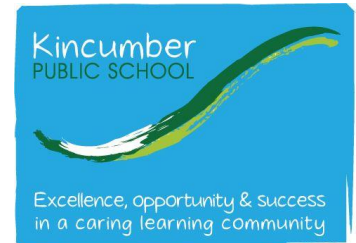


School Information Book 2024



Kincumber Public School is located on the land of the Darkinjung and their neighbours and is a proud member of the Kincumba Learning Community.



This handy guide provides quick information about many features of Kincumber Public School. It is updated at the beginning of each school year. Minor changes to this information may take place during the year. It is best accessed on the school website.

Principal's Message

The staff and students welcome you to Kincumber Public School. We take pride in offering a world-class education in the inclusive setting of your local public school.

I look forward to working in partnership with your family. For further information or enrolment enquiries, please contact me on 4369 1544.



Trish Peters
Principal

We teach and learn on the land of the Darkinjung; always was, always will be a place of learning.

Our Vision

At Kincumber Public School we believe that we can inspire every child to participate positively in society.

We focus on promoting excellence, opportunity and success for every student, every day.

We value and strive to develop safe, respectful learners in a caring learning community.

Our Mission

To ensure excellence, opportunity and success in a caring, learning community.

Our Motto

Endeavour

Our School Crest



Contact Us

Kincumber Public School
Avoca Drive, KINCUMBER NSW 2251
Phone: 4369 1544

Web: www.kincumber-p.schools.nsw.edu.au

Email: kincumber-p.school@det.nsw.edu.au

Kincumber Public School is a proud member of the NSW Public Schools of the Department of Education and the Kincumba Learning Community of Schools.

The Tuggerah office of School Operations and Performance - Regional North is located at:

14 Pioneer Ave
TUGGERAH NSW 2259
Phone: 4357 5300

Our Director, Education Leadership is Jo Wilcher

School History

Kincumber was proclaimed a village in 1885. It was once the scene of four ship building yards and its inhabitants were mainly boat-builders, timber getters, farmers, and anglers. It is thought that an immigrant chaplain from Northern Ireland, William Davis with the assistance of his daughter, was associated with the first school in the early 1840's. In 1848 Mr Henry Lane became the schoolmaster of the Church of England Denominational School. He held this position until it closed on 1 March 1870, failing to meet the required 30 students.

A combined school and teacher's residence was erected from sawn slabs during 1874 on a site adjacent to the Anglican parsonage and the first Public School teacher was Mr D Eden from Blackwall Provisional School. He was succeeded by Mr John Kent in 1875 who taught at the Terrigal Provisional School. Mrs Christina Waldron, followed by Mr David Cowan in 1879, replaced Mr Kent. A Mr Taylor commenced duty in June 1885 and remained there until Mr Christian Kohlhoff's appointment in June 1886. In this year a new classroom, kitchen and weatherboard shed, all of sawn timber were built. Mr Kohlhoff taught for 12 years and had the distinction of owning the first four-wheeled buggy in Kincumber.

Mr John Pryce came to Kincumber in 1899 in a horse and sulky from the Monaro District to replace Mr Kohlhoff. He was to remain for 38 years, teaching three generations of some families. The buildings were old and damage caused by white ants resulted in replacement of the school and residence in 1908. When Mr Pryce first arrived, there were only 13 students, but in 1915, the school became a two teacher school when Miss Colless was appointed as an assistant. By 1922, enrolments had reached 74 and the building was extended. Children walked from as far as Empire Bay, Green Point, Davistown, MacMasters Beach, and Avoca Beach. During the Great War (1914-1918), the girls knitted socks using needles cut from number 8 fencing wire. A tree was planted in the school grounds for

every soldier at the war and General McArthur Onslow opened a Returned Soldier's Memorial in the school grounds in 1919. In 1937 the Pryce era ended, the school boasted 90 students. Mr Buttsworth became headmaster (1938-1948). During his stay, Mr Buttsworth always observed Empire Day with sports afternoons and the year always concluded with a Christmas tree.

Mr Alan Wilks was headmaster from 1948-1966 and as soon as he arrived, he involved Kincumber School in Gosford District education celebrations, where there was a float procession and games afternoon at Grahame Park. His era saw many changes. Mr Wilks initiated the annual school fete, the Bookmobile started coming to the school, and he introduced a school uniform. Mrs Gloria Smiles came to the school as an assistant teacher in 1955 and stayed until her retirement in 1984. Mr Wilks was due to retire at the close of 1966 but died suddenly in May of that year and Mr John James from Pretty Beach School was appointed headmaster. To mark the school's centenary, 50 shrubs were planted in the school grounds and a third teacher, Mr Erick Betts was appointed.

Mrs Margaret Cash was Principal from 1975-1977 followed by Mr Don Anderson 1978- 1979. During this period, Kincumber became the centre of booming urban development, and by 1979, there were 11 teachers. Principals, Mr Peter Newman 1980-1981, and Mr Ken Ison 1982-1985 saw vast changes in school enrolments and facilities. In 1986 a modern administration block, hall and library were built and the staffroom restored. Mr Bob Gorman was Principal between 1986 and 1997. It was during this period that enrolments reached 780 before gradually starting to decline. Mr Grahame Wilson was appointed Principal in 1998 and during this year, he was seconded to the Department's Head Office to lead the Occupational Health & Safety Directorate, a position he subsequently accepted on a permanent basis.

During 1999 and 2000 Mr Peter Whelan, the school's Deputy Principal relieved as Principal until the appointment of Dr David Cullen in 2001. Dr Cullen was Principal until April 2004 when he was relieved by Deputy Principal, Ms Narelle Armour until the appointment in 2005 of Mr Phillip Morris, who retired in 2006. Mrs Trish Peters has held the position of Principal from 2007.



The school's official birthday is celebrated on 31 October each year and our sesquicentenary was in 2020.

School Staff 2024

Principal - Mrs Trish Peters

Assistant Principals – Miss Rachel Andrew, Mrs Sue Groom, Miss Marilyn Laws, Mr Mitch Stokes, Mr David Logue, Mrs Virginia McNally.

Teaching staff – Mrs Bronwyn Lowe, Miss Melanie Creer, Ms Peta Dines, Mr Scott Webber, Mrs Belinda Griffiths, Mrs Despina Purcell, Mrs Lauren Follett, Mrs Merran Woodard-Knight, Mr Jon Wright, Mr Adam Murphy, Miss Brodie Anderson, Miss Emma Pearson, Mrs Angela Gbel-Cook, Mrs Michelle Dalton, Mrs Rachel Schulz, Mrs Gemma Patterson, Miss Lucy Walsh, Mr Luke Hayter, Mrs Kelly Nunn.

