An innovative and challenging education in a caring and enriching school setting.
ROBERTSON PUBLIC SCHOOL

Parent Information Booklet

WELCOME TO OUR SCHOOL

Robertson Public School has a proud record of serving its community for 143 years. It has been central to the development and achievements of the district and we are keen to continue to build upon this partnership of students, parents and teachers. Whilst we value our past, we are a school that looks to the future. We believe that the future is not a place we are going to, but one we are creating.

Robertson Public School offers a quality comprehensive K-6 curriculum to prepare our children for life in this new century. This covers the six Key Learning Areas.

- **English** - Students learn to read, write, talk and listen. They learn to read for information and pleasure. They gain a sound grasp of language structures, punctuation, spelling and grammar.
- **Mathematics** - Students learn to add, subtract, divide and multiply whole numbers, fractions and decimals. They learn to measure time and calculate with money. They learn geometry, algebra and how to work with data and graphs.
- **Science and Technology** - Students develop skills in thinking, investigating and problem-solving. They gain knowledge and skills in scientific investigation, design and applied technology.
- **Human Society and Its Environment** - Students learn about history, geography, civics and citizenship. They investigate their personal and community identity and gain an understanding of their nation and its place in the world.
- **Creative and Practical Arts** - Students gain experiences in visual arts, music, drama and dance.
- **Personal Development, Health and Physical Education** - Students develop knowledge, skills and attitudes to lead healthy, active and fulfilling lives. They learn the values of teamwork and sportsmanship.

Our school is justifiably proud of its student academic achievements and places a strong emphasis on quality teaching and learning programs that cater for individual difference and strengths whilst allowing students to demonstrate their personal skills in a caring, supportive environment.

Our school places a strong emphasis on Student Welfare through proactive policies and practices that encourage students to interact in a friendly cooperative manner at all times.

We hope that this book serves not only as an introduction to our school, but an enticement to come and join us. If you have any other questions please feel free to ask any of our friendly staff.
ROBERTSON PUBLIC SCHOOL INFORMATION

Address: Robertson Public School
47-53 Hoddle Street
(PO Box 3121)
ROBERTSON  2577

Telephone: 02 4885 1284  Facsimile: 02 4885 1119

e-Mail: robertson-p.school@det.nsw.edu.au
www.robertson-p.schools.nsw.edu.au

Principal: Mrs Vivian Harrison

Assistant Principals: Mrs Amber Haworth, Mr Stephen Gray

Classroom Teachers
Mrs Rosemary Armstrong  Mrs Christine Campbell-Jones
Mrs Natasha Norton  Ms Sharyn Moule
Mrs Heather Keat  Mrs Catherine Roodenrys
Mrs Diane Williams  Mrs Kristen Wilson

Librarian: Mrs Jan Newey

School Counsellor: Mrs Melanie Brindley

School Administrative Manager: Mrs Jill Fairbrother

School Administrative Officers: Mrs Janelle Bain, Mrs Ann Murdoch

School Learning Support Officers: Mrs Judy Vaughan, Mrs Elizabeth Eagles, Mrs Hayley McGee.

SCHOOL COLOURS
Maroon and gold

SCHOOL MOTTO
Truth, Honour, Courage

SCHOOL TIMES
Morning Learning Session - 9.00 am - 10.50 am
Lunch
Middle Learning session - 11.30 am - 1.30 pm
Recess
Afternoon Learning Session - 2.00 pm - 3.00 pm
SCHOOL TERMS
Term 1, 2014  Tuesday, 28th January ~ SDD
   Wednesday, 29th January ~ Years 1-6
   Monday, 3rd February ~ Kindergarten
   Friday, 11th April

Term 2, 2014  Monday, 28th April ~ SDD
   Tuesday, 29th April ~ Years K-6
   Friday, 27th June
Queen’s Birthday Weekend ~ Monday, 9th June

Term 3, 2014  Monday, 14th July ~ SDD
   Tuesday, 15th July ~ Years K-6
   Friday, 19th September

Term 4, 2014  Tuesday, 7th October ~ Years K-6
   Wednesday, 17th December ~ last day for students
   Friday, 19th December

The first day of Terms 1, 2 and 3 as well as the last two days of
Term 4 are School Development Days for staff only. Students do
not attend on these days.

SCHOOL UNIFORM
Girls:  Summer - Maroon check Dress
   Maroon Culottes/Lemon Blouse or Gold Polo shirt
   School broad-brimmed hat

Winter - Tartan Pinafore/Lemon Blouse/Maroon tights
   Maroon polo fleece jacket.
   Maroon scarf, gloves and beanie are optional

Boys:  Summer - Grey Shorts/Lemon Shirt or Gold Polo shirt
   School broad-brimmed hat

Winter - Long Grey Trousers/Lemon shirt or Gold Polo
   Shirt/Maroon polo fleece.
   Maroon beanie is optional

Girls and Boys Sport:  Maroon Shorts/Sport Polo Shirt
   Maroon Track pants/Sport Polo Shirt
   Maroon school hat

ENTRANCE REQUIREMENTS
Children who turn five before the 1st August may commence
school at the beginning of the school year. It is now necessary for
documentation of the child’s age and evidence of immunisation to
be presented before a child can start school.

