Our school community is committed to providing a successful and caring learning environment.

Soldiers Point Public School was established in 1947
Our School at a Glance...

Soldiers Point Public School
39 Cromarty Road
Soldiers Point NSW 2317

Telephone: 02 49827151
Fax: 02 49820576

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

Website: http://www.soldierspt-p.schools.nsw.edu.au

Number of Students 343 (March 2014)

School Office Opening Hours 8.15am – 3.30pm

Playground Supervision 8.25am – 8.55am

Classes commence 8.55am

Recess 10.55am – 11.20am

Lunch 12.40pm – 1.30pm

Classes end 2.55pm

Canteen Operates: Monday, Wednesday, Friday
Thursday over the counter purchases only

Uniform Store Open: Tuesday 8.30am - 9.00 am
Friday 2.15pm - 3.00pm

Infants Sport Day (K – 2) Wednesday

Primary Sport (Year 3 & 4) Thursday

Primary Sport (Year 5 & 6) Friday

Bus Operators

Port Stephens Coaches
17A Port Stephens Drive
Anna Bay NSW 2315
Telephone: 4982 2940

Blue Ribbon Bus Company
6 Glenwood Drive
Thornton NSW 2322
Telephone: 4935 7200
### Soldiers Point Public School Staff - 2013

<table>
<thead>
<tr>
<th>Role</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Mr S Parson</td>
</tr>
<tr>
<td>Assistant Principals</td>
<td>Mrs H Wilson, Miss A Pawley, Mrs P Wildman</td>
</tr>
<tr>
<td>Teaching Staff</td>
<td>Mrs R Aitchison, Mrs A Soulsby, Mrs J Baxter, Mrs Sproule, Mrs R Dawson, Mrs S Egan, Miss L Shand, Mr J Gibson, Mrs C Hendley, Mrs K Miller, Mrs C Freeman, Mr P Nix, Mr J Silva, Mrs L Merriman (teacher-librarian)</td>
</tr>
<tr>
<td>Learning &amp; Support Teachers</td>
<td>Mrs A Beavan, Miss L Strassmeir (Reading Recovery)</td>
</tr>
<tr>
<td>School Administrative Manager</td>
<td>Mrs B Sherman</td>
</tr>
<tr>
<td>School Administrative Officers</td>
<td>Mrs S Bradbury, Mrs J Dowker (Mon – Tues)</td>
</tr>
<tr>
<td>School Learning Support Officers</td>
<td>Mr G Holloway</td>
</tr>
<tr>
<td>Defence School Transition Aide</td>
<td>Mrs D Robinson</td>
</tr>
<tr>
<td>Chaplain / Student Welfare Officer</td>
<td>Mrs J Shotter</td>
</tr>
<tr>
<td>General Assistants</td>
<td>Mr S Desjardins (Mon –Tues), Mr T Newton (Tues)</td>
</tr>
<tr>
<td>School Counsellor</td>
<td>Mr M Clements (Thurs)</td>
</tr>
<tr>
<td>Cleaners</td>
<td>Mrs L Jones, Mr H Cameron</td>
</tr>
</tbody>
</table>
A Message to our Parents

This School Information Booklet provides an introduction to Soldiers Point Public School by informing parents of current procedures and practices. This information is given to assist in the smooth transition from home or other schools to the Soldiers Point Public School environment.

By working together we hope life at Soldiers Point Public School can be a positive and rewarding experience. Some strategies which may assist in making your school experience a happy one are:

- Take an active interest in the education of your child. A combination of the school and home best promotes the wellbeing and development of children; and
- Be supportive of the school and promote the advantages of mutual co-operation between the home and the school to the student child.

Generate a positive attitude by:

- Encouraging and supporting your child to do their best and to behave in a way, which is for the collective good;
- Recognising and rewarding the successful efforts of students;
- Taking an interest in what your child is learning at school and helping them, where you can, with any difficulties they may be having;
- Providing good study conditions;
- Identifying with the school; and
- Supporting any school activities, where possible.

I hope that this booklet will assist you to understand many of the organisational and functional requirements of our school.

S. Parson – Principal
School Profile

Soldiers Point lies on the shores of beautiful Port Stephens, 10km from Nelson Bay, and 51km from Newcastle and serves the local community and its immediate surrounds.

A natural bushland setting enhances the school’s location. Many residents of the area commute to Nelson Bay, Newcastle and beyond for employment, shopping and recreation though a few remain to follow water pursuits, fishing and oyster farming. The school’s population currently stands at 343 students (March 2014). Our school community comes from two basic groups:

- Those who are permanent residents of the area and have progressed through the school from Kindergarten; and
- Those who have become permanent residents of the area but have come to the school following a time at another school or schools.

A survey has shown a low percentage of Aboriginal children and those born out of Australia. Parents and grandparents of our students have a diverse range of cultural and ethnic backgrounds.

Enrolments at the school have grown over recent years from the time when the school was a three teacher school to a point where we now have fourteen classes and a number of support staff. The school is situated in a growth area and it is anticipated that school enrolments will continue to grow.

The buildings consist of an administration centre, school hall, eight home bases, one timber classroom, five demountable classrooms, and a demountable library.

