● Newsletters and Notes.....	12
● Medications.....	12
● Asthma.....	12
● Allergies .....	12
● Accidents and Sickness.....	13
● Sun Protection .....	13
● Infectious Diseases.....	13
● Dental Services.....	14
● Collection of Money .....	14
● Voluntary Contributions .....	14
● Personal Possessions .....	14
● After Hours Activities.....	14
● Bikes .....	15
● Skateboards.....	15
● Buses.....	15
● Safety.....	15
● Cars / Parking .....	16
● Smoking .....	16
● Scripture .....	16
● School Assemblies .....	16
● School Development Days .....	16
● Student Reports.....	16
● Parent-Teacher Contact .....	17
● Counselling .....	17
● Parent Help in the Classroom.....	17
● Hints for Parents .....	17

<b>Curriculum</b> .....	18
● Key Learning Areas .....	18
● Home Reading .....	19
● Library .....	19
● Equipment Requirements .....	19
● Homework.....	19
● Excursions .....	19
<b>Special Programs</b> .....	20
● Early Childhood (Intervention)Unit.....	20
● Multi Categorical Class .....	20
● Gifted and Talented Students (GATS).....	20
● Child Protection Program .....	20
● Computer Education .....	20
● Supports for Learners Program .....	20
● Drug Education .....	20
<b>Sport</b> .....	21
● Sports Carnivals .....	21
● Knockout Competitions .....	21
● Special Swimming Scheme .....	21
● Sports Houses .....	22
<b>Uniform</b> .....	23
<b>School Policies</b> .....	24
<b>Glossary of School Words</b> .....	25
<b>Glossary of School Words (continued)</b> .....	26

# LAKE MUNMORAH PUBLIC SCHOOL

## *Believe and Achieve*

Lake Munmorah and Chain Valley Bay communities are settled on the shores of Lake Munmorah and Lake Macquarie on the Central Coast of NSW, about twenty kilometres north of Wyong and fifteen kilometres south of Swansea. The towns are predominantly residential, serviced by the nearby commercial centres of Lake Munmorah, Budgewoi, Toukley, Gorokan, Lake Haven, Wyong and Swansea. Lake Munmorah-Chain Valley Bay is a growth area and is a place for young families.

The area is known for its power stations, coal mines, established parks and beautiful natural resources such as the ocean, lakes and associated tourism facilities. The climate is generally mild with an ideal summer and a winter period relatively free from cold. February-March are often wet months.

Sport is well catered for in the area with tennis, rugby league, soccer, netball, golf, sailing, fishing and others water sports. Active Progress Associations and sport and service clubs are also well established in the area.

Lake Munmorah Public School opened in 1923 and for sixty years grew slowly. With the entry of young families into the area in the eighties, the school has boomed and now caters for the needs of 400 - 450 students. Lake Munmorah Public School provides a comprehensive program catering for the needs of all students within a supportive community.

A large new school, which opened in 1993 allows for a variety of academic, cultural, social and sporting activities. A strong P & C Association, outstanding sporting results and a Centre of Excellence in Early Childhood Education are features of the school. A new generation high school adjacent to our school opened in 2001 and a Linkages Program involving it and feeder primary schools is well established.

Your choice then, of sending your child to Lake Munmorah Public School, is an informed and wise one. We believe that your child will grow and achieve throughout their school life in an excellent educational institution. We welcome you to our school.

# Lake Munmorah Public School School Vision Statement

08/06/2017

*“Inspiring our community to be successful  
lifelong learners, confident and creative  
individuals and active and informed citizens”*

*Our Students*

*Our Staff*

*Our Families*

## LAKE MUNMORAH PUBLIC SCHOOL'S MISSION STATEMENT

Our School will give our children every opportunity to be the best they can be, in a community environment offering care, equity, support and encouragement.

1. Lake Munmorah Public School is to be a place of interaction socially, educationally, culturally and academically for children, staff, parents, and members of the community.
2. We will strive to make the children's school years happy and rewarding.
3. Children will be encouraged to develop a healthy and strong school spirit and a sense of community responsibility.
4. The school will strive to develop each child's interest in learning so that they will want to learn more.
5. The school will endeavour to cater for the individual needs of the children.
6. Each child will be assisted to acquire the basic skills in the key learning areas.
7. The school will endeavour to develop and foster
  - Caring and supportive student welfare policies and practices.
  - Understanding Australia's heritage and our place in the world.
  - Independence of thought and behaviour.
  - Good citizenship, sportsmanship and self-reliance.
  - A desire to excel.
  - Thoughtfulness to others.
  - Respect for self, others and property.
  - Those values which mature and responsible Australians hold dearly.
  - A love of the environment and a desire to preserve and use it wisely.
  - An acknowledgment and understanding of our Aboriginal heritage.
8. The school will develop in children an awareness of the skills in using technology confidently.
9. The school will aim to provide all pupils with the opportunity to gain pleasure, satisfaction and success in non-academic subjects and to develop talents in these.
10. Children will be given opportunities at school, which will assist them to assess and cope with change.
11. The school will provide opportunities for the children to make objective and rational decisions in a variety of areas in their daily lives.