When you enrol your child please check that you have the following
documentation:
- Birth Certificate or Identity documents
- Immunisation Certificate
- Proof of address
- Transfer certificate (if transferring from another
  NSW Government school)
- Court order (if applicable)
KEEPING IN TOUCH WITH THE SCHOOL

All teachers are available to talk with you if you would like to discuss your child’s progress with them. We welcome this, but please remember they are in class to teach all the children so are not available to speak to you during this time. Teachers do have some time away from their class so please ring the school Office and a suitable time will be arranged.

It is important to send a note to your teacher if:
- you want to pick your child up early
- your child has been absent for any reason (absence slips are provided)
- going home arrangements have been changed for any reason

Written information should be sent to the Principal if:
- special custody arrangements need to be known by the school
- you intend transferring your child to another school
- you intend to take your child out of school for an extended time

It is important to contact the school if:
- you are going to be late to pick up your child from school - prior to 2.50 pm.
- you have a change of address or emergency contact number

It is important for parents to sign in/out your child at the office if:
- you arrive at school after 9.05 am
- you need to take them out of school early

- you need to take them out of class for a short time

Anaphylaxis is potentially life threatening and always requires an emergency response. We have a number of students who are at risk of an anaphylactic reaction within our school. To assist in catering for all students we ask that your child does not bring the following food products to school:
- Peanut butter, Nutella, any peanut product
- Any product containing nuts as an ingredient (including muesli bars).
- Eggs or egg sandwiches

We also ask that you support us in insisting that your child does not share any food items with friends to avoid an anaphylactic response in students allergic to egg.

FOR KINDERGARTEN PARENTS

BEGINNING SCHOOL
Starting school can be an exhausting experience for small children.

Try to help your child by making sure that regular and suitable bedtime routines are observed. An appropriate bedtime for this age group is 7pm or 7:30pm as they work very hard at school and will be exhausted, especially in first term and again at the end of Term 3.
Give small lunches for the first few weeks as children are usually keen to chat and play with new friends rather than spend a long time eating. Please wrap recess food separately.

To help your child make a smooth transition to school, wise parents will:
- provide a secure and positive background
- give children opportunities to stay with other people for a few hours while parents are elsewhere
- read and play with children
- accept that school life is part of normal growth of the individual
- realise that all children are individuals and develop in different ways and at different rates and should not be compared with other children
- talk about school in a positive manner.

**SCHOOL NEEDS**
It is important that your child has a school bag large enough to carry these necessary items such as:
- Raincoat and hat
- Lunch box and drink bottle
- An old shirt or smock to protect clothing (an apron is not big enough)
- A library bag
- Homework book
- Home reader bag or folder

All these items should be clearly labelled with your child’s name.

**HEALTHY EATING TIPS FOR SCHOOL**
- Make sure your child is used to eating a wrapped lunch out of a lunch box.
- School provides a 10 minute supervised eating time for lunch and then children may take food to finish eating on the playground. However, some children don’t wish to continue eating and would rather play.
- Wrap recess and lunch separately and make sure your child knows the difference.
- Try not to use Glad Wrap as it can be frustrating to open.
- Pack healthy food - sandwiches, wraps, fruit, cracker biscuits, cheese, dried fruit, carrot and celery sticks.
- School food should be healthy - children do not require a treat such as lollies or chocolate. Try not to pack chips, sweet biscuits every day as packaged snack foods can be very expensive.
- In warm weather be careful with foods such as sliced meats or yoghurt which can go off in the heat. Pack a small ice brick or frozen drink bottle with lunch.
- If your child doesn’t eat some of their food encourage them to bring the leftovers home and don’t get cross. Simply ask why they are not eating as maybe they don’t have time or you are providing too much.
- Please make sure your child has a healthy breakfast every day!
ENROLMENT CHECKLIST

- Practise writing their own name - NO CAPITAL LETTERS (except for the first letter)
- Please clearly label EVERYTHING - especially hat, jumpers, jackets, track pants, shoes, gumboots, lunch boxes, drink bottles and school bag.
- Know how to go to the toilet without assistance and ask to go the toilet.
- Know how to ask for assistance or describe what has happened.
- Know own surname, address, phone number if possible.
- Know how to put on shoes and socks independently

Prepare yourself to encourage independence by:

- Not waiting around each morning when you drop your child off
- Allowing your child to catch the bus (if applicable)
- Getting your child into a normal routine as soon as possible
- Encouraging your child to pack their own school bag and carry it on their own back.

If teaching your child writing skills, take care with correct pencil hold.

Letters should be lower case - NOT CAPITALS

PLEASE REMEMBER

Do not worry if your child is upset when you drop them off in the mornings at the start of the Kinder year. This is normal and will pass as your child becomes familiar with school routines and knows what to expect.

A quick, firm goodbye is usually best. You can always call school half an hour later to check. Please be reassured that we will call you if your child doesn’t settle or if they become unwell or get hurt.

If you have any concerns please organise a time to talk to your child’s teacher or let our Office organise this on your behalf. This will allow your child’s teacher to give you their full attention to discuss your concerns away from their need to supervise other students.

- Please always send a note to the class teacher explaining absences.

Please let your child’s teacher know if there are:

- Any medical conditions that may affect learning.
- Any allergies.
- Any change in family circumstance that may affect your child’s classroom behaviour.