Additional teaching staff – Mrs Bree McPhee, Ms Kylie Stafford, Mrs Donna Judd, Ms Leanne Brooke (school counsellor), Mrs Monica Mayer, Mrs Kay Gemmell.

School Administration and Support Staff – Mrs Pat Roberts, Ms Cheryl Samuel, Ms Jenny Symington, Mrs Carolyn Hird, Mrs Lisa Craddock, Mrs Megan Cranney, Mrs Janine Roberts, Ms Kristie King, Ms Corinne Walls, Mrs Flo Gentle, Mrs Melissa Bresler, Mr Ken McWhirter.

Absences from School

Regular attendance at school is essential for students to achieve quality life outcomes. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. For short absences, advice via the Sentral Parent Portal or phone call from a parent is sufficient. For longer absences please request an Application for Leave form from the front office. Our aim is for a 95% attendance rate, which equates to less than 10 days absent per year.

Arriving late for school

Students who arrive at school after 8.50 am, are required to report to the front office. Their names are recorded along with the time of arrival and the reason for being late. They are given a late arrival slip to take to the class teacher. Because children cannot legally explain their own late arrival, parents must either accompany their child to the office and provide an explanation or provide a portal or telephoned explanation.

Leaving early

Once a child is at school, the principal may approve the child leaving school early or leaving school for a period of the day for a limited number of reasons. Your co-operation is sought in following the procedures:

When you know that your child needs to leave school early before they come to school:

- Send a note or message via the parent portal to the class teacher identifying when your child needs to leave school and whether or not they will be returning that day.
- Give the reason for your child leaving.
- For safety reasons, identify who will pick your child up.
- When you or your representative come to the school you must come to the front office to collect your child.
- You will be asked to sign your child out at the office where we will indicate the time the child has been released and with whom they have been released with.

When you do not know that your child needs to leave school early prior to them coming to school:

- Please telephone the office before arrival
- Go straight to the front office on arrival
- When telephoning, identify who will pick your child up.

NB. If someone else is to pick your child up, they should have your written authority to do this. In an emergency, this approval can be given by phone and you will be asked to provide ID.

End of school day changes

Parents and carers are responsible for their child's safety on the way to and from school. If there is any change to normal arrangements for children leaving school at the end of the school day, please or phone the office **BEFORE 1.00pm** so we can ensure that teachers get the information.

Changes notified via the parent portal need to be advised with at least 24 hours' notice.

In the case of an emergency with short notice, please arrange for one of your emergency contacts, a friend/neighbour or relative to collect your child and phone the school to advise of the arrangements.

Assemblies

Whole school assemblies are usually held on Fridays in the school hall in the afternoon.

Infants and primary assemblies are usually held on Monday afternoons. All K-2 classes take turns at running these assemblies, giving all students experience of public speaking and performance.

Year 3-6 assemblies are run by the school leaders, with classes taking turns to present a performance item. Parents and community members are invited to attend these assemblies, during which, awards are given to students who have shown excellence or improvement.

Special K-6 special commemorative and celebration assemblies are also

held to acknowledge achievement. These are sometimes held online or in the afternoon sessions.

Assemblies are notified on the Sentral Calendar but may be subject to change from time to time. Please check with class teachers to confirm.

Our special education classes attend all assemblies with accommodations in place for identified needs e.g. online or with short breaks or wearing noise cancelling headphones.

Attendance

Why must I send my child to school?

Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school-age to cause the child:

- to be enrolled at, and to attend, a government school or a registered non-government school, or
- to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration.

Must I send my child to school every day?

YES, unless ...

- Your child is too sick to go to school
- Your child has been injured
- Your child has to go to a special religious ceremony
- Your child has an infectious illness (e.g. chicken pox, mumps or measles)
- There is a serious and/or urgent family situation, which requires their involvement.

Must my child attend sport?

YES ...

Sport and other exercise help the healthy physical development of children. Sport is part of normal school activity, which students must attend.

Why is regular attendance at school important?

Attending school every day makes learning easier for your child and helps build and maintain friendships with other children. If students miss the basic skills in the early years of school, they may have problems later on. Researchers have found that a 10-day period of unauthorised absence from school in a year is sufficient for a child to drop one performance band in NAPLAN.

Please do not keep your child home for such things as:

- Birthdays
- Long weekends
- Minding other children
- Haircuts
- Dance or other rehearsals

Try to make appointments with people like dentists/doctors for your child either before or after school, during lunch or recess breaks or after 1pm.

Although cheap travel and accommodation makes family holidays during school terms appealing, reconsider time off during learning time.

What should I do if my child has to stay away from school?

It is important to let the school know when your child will be away and the reason for your child's absence. This is to be done through the Sentral Parent portal.

Parents/caregivers are required to provide an explanation for each absence within 7 days of the absence.

How does the school know if my child is absent?

Class rolls are marked daily each morning. Children arriving after 8.50am will be marked as absent (late) for part of the morning and a notification sent via the parent portal.

The school is required to follow up unexplained or persistent absences. This can mean a phone call or note home. In more serious cases, the Home

School Liaison Officer may become involved.

What should I do if our family is going on holiday in school time?

Families should try to arrange holidays in school vacations.

If you can only arrange your family holiday during school time, you should inform the school principal in advance and request leave. You will need to provide documentary evidence such as an itinerary, bookings, flights etc. School work can be provided for absences of up to five days upon request.

My child will not go to school. What should I do?

You should contact the principal as soon as possible to discuss the problem and ask for help.

The principal may ask a Home School Liaison Officer to contact you to discuss the issues.

Home School Liaison Officers are trained teachers who have been specifically trained to help you with your child's school attendance.

They work with schools to encourage all students to attend school regularly.

Awards

Positive behaviour and achievements are recognised through our *You Can Do It* and *Positive Behaviour for Learning* recognition programs. These and other awards are given out at assemblies each week and published in the fortnightly school newsletter. They were reviewed in 2022 and changed in 2023.

Students have a booklet where they collect stickers to represent learning in the You Can Do It! Five Foundation Keys of Confidence, Getting Along, Organisation, Persistence and Resilience, Goldies and Kinnies.