# WELCOME!



Dear Parents,

*Welcome to our school community. Your introduction to our school will be the beginning of an exciting and eventful journey for your child and your family. I am confident that as time goes along, you will feel that you and your child have a very important role in school life at Lake Munmorah Public School.*

*Lake Munmorah has a proud history, having offered excellent educational opportunities to all our students for many years. We continue in that tradition, offering care for the “whole” child through a number of excellent educational opportunities that are presented in a caring and positive environment. At Lake Munmorah Public School, the individual needs of your child will be recognised and addressed by our dedicated and highly skilled staff.*

*We will address the social, academic, physical and civic education of your child whilst teaching them to think creatively and critically, to communicate effectively, to cooperate and to build positive interpersonal relationships. A major component of the philosophy that our school is built upon is represented by the core values of respect, responsibility and personal best. These values are actively taught to our students through Positive Behaviour for Learning lessons.*

*The foundation of the success that your child will experience at Lake Munmorah Public School is the strong partnership between parents and family members that we will endeavour to establish with you. Your commitment to being equally open to working collaboratively with our school personnel, will ensure that the environment surrounding your child is, at all times, filled with people who are working together. This will create a very special bond that we will share, and that bond will surround your child with a support team working together to ensure their success.*

*Our school motto of ‘Believe and Achieve’ genuinely reflects the desire that we have to encourage everyone to be involved in the full spectrum of school life. I encourage you to be involved as much and as often as you can. We invite you to our P & C meetings once or twice a term. These will provide a way for you to be knowledgeable about whole school issues and events. Come along and help with reading, maths groups, craft groups, sports groups, information nights and interviews with teachers. Your help (even one hour a week) can share the load and benefit all the children in our school community.*

*As soon as you are involved in any school activity your child will see that you place a value on what is happening in their school. As soon as you have established this, you have placed a value on education and your child will be much more easily engaged in learning.*

*Please utilise the support structures that are in place in our school community. The strongest resource available is effective communication between the home and the school. Read your online weekly newsletter, visit our website or follow up on Facebook and remember that my door is always open to you, and I am available with a quick phone call.*

*Enjoy our wonderful Lake Munmorah Public School community and the many successes that will become part of the fabric of your child’s life.*

Narelle Baldwin  
Principal



## **WELCOME FROM THE P&C**

Welcome to Lake Munmorah Public School – where children come first. You are always welcome at Lake Munmorah Public School. We place importance on the interaction between home and school. Parent participation is openly encouraged because we believe that when children see that their parents share a common goal with teachers – the progress of children to the best of their ability – then children respond positively and make schooling a great adventure to experience.

### **WHAT IT IS?**

Lake Munmorah Public School P&C Association is a school-based organisation consisting of parents, teachers and interested citizens.

### **OBJECTIVES AND FUNCTIONS**

Promote the interests of the school by bringing parents, citizens, students and teaching staff into close cooperation. Assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school. Encourage parent and community participation in curriculum and other educational issues in schools.

### **MEMBERSHIP**

Membership is open to all parents of students attending the school and to all citizens within the school community. The annual membership fee is \$1.00 to be paid in person. As a member you are entitled to vote and to stand for office. Office bearers are elected at the Annual General Meeting and consist of the President, two Vice Presidents, the Secretary and the Treasurer and sub-committees.

### **MEETINGS**

Lake Munmorah P&C Association meets once a month starting at 6:00pm in the staffroom. Variations to the meetings may happen, as in time and date, this will be advertised via the School Newsletter, Sentral Parent Portal, and Facebook. At the meetings, various reports are presented from the executive, committees and the Principal. Periodically guest speakers provide informative discussions on topics of current interest.

### **ANNUAL EVENTS AND FUNDING**

Funds are raised with the help of the school families and the school community of Lake Munmorah, these funds allow us to give back to the school by organising events for the children and by giving money for much needed equipment and supplies.

**Only with the help of our schools families and the school community of  
Lake Munmorah are we able to achieve great things.  
We look forward to meeting you at one of our meetings or events.**

We hope that your association with our school - your school - will be a most pleasant one.

Lake Munmorah Public School P&C Association



## SCHOOL PERSONNEL

**PRINCIPAL** Narelle Baldwin

**DEPUTY PRINCIPAL** Kristie Morris

### ASSISTANT PRINCIPALS

Early Stage 1	Jo Stopps	Multi-categorical	Michelle Radley
Stage 1	Emma Nelson (Rel)	Curriculum & Instructional	Melissa McKay
Stage 2	Sherelle Jardine-Harris	Curriculum & Instructional	Louise Griffin
Stage 3	Corey Bruce		

### CURRENT TEACHING STAFF

Emma Bowen	Melissa McKay	*Julie Treharne (Teacher/Librarian)
Corey Bruce	Hannah McLeod	
Tracey Caban	Emma Nelson	* Meg Bates (Multi-categorical - Class Teacher)
Adrienne Chapman	Tanja O’Sullivan	
Melissa Cookson	Darren Rowe	
Dana Dyson-Smith	Kiara Ryan	* Kerry Hughes (Multi-categorical - Class Teacher)
Bianca Flanagan	Jo Stopps	
Ebony Graney	Veronica Terelinck	
Sherelle Jardine-Harris	Lisa van Buul	*Collette Schweikert (Multi-categorical - Class Teacher)
Jess Lancelott	Rick Wales	
Danielle MacDonald	Matthew Wells	
Marina McCann	Tasma Zalasinski	*Michelle Radley (Early Intervention Unit Teacher)

Teaching staff appointed to the school are qualified to teach any grade K-6 and can move to different grade levels according to changing school needs.

Parents will be advised through the school newsletter of changes to school staffing when they occur.