All money being sent to the school should be in a sealed envelope with your child’s name, teacher’s name, class and purpose written on the envelope. These are to be deposited into the money slot in the Administration Office before school. Please do not hand anything to the teacher.
Parent Information Booklet

SCHOOL ACTIVITIES

ASSISTING IN SCHOOL ACTIVITIES
All parents are invited to become involved in school activities. Some of these activities are:
- Assisting teachers in classroom curriculum activities.
- Helping in our school canteen.
- Helping to transport and supervise at sporting activities.
- Assisting with the covering of books.
- Sharing your expertise in lessons when appropriate.

All help given by parents and the community is greatly appreciated by the school and our students.

BOOK CLUB
The school participates in the Ashton Scholastic Book Club Scheme which operates through our Library. Students are able to purchase quality books at reasonable prices. There are eight separate issues throughout the year.

When purchasing book club books, forms are to be returned on Wednesdays or Thursdays only as this is when the Librarian is here.

EXCURSIONS
Excursions supplement the learning taking place in the classroom. They are organised by teachers to consolidate skills or areas of study. They are not only valuable learning experiences but encourage positive social skills, cooperation and independence. There are also sometimes small local excursions organised around Robertson that support classroom learning.

When excursions or performances are organised, every item has a cost - transport, venue, food etc. This total cost is then divided by the number of children attending the Excursion or performance. On occasions there are unforeseen circumstances that may prevent your child from attending this event. If your child is unable to attend due to illness or any unforeseen circumstance, we cannot always refund your total costs as the cost factor for transport must be paid regardless.

All excursion money and notes need to be in by the day stated on the excursion note.

Early Stage One and Stage One day excursions
There is one main excursion for K-2 classes per year to places such as Symbio Wildlife Park and the Wollongong Science Centre.

Stage 2 and 3 Overnight Excursions
Stage 2 (Year 3 & 4) students have one overnight trip each year to either Sydney Rocks and Taronga Zoo or the Blue Mountains.
Stage 3 (Year 5 & 6) have 2 overnight trips each year. In Term 1 students attend a Sport and Recreation Camp for 3 days and in Term 4, travel to Canberra or Mogo for an overnight trip.

As these are costly excursions, provision is made to pay these off in instalments over a longer period of time.
SPORT
The school is a member of the Public Schools’ Sports Association (PSSA) and is involved in many sporting activities organised by this Association. Gala days involving other schools are held in our local district and include sports such as Touch Football, Soccer and Cricket. These days provide an opportunity for all children to participate in friendly games with other local schools.

The school has three sports houses - Belmore (blue), Carrington (red) and Fitzroy (green).

Each child is placed in one of these sporting houses after enrolment and remains in that house whilst at Robertson School.

Our annual swimming carnival is held in Term 1.

Our annual cross country carnival is held in Term 2.

Our annual athletics carnival is held at the end of Term 2 or early Term 3, weather permitting.

SWIMMING SCHEME
An intensive two week learn-to-swim program is held at the Moss Vale or Bowral swimming centre during Term 4. This program is aimed at instructing non-swimmers or strengthening poor swimmers in Years 2, 3 and 4.

WINGECARRIBE SCHOOL SPORTS
Placegetters from school carnivals are invited to represent the school at Wingecarribee PSSA competitions. Children may also try out for a place in district teams in other sports during the year such as soccer, touch football, hockey, cricket and basketball. Successful athletes may also qualify for Regional and State Carnivals and teams.

P & C MEETINGS
Our Parents and Citizens Association is a vibrant and hardworking parent organisation which raises money to aid in purchasing materials and support programs that enrich our students’ opportunities. This group is dedicated, energetic and an invaluable asset to the students, school and staff.

P & C meetings are friendly occasions held on the first Tuesday evening of each month, in the Library and beginning at 6.30 pm sharp. Fundraising activities are organised, Uniform Shop, Treasurer, Principal and Canteen reports presented and educational matters are discussed at these meetings. All parents and citizens are invited and encouraged to attend these meetings.

CANTEEN
Our school canteen follows Department of Education and Communities guidelines for encouraging healthy eating habits. A seasonal menu offering new tastes is distributed at the beginning of each year.

The P&C operates the canteen on a non-profit basis every Friday. Working in the canteen is a fun and rewarding experience. Children love to see their parents/grandparents at school, and it’s always
great to get to know other students in the school as well. The canteen relies solely on volunteers in order to run smoothly, and the more volunteers we have the less work there is for everyone!

Orders are to be written on a paper bag with your child’s name and class and the correct money inside the bag. These are then placed in the locked box outside the canteen window on the Friday morning. Please remember, if you appreciate the service offered, a little time from each family to support it goes a long way.

GENERAL

ASSEMBLIES
Once a month, our school conducts a whole school assembly at 2.00 pm in the School of Arts Hall next to the school. During the year each class has a turn at presenting an item.

A school calendar will have the dates for each class assembly. Everyone is welcome to attend these performances.

IN-SCHOOL PERFORMANCES
Throughout the year performing artists come to the school to perform for the children. There is usually one performance per semester and notes are sent home to inform parents of the event and the cost. We try to keep the cost of these performances low and encourage all children to attend.