Students are awarded Goldies and Kinnies to recognise demonstration of the school behaviour expectations of being a Safe, Respectful Learner.

Positive awards are recorded on Sentral, including end of year awards. See the separate entries for PBL and YCDI.

Before/After School & Vacation Care

YMCA operates an out of school hours OSHC centre in our school for children from K-6. Hours of operation 6:30am to 8:50am and 2:40pm to 6:00pm.

Telephone: **0408 658 187** for registration between 7.00am and 6.00pm Monday to Friday, email oshc.kincumber@ymca.org.au or visit the website at <https://www.ymcansw.org.au/centres/ymca-kincumber-oshc/>

Vacation Care operates out of the Wamberal PS and Avoca Beach PS centre. It is recommended that all families register with OHSC at the beginning of every year to cover unforeseen circumstances.

Bell Times

8:20am - 8:50am	Children play on Cola and asphalt
8:50am – 10:50am	Learning Session 1
10.50am – 11.30am	Lunch eating time
11.00am – 11:30am	Lunch play time
11:30am – 1:00pm	Learning Session 2
1.00pm – 1:25pm	Recess eating and playing time
1:25pm – 2:40pm	Learning Session 3

Birthdays

To celebrate your child's birthday at school, parents are encouraged to supply individual cupcakes etc. or place a canteen ice block order for the class. Teachers must be aware of students who are unable to share food and who have allergies or anaphylaxis.

Book Club

Scholastic Book Club forms are sent home to parents who wish to order from a selection of reasonably priced books for their own children. Order [online](#)

Buddies

Every Kindergarten child is allocated a Year 6 and a Year 3 buddy when starting school. When their Year 6 buddy heads off to high school at the end of their first year of school, they will still have the support of their Year 3 buddy until they reach Year 3 themselves.

Bus Travel

A School Opal Card gives eligible students free or subsidised on public transport between home and school. Free travel is available to all K-2 students and Years 3–6 children living outside the 1.6km boundary. Term travel passes are available for purchase from Busways for children who are not eligible for free travel or they can get a Child/Youth Opal Card. Parents must apply online with [Transport for NSW](#).

A great number of our children use buses to and from school. School Opal Cards must be **carried at all times** and, if lost or damaged, should be reported and a replacement requested. A fee may apply.

The bus company is Busways Kincumber – 42 Empire Bay Drive, Kincumber, ph. 1300 692 929. Please contact Busways office for up-to-date travel information or check online for up-to-date timetable information http://www.busways.com.au/region/central_coast

Calendar

A calendar of school events is available on the Sentral Parent Portal and in the newsletter.

Canteen

The canteen is operated by the school, a paid manager and volunteers. It is open for lunch and recess every day. A current canteen price list is

available at the school office and on our Kincumber Public School website.

Healthy lunches and snacks are prepared for students. If you are able to assist in the canteen, even on a limited basis, please contact the school office to discuss the process required.

Kincumber Public School holds a Diamond Accreditation that is awarded by the NSW Canteen Association for being a “Healthy Canteen”. Lunch and recess can be ordered online through the Sentral Parent portal app.

Casuals

When staff are absent due to illness or other approved leave at short notice, a qualified replacement (casual) is organised to cover classes and duties. In the case of extended leave, parents will be notified via the portal.

Child Protection Education

It is mandatory to teach child protection education in every stage of learning from Kindergarten to Year 10 as part of the NSW Education Standards Authority (NESA) Personal Development, Health and Physical Education (PDHPE) K-10 Syllabus. This education aims to assist students in:

- developing skills in recognising and responding to unsafe situations
- seeking assistance effectively
- establishing and maintaining respectful and equal relationships
- strengthening attitudes and values related to equality, respect and responsibility.

If you wish to know more about the Child Protection Program, please contact your child's teacher in Term 1 as our program begins in Term 2.

Classroom Helpers

During the year many parents provide valuable assistance to teachers by helping in the classroom. They supervise activities, listen to students read and help with writing, practical maths activities, research, sport and computers.

Volunteers are required to attend a school-based induction and complete a Working With Children Check Declaration before helping. Please call the school office to sign up for the next induction. Please ensure you bring government issued photo identification with you for the induction where you will be required to fill out the declaration paperwork.

Parents are encouraged to share their own strengths and skills in partnership with the school. Parents are required to sign in at the office on arrival and obtain a badge. Volunteers Policy can be viewed on the school website on the About Our School / school policies tab.

Class Parents

To assist the P&C to liaise with other parents and school staff and to disseminate important community information, each class should ideally have a class parent/s. The class parent helps coordinate the flow of important information and helps parents in their class make informal connections with each other and build a sense of community. Some class parents organise social events for their group, many have an email list to keep everyone informed about happenings around the school and have been a great help to coordinate volunteers for school events. Please consider volunteering for this role.

Class Placement

Children are placed into classes in the new school year on a tentative basis until our total school enrolment is established. Up until this time, changes to organisation and staffing are possible and students may change class group or teachers. Please address any enquiries about class placements initially to stage supervisors for their consideration.

Early in Term 4, parents are invited to contact the principal via the school email only with requests for consideration for placement the following year and classes are tentatively formed with this advice. Requests beyond the cut-off date or not received by email are generally not considered.

We advise families of tentative placement and late in Term 4 on the day that Year 6 students have their high school orientation, students meet their proposed teacher and classmates in a structured orientation experience.

Communication with Parents

The school has a variety of ways to communicate with families – the Sentral Parent portal, school newsletter, written notes, email and phone. The school does not have a Facebook page, nor do we use apps like SeeSaw or Class Dojo to communicate.

The newsletter is published fortnightly on Fridays on the school website and notified on the Sentral Parent Portal.

The school communicates with parents mainly through the newsletter and the parent portal.

Teaching and non-teaching staff use these official means of communication with families to maintain professional relationships.

School staff are expected to access their school email accounts and parent portal communications daily during official school opening hours on school days when onsite and on duty at Kincumber Public School.

The parent portal is for communication between teachers and families but SHOULD NOT be considered as an instant messaging service. For emergency communication to or from the school a phone call is considered appropriate.

Should you need to contact the school, please use the phone number listed. The school does not have an answering machine. Therefore, your personal call during office hours is considered our official means of communication.

The school also receives your communication by email on the address set out on Page 1. School email is checked daily before 9:30 and any communication received after that time can only be acted upon the next

school day. Please use the main phone for urgent communication.