In 2000 an Opportunity Class (OC) was formed at Soldiers Point, which provides extension opportunities for Stage 3 students. Places in this class are filled by competitive selection tests which are conducted by the Department of Education Selective Schools Unit.

In general, students attending the school willingly promote the expectations regarding uniform, attendance, behaviour and attitude.

Our caring and experienced staff provide activities from within the key learning areas (KLAs) to students on a K - 6 basis.

The school is currently staffed by: a principal, 3 assistant principals, 11 class teachers, a teacher/librarian and supplementary teachers for teacher release time and support teachers for students requiring learning assistance and Reading Recovery.

The school office is ably supported by a full-time School Administrative Manager, one full-time Administrative Officer and one part-time Administrative Officer with some additional supplementary staffing being allocated each year.

Soldiers Point Public School: Parent Handbook 2014
The local community sees the role of the school as a training centre to impart to children a firm foundation of the necessary knowledge, skills and attitudes to grow as responsible citizens able to make a worthwhile contribution to society.

A supportive school community raises funds through various activities organised by the Parents and Citizens Association and the school’s canteen. Many volunteer parents assist in many of the school-based activities that are provided for the school’s students, these include helping students with reading in the classroom, assisting at sporting events and on special class days and excursions.

Features Soldiers Point Public School has to offer include:

- Dedicated and caring staff
- Friendly community spirit
- A quiet bushland setting
- Effective Learning Code (updated 2011)
- Library facilities
- Extensive educational resources and equipment
- Multiple computer workstations in each classroom
- School band and music lessons
- School choirs (infants and primary)
- School dance troupe
- Comprehensive excursion program for infants, junior and senior primary
- School community events e.g: Anzac Day Commemoration, Book Week, Education Week ~ Open Day, Celebration Assembly and Year 6 Graduation Dinner
- Sun Smart Policy
- Child Protection Education Policy
- Drug Education Policy
- Student Councillors and active Student Representative Council (SRC)
- Inter-school debating and public speaking
- Sporting activities with extension to: Port Stephens Zone, Hunter Area and State representation

Photo of koala taken at SPPS 2013

Soldiers Point Public School: Parent Handbook 2014
Mission Statement:

Our School community is committed to providing a supportive learning environment which promotes success and equity.

Guiding Principles

As a school community, we will:

| Provide quality teaching in a quality learning environment | Promote collaboration through open communication | Value a spirit of respect and tolerance for each individual | Instil lifelong learning and promote healthy lifestyle choices |

School Pledge

Have pride and show respect
SCHOOL MOTTO

The School Motto is: 'OUR GUIDING LIGHT' which incorporates: WISDOM, CONDUCT and LEARNING.

SCHOOL LOGO

The school logo came into being in 1972 and is the result of a competition that combined two or three entries.

The white and red 'S' stands for Soldiers Point and the blue background is for the water surrounding Soldiers Point.

The star at the top stands for the Star of Bethlehem (Conduct) and the torch at the bottom stands for wisdom.

SCHOOL SONG

We sing with pride at Soldiers Point
our school amongst the trees
Where sparkling seas and golden sands
surround our boundaries

Together we learn side by side
we aim to do our best
With wisdom, conduct, knowledge
the keys to our success

And as we grow and travel on
our guiding light shall be,
The school we knew at Soldiers Point
and all its memories

The School Song was written for the 50th Anniversary of Education at Soldiers Point that was held in September, 1997. The words and music were written by Mrs Veronica Gibson and Mrs Sonja Lock
Enrolment Policy

Students are eligible to enrol at Soldiers Point Public School provided they turn 5 by 31 July in the year they will commence school.

Parents with children whose 5th birthday is after the beginning of Term 2 are encouraged to defer enrolments until the following year. The school will accept the enrolment of these children to accommodate the wishes of a parent.

Kindergarten children will usually commence school on the 3rd day of Term 1, in any school year.

Any child who enrols at Soldiers Point Public School from the school's local area (refer to the Soldiers Point Zone page following this section for street names in our zone) may continue to remain as an enrolled student if they become non-local enrolments while it is the wish of a parent to continue their child's enrolment.

Procedures to identify enrolments in Kindergarten for the ensuing year begin in Term 2. A survey is circulated in the school community to update anticipated enrolments. During Term 3, parents of children whose names are on both local and non-local lists are contacted and invited to attend transition activities.

Parents of local Kindergarten children are requested to complete enrolment applications as soon as possible so that an indication of their intention to take up their right to local enrolment in the following year is gained. This enables the school to determine the number of non-local Kindergarten enrolments it may be able to accept.

Parents of children for whom enrolment is sought are required to advise of any 'special needs' for their child.

Proof of age must be sighted with a Birth Certificate being preferred. In addition, Health Department Regulations require that Immunisation Certificates must be provided before enrolment can be completed.

Proof of residency is also required. This can be a Rental Agreement, Electricity Bill, Proof of Purchase, etc. (Please note, a driver's licence is not acceptable.)