### SUPPORT STAFF

School Counsellor Gypirra Dunbar

### SCHOOL ADMINISTRATION AND SUPPORT STAFF

School Administrative Manager	Terri Fisher
School Administrative Officers	Bronwen Beehag
	Louise Summerville
	Lily Fisher
General Assistant	Gary Stokes
School Learning Support Officers (Multi Categorical)	Brooke Davies
	Rebecca Newton
	Leah Payne
School Learning Support Officers	Kristy Bowmaker
	De Carroll
	Cody Deans
	Waisea Gavid
	Shelley MacPherson
	Lee Pittorino
	Kathryn Siever
Technology Support Officer	David Mitchell
Cleaning Staff	Heidi Duncan
	Cheryl-Linn Murray
	Cassandra Hawkins
Canteen Manager	Renee Simpson



### Contact with School Personnel

Parents are always welcome at school but to avoid disruption to teaching/learning programs it is very important that an appointment be made if you wish to speak with staff members. This can be done by phoning the school in advance. All visitors to the school should report to the main office.



## SCHOOL INFORMATION

### Application for Enrolment

Parents may make an application for enrolment for any child who turns five years on or before 31st July in that year. Applications can be made through the Office or online through the school's website at <https://lakemunmor-p.schools.nsw.gov.au>

**IMPORTANT! Proof of age (e.g. birth certificate) is required and parents are asked to complete an application for enrolment form. Parents wishing to enrol their child under another name will need to seek legal advice as the school must enrol the child with the name written on the birth certificate. An Immunisation History Statement must also be produced at enrolment. Proof of residency is also required. This can be in the form of a council rate notice etc.**

**A KINDERGARTEN STUDENT CANNOT START SCHOOL UNLESS THESE DOCUMENTS ARE SIGHTED.**

A Kindergarten Transition to School program is held during term 4.

**Out of Zone Enrolment applications** are rare and must comply with strict criteria. Application forms for non-local enrolments are available from the office. The principal then makes a decision in consultation with the placement committee which comprises members of the school executive staff.

### Children enrolling from another Government school

DoE policy states that the child's previous school must be contacted prior to enrolment being accepted. Special provisions may be negotiated depending on the student's needs. Until relevant information is received from the student's previous school, the students cannot be enrolled at the new school. Depending on the student's school history, the enrolment time frame may be as short as 1 day or may extend for a week or more.

### Legal Matters

It is essential for the school to be advised of any custody arrangements which have been set by the court. With matters of access to children, court orders **must** be shown. Any changes to custody arrangements should be notified in writing accompanied by relevant legal documentation

### School Hours

Start	- 8:55am
1 <sup>st</sup> Lunch	- 11:00am -11:40am
2 <sup>nd</sup> Lunch	- 1:20pm – 2:00pm
Finish	- 3:00pm

### Supervision

The playground is not supervised before 8:30am or after 3:00pm. Teachers begin supervision from 8:30am and are rostered on duty for all breaks. Students who arrive prior to 8:30am must be seated and not involved in any games until 8:30 am.

We request your assistance in ensuring the safety of your child by only sending children to school after supervision begins.

**Under no circumstances are students permitted to play on any fixed equipment without the direct supervision of a teacher within or outside of school hours.**

### **Fruit Break**

To assist students with their concentration and to assist their energy levels a fruit break is held during the morning session. Students may only eat fruit during this time. Parents are asked to provide their child with a piece of fruit/vegetables for this break.



### **Lunch**

Children eat their lunches under the supervision of a teacher near their classrooms. At 11:10am and 1:30pm a bell will signal the start of the lunch play periods.



### **Canteen:**

The canteen provides nutritious lunches at minimum cost to the children and staff. Our canteen complies with Department of Education guidelines. The canteen is leased and is open five days per week. The canteen is managed by Mrs Renee Simpson.

Price lists will be handed out at the beginning of the year and as updates are made.

Lunches are available every day for either Lunch 1 or Lunch 2. Orders should be placed at the Canteen by your child when they enter school first thing in the morning.

They should be written on a paper bag with child's name and class clearly labelled. Bags may be purchased from the canteen at a cost of 10 cents each.

The preferred order process is through the Flexischools app, just download the app to set up an account.

### **Daily Attendance**

Should your child be ill, or have to miss school for some other reason, **it is a legal requirement that the teacher be notified, this can be done by notifying the office verbally or to the teacher in writing as soon as the child returns to school. You can also use the Sentral Parent Portal.**

Student attendance is carefully monitored by the school and a DoE appointed Home School Liaison Officer. Parents of students whose attendance is of a concern will be notified of the concern. If there is no improvement, the student's attendance will be referred to the Home School Program and if necessary the Department of Education will take legal action.

Parents who have planned a family holiday during school terms must seek the Principal's approval. If your child/ren will be absent for five days or longer due to a family holiday, it is preferred that an Application for Extended leave be submitted. If approved by the principal, a certificate of Extended Leave will be issued and the absence will be recorded as leave. Absences of less than 5 days will be recorded as unjustified.

### **Late Arrivals and Early Departures**

**It is expected that all children will arrive at school prior to the 8:55am bell.** It is DoE policy at this school to encourage prompt arrival each morning. If children arrive late they must report to the office either accompanied by a parent or with a note from the parent explaining the reason for late arrival. A late arrival form must be completed. This form is then given to the class teacher. Persistent late arrivals result in a letter to the parents requesting a full explanation.

Parents wishing to collect children early from school are to come to the school office and inform the staff of the reason for the student's early departure. Office staff will arrange for your child to be sent to the office.

**No child will be permitted to leave the school grounds during school hours without permission from a parent and a parent or caregiver must accompany the child.**

**Please note: late arrival and early departure is recorded on a child's attendance record as a partial absence**

## Visitors

All visitors must report to the front office, sign in to the Visitors Book or scan the QR Code. This includes parents who are volunteering. This process is not required at drop off and pick up times.