SCHOOL BAND
The school band practises each Monday afternoon between 3.15 - 4.00 pm in the music room. Membership of the band is by invitation and usually happens when your child is in Year 3 or has reached a musical standard allowing them to play Band pieces. The band performs at Whole School Assemblies and other school events.

Music lessons are held during the school day and include, but are not limited to Clarinet, Trumpet, Flute, Keyboard, Saxophone, Trombone, Guitar, Drums, Baritone Tuba, Percussion, Cello, Viola and Violin. All instruments may be hired from the school.

SCHOOL CAPTAINS
At the end of Term Four school captains, vice captains and prefects are elected for the following year by children from Kindergarten through to Year 5. All students in Year 5 are invited to become school leaders and prepare a speech to present to students indicating why they should be considered for a leadership position. The elected captains and prefects are announced and receive their badges during the end of year Presentation Assembly.

SCHOOL COUNSELLOR
If you would like to see the school counsellor to discuss your child’s progress or behaviour, or would like the counsellor to assess your child, contact your child’s teacher or our Principal to make an appointment.
**SCHOOL SOCIALLS**
Each year a Junior (K-2) and a Senior (3-6) Social is held in the School of Arts Hall towards the end of Term 4. This is a free event provided by, and supervised by, our dedicated school staff. The Junior Social is held from 5-6:45pm and the Senior Social is from 7-9pm.
Kinder students are asked to provide a “plate” for the Junior Social and Years 3 and 5 students provide food for the Senior Social.

**SETTLING IN PERIOD**
Please feel welcome to bring any new students into the school yourself for their first few days. After that you may like to encourage independence by dropping them at the gate, letting them walk in with a friend or sending to them to school on the bus, if applicable. Parents may wait at the front gate for children in the afternoons. Please advise the teacher of going home arrangements or any changes to their going home routine.

**SICK OR INJURED CHILDREN**
Children who become sick during the day are sent to our Administration Office. They are usually monitored for the first few minutes but if your child is unwell and needs to go home, you will be notified by telephone to take your child home.
All children are to be collected from the Administration Office and **must** be signed out.

Should your child be injured in the playground, the teacher on duty will send your child to the Office to receive treatment. If the injury is more serious and medical attention is required, every effort will be made to contact you. If you are unavailable, the school will act in the interest of your child and call an ambulance if deemed necessary, where treatment will be given at the Casualty section of Bowral District Hospital.

It is essential that you have notified the school of emergency contact numbers and that these are kept up to date.

**SPECIAL DAYS THROUGHOUT THE YEAR**

**Anzac Day + Remembrance Day**
Our school holds a ceremony for both days on our front concrete area near our school flagpole.

**Education Week**
Various activities are organised during Education Week in Term 3, including Grandparents’ Day, open classrooms and a Whole School Assembly to which everyone is invited.

**Book Week**
Book Week is held during Term 3. The Book Week theme is discussed with students in their library lessons and a book fair is held annually. Students have the opportunity to purchase books at discounted prices for themselves or donate to the school library. All donated books will have the child’s name on a presentation plate in the front of the book.
**Presentation Assembly**
At the end of the Term 4, an annual Presentation Assembly is held in the School of Arts Hall to celebrate student achievement where academic successes are acknowledged with special awards.

**Extravaganza**
At the end of Term 3 our school holds an Extravaganza in which each class presents an item. There is a matinee performance and an evening performance.

**School Development Days**
Each year schools have School Development Days allocated on the first day of each of Terms 1, 2 and 3 and two days at the end of Term 4, where staff participate in professional learning sessions and plan for the school’s future development. Students do not attend school on these days.

**Year 6 Graduation and Farewell Dinner**
As part of their final year activities, Year 6 students participate in a Graduation ceremony at 2.00 pm in the School of Arts Hall at the end of Term 4. Staff, students and parents celebrate the successful completion of seven years of primary schooling and farewell students as they prepare for their high school years. Later in the evening, students are invited to a Farewell Dinner and Dance at a local venue.

**SCHOOL SERVICES**

**ADMINISTRATION OFFICE**
The Administration Office hours are from 8.30 am until 3.15 pm each day.

**CALENDAR**
A school calendar for the next few months is printed in the school newsletter so parents have advance notice of events and costs where possible. Please make sure you check it regularly as sometimes there are unavoidable changes to events.

**CLOTHING POOL / LOST PROPERTY**
The Clothing pool operates from the Uniform Store in the Canteen at 8.40 am on Fridays. The clothing pool is to assist parents to dispose of good school uniforms that are no longer required and for parents who wish to take advantage of purchasing cheaper uniforms in good condition.
All clothing should be clearly marked with a name. Misplaced clothing will be put in the lost property box. Good clothes that are not reclaimed from the lost property container after a sufficient interval are put into the clothing pool, with the remainder being sent to charity.

**LIBRARY**
All students have set library lessons each week on Wednesday or Thursday, as well as being able to use the Library at other times when necessary. They are expected to borrow books each week.
However, as books are expensive, a library bag is needed in which to carry these books. Any books that are lost or damaged will need to be replaced by the borrower.