All transferring students must present a Transfer Certificate when transferring from NSW Government Schools with all enrolling students being placed in their age cohort unless there are special circumstances.
Additional Information for Non-local Enrolments

Parents who seek non-local enrolment for their children need to indicate their interest by completing a Non-local Enrolment Application Form from which a list of potential enrolments is generated. (Refer to the Soldiers Point Zone page following this section for street names in our zone).

For this purpose a placement panel has been formed to consider and make recommendations on all non-local enrolment applications. The composition of this panel is the principal, a representative of the Soldiers Point P & C Association and a staff member.

Criteria for non-local enrolments include:
- proximity and access to the school
- siblings already enrolled at the school
- special programs
- compassionate circumstances
- structure and organisation of the school

Waiting Lists (current for one year) will be established for non-local enrolments with parents being advised in writing if their child is placed on the waiting list and his or her position on it.

Parents will have the right of appeal against the decision of the placement panel.

Non-local enrolment applications must be returned to the School Office within 7 days of being received for consideration by the placement panel. Non-local enrolments may not be considered if they generate a demand for extra staff, create disruption to school routine or increase class sizes beyond the class ceiling.

The availability of non-local places cannot be determined each year until firm enrolments are established at the end of any school year. Offers of non-local enrolment will be made late in Term 4. Any offer of enrolment made will need to be accepted within one week or the place will be offered to a child on the waiting list.

Non-local enrolments in Years 1 - 6 are totally dependent upon the availability of places in the appropriate grade, after reference to the buffer for potential local transfers.

Parents seeking non-local enrolments for their child must:
- complete a Non-local Enrolment Application
- discuss their intention with the Principal of their local school
- discuss their application with the non-local Principal
## Soldiers Point School Zone

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Street Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admiral Close</td>
<td>King’s Court</td>
</tr>
<tr>
<td>Albert Street</td>
<td>Lambton Close</td>
</tr>
<tr>
<td>Anderson Place</td>
<td>Lyndel Close</td>
</tr>
<tr>
<td>Arunta Close</td>
<td>Manoora Close</td>
</tr>
<tr>
<td>Ash Street</td>
<td>Marty Avenue</td>
</tr>
<tr>
<td>Bagnall Avenue</td>
<td>Mary Street</td>
</tr>
<tr>
<td>Bayview Street</td>
<td>Mitchell Street</td>
</tr>
<tr>
<td>Boronia Drive</td>
<td>Monkey Avenue</td>
</tr>
<tr>
<td>Bosuns Place</td>
<td>Muller Drive</td>
</tr>
<tr>
<td>Brown Avenue</td>
<td>The Pier</td>
</tr>
<tr>
<td>Caledonia Close</td>
<td>Port Stephens Dr</td>
</tr>
<tr>
<td>Compass Close</td>
<td>(number 15 or greater)</td>
</tr>
<tr>
<td>Cook Street</td>
<td>Randall Drive</td>
</tr>
<tr>
<td>Corella Close</td>
<td>Raymond Avenue</td>
</tr>
<tr>
<td>Cromarty Road</td>
<td>Redman Place</td>
</tr>
<tr>
<td>Cromarty Bay Road</td>
<td>Rennie Street</td>
</tr>
<tr>
<td>Diemars Road</td>
<td>Resthaven Avenue</td>
</tr>
<tr>
<td>Elk Street</td>
<td>Ridgeway Avenue</td>
</tr>
<tr>
<td>Ellie’s Place</td>
<td>Salamander Way to Horizons Drive</td>
</tr>
<tr>
<td>Estate Drive</td>
<td>(number 92 or less, number 87 or less)</td>
</tr>
<tr>
<td>Fern Avenue</td>
<td>Sanderling Close</td>
</tr>
<tr>
<td>Fleet Street</td>
<td>Sandpiper Avenue</td>
</tr>
<tr>
<td>Ford Street</td>
<td>Scott Circuit</td>
</tr>
<tr>
<td>Foreshore Drive to Mambo Creek</td>
<td>Seaview Crescent</td>
</tr>
<tr>
<td></td>
<td>(number 125 or less)</td>
</tr>
<tr>
<td>George Street</td>
<td>Shores Close</td>
</tr>
<tr>
<td>Gilchrist Road</td>
<td>Short Street</td>
</tr>
<tr>
<td>Grandview Close</td>
<td>Soldiers Point Road</td>
</tr>
<tr>
<td>Homestead Street</td>
<td>Starboard Close</td>
</tr>
<tr>
<td>Horizons Drive</td>
<td>Sunset Boulevard</td>
</tr>
<tr>
<td>Hutcheson Avenue</td>
<td>Taylors Beach Road</td>
</tr>
<tr>
<td>Irene Crescent</td>
<td>Upton Street</td>
</tr>
<tr>
<td>Jackson Close</td>
<td>Vista Avenue</td>
</tr>
<tr>
<td>The Jetty</td>
<td>Wanda Avenue</td>
</tr>
<tr>
<td>The Jib</td>
<td>Waratah Avenue</td>
</tr>
<tr>
<td>Kangaroo Point</td>
<td>Wards Way</td>
</tr>
<tr>
<td>Kanimbla Drive</td>
<td>Warramunga Close</td>
</tr>
<tr>
<td>Kemp Street</td>
<td>Westralia Close</td>
</tr>
<tr>
<td>Kent Gardens</td>
<td>The Wharf</td>
</tr>
<tr>
<td>Kent Street</td>
<td>Wyalong Place</td>
</tr>
<tr>
<td>Kestrel Avenue</td>
<td>Yachtsman Crescent</td>
</tr>
</tbody>
</table>

Soldiers Point Public School: Parent Handbook 2014
Information for Parents

ACCIDENT or ILLNESS AT SCHOOL
If your child is feeling unwell or has a minor accident at school, staff will decide what they consider to be the next appropriate action i.e. administer basic first aid, lay down for a period of time or arrange for the child to be collected.