## Change of Contact Details

**Please notify the school promptly of any change of address, telephone numbers, email and emergency contacts. This is most important so that contact can be made in case of an emergency.**

## Newsletters and Notes

As with all schools, the problem of communicating with parents is a difficult one.

In 2018, it was decided that the newsletter would be available in electronic format. It is accessible through the Sentral Parent Portal.

At various times, there are assorted notes that are sent home to parents including Excursions, Incursions, School Disco, P&C Information. If you have missed any of the notes, please contact the office for a copy, most notes are also uploaded onto the Sentral Parent Portal. Excursion notes are now also emailed to parents via School Bytes.

## Medications

While at school, medication must be stored in the school office. Children must attend the office in order to take the medication under supervision. When children arrive at school, they should hand their medication to the office staff. Parents must indicate clearly in **writing, the dosage, time and child's name on the medicine to be administered.** Only medication prescribed by a doctor can be given – cough mixtures and medications such as Panadol cannot be given unless prescribed by a doctor.



**Before medication can be administered at school, parents will need to complete a form indemnifying the staff member administering/supervising the medication. Please see the office staff for all information regarding medication.**

## Asthma Medication

Lake Munmorah PS has been recognised as an “Asthma Friendly School” by the Asthma Foundation of NSW. Students on asthma medication are permitted to have access, at all times, to their puffers and prescribed medications. Parents are encouraged to provide an Asthma Action Plan that has been prepared by your child's doctor.



## Allergies

Parents must notify the school if their child has been diagnosed with allergic reactions to food products, bee stings or any other source. It is important that the school be aware of what the student is allergic to, symptoms of the allergy and what medical treatment needs to be provided should the student have a reaction while they are at school.

**If the student is likely to have an ANAPHYLACTIC reaction, information provided by the doctor is necessary. Any student who is anaphylactic to food products, bee stings or any other source must have an Action Plan for Anaphylaxis completed by their doctor. They must also have an EpiPen that is in date and stored at the school.** The school has very strict guidelines that must be implemented for a student who has anaphylactic reactions. Parents are required to meet with the school in order to put together a Health Care Plan for the student.

## Accidents and Sickness

Every effort is made to contact parents should a child become sick or injured at school. **It is extremely important that the school has up-to-date contact numbers.** In general, if children are too sick to remain in class, they are also too sick to remain at school and the parent or caregiver will be called.



If a parent or other contact person cannot be reached, the Principal or Deputy Principal will obtain necessary medical treatment (ambulance, doctor or hospital).

### **Sun Protection**

The school has a sun safe policy that requires all students to wear a **school hat** whenever they are outside. Students who do not have hats must stay in an area protected from the sun.

*(Refer to Sun Smart Policy on the school's website)*



### **Infectious Diseases**

Health regulations state that if a child develops an infectious disease they must be excluded from the school for a specified period of time.

Children who have not been immunised will have to remain at home during an outbreak of an infectious disease such as whooping cough or measles.

The following is an example of some of the common diseases for which children have to be excluded.

#### ***Information provided by NSW Department Health***

<b>DISEASE</b>	<b>ISOLATION AND EXCLUSION FROM SCHOOL</b>
Pediculosis (Head Lice)	Until treatment with anti-lice lotion or shampoo has been undertaken. Hair should be free of nits. (It is important to follow completely the instructions on the container.)
Impetigo	Your family doctor should be consulted. If the sores are treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs, exclusion is necessary until sores have healed.
Ringworm	Until appropriate treatment has begun. The school may ask for a medical certificate to say that this has happened.
Scabies	Until proper treatment has begun. The school may ask for a medical certificate to say that this has happened.
Acute Conjunctivitis	Until all discharge has ceased.
Chicken Pox	Until fully recovered – for at least seven days after the first spots appear.
Diphtheria	Isolate immediately. Take to hospital if possible. It is necessary to stay away from school until a doctor gives a certificate.
Glandular Fever	Until fully recovered or until a medical certificate is produced.
Infectious Hepatitis	Until all symptoms have disappeared or until a doctor issues a certificate of recovery. For at least seven days from the first sign of jaundice.
Measles	At least five days from appearance of rash.
Mumps	Until fully recovered. For at least ten days after the swelling appears.
Rubella (German Measles)	Until fully recovered. For at least ten days after the rash appears.
Whooping Cough	Isolate immediately. Exclude from school for at least three weeks from the onset of the whoop, until fully recovered or a medical certificate is obtained.

### **Dental Service/Medical Care**

School Dental Clinics are staffed by dental therapists trained to perform any basic dental work necessary on primary school children up to 15 years of age, under the supervision of a dental officer appointed by the Department of Health. It is free and includes fillings, fluoride treatments, extractions, cleaning of permanent and baby teeth.

The Dental Clinic can be contacted on **1300 789 404**.



### **Collection of Money**

It is asked that when money is sent to school, the correct amount is placed in an envelope clearly marked with the name and class of the student, the purpose and the amount it contains. All money is to be given to the Office. Parents are encouraged to make payments via the Online Payment Portal, this is accessible via School Bytes.



### **Voluntary School Contribution**

To assist with the purchase of school equipment we ask each family to pay a voluntary school contribution of single child - \$40 Family - \$80

School Contributions can be paid in full or by instalments.

Receipts are issued for all payments.

### **Personal Possessions**

**Children are encouraged NOT to bring valuable items to school in case of damage or loss**

It is strongly recommended that possessions your child brings to school be labelled – pencils, lunch boxes, uniforms (especially removable items of clothing such as jumpers and jackets).

Many such items are lost each year because they are not labelled and we cannot find owners.

A lost property box is located outside the school office area. Lost property labelled with a student's name will be returned to that student.

