



Education

Kincumber Public School

Public Schools NSW

# School Information Book 2018



*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 access to 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.

## 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

## 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  
Ph.: 4369 1544

Web: [www.kincumber-p.schools.nsw.edu.au](http://www.kincumber-p.schools.nsw.edu.au)

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

Kincumber Public School is a proud member of the NSW Public Schools of the Department of Education.

The Gosford office is located at:  
Level 3 40 Mann Street  
GOSFORD NSW 2250  
Ph.: 4348 9100

## 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 will be in 2020.

## School Staff 2018

**Principal** - Mrs Trish Peters

**Assistant Principals** – Mrs Sue Groom, Mrs Karen Wardlaw, Mrs Lisa Wicks, Mr David Logue and Miss Marilyn Laws.

**Class Teachers** –Mrs Kelly Nunn, Mrs Mrs Belinda Griffiths, Mrs Michelle Cox, Miss Rachel Andrew, Mr Adam Murphy, Mrs Noelene Conacher, Mrs Charlene Kennedy, Mrs Jodie Holloman, Miss Monica McKenzie, Miss Bree McPhee, Mr Jon Wright, Mrs Jodi Hardy, Mrs Bronwyn Lowe, Mr David Hancock, Ms Kylie Stafford, , Mrs Karen Hutchin and Mrs Melanie Creer.

**Additional teaching staff** – Mrs Donna Judd, Mrs Karen Munton, Mrs Sharon Read, Mrs Kim Bullock, Mrs Fiona Cleverly and Mrs Angela Gbel-Cook

**School Administration and Support Staff** – Mrs Pat Roberts, Mrs Carole Rowley, Mrs Cheryl Samuel, Mrs Lisa Craddock, Mrs Eve Harris, Mrs Megan Cranney, Miss Janine Roberts, Miss Linda Kennedy, Ms Kristie King and Mr Ken McWhirter

## Absences from school

Regular attendance is very important. For short absences a note, advice via the school app or phone call from a parent is sufficient. For longer absences please collect an *Application for Leave* form from the front office. Absence slips are available on request from the 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 written 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 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 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. The class teacher will forward your note to the principal for approval.
- When you or your representative come to the school you must get an **early leaver slip** from the front office to take to the class teacher

**BEFORE** going to the classroom.

- You will be asked to sign the Early Leavers' Register to indicate the time the child has been released early and with whom they have been released.

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

- Go straight to the front office when you come to the school
- If 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.*

### End of school day changes

If there is any change to normal arrangements for children leaving school at the end of the school day, please notify the class teacher in writing or phone the office **before 1.00pm**. Change of routine advice slips are available on request from the office.

## Assemblies

Assemblies are held every Friday in the school hall.

K-2 assemblies are held from 11.30am to 12.15pm. All K-2 classes take turns at running these assemblies, giving all students experience of public speaking and performance.

Year 3-6 assemblies are held from 9am to 10am and are run by the school leaders, with classes taking turns to present a performance item. Parents and community members are most welcome to attend these assemblies, during which awards are given to students who have shown excellence or improvement.

Special K – 6 Gold Assemblies are also held to acknowledge achievement. These are usually scheduled for weeks

3, 6 and 9 of terms 3 and 4 from 9am to 10am.

## Attendance

### Why must I send my child to school?

The NSW legislation, which took effect from January 2010, requires students to complete school to Year 10 and then to continue in either education or training, full-time paid employment, or a combination of education/training and employment until at least age 17. It is the responsibility of parents or caregivers to make sure that their children attend school every day.

### 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
- Pension day
- 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.

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.

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.

### **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.

For further information about your nearest Home School Liaison Officers contact the local DoE office on 4348 9100.

## **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.

Students have a [You Can Do It Can-Do booklet](#) where they collect stickers to represent achievement in the Five Foundation Keys of Confidence, Getting Along, Organisation, Persistence and Resilience, leading to the award of a Gold Certificate.

Students are also awarded [Goldies](#) to recognise demonstration of the school behaviour expectations of *Being a Safe, Respectful Learner*.

## **Before and After School and Vacation Care**

YMCA operates an out of school hours OHSC 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](mailto:oshc.kincumber@ymca.org.au) or visit the website at: <http://www.ymcansw.org.au/centres/kincumber>

This Centre is also available for Vacation Care when demand exceeds 20 places. It is recommended that all families register with OHSC at the beginning of every year to cover unforeseen circumstances.