**NEWSLETTERS**
Each Wednesday a school newsletter is printed with information on past and future activities concerning the school and students. This newsletter is given to the youngest member of the family. The school encourages all students to give written communications to parents promptly. It would be appreciated if you would check each day in school bags to see if there are any notes for you. This will assist ensuring that students get into the habit of giving you notes from the school promptly.
All newsletters and school information is also available on the school’s website.

**NOTES / MONEY COLLECTION**
Notes usually require some form of response from you such as written permission to attend or be involved in an activity, medical details or the forwarding of money for payment of the activity to the school.
When the school organises an event, for example an excursion, performance or sport, this requires a considerable amount of time and organisation beforehand by staff.
To ensure the success of all our events for all those involved, including parents, students, teachers and office staff, it is essential that **all payments for excursions or performances must be paid two (2) days prior to the commencement of the event.**

**No money will be accepted after this time.**
When payment is required, an excursion envelope will be issued to each child. The envelope is to be filled in, the **correct** money put in and sealed and put in the money slot in the office desk.

**Change cannot be given for or from a payment envelope.**
It is a parental responsibility to ensure that the correct money is in the envelope and it is sealed. Cheques are to be made out to Robertson Public School or direct deposits into the Robertson Public School bank account may be made.

**RELIGIOUS EDUCATION**
Every Tuesday between 11.45 - 12.30 pm religious education is provided to students by Protestant and Catholic volunteers. All children, no matter what religion, are eligible to participate. Catholic Scripture teachers ensure students are prepared for all sacraments.
If you do not wish your child to attend these lessons, please write a letter to that effect and your child will attend a non-scripture group where students are supervised in non-teaching tasks.

**SCHOOL PHOTOS**
School photographs are taken every year of each child, class group and special groups such as School Leaders and our Band wearing correct school uniform.
These usually take place in Term 1 and notes will be sent home to inform parents of the date and to notify them of the cost. These photographs are pre-paid and all enquiries are directed to the photographic company.
SCHOOL RESOURCE FEES
Our school does not have school fees but students will have access to and use school-provided classroom requirements such as paper, books, pencils, paint, art and craft materials.
Students are invoiced $20 each year to cover the cost of these classroom resources.

SPEAKING WITH TEACHERS
Teachers welcome any parent requests to discuss aspects of your child’s schooling. However, please respect their professionalism by not engaging them in discussions whilst they are teaching or supervising students.
Each teacher has Release from Face to Face (RFF) preparation time away from class on a weekly basis. This is a perfect time to arrange an interview and our Office staff will be very happy to arrange this on your behalf.

SUPERVISION OF CHILDREN
Teacher supervision of children does not commence until 8.30 am each morning.
Arrival before this time is not encouraged, but where necessary, children must sit quietly on the verandah of the Office.
Teacher supervision concludes at 3.00 pm or when the last bus departs from school.
Children are not permitted to leave the school grounds in school hours without being signed out with a parent or obtaining permission from the Principal or Assistant Principals.
Parents who require their child to be released early for any reason must do so by signing their child out of school at our Office before proceeding to the classroom to collect their child.
This is a legal requirement to ensure the safety of not only your child but all students.
Our school does not permit any adults to enter school grounds without permission, to avoid the threat of potential danger to the safety of students.

TRANSPORT
There are six bus runs per day, operated by Robertson Bus Service.
If you are on the bus runs, your child is entitled to free bus transport in Kindergarten, Years 1 & 2 no matter what the distance. Students in Years 3-6 are entitled to free bus transport if they are 1.6 km radial distance from the school or 2.3 km or more from the most direct practical walking route to the nearest entry point to the school.
If you are unsure, please check with the bus company. Students travelling on buses are expected to maintain an appropriate level of behaviour. Students should remain seated, stay within the confines of the bus and refrain from any behaviour that could distract the driver.
If students do not obey the driver, or their behaviour is unacceptable, the bus operator has the right to refuse to transport them.
For bus timetables or bus information, please phone Grant & Marianne Pointing on 4885 1403.
Riding your bike to school

Students may ride their bikes to school on their own if they are old enough or with parent supervision otherwise and leave these bikes safely in our school bike racks for the school day.

Students riding scooters to school must also leave their scooters in the bike racks for the school day.

Bikes and scooters must be walked once a student enters school grounds to ensure safety for other students.

What not to bring to school

What things should not be brought to school?

- Valuables or precious possessions.
- Any item likely to cause injury to others, including pocket knives, weapons, sticks, sharp objects, play swords or play guns.
- iPods, MP3s and mobile phones.
- Dangerous implements or glass containers.
- Precious or valuable toys.
- Make sure your dog does not follow your child to school.
- Roller blades and skateboards.
- Nail polish, hair tints.
- Jewellery other than ‘studs/sleepers’ for ears.
- Incorrect school uniform clothing.

Items that the teacher has agreed upon or that may be part of classroom activities may be requested from time to time.

The school cannot accept responsibility for such possessions which are lost or broken.

Student health

Administering medicines

Prescribed medications (not over the counter) must be left at the School Office where they will be dispensed by a member of staff. A medicine consent form with dosage details and signed by the parent should accompany this medication.

Over the counter medicines are not able to be dispensed by staff.