**All Mobile phones and iPads are not to be taken to class or the playground. These are to be handed in to the Office and can be collected at the end of the day. (Refer to Mobile Phone Policy on school website, [www.lakemunmor-p.schools.nsw.gov.au](http://www.lakemunmor-p.schools.nsw.gov.au))**



### **After Hours Activities**

External providers offer courses in our school hall. Children pay to attend and are supervised by those giving the courses. Care of school property and good behaviour is expected at all times.



### **Bikes and Scooters**

Students who ride bikes or scooters to school do so at their own risk. They must park them in the bike/scooter racks provided. The school accepts no responsibility for damage to or loss of bikes, scooters, or helmets. A padlocked or coded security chain is recommended. Helmets must be worn if a child rides a bike or scooter to school.

Bikes and scooters must not be ridden in the playground or on footpaths. All bikes and scooters must be walked across the overpass bridge, never across the highway. Students under 10 do not have their peripheral vision fully developed and are often unsure of road rules. Hence the RMS advises that anyone aged under Year 3 should be accompanied by an adult when riding a bike or scooter.



### **Skateboards**

Skateboards are not permitted on school grounds and should not be ridden to school.



### **Buses** (School Student Transport Scheme)

School buses are authorised and monitored by Transport NSW.

Busways Central Coast (Phone: 1300 692 929) provides the service to our school.

School buses transport children directly to school and directly to the nearest bus stop to home.

Currently, children who live more than 1.6km (most direct route) from the school and all K-2 children regardless of distance are eligible for free bus travel. Parents can apply online for a School Opal card at [apps.transport.nsw.gov.au/ssts](https://apps.transport.nsw.gov.au/ssts) Lost School Opal cards must be replaced, a card replacement fee may apply.

The bus company carries fare paying students. All students must behave in a safe, quiet and orderly manner on the buses. Safety is everyone's responsibility. A code of behaviour, whilst travelling on a bus, is enforced. Misbehaviour on the buses may result in the bus pass being withdrawn.

Buses depart the school from 3:00pm onwards. Bus lines and boarding of buses are supervised by teachers and support staff.



### **Safety**

We expect everyone to observe safety rules. These are especially important in the playground, at sport, on buses, bicycling or walking to and from school.

Our school practises emergency procedures four times per year. "Stranger Danger", Road and Bicycle Safety and Safety House messages are given regularly. Parents can help by talking with children about safety and child protection.

## **Cars**

Parking of motor vehicles or delivering/collecting students **IS NOT permitted** within the school car park or grounds. The school accepts no responsibility for damage to motor vehicles.



## **Parents are NOT to park in the staff car park**

Parking is illegal in signposted bus pick-up zones during the periods 7:15am-9:00am and 2:00pm-3:15pm. Visitors are asked to consider others when parking near the school. Council rangers and police regularly patrol the area and issue infringement notices to drivers parking illegally. There are now 2 car parks located across from the school with crossings to facilitate safe access.

## **Smoking**

As with all government departments and properties, the school is a smoke free zone. All staff and visitors are asked to refrain from smoking within the boundaries of the school.



## **Scripture**

On Wednesdays, approved representatives from the Catholic and Combined denominations give half-hour lessons. When enrolling, parents indicate to which group they wish their child to attend. Non-scripture students are supervised by Lake Munmorah Public School teachers during this time.

## **School Assemblies**

Assemblies are held on Friday and are as follows:

- Primary Assembly 12:40pm (even weeks)
- Infants Assembly 12:40pm (odd weeks)

At assemblies we share information and give out awards. Assemblies are attended by teachers and students.

## **School Development Days (SDD)**

Six School Development Days are held during the year. These days are organised for staff and community members to meet and investigate some aspect of the school curriculum. Parental cooperation is sought in making alternative child minding arrangements for such days. The days are clearly publicised in the school's newsletter which is accessible for all parents.

## **Student Reports**

Student reports will be sent home to parents twice yearly in a digital format via the Sentral Parent Portal, once in Semester 1 and again in December. These reports will show the students' progress and effort in Key Learning Areas as well as in social and personal development areas, Parent/Teacher interviews will be offered in turn after reports have been received by parents/carers.





### **Parent - Teacher Contact**

This is very important. There are many opportunities throughout the school year to informally visit our school and be a part of its life. The school encourages parents to contact the teacher at any time should there be a problem or a matter you wish to discuss. Please contact the office to arrange a mutually convenient time. Parents are also able to register for the Parent Portal to access information from the school.

**Please do NOT approach teachers during class times or while the teacher is on playground duty.**

### **School Counsellor**

Our School Counsellor visits the school each week. The Counsellors assist children with learning and behaviour difficulties and provides advice to students, teachers and parents. Please see your child's teacher if you believe your child needs to see the School Counsellor.

As well, our children have the advantage of caring teachers who provide warmth and interest in attending to your child's needs.

### **Parent Help in the Classroom**

We are always pleased to have parents involved and interested in what we are doing for their children. Therefore during the year you will read calls for classroom help in newsletters or directly from the teacher. We are always grateful for any parent help offered. We believe that parents involved this way really enjoy the experience and benefit greatly through such close contact with the school.