## **Bell Times**

8:20 - 8:50am	Children play on COLA and asphalt
8:50 – 10:50am	Learning Session 1
10.50 – 11am	Lunch Eating Time
11 – 11:30am	Lunch Play Time
11:30 – 1:00pm	Learning Session 2
1pm – 1:25pm	Recess Eating and Playing Time
1:25 – 2:40pm	Learning Session 3

## **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. Money is sent to the office.

## **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. **4368 2277**. Please contact Busways office for up-to-date travel information or check online [http://www.busways.com.au/region/central\\_coast](http://www.busways.com.au/region/central_coast) for up-to-date timetable information.

## Calendar

A calendar of school events is available on the school website, on the Skoolbag app and in the newsletter.

### [What is Skoolbag?](#)

## 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 on request and on the website. Healthy lunches and snacks are prepared for students and the canteen makes an important contribution to the school and community life. If you are able to assist in the canteen even on a limited basis, please contact the school. Kincumber Public School holds a Diamond Accreditation that is awarded by the NSW Canteen Association for being a "Healthy Canteen". Lunches and recesses can be ordered online at [www.fleximeals.com.au](http://www.fleximeals.com.au)

## Child Protection Education

The aim of child protection education in primary schools is to assist students in developing skills to recognise and

respond to unsafe situations, seek assistance effectively and establish and maintain relationships and strengthen attitudes and values related to equality, respect and responsibility. The program is positive and preventative – designed to assist children to appreciate normal relationships and identify possible assault situations. If you wish to know more about the Child Protection Program, please contact your child's teacher.

## 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.

Parents are encouraged to share their own strengths and skills in partnership with the school. Parents are required to sign in on arrival and observe the Volunteers Policy that can be viewed online on the school website on the *Our School* tab under school policies [here](#).

## 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.

## Communication with Parents

The newsletter is published fortnightly on Thursdays on the school website, notified on Skoolbag and emailed to families. The school communicates with parents mainly through the newsletter, the school app and individual letters sent home with students. Please regularly check with your child about these communications and check your child's bag.

Should you need to contact the school, please use the phone numbers 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 8:30 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 on the classroom doorstep as children are entering class for the day, or during teaching time. Please do not be offended should any teacher refuse 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.

Permission notes and other information are also sent home with the youngest child from time to time. When a

response is required, it would be appreciated if the required section was returned as soon as possible and by the due date.

## Complaints, Concerns and 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 principal. Anonymous complaints or complaints on behalf of others cannot be acted on.

The full procedures can be viewed online on the school website on the *Our School* tab under [school policies](#).

## Computer + Technology Education

Kincumber Public School is well equipped with computers and interactive boards in each classroom and in the

computer technology room in the Library. Children have access to the internet in the computer room and classrooms.

Stage 3 classes are running [BYOD](#) (Bring Your Own Device) programs and many classes access their home learning tasks online.

## 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. Use this [link](#) to access a request for access form or call the office.

## 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 Board of Studies website <http://www.boardofstudies.nsw.edu.au/>

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.

A new Australian curriculum has been progressively implemented from 2013, so the following information will be changed as needed.

The areas of learning for students in Kindergarten to Year 6 are:

*English* - students learn about, and learn to use written language.

The school provides early intervention for children needing individual support. The Reading Recovery Program gives intensive instruction for children in their second year of school who are underachieving in literacy. The Support Teacher Learning Assistance in the

school also provides extra support to students with additional learning needs.

A home reading every day program called BEAR reading (Be Excited And Read) operates for K – 2. Children K-6 can volunteer to participate in the Premier's Reading Challenge that runs from October to September in the following year.

*Mathematics* - students develop the ability to investigate and solve non-routine problems. Mathematics is organized into six strands – five content strands, Number, Patterns and Algebra, Data, Measurement, and Space and Geometry, and one overlying process strand, Working Mathematically, which includes reasoning, questioning, applying strategies, communicating and reflecting.

*Science and Technology* - students learn about natural and made environments. Students develop their scientific and technological understanding about the Natural Environment and the Made Environment through applying the processes of Working Scientifically and Working Technologically in these sub strands: *Physical World, Earth and Space, Living World, Material World, Built Environments, Information and Products*

*Human Society and Its Environment (HSIE)* - this area deals with peoples' interactions with one another and with their social, cultural and physical environments. HSIE incorporates gender, Aboriginal, citizenship, multicultural, environmental, work and global perspectives, studies of Asia and Languages other than English (LOTE). It recognizes the importance of concepts that support the reconciliation between Aboriginal and non-Aboriginal Australians.