Diseases

<table>
<thead>
<tr>
<th>Disease</th>
<th>Time Away From School</th>
</tr>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>7 days from appearance of rash and until all the blisters have scabbed over</td>
</tr>
<tr>
<td>German Measles/Measles</td>
<td>5 days from appearance of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>10 days from the onset of swelling.</td>
</tr>
<tr>
<td>Scabies and Ringworm</td>
<td>1 day after treatment has commenced</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has completely disappeared.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>1 day after treatment has commenced and all sores are to be covered with a watertight dressing</td>
</tr>
<tr>
<td>Head Lice</td>
<td>May return to school after initial treatment to remove lice.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>5 days from the commencement of treatment.</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>Seek medical help immediately.</td>
</tr>
<tr>
<td>Hand, Foot &amp; Mouth</td>
<td>Until all the blisters have dried.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Until the child feels better.</td>
</tr>
<tr>
<td>Gastroenteritis</td>
<td>At least 24 hours after diarrhoea stops.</td>
</tr>
</tbody>
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Further information and confirmation of this advice should be sought from your doctor.
SICK BAY
Our Sick Bay is for emergencies only; it is not a medical or nursing centre. Our Office Staff can only provide basic First Aid and therefore should not be considered nurses, doctors or specialists. As First Aiders they are required to assess and treat students so that they are able to go back to class, home or hospital depending upon the severity of the injury.
Injured and sick students cannot be left in the Sick Bay all day. Administrative Staff are unable to give them total attention whilst managing the school administrative duties.

If your child is genuinely ill or injured please do not send them to school as you will be called to come and collect them.

It is also essential that all emergency contact numbers are up to date.

IMMUNISATION
The NSW Department of Health and the Department of Education recommend that all children beginning school are fully immunised. Your child will be mixing with many other children and infections spread easily in these circumstances.
Before starting school, it is recommended that all children have:
- a booster injection against diphtheria and tetanus (CDT)
- a booster dose or oral polio vaccine (Sabin)
Immunisation is available from your local doctor and local council clinics.

SCHOOL SCREENING
If you are at all concerned about your child’s vision or hearing, please discuss this with your child’s teacher and also make arrangements for a vision or hearing screening test through the Wingecarribee Community Health Service. (4861 8000)

CUSTODY/ACCESS ARRANGEMENTS
Where the Court has directed that special “custody/access” restrictions may apply to a child at school, the parent should consult the Principal and provide appropriate details in writing, including the date of the Court Order.
This information is needed to ensure your child’s safety and will be treated with the utmost confidentiality and respect.

It is important that the school be notified of weekend access arrangements if they are to take place at the school on a Friday.

SCHOOL POLICIES
ABSENCES
It is a legal requirement that all student absences from school are explained and documented. Absences must not remain unexplained after two days. An absentee booklet will be provided for each family at the start of the school year. It can be replaced when necessary.
If you have to take your child out of school for any reason you must sign your child out at the Administration Office first.
If your child is ill and needs to go home you must collect your child from the Administration Office and sign them out.
HOMEWORK
Children are expected to complete and return the homework set by their class teacher. Homework consolidates learning that has occurred in class and also gives parents a valuable insight into what is happening at school and how independent a worker their child is.

PARENT/TEACHER INTERVIEWS and REPORTING TO PARENTS
Towards the middle of Term 1, after both students and teachers have settled in and know each other, parent/teacher interviews are arranged to give parents the opportunity to become familiar with their child’s teacher as well as the class program and strategies for the year.
Parents are invited to speak with class teachers again at the end of Term 3.

Following the completion of assessments and tests, teachers compile comprehensive reports on your child’s progress at the end of Semester 1 (June) and Semester 2 (December).

These reports provide you with an overview not only of your child’s academic achievements, but also their social and personal development.
Parents are welcome to request a phone or face-to-face interview at any time throughout the year and do not need to wait until formal reporting times if they have any concerns about a child’s progress.

It would be appreciated when seeking an interview that parents contact the Administration Office and arrange a time that is mutually convenient to you and your child’s teacher.

SCHOOL UNIFORM
All students are expected to wear correct school uniform and a school hat each school day, unless otherwise advised.
The majority of these items are available from the school uniform shop run by our school P&C. It is also advisable that children have an old shirt or smock to protect their uniform during art and craft activities.
Please make sure that all items of clothing and school equipment are clearly labelled with your child’s name. All lost clothing is put in a container in the hallway outside the Blue Room.

ROBERTSON PUBLIC SCHOOL UNIFORM

<table>
<thead>
<tr>
<th></th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maroon Check Dress with front &amp; back pleats</td>
<td>Grey shorts</td>
</tr>
<tr>
<td></td>
<td>Maroon Skorts/Culottes with Lemon Blouse with logo or gold polo shirt</td>
<td>Lemon shirt with logo or gold polo shirt</td>
</tr>
<tr>
<td></td>
<td>Maroon polo fleece Jacket</td>
<td>Maroon School broad brimmed hat</td>
</tr>
<tr>
<td></td>
<td>Maroon School broad brimmed hat</td>
<td>Shoes or Joggers - black leather, with white socks</td>
</tr>
<tr>
<td></td>
<td>Shoes or Joggers - black leather, with white socks</td>
<td></td>
</tr>
</tbody>
</table>

Summer Uniform

- Maroon Check Dress with front & back pleats
- Maroon Skorts/Culottes with Lemon Blouse with logo or gold polo shirt
- Maroon polo fleece Jacket
- Maroon School broad brimmed hat
- Shoes or Joggers - black leather, with white socks