### **HINTS FOR PARENTS**

If children are to continue to be successful learners, it is important for teachers and parents to work together to provide mutual support. This means that parents and teachers must continue to: -

- Believe in children and trust that they will learn to read and write, as parents trusted that they would learn to walk and talk
- Read to children and extend their experiences with literature
- Encourage them to read by finding out the sorts of books they like and include plenty of these in their collections and class libraries
- Ensure that they enjoy the reading and writing activities they do at home and school
- Help children to understand what they CAN do and let them practise these things so that they experience success
- Show that what children have written is valued. Comment firstly on **what** has been written and then comment on **how** it has been written
- Show that reading and writing are important and useful to adults e.g. talk to children about what is being read and share the story together
- Encourage and support their interest in print around them e.g. on the television, signs at the supermarket, road signs, signs around the home and the classroom



# CURRICULUM

## KEY LEARNING AREAS (KLAs)

### What Children will Learn at School

#### Literacy

Learning to read, write, talk and listen. Literacy is an integral part of all other Key Learning Areas.

#### Mathematics

Gaining knowledge, skills and understanding in number, space and measurement and an awareness of the place of mathematics in solving the problems of everyday life.

#### Science and Technology

Investigating, using technology, designing and constructing to learn about natural and made environments.

#### History

The study of history investigates the actions, motives and lifestyles of people over time, from individuals and family members, to local communities, expanding to national and world history contexts.

#### Creative and Practical Arts

Developing creative skills and talents and promoting individual expression in the areas of art, craft, music, drama and dance.

#### Personal Development, Health and Physical Education (PDHPE)

Developing positive attitudes towards a healthy lifestyle, a worthwhile use of leisure time and encouraging informed decisions related to health and physical activity.

Within these areas children are taught the basic skills of literacy and numeracy as well as the essential skills of thinking, investigating and expressing – artistically, verbally, dramatically, musically, emotionally, socially and physically.

The traditional subject areas – reading, writing, mathematics and spelling are taught within the overall K-6 program. Most time in primary years is given to the basic skills.

Teachers adjust their methods and the content of the lessons to meet the needs of the children, the group or whole class. Assessment is ongoing and concentrates on outcomes.

The school's learning programs reflect our awareness of the different stages of development of our children and of their individual needs. Today, primary education is brimming with fascinating learning opportunities for our children. They are introduced to computers, including the internet, the mass media, anti-racism, road safety, Aboriginal and multicultural studies, drama, performing arts, drug education, child protection, debating, public speaking and environmental education. Social, moral and spiritual developments are ongoing facets of school life.

**Our children are involved in active learning in a happy and caring environment. Parents are always welcome as partners in the process of learning at Lake Munmorah Public School.**

Student progress reports will be forwarded to parents at the end of semesters one and two, showing the child's progress and effort in each Key Learning Area as well as in social and personal development areas.

The school encourages parents to contact the teacher at any time should there be a problem or a matter you wish to discuss. Please contact the office to arrange a mutually convenient time.



### **Home Reading**

K-6 students participate in the Home Reading Program. This is organised by class teachers. Children borrow readers to take home every week. The program is designed to encourage daily reading (which is recorded in their “My Home Reading Book”). Home Reading lifts children’s literacy levels by reinforcing reading strategies learned at school and is an important component of our in-school reading and literacy programs.



### **Library**

The library is home to thousands of resources that support both teaching and learning at Lake Munmorah Public School.

Each week, students have a one-hour lesson in the library where they engage in learning about books and literacy. Reading, for pleasure and information, is promoted as the reason for reading, with the library’s selection having a wide variety of books to support students in this endeavour. The importance of caring for books, and being a regular borrower and returner is highlighted each week.

How authors and illustrators create books is discussed. As are their choice of words, the text types used, and how the illustrators’ pictures support the story, and often take it beyond what is written.

Students also participate in learning from other Key Learning Areas. Lessons in History, Geography, and Science are also taught by the Teacher Librarian in weekly classes.

The library is open at lunch time for students to have a quiet place to read, or colour, or play a board game. The number of books a student can borrow varies according to their grade. It is preferable that all students have a library bag (material, sturdy plastic, or satchel) for borrowing, and to support book care.

“The more that you read, the more things you will know. The more that you learn, the more places you’ll go”  
Dr Suess.

### **Equipment Requirements**

All students are supplied with exercise books.

K-2 students are provided with lead and coloured pencils.

Students in Years 3-4 need to bring lead pencils, coloured pencils, glue stick, ruler, eraser and pens. A list of requirements will be sent home. Students in Years 5-6 will require a Toolkit, these can be purchased through the school or parents can supply all items themselves, please see the office for further information about the Toolkit.

Parents will be notified of class requirements at the beginning of the school year. It is recommended that **all** personal equipment be labelled with the child’s name for easy identification.

### **Homework**

Homework is set regularly. It is designed to assist learning. Homework varies in nature and purpose. It can be a written, oral, visual, thinking or creative task. It can promote practice, consolidation and revision, investigating and discovery, creativity and thinking.

Homework is best done at set times in a quiet place – in a calm mood. Parents can help by being interested, a good listener, encouraging (not forcing) effort and by keeping in contact with the teacher(s).

***(Refer to Homework Policy on the school’s website)***

### **Excursions**

It is policy to extend the children’s knowledge of the world around them by participating in educational excursions that relate to class work. Some excursions involve walks within our own community to observe its resources whilst others take children further afield to places and activities not available in the local community. Students will only be allowed to participate in school-organised excursions when a signed permission note is received from the parent / caregiver and when behaviour and attitude warrant the granting of this privilege.

Parents will be sent home information regarding excursions several weeks in advance.

## **SPECIAL PROGRAMS**

### **Early Intervention Unit**

The Early Intervention Support Program provides a Pre-School and Kindergarten Transition Program to prepare young children with disabilities for school.

Children between the ages of 2 years 6 months and 6 years of age who have either: intellectual, physical, sensory or psychological impairment which affects learning are referred to the program. Children may participate in half day session programs; receive resource support in Pre-Schools or Kindergarten classes or a combination of both modes.