Early Stage 1 has an excellent Gross Motor Program. Parents are encouraged to come and help supervise groups during this 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.

*Creative Arts* - students explore and experience different art forms including Dance, Drama, Music and Visual Arts.

The Conservatorium of Music provides violin and guitar 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. Children in K-2 have a sing-a-long every week. Every second year a musical production will take place that involves all KPS students.

The Board of Studies develops a syllabus for each of the learning areas. Along with a defined aim, each syllabus has a set of objectives and outcomes, expressed in terms of knowledge and understandings, skills, values and attitudes.

## Custody and access

The school should be advised in writing of any custody or access arrangements. If a divorce or separation has occurred or court orders control parental access, this information needs to be passed on to the school and a copy of such orders is kept on file. Such information will be treated with strict confidence.

## 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.

## 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, a comprehensive kindergarten transition and orientation program (Kindystart) is delivered giving children and parents the opportunity to make strong links with the school prior to children starting school.

See the [enrolment procedures](#) here.

## Excursions and 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.

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 returning a signed

consent note, which is sent home with details of the excursion.

Any families experiencing financial hardship are invited to contact the Principal for an interview. Prepayments and instalments are accepted when paying off major excursions and all parents are urged to take advantage of this. We also have credit card facilities available for you to use when paying amounts over \$10.00. EFTPOS or direct credit facilities are in place and can be accessed from the school website under the tab POP - Parent Online Payment

Payments for amounts over \$5 are taken to the office in a well-sealed labelled envelope where a secure collection box is available for deposits.

## 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 Mathematics and grade text book/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. For all other injuries or illnesses, we will contact you to collect your child.

## Gifted and 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 – 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, 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, the [Too Sick For School? chart](#) (pdf 1725 KB) chart will help

answer your questions about common childhood illness and how long sick kids need to miss school.

PLEASE NOTE: This information has been supplied by [NSW Health](#) and is not intended to replace a visit to your doctor if anyone in your family is unwell.

Headlice are a common problem for younger students and their families and [our school website](#) has some useful information about how to manage treatment.

## 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 children with learning difficulties. The school counsellor is involved with the administration of diagnostic testing and advice. Programs are implemented in consultation with class teachers and parents. Parents of children on special programs are involved in the decision making as well as supervising work sent home for consolidation.

### Learning and Support Teacher

Additional teachers are appointed to provide programs for children who need assistance in literacy and numeracy. 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.

### Reading Recovery

This program identifies Year 1 students who need support in reading and a specially trained teacher works with them to increase their skills.

### School Counsellor

The School Counsellor is appointed to help parents, teachers and students with special 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.

### Support for students with disabilities

It is the policy of the NSW Government that children with disabilities should be able to live and to be educated in their own community. Students with disabilities may be eligible to receive extra educational support in their daily activities. An individualised education program is devised and reflects practices, routines and activities in the regular classroom. The class teacher and a teaching assistant implement this. The Learning Support Team monitors children requiring this assistance. Discussions are also held with the School Counsellor and parents to achieve the most worthwhile outcomes for the child.

### Special Itinerant Support Teachers

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

### Home School Liaison Officer

The Department of Education and Communities employs Home School Liaison Officers to help parents and the school when a child does not attend school. 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 truant 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 our [attendance](#) page.

## Library

[Our library](#) is the focal point of the school and plays an important role. With many items including books, audio-visual items and an excellent reference section, the library provides material to satisfy educational needs and recreational interests. All students from Kindergarten to Year 6 have access to the library for borrowing, research and to use audio-visual programs and technology.

Children borrow directly from the library and a large selection of books is also distributed by the library to the classroom, to provide additional reading materials and to supplement classroom themes. The library is computerised and borrowing is done with a computer card and scanner. Students are trained as library monitors to assist the Librarian.

The Library is open at lunch 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 box next to the staffroom. 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

If there is a need for your [child to take medication at school](#), the following procedures need to be adhered to:

- 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).
- Daily dosage to come in a small plastic specimen jar, or similar.
- The jar must be LABELLED clearly with child's name and class, name of medication e.g. penicillin, antibiotic name etc. and when to be given.

School office staff are **NOT** responsible for ensuring that children receive their medication. It is the child's responsibility to come to the office for their medication. Please advise the teacher of time etc. as an additional reminder.