If your child becomes seriously ill or injured in an accident at school, the school principal or nominee may elect to seek medical attention i.e. call an ambulance. Parents will be contacted as soon as possible. For this reason it is vital for the school to have current emergency contact details should you be unavailable.

In the case of separated parents, please ensure that access details are clearly defined so that staff can contact the designated parent.

All teachers and several support staff hold an Emergency Care Certificate and most have completed their cardiopulmonary resuscitation (CPR) accreditation and anaphylaxis training.

AFTERNOON ROUTINES
When you wish to vary the normal procedures for your child to go home e.g. they normally catch the bus, but today you are going to pick them up after school: please send a note to the class teacher with the new arrangements. If this information is not received your child will be sent home in the usual manner.

If you need to collect your child/children during school hours, for any reason at all, you must report to the Office and complete a student leaver’s form for each child. The leaver’s pass must be given to your child’s/children’s teacher(s) before you can take your child/children from the school.

This is so that the school is aware of children leaving the school and with whom they leave.

NO CHILD IS TO BE TAKEN DIRECTLY FROM THE CLASSROOM WITHOUT NOTIFICATION.

To assist with organisation parents might consider making tags to attach to their child’s bag which explain collection arrangements, for example:

On Tuesday afternoon
I catch Bus 2

This greatly assists teachers when a child is unsure of their collection arrangements.
ATTENDANCE
Children are required to attend school each day with regular attendance being absolutely essential for children to receive the maximum benefit from school. It is a proven fact that students with an attendance record of less than 90% tend to have learning problems.

The Education Reform Act 1990 requires students between the ages of 6 and 15 years of age to attend school each day the school is open for instruction.

If your child has to be away through sickness or special family circumstances, you are required to send a note to your child's teacher explaining the reason for the absence. There is no need to advise the school on the day of the absence but a note of explanation must be sent when your child returns to school. However, if the absence exceeds three days please advise the school.

Repeated cases of unexplained absences are referred to the Home School Liaison Officer.

Partial absences require a note to the teacher.

Children who arrive late (after 8.55 a.m.) are to report directly to the office for a late note. An explanation must be provided and the late note signed by the Parent/Caregiver. An occasional late absence is understandable, but continual late absences impact upon the learning of children.

ASSEMBLIES
Stage assemblies are held at 8.55am for teachers to convey messages of a whole-school / stage nature to students.

Assemblies are held every Friday afternoon from 1:30pm until approximately 2.00pm. At these assemblies awards are presented, guest speakers address the students and special features of school activities are displayed.

Each class/group presents a ‘Special Item’ at some time during the year. The newsletter will advertise the assembly roster.

Parents are very welcome to attend Friday assemblies.

BOOK CLUB
This aspect of the school's activities is organised by the Library with Order Forms being sent home approximately once each term. Forms need to be returned by the date due (usually ten days). The Book Club is provided through Scholastic Australia with the school receiving 'bonus points' for all books ordered. The bonus points are accumulated and used to acquire additional resources.
BOOK PACKS
Book Packs are available for purchase from the school’s office. Typically, a Book Pack will include most necessary items required by your child to participate in learning activities during the school day. This might include: exercise books, text books, pencils, eraser, glue stick, reading folder, display book etc.

Book Packs range in cost from $60.00 - $100.00 depending on the items requested by the teacher.

BUS BEHAVIOUR
Bus behaviour should be excellent at all times. We strive continually to achieve this, however, without having teachers on the bus it is extremely hard to accomplish. If you have any concerns regarding behaviour on the buses please contact your local bus provider Port Stephens Coaches, Blue Ribbon Bus Company or the Principal and every effort will be made to resolve the matter.

Port Stephens Coaches is located at: 17A Port Stephens Drive, Anna Bay Ph 4982 2940

Blue Ribbon Bus Company is located at: 6 Glenwood Drive, Thornton Ph 4935 7200

BUS PASSES – LOST
Lost Bus Passes must be replaced. Please contact your local bus provider. Please ensure that your child's Bus Pass is in a protective wallet and that it is in a safe place or attached to your child's school bag.

As sometimes younger students forget details, may we suggest that you have the address where your child alights from the bus, kept with their bus pass and update whenever you move house.

Bus drivers may refuse to accept damaged bus passes and may refuse to take children who lose or cannot produce their bus pass.