The program provides support in the areas of: Language, Pre-academic Skills, Self-care Skills, Social Skills and Motor Skills. Parents are encouraged to attend sessions and support meetings to assist in the educational process.

The Early Intervention Unit at Lake Munmorah Public School commenced in 1990. Lake Munmorah Public School was designated a School of Excellence in Early Childhood Support in 1991.

### **Multi Categorical Class**

We have three Multicategorical Classes that cater for students from Kindergarten to Year 6. These students have a variety of disabilities. There will be 7 students in each class with a teacher and full time School Learning Support Officer.

### **Gifted & Talented Students (GATS)**

We cater for GATS within the classroom in school designed GATS Courses and through external programs and special programs. Academic, cultural, sporting, musical, artistic, dramatic and performing arts are areas where GATS students can be extended. Identification of Giftedness and Talent is often assisted by parents.

If you would like to know more about Gifted & Talented Students please contact the school.

### **Child Protection Program K-6**

A program designed to alert children to child abuse and how to best protect themselves. This program is usually delivered to all classes in Term 2.



### **Computer Education**

All children are taught about computers and how to use them educationally. If you have any concerns regarding the student's use of the internet please contact your class teacher.



### **Support for Learners Program**

Children with learning, behavioural or other difficulties are identified early and special programs are devised to assist them. Parents are involved and encouraged to play an active role.

### **Drug Education**

Children are taught about medication and drugs and the effects drugs have on the body. This program operates throughout Term 3 and compliments the Healthy Harold Life Education Program.

# SPORT

Sport days in 2023 are as follows: -

Kindergarten -	Wednesday
Years 1 & 2 -	Wednesday
Years 3 & 4 -	Tuesday
Years 5 & 6 -	Thursday



All children, unless medically unfit, are expected to take part in school sport, PE and dance lessons. A note from the parent is required should a child need to be excluded on medical grounds.

Children in Years 3-6 participate in one hour per week of sport as well as planned PE lessons. In Years 5 and 6 major sports will be emphasised.

K-2 children participate in regular PE and gross motor activities.

Sports uniform and appropriate footwear are to be worn (including a school hat).

The school participates in interschool, Wallarah Zone, Hunter/Central Coast Area and State competitions in a range of sports as well as having school based sports programs.

## **Sports Carnivals**

During the year, the school holds swimming, cross country and athletics carnivals for students in Years 3-6. From these carnivals, students are selected to represent the school at zone carnivals. Students may continue to compete from zone level, to regional and state level.

A K-2 Sports Day is held at the school, parents will be advised of the date. This event is designed to engage all students in as many events as possible. Parents are welcome to attend.

## **Knockout Competitions**

Throughout the year, Stage 3 children will be given the opportunity to participate in school teams in a variety of sports for knockout competitions. Primary children are required to wear sports uniform, school hats and suitable footwear for sports activities.

## **School Swimming And Water Safety Program**

The Department of Education runs a program annually for a limited number of students to learn to swim. Placement is offered to students in Years 2, with available spots being opened up to Years 3 - 6.

Parents will be notified when this scheme is available and the cost involved.



### **Sports Houses**

Students are divided into **four houses** for sporting competitions such as school athletics, cross country and swimming carnivals as well as informal settings in Years 3-6 for “within class” groupings and occasional Friday sport games.

#### **Houses:**

When children enrol they are allocated to one of our School Houses:

<b>CARTER</b>	<b>FREEMAN</b>	<b>MACQUARIE</b>	<b>O’CONNOR</b>
<b>Red</b>	<b>Blue</b>	<b>Green</b>	<b>Yellow</b>

Sports, social and academic competitions involve these houses. Only children, who are eight years and over, participate in the primary swimming carnival (unless identified as extremely talented in Year 2).

Each child is allocated to a house group, for purposes of school sporting activities, with pupils and their families remaining in the same house from Kindergarten to Year 6.

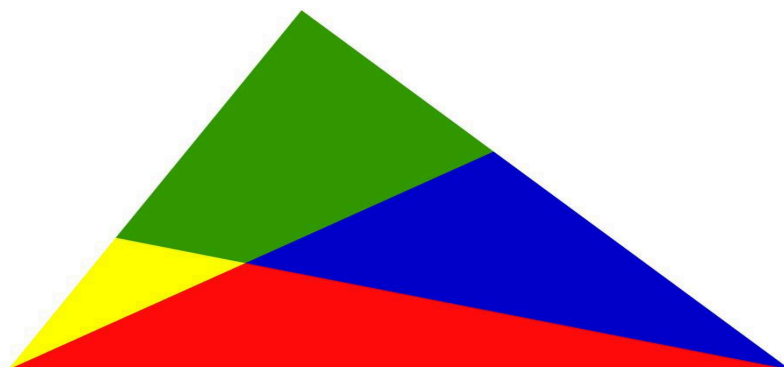
### **ORIGINS OF the SPORTING HOUSES**

**CARTER** – The Carter name is synonymous with the area in which the school is located, the first intake of students in 1923 and the settlement of Lake Munmorah.

**FREEMAN** - In 1922, Mr Alf Freeman hauled the timber by bullock team for the construction of our first school building at Lake Munmorah. The Freeman family were among the first settlers in this area, having occupied land at the western end of Tall Timbers Road.

**MACQUARIE** – Lachlan Macquarie (1761-1824) was educated at Edinburgh High School. He joined the British Army seeing service in India, USA and Egypt. He was appointed Governor of NSW in 1809. During his 12 years in Australia, Macquarie raised NSW from a prison camp to a thriving colony.