- Grey shorts
- Lemon shirt with logo or gold polo shirt
- Maroon School broad brimmed hat
- Maroon polo fleece Jacket
- Shoes or Joggers - black leather, with grey socks
**Parent Information Booklet**

**Winter Uniform**

<table>
<thead>
<tr>
<th>Girls</th>
<th>Maroon tartan pinafore, Lemon blouse, Maroon tights, Maroon Jacket</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td>Maroon long pants, lemon blouse or gold polo shirt, maroon jacket</td>
</tr>
<tr>
<td>Boys</td>
<td>Long grey trousers</td>
</tr>
<tr>
<td></td>
<td>Lemon shirt with logo or gold polo shirt</td>
</tr>
<tr>
<td></td>
<td>Maroon jacket</td>
</tr>
<tr>
<td></td>
<td>Shoes or Joggers - black leather, with grey socks</td>
</tr>
</tbody>
</table>

**Sports Uniform**

<table>
<thead>
<tr>
<th>Girls</th>
<th>Maroon Unisex shorts</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp;</td>
<td>Maroon sport polo shirt with logo</td>
</tr>
<tr>
<td>Boys</td>
<td>Joggers - black leather, with white socks</td>
</tr>
</tbody>
</table>

Also available:
- Maroon polar fleece lined raincoats.
- Maroon Beanies
- Maroon Scarf
- Backpacks - sturdy maroon bags with school logo, large enough for spare clothing and homework books.

Items are available through the school uniform store.

The P&C uniform shop is open on Friday mornings in a room inside our school canteen. We have developed an affordable, long wearing uniform which will allow your children to be comfortable and active throughout their years at Robertson School. The money raised through the shop is returned to the school to purchase library books and sporting equipment. We also have available a range of pre-loved uniforms at low cost.

Robertson can experience four seasons in one day and so we have no set time for our uniform to change from summer to winter. As a general rule of thumb, winter uniform is worn in Terms 2 and 3 but may be needed on many days in our other two terms.

Please make sure that you send enough clothing to school with your children to allow them to be warm and comfortable all day.

Most items purchased from the uniform shop have a name tag attached. Please ensure that all clothing is labelled to help teachers return lost items. Unlabelled goods will go to lost property and eventually, if unclaimed, into the clothing pool or to charity.

**SUN SMART**

Due to the growing awareness of the dangers of skin damage from the sun, a sun smart policy has been implemented in our school.

Students should preferably wear a broad brimmed school hat whenever they are playing outside and teachers support this policy by also wearing hats when they are on playground duty.

**Children who do not wear a hat must sit in the shade.**
STUDENT WELFARE

CUMULATIVE MERIT AWARD PROGRAM

Students at our school regularly receive awards to celebrate classroom learning and achievements. Students are encouraged to keep their awards in a safe place at home as these awards accumulate to earn more awards over your child’s years at our school.

Each Friday at our daily assembly, teachers give out a yellow class merit award with an academic focus, to two students in their class. When a student has received three yellow class merit awards, a Sapphire Award will be presented at our next Whole School Assembly. When three Sapphire Awards have been received, a Ruby Award will be presented at our next Whole School Assembly. When three Ruby Awards have been received, a Diamond Award will be presented at our next Whole School Assembly.

- 3 class merit awards = 1 Sapphire award
- 3 Sapphire awards = 1 Ruby Award
- 3 Ruby awards = 1 Diamond award

POSITIVE BEHAVIOUR PROGRAM

Robertson Public School rewards consistent, positive and appropriate student behaviour in our classrooms through encouraging and motivating students to assume responsibility for their own actions and behaviour.

Each class teacher displays a large class chart where stamps are placed next to student names to reward exemplary behaviour each day.

When students have earned fifteen stamps they receive a Bronze Wristband. When thirty stamps have been earned, students receive a Silver Wristband and when forty five stamps have been earned, students receive a Gold Wristband and afternoon tea with the Principal in Term 4.

In recognition of their consistent excellence as a role model for all students, a small number of students may progress to a Platinum Certificate which is presented at our annual Presentation Ceremony at the end of the school year.

- 15 class stamps = Bronze Wristband
- 30 class stamps = Silver Wristband
- 45 class stamps = Gold Wristband, and afternoon tea with the Principal
- 60 class stamps = Platinum Certificate at Presentation Ceremony

CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR

Robertson Public School prides itself on happy, confident students thriving in a friendly, nurturing and safe school environment. From time to time, a student may make an inappropriate choice in their behavior or speech whilst at school and a negative consequence may result.

Students are given a reminder of school rules and expectations of acceptable behaviour as a first intervention. If a student continues with unacceptable behaviour they may be asked to sit out for approximately 5 minutes, and a teacher will once again speak with them about appropriate behaviour choices.
Dangerous behaviour or deliberate hurting of another student may result in being removed from one or two playground sessions or in more extreme cases, a suspension, depending on the individual circumstances. Parents may be contacted by classroom teachers or Assistant Principals when necessary to ensure that the best possible behavior outcomes for students occur. Please refer to our School Discipline Policy for more detailed information.