BICYCLES & SCOOTERS
Children who ride to school are expected to obey the rules of the road and to park their bicycle or scooter in the racks provided. Bicycles must be wheeled into the school grounds in the morning and out to the street in the afternoon. Children should not lend their bicycles to another student or double other children. Parents of infants are asked not to encourage their children to ride bicycles to school, unless they are accompanied by a responsible adult.

The school accepts no responsibility for bicycles or scooters which are damaged / taken whilst on school grounds.

CHILDREN MUST WEAR SAFETY HELMETS WHEN RIDING TO AND FROM SCHOOL.
**CANTEEN**
The Canteen currently operates on Monday, Wednesday and Friday. The Canteen is also open for recess and lunch sales each Thursday, but no lunch orders will be accepted. The Canteen is operated by the P & C. It is staffed by volunteer workers who are managed by a paid Canteen Supervisor. The Canteen has a constitution, which outlines its objectives.

Meetings are held at least once a term. These meetings are advertised in the newsletter.

**CHARITY APPEALS**
The School is supportive of those in need. Methods of fund-raising vary and include: Mufti Days (Out of Uniform), Special Lunch Days, Badge and general merchandising activities.

The School receives no funds for supporting these activities.

The school usually holds an annual walk-a-thon.

**CHANGE OF ADDRESS**
Any change of address; home phone number; emergency contact; work phone number; or other details the school needs to have on file should be changed at the school office, in person or by phone. It is essential to keep personal information up to date in case of an emergency.

**CLOTHING & PERSONAL ITEMS**
All items of clothing and personal items [lunch box; drink bottle; etc] can be easily misplaced and should be clearly identified with your child’s name.

**COLLECTION OF MONEY**
Children are required to bring money to school for various reasons including excursions; admission costs to visiting cultural performances, school contributions etc. The following procedures should be followed in relation to sending money to school:

- The money for each activity should be placed in a sealed envelope. *(Please support our Recycling Program by not using plastic bags).*

- The envelope should be clearly labelled with the following information:
  - Student's Name
  - Class
  - Amount of Money
  - Reason for Sending

- The envelope should be placed in the ‘Classroom Tray’ when a child enters the classroom or in the dedicated box in the office.

*By following this procedure the collection of money is greatly simplified.*
Money for Recess/Lunch Orders:
Place the money in the bag; clearly write your child’s name, class and their order on the front of the bag; indicate if the order is for Lunch or Recess. Place the bag with the money in the Lunch Order Box in the classroom; alternatively you can deliver the order to the canteen before school.

Money for Bookclub:
Orders should be placed in an envelope, clearly write your child’s name, class and amount enclosed written on the front. Place the order in the ‘Classroom Collection Tray’ in the classroom or in the office.

All payments can be made at the office by Cash, Cheque or EFTPOS. Payment by credit card can be made over the phone.

Receipts for Student Payments:
For any excursion or payment (except for Bookclub) over $5.00 a receipt is usually generated. If a receipt doesn’t make its way home, you can still get a record (see below).

At any time a print out of all payments that you have made, can be provided which is an official document and can be used as a record of payments. For bus trips to sporting events, money is collected and ‘bulk receipted’ under the teachers name. If you need an individual receipt for this please pay at the office and a receipt will be issued.

If you would like a printed list of all payments please request before the student leaves school, for example year 6 leavers. (Once a child has left the school and removed from our system, this information cannot be retrieved).

Please contact the School Administration Manager at the office if you need further information:
— Bronwyn Sherman  Ph: 49827151

COMMUNICATION
Communicating to parents is a key feature of our school. This may include:
- Fortnightly newsletters published every second Monday and distributed electronically (preferred) or printed and given to the eldest child;
- Parent Information Evenings are offered at the beginning of the school year;
- Parent / teacher interviews are available on request at any time; and
- Written reports on student progress are issued twice each year.

CURRICULUM
Learning activities at Soldiers Point School are planned around six Key Learning Areas for NSW Primary Schools. These are:

- English
- Mathematics
- Human Society & its Environment (HSIE)
- Science & Technology
- Creative & Practical Arts (CAPA)
- Personal Development, Health & Physical Education (PDHPE)
FITNESS & SKILLS PROGRAM
All children [K - 6] participate in a Fitness & Skills Programs during the week. No special clothing is required. Times and locations vary according to the weather and activity.

DIVORCED & SEPARATED PARENTS
In some cases it may be necessary for Parenting Orders of children attending the school to be sighted. If this is so these must be presented to the Principal.

Parents are requested to make direct contact with the Principal if any such order exists or where a problem is likely to occur through divorce or separation.

EXCURSIONS
Children take part in three different kinds of excursions while they are at school. These excursions are:

Local Excursions:
These are held within easy travelling distance of the school and sometimes only involve walking. Bus trips from which children return on the same day are regarded as local excursions.

Sporting Excursions:
These are local excursions that involve a trip to another school to play competitive sport.

Major Excursions:
An excursion, which takes more than one day, or one-day excursions which involve extensive bus travel, are regarded as major excursions.

Currently the school's Excursion Program is:
- Year 5 & 6 – Canberra/Outdoor Experience (3 days)
- Year 3 & 4 – Outdoor Experience (2 days) / Sydney (1 day)
- Kindergarten, Yr 1 & 2 - The selected excursion is related to the HSIE main themes for the year.