The Principal and Assistant Principals are available to see parents by appointment. Appointments can be made through the office.

Teaching staff are pleased to make appointments for face-to-face or telephone interviews any time a request is made. However, they are unable to have impromptu interviews before school, or during teaching time. Please do not be offended should any teacher be unable to hold an interview with you at these times.

Official office hours are from 8.15am to 3.00pm. Before or after these times the office phone may not be answered as school staff may not be in the office area.

Notes and other information are also sent home with the youngest child from time to time and via the Parent Portal. When a response and/or payment is required, it would be appreciated by the due date to ensure your child's participation in activities.

Online permission forms will be used for school activities through the Sentral Parent Portal
<https://www.sentral.com.au/parents>

Complaints, Concerns & Questions

At school we make many decisions every day and try hard to do our best for all students. We like to know when things are going well, and we also want parents and carers to tell us about their worries, concerns or complaints as soon as possible.

A complaint can be about any aspect of the service provided, or not provided, at Kincumber Public School including:

- The conduct or decisions of our staff.
- Our work methods, practices, policies or procedures

Usually, the first point of contact for complaints in person or by phone is our school office staff. They will take a complaint or concern and refer it to the

person delegated to deal with the nature of the concern. This may be the class teacher, assistant principal or principal. They will ask for some brief details from you about the nature of the complaint to assist in the assessment process.

In most cases, concerns about student behaviour, organisation and curriculum are referred to the class teacher or relevant Assistant Principal of that stage. Concerns about specific school activities are referred to the teacher delegated with responsibility. Concerns about a person, school policies or procedures are usually referred to the leadership team. Anonymous complaints or complaints on behalf of others cannot be acted on.

DoE policy exists for dealing with parent complaints

<https://education.nsw.gov.au/your-feedback/guide-for-parents-carers-and-students>

The DoE [School Community Charter](#) outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

Computer & Technology Education

Kincumber Public School is well equipped with computers and interactive panels in each classroom and computer technology room in classrooms. Children have access to the internet in the computer room and classrooms.

All classes are running BYOD (Bring Your Own Device) programs and classes access learning from home tasks online. Teachers and students are competent users of Google Classroom.

Counsellor

The school counsellor is a qualified teacher and a registered psychologist who provides students, teachers and parents with educational and personal advice by referral through the Learning Support Team only. Contact the office to speak with the Learning Support Co-ordinator.

Curriculum – What we Teach

In NSW primary schools, teaching and learning programs and the assessing and reporting of student achievement relate directly to the learning outcomes and curriculum content of NSW syllabuses in six key learning areas (KLAs). K–6 syllabuses can be accessed at the NSW Education Standards Authority (NESA) website <https://www.nsw.gov.au/education-and-training/nesa>

Within the framework of KLA syllabuses and policies, teachers design learning experiences to meet the needs of individual students to help them achieve their potential.

Early Stage 1 has an excellent Gross Motor Program. Stage 1 has a weekly skills building/sports session. In Stages 2 and 3, the students are also involved in Sport on Friday mornings in Terms 1 and 4 and after recess on Friday in Terms 2 and 3. Lessons cover fitness, games skills, minor games and traditional games. The students in Stages 2 and 3 are able to represent the school, district, region and state in Swimming, Cross Country and Athletics. Students in Stage 3 are also able to represent their school in a variety of sports in the Primary School Sport Association Knockout Competition (PSSA).

We usually have teams in tennis, netball, boys and girls hockey, boys and girls softball, boys and girls cricket, boys and girls soccer, boys and girls touch, AFL and rugby league.

The Central Coast Conservatorium of Music and The Music Bus provide music – guitar/drums etc lessons for students at KPS. Parents pay for the lessons if they choose this option. These lessons are held during school hours. Visiting performances also provide stimulus in this area. Every second year a musical production will take place that involves all KPS students.

Custody & Access

The department recognises that family breakdowns take place. Unless there is

formal notice otherwise, it is assumed that both parents have shared and equal parental responsibility for their children and both parents have been involved in decisions regarding their children's education. This also means the school recognises that each parent has equal duties, obligations, responsibilities and opportunities relating to matters involving the school.

- If changes occur in your family relationship which might impact on the relationship between the school and your family, you should advise the school immediately. This includes providing copies of any relevant court orders
- in the absence of any court order to the contrary, generally, either parent can enrol a child in a government school
- parenting orders are child-focused and are for the benefit of the child. The court's objective when framing parenting orders is to help the child have as normal a relationship with both parents as is possible
- except in specifically defined circumstances, a child must be enrolled using the name that appears on his or her birth certificate
- unless there are court orders stating otherwise, each parent is entitled to know at which school his or her child is enrolled
- generally, each parent, whether the child is living with them or spends time with them, will be allowed to participate in all school-related activities, including teacher/parent interviews and can have access to school documentation relating to his or her child
- unless there are exceptional circumstances, children will not be permitted to leave school during the course of a school day

Emergency Contact Information

At the commencement of each school year, new emergency information requests are issued. It is of great importance that the school is able to contact parents in school hours in the event of an emergency. Any change

in telephone numbers, addresses, emails or relevant information during the school year should be notified immediately to the school office.

In addition to an identified emergency contact who can make decisions on your behalf, please consider identifying a local community member (such as a neighbour or close friend), who in the event of an evacuation or emergency situation at short notice could collect your child from school.

Enrolment Procedures

Children are entitled to enrol at Kincumber Public School if their home address is within the designated intake areas as defined by the Department of Education.

Parents/carers may seek to enrol their child even though their home is not within the designated intake areas. No parent / caregiver will be discriminated against enrolling their children on the grounds of their sex, age, race, religion, ethnicity, disability or marital status.

Documentary evidence of date of birth, proof of address and immunisation is required. Please advise office staff as soon as possible if you are intending to transfer your child to another school in NSW or interstate.

Kindergarten children who are five years old prior to 31 July may be enrolled at the beginning of that school year. Each year Kindy Start, a comprehensive kindergarten transition and orientation program is delivered giving children and parents the opportunity to make strong links with the school prior to children starting school. The Kindy Start program is run the year prior to your child starting Kindergarten.

To enrol your child for Kindergarten, please go to the Kincumber Public School website and click on the Enrolment tab to complete an online enrolment.

See the enrolment procedures here <https://prod65.education.nsw.gov.au/policy-library/policies/pd-2002-0006>

Excursions & Incursions

Excursions (out of school experiences), incursions (within school visits) and cultural visits are a part of the school's educational programs and support current classroom programs. Overnight excursions or camps occur in Years 3 to 6 at varied locations within NSW.