**O’CONNOR** – Mr David O’Connor has the distinction of being the longest serving teacher in the history of Lake Munmorah Public School. He was in charge of the school from his appointment in 1940 until his retirement just on twenty years later.



## UNIFORM:

### DESCRIPTION & ADVICE FOR PARENTS

**\*\* ALL UNIFORM ITEMS MUST BE LABELLED WITH CHILD'S NAME \*\***

#### Summer:

GIRLS	BOYS
Blue and white school dress, short sleeves, peter pan collar Navy skort worn with Navy/Red shirt Black shoes/ short white socks	Navy shorts Navy/Red shirt Black shoes/ short white socks

#### Winter:

GIRLS	BOYS
Navy skort or trousers Navy/Red shirt Red Zip up jacket or V-Neck jumper with emblem White socks Black shoes – black sneaker type allowed	Navy shorts or trousers. Navy/Red shirt Red Zip up jacket or V-Neck jumper with emblem White socks Black shoes – black sneaker type allowed

**Sport:** Red skort or red shorts.  
Navy/Red shirt  
White socks and black or white sandshoes/joggers.  
Navy track pants and red school jumper can be worn on sports day.

**Optional:** School fleecy red jacket / jumper with emblem sold by School Locker

**Headwear:** Sun-smart school hat available from School Locker.  
A red cap for Stage 3 students is also available from the school office

**Wet Weather:** Raincoat and hat.

**Library Bag:** To protect library book.

**Paint Shirt:** To protect clothing during art & craft should be labelled clearly.  
Name and class is the most helpful.

**Second Hand Clothing Pool:** The Second Hand clothing pool is open at various times.  
Dates and times are advised via the newsletter and Sentral Parent Portal.

#### Supplier of Summer/Winter Uniforms

All uniform items are available from The School Locker Uniform Store, located at the school. The store can be found at the rear of the school hall. Call in and see Monique for all your uniform requirements.

Uniforms are available from School Locker (onsite at school)      Tuesday 8:30 -11:30am  
Thursday 12:00 – 3:00pm

NB. Stage 3 Red Caps are available through the School Office.

# LAKE MUNMORAH PUBLIC SCHOOL



## ***SCHOOL POLICIES***

See school website :-

[www.lakemunmor-p.schools.nsw.gov.au](http://www.lakemunmor-p.schools.nsw.gov.au)





## GLOSSARY OF SCHOOL WORDS

The following abbreviations/words are commonly used in the school community.

<b>DoE:</b>	NSW Department of Education
<b>DP:</b>	Deputy Principal – responsible in the Principal’s absence and assists the Principal in various school matters.
<b>AP:</b>	Assistant Principal – supervises specific aspects of school programs and issues for specific grades.
<b>Supervisor:</b>	Responsible for curriculum development, welfare and behaviour issues and daily routines for specific grades. Parents are notified at the beginning of the school year who the Grade Supervisors are for that year.
<b>RFF:</b>	Release from Face to Face - each teacher is entitled to two hours per week release from teaching their class. This time is spent organising and preparing class programs, individual student programs, doing student assessment, conducting parent meetings and completing other administrative tasks.
<b>LaST:</b>	Learning and Support Teacher – provides assistance to students identified with learning difficulties. Assists class teachers to implement learning programs appropriate for identified students.
<b>Mufti Days:</b>	These are days when students may wear casual, but appropriate, clothing to school. Mufti Days are usually held to support a charity and students are asked to donate a gold coin.
<b>P&amp;C:</b>	Parents and Citizens Association.
<b>SDD:</b>	School Development Days – There are 5 during the year. These are usually held on the first 2 days of Term 1, then the first days of Terms 2 and 3 and the last day of Term 4. These are organised for staff and community members to meet and investigate some aspect of the school curriculum. These days are pupil free days.
<b>PSSA:</b>	Primary Schools Sports Association – Y3-6 students regularly participate in PSSA activities at school, zone, regional and state level.
<b>NAPLAN:</b>	NAPLAN : National Assessment Program for Literacy and Numeracy. Tests – are held annually for Years 3 and 5. These are Australia wide tests to determine the level of student achievements in Literacy and Numeracy. NAPLAN results provide the school with information about individual students and the school group.

## **GLOSSARY OF SCHOOL WORDS**

<b>HSLO:</b>	Home School Liaison Officer – see section on Daily Attendance.
<b>AR:</b>	Annual Report – a report provided to the school community outlining relevant information in regard to school programs, student achievements and other information specific to our school.
<b>OC Class:</b>	Opportunity Class – students in Year 4 are able to sit a selective test in order to gain placement in an OC class for Years 5 and 6. This class is for Gifted and Talented Students (GATS) and is based at Wyong Public School.
<b>ATSI:</b>	Aboriginal and Torres Strait Islander – we have a significant proportion of ATSI students enrolled. A number of special events based on ATSI education are an annual part of the school calendar.
<b>COLA:</b>	Covered Outdoor Learning Area – the school’s COLA is situated outside the school hall.
<b>TPL:</b>	Training and Professional Learning – funding is provided for school staff to undertake training and to further develop teaching skills, school curriculum and programs that will enhance student learning.
<b>Targets:</b>	Each year the school targets specific areas that are addressed throughout that year. These targets may be in Literacy, Numeracy and Student Welfare.
<b>SASS:</b>	School Administrative and Support Staff – these are our office, learning support and grounds staff.
<b>SAM:</b>	School Administrative Manager
<b>SAO:</b>	School Administrative Officer
<b>SLSO:</b>	School Learning Support Officer (formerly known as Teacher’s Aides)
<b>GA:</b>	General Assistant