Consent Forms are required for any type of excursion. A note and information will be sent home well in advance and should be completed / signed and returned to school. It is a legal requirement that parents give written consent so any child who does not return a consent note cannot be permitted to participate in an excursion.

Excursions are only approved if they have educational merit so all children should take part if they are to fully benefit from the learning activities which take place at school after the excursion. Parents who find it difficult to pay excursion costs are invited to approach the Principal. All discussions are treated as confidential. These arrangements should be made well in advance of the excursion.
FRUIT BREAK or CRUNCH & SIP
All classes enjoy a fruit break each morning. Children are encouraged to bring fruit or vegetable snacks which they can eat at this time.

HATS
The School has a policy of: 'NO HAT - NO PLAY’ so that children need to wear a hat every day regardless of the weather conditions. We define a hat as a wide-brimmed hat that offers protection for the neck and ears.

HEALTH CARE PLANS
If your child has any health concerns, including asthma or food allergies, please inform the school so that an Individualised Health Care Plan can be developed.

HOMEWORK
Homework is designed to encourage students to undertake a reasonable amount of homework from Monday to Thursday commensurate with the child’s age and developmental level. Homework is an experience whereby each child should reach a stage of responsible self-direction.

Homework is set by class teachers and will be outlined to parents by the teacher at the beginning of the school year at the Parent Information Session. The focus of homework and the time to be taken to complete activities will vary through the stages.
## Infectious Diseases

<table>
<thead>
<tr>
<th>Disease</th>
<th>Time from exposure to illness</th>
<th>Symptoms</th>
<th>Do I need to keep my child home?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>2 to 3 weeks</td>
<td>Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab</td>
<td>Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>1 to 3 days</td>
<td>The eye feels scratchy, is red and may water. Lids may stick together on waking</td>
<td>Yes, while there is discharge from the eye.</td>
</tr>
<tr>
<td>Gastroenteritis</td>
<td>Depends on the cause – several hours to several days</td>
<td>A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches</td>
<td>Yes, at least for 24 hours after diarrhoea stops.</td>
</tr>
<tr>
<td>German Measles</td>
<td>2 to 3 weeks</td>
<td>Often mild or no symptoms; mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time</td>
<td>Yes, for at least 4 days after the rash appears.</td>
</tr>
<tr>
<td>Glandular fever</td>
<td>4 to 6 weeks</td>
<td>Fever, headache, sore throat, tiredness, swollen nodes</td>
<td>No, unless sick.</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>3 to 7 days</td>
<td>Mild illness, perhaps with fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.</td>
<td>Yes, until the blisters have dried.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Time from infestation to eggs hatching - Usually 5 to 7 days</td>
<td>Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp</td>
<td>No, as long as head lice management is ongoing.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>About 2 to 6 weeks</td>
<td>Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools</td>
<td>Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>1 to 3 days</td>
<td>Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp</td>
<td>Yes, until treatment starts. Sores should be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Disease</td>
<td>Incubation Period</td>
<td>Symptoms</td>
<td>Duration of Infectious Period</td>
</tr>
<tr>
<td>------------------------------</td>
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<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Measles</td>
<td>About 10 to 12 days, until first symptoms, and 14 days until the rash develops</td>
<td>Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days</td>
<td>Yes, for at least 4 days after the rash appears.</td>
</tr>
<tr>
<td>Meningococcal disease</td>
<td>3 to 10 days</td>
<td>Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash</td>
<td>Seek medical help immediately. Patient will need hospital treatment.</td>
</tr>
<tr>
<td>Mumps</td>
<td>14 to 25 days</td>
<td>Fever, swollen and tender glands around the jaw</td>
<td>Yes, for 9 days after onset of swelling.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Varies (may be several days)</td>
<td>Small scaly patch on the skin surrounded by a pink ring</td>
<td>Yes, until the day after fungal treatment has begun.</td>
</tr>
<tr>
<td>Scabies</td>
<td>New infections – 2 to 6 weeks; reinfections – 1 to 4 days</td>
<td>Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes</td>
<td>Yes, until the day after treatment has begun.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>1 to 3 days</td>
<td>Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours</td>
<td>Yes, until at least 24 hours of treatment has begun and the child is feeling better.</td>
</tr>
<tr>
<td>Slapped Cheek</td>
<td>1 to 2 weeks</td>
<td>Mild illness, fever, red cheeks, itchy lace-like rash and possible cough, sore throat or runny nose</td>
<td>No, most infectious before the rash appears.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>7 to 20 days</td>
<td>Starts with runny nose, followed by persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound as the child gasps for air.</td>
<td>Yes, until the first 5 days of a special antibiotic have been taken.</td>
</tr>
<tr>
<td>Worms</td>
<td>Several weeks</td>
<td>Itchy bottom</td>
<td>No</td>
</tr>
</tbody>
</table>
JEWELLERY
All jewellery, except watches and sleeper or stud earrings, are not permitted at school.

LIBRARY
The library is an integral component of the school community. Lessons and activities support the school curriculum; promote reading and good reading habits. Information literacy skills are improved and developed.