All students are expected to participate in excursions, as they are part of the normal school program. Excursion costs are reasonable, and no child is excluded on financial grounds.

No child is allowed to attend an excursion without parent consent, which is published on the Sentral Parent portal with details of the excursion. The school provides this information and gains your consent online.

Prepayments and instalments are accepted when paying off major excursions and all parents are urged to take advantage of this. The school office aims to have cashless transactions. EFTPOS facilities are in place and can be accessed via the Sentral Parent portal.

Fees

A voluntary school contribution is set in consultation with the P&C for classroom resources, library and computers and software. Fees are requested at the beginning of term one. In addition to the voluntary school contribution, all students are invoiced for an annual subscription to Mathletics and grade stationery packs as required.

First Aid

A member of the non-teaching staff is designated as the school's first aid officer with responsibility to assist students, visitors and staff requiring attention due to illness or injury. In addition, the first aid officer also has a full range of other administrative duties. Children who are injured or ill before they come to school should remain at home. The first aid officer does not treat or change dressings on pre-existing injuries. Children presenting to sick-bay for very minor injuries will be treated

and returned to class and parents will receive notification through the Sentral Parent Portal that their child has been admitted to sick bay and the reason. For more serious injuries or illnesses, we will contact you to collect your child.

Gifted & Talented Student Programs

Programs in physical education, sport, choir, chess, public speaking and music are also provided for those with talents in these areas. The school currently operates one class in each of Stages 1, 2 and 3 to target academic enrichment.

During the year many opportunities are also offered for students to compete in various competitions and contests at school, regional and state levels e.g. Operation Art, Writing Competitions, University Maths, English, Computer and Science Competitions.

The school also participates in a range of cultural festivals, which also give children opportunities to foster their talents and to perform.

Homework

All teachers in Years 2 to 6, give homework of daily reading and Mathletics practice at Kincumber Public School. Students in K – 1 are expected to read daily and may use Mathletics to practise maths skills. Approximate times needed per day for reading are not more than:

- Years K-4 (10 minutes)
- Years 5-6 (15 minutes)

Homework is a home-school partnership in the teaching/learning process, with the child being responsible for his/her own work while parents provide a supportive, encouraging role. Read the [school policy here](#)

Infectious Diseases

Sometimes it's hard to know if your child is really coming down with something or just suffering a bout of Monday-itis. For safety's sake, if your child seems unwell you should always keep them home

from school and seek medical advice. (However, if they miraculously recover by 11:00am, ready to race around the backyard or get online, keeping them in bed all day may send the message that staying home isn't nearly as much fun as going to school.

Either way, check out this information to help you decide if your child is too sick for school about common childhood illness and how long sick kids need to miss school.

[Too Sick to Go To School?](#)

PLEASE NOTE: This information is general and is not intended to replace a visit to your doctor if anyone in your family is unwell.

Head lice are a common problem for younger students and their families and the link below has some useful information about how to manage treatment

<https://education.nsw.gov.au/schooling/parents-and-carers/health-and-physical-care/health-care-procedures/conditions/head-lice>

Learning Assistance Program

Children who need extra learning support are referred to the school's Learning Support Team (LST). A Learning and Support Teacher (LAST) is employed five days per week at Kincumber Public School to assist teachers to personalise learning and support for learners with additional needs, including disability. Students with disability may receive adjustments to access education, based on the professional judgement of teachers, in consultation with the student and/or their parents, guardians or carers.

The Nationally Consistent Collection of Data on School Students with Disability (NCCD) collects information about students with disability in schools and the adjustments they receive.

The Australian Education Regulation 2013 requires all schools to report the data collected for the NCCD to the Australian Government on an annual basis.

<https://www.nccd.edu.au/>

Not all students with Personalised Learning and Support are included in the NCCD Student information provided to the Australian Government Department of Education and Training for the NCCD does not explicitly identify individual students. For example, student names or student identifiers are not provided.

Learning and Support Teacher

Additional teachers are appointed to provide programs for children who need assistance in literacy/numeracy and social/emotional and behavioural skills. These teachers may work directly with individual children in need or with classroom teachers to give support to groups of children. The school's policy is one of prevention and many of our resources are placed in the early grades.

School Counsellor

The School Counsellor is appointed to help parents, teachers and students with a range of additional needs, including:

- Individual educational and psychological assessment
- Supporting learning programs
- Recommending support programs for students with special needs or disabilities
- Referral to other professionals in the community

The School Counsellor is at Kincumber Public School 2 days per week and referral is through the Learning Support Team.

Support for students with disability

Inclusive education means all students can access and fully participate in learning, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs. Most students with disability are supported directly in their local school in mainstream classes. Adjustments are the ways that teachers and schools make changes to teaching and learning programs, lessons, assessments, or the school environment for children with disability and additional learning and support needs.

Additional support ranges from adjustments to additional support from teachers or teaching assistants (School Learning Support Officers), special education classes in a mainstream school or support classes in School for Specific Purposes (SSP).

Access more information here <https://education.nsw.gov.au/campaigns/inclusive-practice-hub/all-resources/secondary-resources/other-pdf-resources/what-is-inclusive-education->

Special Itinerant Support Teachers

Special Itinerant Support Teachers support children with additional needs in hearing and vision.

Home School Liaison Officer

The Department of Education employs specialist teachers to help parents and the school when a child is referred for unsatisfactory attendance. The Home School Liaison Officer can suggest ways a child's attendance at school can improve and arrange support that will make it easier for the child to attend. Problems may include:

- A child who refuses to go to school
- A child who misses a lot of school because of other problems at home
- A child who truants from school
- A child who is always late to school

Regular school attendance is encouraged because it is only by being at school that a child can benefit from all those learning experiences that happen inside and outside the classroom every day. The Home School Liaison Officer can be contacted through the Assistant Principal with responsibility for monitoring attendance. See the attendance page <https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/school-attendance>.

Library

The purpose of the school library is to support teaching and learning within the total program of the school. Teacher-librarians collaborate with teachers in

planning, implementing and evaluating teaching and learning programs, including integrating Information Communications Technology and literacy.

Teacher-librarians provide students with opportunities to develop information skills and to use these skills competently and with confidence for lifelong learning.

All students from Kindergarten to Year 6 have access to the library for borrowing, research and to use audio-visual programs and technology.