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

School staff cannot give children any over-the-counter or prescription medications without this information.

## Money collection

All money collected at school for excursions, visiting shows, purchases, donations etc. should be forwarded in a well-sealed envelope to your child's teacher if under \$5 or taken to the office before school if over \$5. The child's name, class and purpose of the payment should be written on the outside.

Where possible, if a student is unable to attend an excursion due to sickness, misadventure, etc. a refund may be given 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.

## NAPLAN (NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY)

Students in Years 3 and 5 in May of each year undertake the NAPLAN Tests in literacy, numeracy and writing. Individual results are supplied to all parents. The school's overall results are of a consistently high standard. Overall results are also reported in the Annual School Report.

## Newsletter

The Kincumber Public School newsletter is published on the school website, school app and is emailed fortnightly on a Thursday. 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 Skoolbag app.

## 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 parent helper.

It is essential that parents sign in and out (booklet is in the front foyer) and that parents/helpers wear a 'Parent Helper' badge while they are in the school. These can be obtained from the front office. All parent helpers must be under the direct supervision of a teacher.

Parents transporting students must complete a Working With Children Check - Volunteer Declaration (at [Volunteer Declaration](#)) and office staff must sight a current driver's licence and car registration on each occasion they

transport students (other than their own children).

## Parents and 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 on [pckincumber@gmail.com](mailto:pckincumber@gmail.com) 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
- Operating a Uniform Shop.
- Providing guest speakers on educational topics for parents
- Organising and conducting community and fundraising events such as the School Fete
- Providing a platform for discussions on educational matters, school policy and general matters relating to the school



## Parent visits

The school is always open to parental visits 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. We hope that parents will accept this invitation as the need arises.

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:
  - \* K – 2 (Infants) – 11.30am every Friday
  - \* 3 – 6 (Primary) – 9am every Friday
  - \* K – 6 Gold Assembly – 9am on Friday in Weeks 3, 6 & 9 of terms 3 & 4

Notification is always given before these activities via the newsletter, school app or notes sent home with students.

## Parent Interviews

If you require an interview with a teacher during the year, please send a note to the teacher with your child requesting an interview and the teacher will either send a note home 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 Wednesday between 3pm and 4pm or before school on Friday from 8.20am and 8.50am.

## 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.

## 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.



## 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 students are able to play in the primary playground. Students without approved hats are required to 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. Each day different grades are rostered to use the Library.

**RECESS** - Students play in designated areas. Ball games are permitted during recess and the canteen is open for students' use.

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.

**AFTER SCHOOL** – Kindergarten students are picked up from the canteen area by parents or caregivers or taken to buses. 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. 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.

All students are required to wear a hat when in the playground.

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 (OHSC) Centre located in the school grounds if their child needs to be at school earlier than 8:20am.

Similarly, parents are requested to use OHSC 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 here](#).

## 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 but parent/teacher interviews may be requested at any time. We attempt to give an honest picture of the child's strengths and weaknesses 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 weaknesses that allow the teacher to program the work accordingly.

## School Captains and 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 their Gold Certificate. 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. Nomination is through a process of written application, public speaking, short interview and voting.



## 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 volunteer parents and is currently open on Wednesday from 2.00pm to 3.00pm and Tuesday and Friday from 8.30 to 9.30am. It is located on the south side of the hall opposite the school administration office. 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 clothing pool to be donated or sold.

## Security and 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 opened in the morning from about 8am and closed from around 9.10am. They are re-opened from around 2.15pm and then re-locked at around 3pm.

All visitors are asked to report to the school office to obtain a special visitors badge to identify them.

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 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 and 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 infected, if children come to school sick and spread germs.

## SRE (Special Religious Education or Scripture) and Primary Ethics

We are very grateful for the time our volunteer SRE and Ethics teachers give Kincumber Public School. Classes in SRE and Ethics are offered on Tuesday 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 Ethics they are supervised by school staff.

## Special events

Thee 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 and 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, cross-country and athletics (8 years and older) 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 2018 Kincumber Public School has 1 Principal, 5 teaching Assistant Principals, 13 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 Banking

Department of Education allows the Commonwealth Bank to conduct regular savings at the school. Kincumber Public School Bank Day is Friday.

## 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
- Sunsafe Policy
- Supervision of students
- Emergency evacuations
- Discipline and safety
- Learning Support Program

## 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.

## 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

Trish Peters – Principal

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