**SCHOOL PROGRAMS**

**BAND**
Our school boasts a highly valued Band that rehearses each Monday afternoon from 3:15-4pm in our purpose-built Music Room under the direction of our Assistant Principal Mrs Amber Haworth and Music Tutor Mrs Cheryl Ricketts. Our Band performs at each Whole School Assembly and also at various local events.

**DANCE GROUP**
Our school features a dance group made up of students from Years 3-6 who practice once a week in a play break. Our dancers perform at each Whole School Assembly and at local events.

**EXTRA-CURRICULAR PROGRAMS**
Each year our school sources an additional activity from an outside provider for one term to complement current school programs and provide something engaging and different for students. Past programs have been Sport for Life with a focus on athletics and Gymsports with a focus on gymnastics. Our current program is Dance2bfit which is an extremely popular program with a focus on fun aerobic dance movements to modern music that encourage fitness and keeping a beat.

**EXTRAVAGANZA**
This is our school’s annual celebratory showcase of our performing arts and is held at the end of Term 3 in the Robertson School of Arts Hall. Each class prepares an item that involves all students, is based around an annual theme and features skills such as dance, music, mime and drama. Students perform at an evening and matinee concert and for many, this is the highlight of their term. Tickets are available to parents, families and community members at a cost of $4 each.

**GIFTED AND TALENTED OR ENRICHMENT PROGRAMS**
This is an on-going focus in classrooms that is supplemented by interesting yet challenging workshops twice per term available in our local community of schools. Students are identified by staff and given the opportunity to work with like-minded students in a variety of areas such as writing, science, history, ICT, dance, art and the environment.
Our local area also has an Academically Gifted class for bright students in Years 5 and 6. Entry is through application and an exam. Successful students attend this class one day per week for three terms. Our school has proudly had four successful students into this class each year.
KINDYSTART
This orientation to school program occurs annually over seven weeks at the end of Term 3 and into Term 4. Prospective Kinder students and their parents are encouraged to attend these sessions to gain an insight into what happens at “big school”. It is also an excellent way to learn how to assist children in literacy and numeracy, see how your child interacts with other children or with another adult, see how independent your child is and how our school works. Kindystart also gives our school valuable knowledge about incoming students, allowing us to adequately support and prepare for them.

LIBRARY
Our school boasts a well-stocked, large, airy and attractive new Library with our School Librarian, Mrs Jan Newey, in attendance two days each week. Students borrow two books weekly to support in-class literacy programs. A library bag to safely transport borrowed books between home and school is required each year.

LIVE LIFE WELL @ SCHOOL
This program focuses on developing life-long healthy food and eating habits as well as teaching fundamental movement skills in preparation to play a variety of common sports. Each class has a daily “Crunch and Sip” break in conjunction with learning time where students are encouraged to snack on fresh fruit or vegetables and drink water.

MUSIC LESSONS
Our school is extremely fortunate in that qualified music tutors visit most days each week to give musical tuition to any student who wishes from Kinder through to Year 6 (and parents if requested) at rates far less than outside tuition. Students have their lessons during school time and parents are able to pay either weekly or by term. There are also hire fees each term for instruments. Students are able to have lessons in keyboard, flute, clarinet, saxophone, violin, cello, trumpet, euphonium, drums and guitar. Please contact our School Office if you would like your child to have lessons. A school Music and Band Program Handbook is available to provide more detail and information.

PEER SUPPORT
This very successful program with a focus on social skills, resilience building and anti-bullying runs during Term 2 each year. Year 6 students are trained to lead small groups of 8 or 9 students across all grades in fun, cooperative activities one afternoon each week.

READING RECOVERY
This exemplary asset to our school is an additional reading support program offered to students in Year 1 only. Targeted students receive daily intensive one-on-one reading and writing tuition for 30 minutes from our specifically trained and accredited Reading Recovery teacher Mrs Diane Williams.
SCHOOL COUNSELLOR
Our School Counsellor works with us one day each week. Referrals to see our Counsellor may be requested by class teachers or by parents. School Counsellors provide confidential counselling and invaluable support for students and parents, and also undertake diagnostic assessments where applicable.

SINGING GROUPS
Our school features both a Junior (K-2) and Senior (3-6) Singing Group who happily and enthusiastically practice during one play break each week. These groups perform songs at each Whole School Assembly and also at local events.

SPEECH SUPPORT PROGRAM
Our school works collaboratively with local community health personnel to provide support in the area of speech for targeted students. Students are identified and then assessed by a registered speech pathologist who then liaises with class teachers or support staff to implement individual speech support programs at school.

SPORT
Our sporting opportunities and prowess are an integral part of our school’s heritage and history. Students participate in weekly skills-based physical education and sport activities at school.

Three sporting carnivals are held annually
- Swimming in Term 1
- Cross-Country late in Term 1 or early Term 2
- Athletics late in Term 2 or early Term 3.

Successful students will be invited to compete in these carnivals at District, Regional and State levels.

District gala days are held throughout each year in touch football and soccer where girls and boys from Years 3-6 compete against other local schools at Moss Vale or Bowral.

From time to time, school teams are entered in State Knockout Competitions in cricket, softball or soccer.

Coaching clinics are held regularly each year over a school day, where affiliated sports organisations, such as AFL, Rugby League Soccer and cricket teach fundamental skills and games to all classes.