The library is open at break times for quiet reading and research. Parent help is always welcome to assist with shelving, tidying and covering of books. Please contact the school office if you can help.

Lost Property

Please mark all your child's belongings clearly with a permanent marker. Lost property can be collected from the office. Items, which are clearly marked, are returned to the owners. Unclaimed items are kept no longer than one month before being sent to charity or placed in the school clothing pool.

Children should keep special toys, electronic devices, games and other precious items at home to avoid loss.

Medication at School

The principal relies on parents/carers to provide medical information to the school.

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- notify the school
- provide up to date information as required
- supply the medication in its original packaging and any 'consumables' necessary for its administration in a timely way

Schools generally don't administer medication that hasn't been requested

for an individual student's specific condition. In some cases, the medical practitioner may not write a prescription for such medication because it may be available 'over the counter'. NSW Health advises that 'over the counter' medication may still be harmful and that schools should follow the same procedures for non-prescribed medications as for prescribed medications.

If there is a need for your child to take any medication at school, the following procedures need to be adhered to:

- Call the office to ask for an administration of medication request.
- The required dosage should be sent to the school office first thing in the morning i.e. tablet or medicine. (It is locked away for safety reasons).
- Where possible, the medication should be provided to the school in its original pharmacy packaging.
- The medication must be LABELLED clearly with child's name and class and sent with the written request.

Students must not carry medications unless there is a written agreement between the school and the student's parents/carers. School staff cannot give children any over-the-counter or prescription medications without this information.

Children with complaints requiring medication such as tonsillitis, ear and eye infections, and bad headaches should remain at home.

Meet the Teacher

Early in Term 1 we hold a Meet the Teacher Breakfast before school where families get to meet their child's teacher in their classroom for a 30-minute informal briefing about how their classroom works. A standard powerpoint is provided for families who are unable to attend.

Mobile Phones

All parents and caregivers are to give written permission for students to have mobiles phones at school and the school maintains a register of students with permission to have a mobile phone

at school. Students carry a mobile phone pass if approved. Teachers should be familiar with the school's mobile phone policy in particular the section on confiscation.

Wearable devices not approved for educational use are NOT permitted.

The [school policy](#) complies with the NSW DoE 2020 [Digital Device Policy](#)

NAPLAN (National Assessment Program Literacy and Numeracy)

Students in Years 3 and 5 in March of each year undertake the NAPLAN Tests in literacy, numeracy and writing. Individual results are supplied to all parents.

The stated purposes of Australia's national standardised assessment program have developed over time and have included monitoring progress towards national goals, school system accountability and performance, school improvement, individual student learning achievement and growth, and information for parents/ carers on school and student performance.

It allows teachers to evaluate the effectiveness of their classroom practice and supports educators to effectively identify learners' progress and growth, and design individualised and adaptive learning programs. Overall results are also reported in the Annual School Report.

NDIS

Many students access support from outside service providers eg: speech pathologists and occupational therapists at school. Their access to students is coordinated by the AP – Inclusion who ensures that all compliance requirements are satisfied **before** working with students at our school. Please contact the office for more information.

At KPS, class teachers and providers collaborate to develop agreed educational goals.

Newsletter

The Kincumber Public School newsletter is published on the Sentral Parent Portal and KPS website, fortnightly on a Friday. Parents are encouraged to read it carefully, as each issue contains a wealth of information that allows parents to keep up-to-date with school management, student achievements and P&C news, plus educational issues. The current newsletter can be accessed from the school website home page and from the Sentral Parent Portal.

Parent Assistance in School Activities

Parents are, from time to time, asked if they can assist in many of the varied programs and activities that the school organises. Parents can assist by becoming a class volunteer.

These volunteers do not require a Working With Children Check, however, volunteers are required to complete a Working With Children Check Declaration and attend a school-based induction before helping. Please call the school office to sign up for the next induction. Please ensure you bring government issued photo identification with you for the induction where you will be required to fill out the declaration paperwork. These are conducted by school executive at a time that is negotiated. All parent helpers must be under the direct supervision of a teacher.

It is essential that parents sign in and out in the foyer of the school office. Parents/helpers wear a 'Parent Helper' badge while they are in the school. These can be obtained from the front office.

Parents transporting students to school activities must complete a Working With Children Check - Volunteer Declaration and office staff must sight a current driver's licence and check car registration online on each occasion they transport students (other than their own children).

Parents & Citizens Association

The P&C Association meets at 7.00pm on the third Monday of each month and encourages the participation of parents in school activities. The great benefit of the P&C Association is that it represents the attitudes and needs of the parents and the school community.

The P&C secretary can be contacted by email and has a P&C section on the school's website.

- At this school, the P&C is responsible for:
- Promoting the interest of our students and school
- Providing funds to purchase teaching aids and resource material
- Providing guest speakers on educational topics for parents
- Organising and conducting community and fundraising events such as Mother's and Father's Day stalls, discos etc.
- Providing a platform for discussions on educational matters, school policy and general matters relating to the school.

Parent Interviews

- If you require an interview with a teacher during the year, please request an interview through the parent portal giving your availability, preference for face-to-face, phone or online meeting and a brief outline of the purpose of the meeting and the teacher will either send a portal message informing you of a suitable time for the interview or contact you via phone to make a suitable time.
- Teachers are unavailable during scheduled staff meeting times on Tuesdays and Wednesdays between 3pm and 4pm or before school on Friday from 8.20am and 8.50am.

Parent Visits

The school invites parent visits and school tours and you are most welcome to come to the school to speak with staff about your child or the programs offered.

Our request is only that a mutually suitable time should be arranged beforehand so that the least possible disruption is caused to normal teaching routines.

There are, of course, special occasions when parents are most welcome to visit the school without prior arrangements having to be made. The following are some of those occasions

- Social evenings
- Parent teacher meetings
- Education Week activities
- Assemblies

Notification is always given before these activities via the newsletter, Sentral Parent Portal calendar or notes sent home with students.

Parking

Parking is restricted to school staff in our school grounds during school hours for safety reasons. Parents should not drive into the grounds when dropping off or collecting their child, except in emergencies and with prior permission from the principal (e.g. to collect a sick child from sick bay). Parents with students in wheelchairs are encouraged to use the disabled parking space to allow ease of access to the school. Parents are also requested to observe traffic and parking regulations in Kimbarra Close. The safety of all students is paramount.