The library is open every day of the school week from 1.05 pm to 1.30 pm for borrowing and quiet reading. During this time the Teacher-librarian and Library Monitors are able to assist children in finding resources for research and suitable reading materials. Children are also able to listen to stories during this time.

Books may be borrowed every week and are usually changed during class library time. Enthusiastic borrowers are also able to borrow at lunchtime. Every student is required to have a library bag in order to borrow. Old pillowcases make great library bags!

While wear and tear from normal usage is expected the cost of any wilful loss or damage must be met by the child or children concerned.

LOST PROPERTY
Unclaimed items of clothing are placed in the Lost Property Bin located in the Administration Block. Please check this for any lost items. Any clothing found which has a child’s name in it is returned to that child as soon as possible.

At the end of each term all unlabelled items are either disposed of or washed and sent to the clothing pool for sale.

NEWSLETTER
Communicating to parents is a key feature of the school. The school newsletter is an essential tool for communication and is issued fortnightly on a Monday. It is given to the eldest child of each family attending school. The newsletter contains details of events happening both at school and in the community. Parents are requested to read the newsletter carefully. The newsletter can be sent home electronically.

PARENT ASSOCIATION
The school's Parents & Citizens Association is the official body representing the parents and citizens of the school community. The Association has a constitution which outlines its objectives and the P & C meets in the school hall on the second Tuesday of each month at 7.00 p.m. Meetings are not held in school holidays and meetings falling in school holidays are not transferred to other dates.

The Annual General Meeting is held in March of each year with membership being renewable each year. The current Membership Fee is $1.00 per person per annum.
PARENT HELPERS
Throughout the year teachers will be asking for parents to assist with a diverse range of activities. Parent assistance is much appreciated and it is a good way of becoming involved in your child’s education. Parents are requested to contact their child’s teacher if they are prepared to assist in any way. If you do help in a classroom you must sign the Parent Helpers book in the Office foyer before going to the classroom, and complete a “Working with Children” form. A ‘Volunteer’ lanyard should also be worn whilst assisting in the classroom.

PARENT / TEACHER CONTACT
All school staff are engaged in some form of activity between 8.25 a.m. and 2.55 p.m. If you wish to speak to your child's teacher regarding progress or about other matters that may concern you please contact the office or teacher concerned so that a mutually agreeable time can be arranged to discuss the matter. For serious issues please contact the school for an appointment with the principal.

PARKING
The car park on the southern side of the administration building is for school staff only. The car park on the northern side of the school hall is a shared space for school staff and parents. When parking in and around Soldiers Point Public School parents should observe parking rules. Rangers from Port Stephens Council regularly visit our school to monitor traffic behaviour.

A drop-off and pick-up area is located on Bagnall Avenue.

SCHOOL BOOK PACK
A Book Pack is available for students to purchase. Book Packs containing all the necessary books for each school year can be purchased from the school. The costs are advertised in the Newsletter.

SCHOOL CALENDAR
A calendar of events is published on the school's website. Whilst every endeavour is made to ensure the calendar is current, unforeseen changes may occur.

SCHOOL COUNSELLOR
A School Counsellor provides a range of counselling and child assessment services to assist with the general management of children. The counsellor is commonly involved in situations where advice is sought by a teacher or parent in relation to student’s academic achievement or behaviour. Advice of the Counsellor is usually sought when the question of repeating a student requires a second opinion.

The Counsellor visits the school one day a week. Parents may see the Counsellor by appointment. This can be arranged by contacting the classroom teacher or school office.

The Counsellor may assist with school related health problems e.g. sight, hearing, emotional problems, worries about schoolwork and school performance.
SCHOOL RULES
Soldiers Point Public School aims to provide a happy and safe environment where effective learning takes place. To achieve this aim children are expected to observe the school rules and understand what they mean. Parents can assist by discussing the following rules and how they may be applied with their own child or children. All students are expected to:

- Attend every school day and be in class on time ready to learn
- Wear school uniform and maintain a neat appearance
- Behave safely, considerately and responsibly, including when travelling to and from school
- Show respect and tolerance for all
- Follow class rules, speak courteously and cooperate
- Care for property belonging to themselves, the school and others.

Each class also has its own set of Rules, which are negotiated at the beginning of each year and are reinforced by being on display.

Behaviour that infringes on the safety of others, such as harassment, bullying, illegal or anti-social behaviour of any kind, will not be tolerated.

SCRIPTURE
The clergy or their representatives visit the school each Wednesday to conduct religious instruction classes between 1:30pm and 2:00pm on an ecumenical basis, except for Roman Catholic children who receive separate lessons. Unless advice IN WRITING is received to the contrary, all children will attend scripture classes as indicated by the advice provided on their Enrolment Form.

Students not attending scripture will be supervised in quiet reading time whilst the rest of the class undertakes their scripture lesson.

SPORT
Sport for children (K-2) is held on Wednesday.
Sport for children (Year 3 - 4) is held on Thursday.
Sport for children (Year 5 - 6) is held on Friday.
STUDENT HEALTH AND WELLBEING

If your son or daughter has a health condition that may require support at school you should notify the school when enrolling or as soon as the condition becomes known to you. You will be asked to complete an individual Health Care Plan for your child which will provide the school with information to help us support your child at school.