Payments

The school uses cashless systems for school payments including canteen and uniform shop ordering. Parents can make online payments to the school for amounts owing for students such as excursions, visiting shows, purchases, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit card or debit card, and can be made via computer, tablet or mobile phone. Payments can be made via the Sentral Parent Portal.

If a student is unable to attend an excursion due to sickness, misadventure, etc. a refund may be requested for any entry fees applicable.

Unfortunately, because excursions are costed on overall charges for travel, refunds will generally not be given for the bus component of excursions not attended. A request in writing is needed to access a refund.

From time to time, small cash donations or payments are requested for activities like gold coin donations or student-run events.

PBL (Positive Behaviour for Learning)

PBL is a problem-solving framework that underpins our school's behaviour expectations that everyone will be a:

Safe, Respectful Learner

Signs are displayed around the school to remind all members of our school community of these expectations and what they mean in the various parts of the school.

The expectations are explicitly taught in a weekly lesson taught by all class teachers every Friday and reinforced at assemblies.

Our school mascot, Goldie (a cartoon golden key), is highly visible to help remind us that meeting the school's behaviour expectations is the key to academic and personal growth.



Goldie is assisted by Coach Kinny who helps us to get back on track when things go wrong or are hard.



Photographs

Professional photographers take class groups, individual photographs, and

sporting and special groups annually. Parents may purchase these photos.

You will hear more about this through the newsletter from the beginning of the year. School photos are usually taken in the first few weeks of Term 2.

From time to time, photographs of students are included in newsletters or used for class activities. Parents give consent to such use when enrolling.

Permission will be sought for newspaper or website publication.

Playground Organisation

ARRIVAL - Students should not arrive at school before 8.20am. On arrival, all students take their school bags directly to the COLA. Teachers are on duty from 8.20am at which time play under the COLA.

LUNCH – All students eat lunch in classrooms for the first ten minutes of the lunch break. Ball games are permitted, and the canteen is open for the students' use. Quiet activities such as drawing, construction and board games are available in a supervised classroom.

RECESS - Students play in designated areas. Ball games are permitted during recess and the canteen is open for students' use. The library is open at recess for quiet reading and activities like board games, cards, chess etc.

The school provides a variety of suitable play and sporting equipment for student use so that ownership issues are avoided. Children should not bring their own sports equipment, although small toys and cards are acceptable.

All students are required to wear a hat when in the playground. Students without approved hats are required to play under the COLA.

AFTER SCHOOL – We recommend that Kindergarten students are picked up from the Kimbarra Close gate by parents or caregivers if not catching the bus. Teachers walk them to these exits in the first few weeks of school only. All other stages leave from their classrooms, proceeding to bus lines or

collected at the front of the school by parents or caregivers. Bike riders are to walk their bikes off school premises before riding home. They leave five minutes AFTER the bell. Parents are asked NOT to park in the staff car park when dropping off or collecting children. Please park safely in a considerate and legal manner.

Children are supervised in the classrooms during extreme hot, windy or wet weather. Separate procedures exist for wet weather morning drop off and afternoon pick-up.

Playground Supervision

The playground is supervised from 8:20am. Parents are requested to use the Out of School Hours (OSHC) Centre located in the school grounds if their child needs to be at school earlier than 8:20am.

Similarly, parents are requested to use OSHC if they are unable to collect their child or make other arrangements at 2:40pm at the conclusion of the school day. Teachers also supervise the playground at lunchtime and recess. Children are expected to remain in the designated playground areas that are under supervision.

Find the supervision policy on the school website.

Reporting to Parents

Student progress and achievement is communicated to parents in the form of written reports each semester (i.e. twice yearly). These cover academic performance and personal development. A student/parent/teacher conference is held late in term one and a parent/teacher interview is scheduled for the beginning of Term 3 but may be requested at any time. We attempt to give an honest picture of a child's strengths and areas for improvement in subject areas, conduct, attitude, and social development. Remember each child is an individual so please try not to make comparisons with brothers, sisters or neighbours' or friends' children.

Ongoing assessment is made of the progress of all children within the class and within their stage. Various types of

assessment are used to enable teachers to judge the effectiveness of their teaching over the period and to program work appropriate to students' needs, as well as diagnosing strengths and gaps that allow the teacher to program the work accordingly.

School Captains & Year 6 Leaders

Students and teachers elect two School Captains and up to six School Leaders from year 5 at the conclusion of the year, for the next school year from the pool of students who have achieved met the criteria for selection.

Nomination is through a process of written application, public speaking, short interview and voting. The school policy on selection is available on our website.

All Year 6 students are considered to be school leaders. Leadership is a strong focus in the school and is developed in all children as Kincumber Public School citizens.

School Uniform

The Department of Education supports the wearing of school uniforms by students. At Kincumber Public school the wearing of school uniform is compulsory, this policy having been decided by the vote of the parents. It is the parents' responsibility to ensure that their children are dressed in the appropriate school uniform and that all items of clothing are labelled. Consistent non-conformity to the wearing of the school uniform will result in parents being notified.

The Kincumber Public School uniform consists of a limited range of clothing, including footwear and headwear. The predominant colours are black, bottle green and white. The uniform identifies students as belonging to Kincumber Public School. The school expects students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities off-site and out of school hours unless otherwise notified.

The full uniform and dress code policy, including an itemised list of clothing, can be viewed online on the school website on the Our School tab under school policies.

Full school uniform is to be worn on excursions unless specifically stated in a note to parents. The principal may exclude students from an excursion if they are not dressed as requested.

In the interests of children's safety, the wearing of jewellery such as earrings, bangles, bracelets and chains is strongly discouraged and is subject to safety assessment by teachers conducting activities and/or the principal. Extreme hair colours (e.g.: green, pink or purple rinses) and/or extreme hairstyles (e.g. spikes or mohawks) are also strongly discouraged.

Changes to the uniform are proposed and discussed at an annual meeting convened by the P&C.

School Uniform Shop

The school uniform shop is operated by the school. Ordering is done online via the Sentral Parent portal app. New and second-hand clothing is sold at a very reasonable price. Parents of children leaving the school are requested to leave any unwanted school uniforms with the office to be donated or sold.

Security & Safety

Unauthorised people are not permitted in the school grounds. All parents and community members are asked to protect our school by reporting suspicious unauthorised activities to the Police Assistance Line 131 444 or School Security on 1300 880 021.

School gates on Avoca Drive and Kimbarra Close are unlocked in the morning and students should not enter until the bell goes to ensure that teachers are on duty on their arrival.

All visitors are asked to report directly to the school office to sign in.

School staff are instructed to challenge any person on the school site to promote school safety.

The school has a number of procedures to deal with a variety of emergency situations including evacuation, lockdown, lockout and emergency class safety splits. Regular practice drills are conducted to ensure staff and children are familiar with these procedures.

An evacuation of the school is conducted where it is unsafe to remain in the buildings. A lockdown is used when there is danger present from severe weather, people, animals etc and everyone is safer inside; a lockout is used when preventing intrusion on the school site and a class safety split is conducted to ensure student when a physical or emotional danger is present e.g. unacceptable student/parent behaviour, the ingress of an animal etc or building problem like faulty electrical systems or storm damage etc.

Sick or Injured Students & Sick-Bay

The school policy is that every effort will be made to contact parents when a student is hurt or falls ill. Please inform the school immediately of any change in emergency contact numbers.

Failing this, we will keep the student under observation and/or seek medical attention if necessary. If your child is sick before coming to school, please make arrangements to keep your child at home until he/she is feeling well.

Children should not be sent to school with a pre-existing illness or injury requiring further attention. We have a first aid officer but there is no school nurse on staff. Other children may also become sick if children come to school when unwell.

SRE - Special Religious Education (or Scripture) and (SEE) Special Education in Ethics

We are very grateful for the time our volunteer SRE and SEE teachers give Kincumber Public School. Classes in SRE and Ethics are offered on Monday afternoons. We offer Protestant and Catholic classes. If parents do not wish

their child to attend SRE, they are requested to confirm this in writing.

We have Primary Ethics as an option for students whose parents have requested exemption from special religious education (SRE). Special education in ethics is education in ethical decision making, action and reflection within a secular framework, based on a branch of philosophy.

If any child does not attend SRE or SEE they are supervised by school staff.

Special Events

The school highlights special events each year involving our students. These include - Anzac Day, Book Week, Education Week, Sports Days, Swimming, Cross Country and Athletics Carnivals, Kindergarten Teddy Bears Picnic, Year 6 Graduation, K-6 Disco, Performing Arts Festivals, Drama Festival, Choral Festival, Presentation Day Assemblies, Harmony Day. These activities are celebrated by involving students, parents and the community. Advance notice is given in newsletters.

Sport & PE

Sport and Physical Education are an important part of the PD/H/PE Syllabus. Primary students participate in teams in athletics, AFL, soccer, netball, rugby, tennis, Premier's Sporting Challenge and swimming.

Annual carnivals are held for swimming (8 years and older), cross-country and athletics (K-6). Every child and teacher belongs to one of the four sports houses which are named after local historical figures. Children in the same family are placed in the same house:

PICKETT – Purple, **PIPER** – Red, **DAVIS** – Blue, **DUNLOP** – Yellow.

Staff

The main staffing allocation is based on the number of children in the school. In 2024 Kincumber Public School has 1 Principal, 5 Assistant Principals, 14 fulltime class teachers, 2 special education teachers, 1 teacher librarian, and release from face to face and part time teachers. Support staff assist

students in specific areas of need and are allocated on a needs basis. The administrative staff assist in non-educational duties in the school.

Stewart House

Stewart House is a unique experience for children. It is a residential program providing a two-week stay at Curl Curl in Sydney, including dental and optical attention if it is needed. It also provides a respite from family problems, lots of exercise, healthy food, visits to places of interest and a chance to feel secure and make friends.

Students are nominated by the Learning Support Team for inclusion and care is given at no cost to the children or their families. Many children from our school have benefited from a stay at Stewart House and have always returned happy and full of enthusiasm about their adventures. Our school conducts several fundraisers each year for Stewart House to support this program. Please help us to assist Stewart House when these appeals are held.

Student Wellbeing

Student wellbeing is everyone's concern. It pervades the whole curriculum and all school activities. A comprehensive policy is maintained and reviewed continually, and relates to such programs as:

- Child Protection
- Ceremonies and Awards
- School Behaviour Expectations
- Supervision of students
- Emergency evacuations
- Discipline and safety
- Sun safe Policy
- Supervision of students
- Emergency evacuations
- Discipline and safety
- Learning Support Program

A new DoE Student Behaviour Policy was released in 2023 and the school policy will be reviewed for compliance and provided to the community at the beginning of Term 1, 2024.

Swimming Scheme

The school may offer a Special Swimming Scheme for all students from years 2 and 3 each year at a reasonable cost. Students attend a local pool daily for two weeks and are taught by professional swimming instructors.

Trainee Teachers

Several tertiary institutions (e.g. University of Newcastle, Macquarie University, Sydney University and University of Technology, Sydney) arrange for some of their trainee teachers to be placed with our experienced teachers. We are pleased to have the opportunity to provide these students with practical teaching experience. Class teachers retain overall responsibility for the learning program.

Visitors in Schools

From time to time, we are asked to host children who are visiting local families from intra- and interstate as well as international visitors.

The focus of this school is to provide quality learning for the students who are enrolled here. In doing so, we have a duty of care to the enrolled students, and a responsibility for the safety of our students. In addition, the school has privacy obligations in relation to the students who are enrolled here.

To meet our duty of care to our students, the school only allows visitors into a classroom where we have undertaken appropriate checks on the proposed visitor and are satisfied the presence of the person in a classroom will provide an educational benefit to our students.

Unfortunately, in circumstances where no information [or no verified information] about the visitor, and little [or no] educational benefit to the students enrolled in this school, the principal is unable to approve the visitor entering the school site or visiting a classroom.

Visitor Management

During the hours that the school is open, planned and unplanned visitors must first report to the office to sign in and have access authorised to manage our responsibilities including child protection and emergency management obligations. All visitors must follow the directions of school staff while on site.

During the morning supervision period from 8.20am – 8.50am only planned visitors have authorised access beyond the school office. School staff will challenge any person not wearing the **official school visitor badge**.

During the period from 2.30pm – 2.40pm when school staff are supervising the departure of support class students, parents and carers may wait for students inside the school gate in the grassed area and sandstone seating adjacent to the admin building without signing in at the office.

Separate procedures may exist for larger school events.

You Can Do It!

This social and emotional well-being curriculum is taught K–6. Children learn about the Five Key Foundation Skills and twelve Habits of Mind (or types of thinking) that can optimise their social, emotional, and academic outcomes.

Further information

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Kincumber Public School

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