Parents will be informed as soon as possible if a child becomes ill at school or in the event of an accident. Please ensure your emergency contact details are kept up to date so that delays in contacting someone are minimal. Your child will be looked after in the sick bay until collected.

Should it be deemed necessary, the Principal may seek outside professional medical assistance in cases of emergency, in accordance with known parental wishes.

Whilst the importance of good school attendance is stressed, parents SHOULD NOT SEND CHILDREN TO SCHOOL IF THEY ARE OBVIOUSLY UNWELL.

Any child can be brought to school later in the day when recovery is evident. Call in to the Office for a Late Arrival Note before going to the classroom.

The School MUST BE NOTIFIED of any infectious disease that keeps your child from attending school. (Refer to the NSW Health Infections diseases of children information within this booklet).

Our school is an asthma friendly school. If your child is asthmatic there are forms you will need to complete. The information you provide will assist the staff at the school to manage your child’s asthma while they are at school.

Children should not carry any form of medication, other than asthma puffer, on their person.

Where medication needs to be prescribed for your child parents are requested to ask their doctor to schedule the dosages before and after school. This will avoid the necessity to administer medication at school.

If medication must be administered during school hours a written authority from the prescribing Doctor must be provided. It should list the following information:

- The students’ name
- Name of the medication to be administered
- Dosage to be administered
- Time to be administered

The school office staff will only administer medication if the written authority from the Doctor together with a completed Request for Administering Prescribed Medication to a Student form (available from the Office) has been completed.

UNIMMUNISED CHILDREN MAY BE EXCLUDED FROM SCHOOL DURING ANY OUTBREAK OF CONTAGIOUS CHILDHOOD ILLNESSES.
SUPERVISION
No child is permitted to leave the school grounds at any time without written permission. Teachers are on duty during recess and lunch breaks but there is no supervision of children who arrive before 8.25am nor those who leave after 3.00pm (other than children travelling by bus).

Any child arriving at school prior to 8.25am is to sit on the steps beside the Multi-purpose Court until supervision commences and no child should be in the playground after the departure of the afternoon bus.

TOYS
*Only small, inexpensive toys may be brought to school to play with. The school takes no responsibility for toys that are damaged, lost or missing.*

UNIFORM STORE
A Uniform Store of new and good quality second hand uniforms is held on Tuesday from 8.30am to 9.00 am and on Friday from 2.15 pm to 3.00pm. It is located at the rear of the school hall. This is operated by volunteers on behalf of the P & C Association.

VISITING PERFORMANCES
The Department of Education & Communities issues approval certificates to performers whose shows have educational merit for selected audiences of children. Any performer booked for Soldiers Point School has been approved by the Department of School Education & Training and it is school policy that only one show per semester is booked for the school's students. Children will receive information about the performance at least two weeks before they are to be held.
School Uniform

It is school policy that all children should wear the appropriate uniform to and from school. The desirability of wearing the accepted uniform is recognised by the parent association.

This practice encourages pride in the school, assists in the maintenance of tone and good conduct and reduces to a minimum the undesirable distinctions between students because of clothing.

**Parents are urged to assist the school in its efforts to have all children in uniform.**

Generally, the summer uniform is worn in Terms 1 and 4, and winter uniform in Terms 2 and 3.

Jewellery is not permitted at school except for personal items such as sleepers, studs, and watches.

The Uniform Shop is open Tuesdays from 8:45am to 9:15am, and Friday from 2.45pm to 3.15pm. The following items can be purchased from the Uniform Shop:

- red polo shirt (long and short sleeves), with school logo
- polar fleece jumper with school logo
- bomber jackets with school logo
- girls black culottes and skirts
- microfibre or cargo shorts
- black track pants
- cotton or polyester bootleg pants
- hat with school logo
- red and black scarves
- library bag

**THESE ARE THE CURRENT ITEMS OF SCHOOL UNIFORM:**

<table>
<thead>
<tr>
<th>Girls' Summer</th>
<th>Boys' Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red polo style shirt</td>
<td>Black shorts</td>
</tr>
<tr>
<td>Black skirt, culottes or shorts</td>
<td>Red polo style shirt</td>
</tr>
<tr>
<td>Black school shoes &amp; laces</td>
<td>Black school shoes &amp; laces</td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girls' Winter</th>
<th>Boys' Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black track pants</td>
<td>Black track pants</td>
</tr>
<tr>
<td>Black skirt</td>
<td>Red polo style shirt</td>
</tr>
<tr>
<td>Red polo style shirt</td>
<td>Red polo style shirt</td>
</tr>
<tr>
<td>Red polar fleece jumper or bomber jacket</td>
<td>Red polar fleece jumper or bomber jacket</td>
</tr>
<tr>
<td>Black opaque tights (optional)</td>
<td>Scarf (optional)</td>
</tr>
<tr>
<td>Scarf (optional)</td>
<td></td>
</tr>
</tbody>
</table>

Soldiers Point Public School: Parent Handbook 2014