

Millfield Public School

2015 Information Booklet



ENROLMENT PROCEDURES

Children are eligible for enrolment in Kindergarten if they turn 5 years old by the 31st July.

Required documentation

Proof of age and immunisation must be shown before a child can be enrolled into Kindergarten class. Documentary evidence of date of birth may be provided using the following:

- Birth Certificate
- Notification of Birth Registration Card
- Hospital Card
- Passport

Health requirements

Where possible, children should have a thorough sight and hearing check before coming to school. Experience has shown that many children fail to do well at school because they cannot see or hear properly. By the time the problem has been identified, much valuable time has been lost.

In case of infectious disease, guidelines as set down by the NSW Department of Health should be closely adhered to. This information is available at the school.

It is compulsory for you to provide documented evidence of the immunisation status of your child before enrolment. An immunisation Certificate or the "blue book" must accompany the enrolment form before your child commences school.

CATS (Come and Try School) - Kindergarten Transition

CATS sessions are run in Term 3 and 4 each year to introduce new students to life at 'big school'. These involve attending an hour a week for new kindergarten students. Parents sessions are also held during this time to help parents gain all the knowledge they can to help their child. Students are also encouraged to attend any school events or excursions

PRINCIPAL'S WELCOME

On behalf of the staff, students and parents of Millfield Public School, I extend a warm welcome to you and your child and thank you for trusting us with the education of your child. We know that you and your child will have a pleasant and rewarding association with our school. The staff and students take great pride in our school and display it through the care of equipment, buildings, grounds, school uniforms, and most importantly, each other.

We see the individual child as being the focus of our educational programs, catering for the fact that each child brings with them a unique learning style, ability and interests.

Educational programs within our school focus heavily on Literacy and Numeracy development through individualised learning plans, ground breaking initiatives and the use of technology. We do however know that there is much more to school than these key areas, and offer a balanced program that develops the sporting, creative arts and social skills of each student.

We never forget that each child's first and best teacher is the parent or caregiver and we encourage a strong relationship between home and school, with the aim to facilitate a team approach to your child's learning and well being. Please feel welcome to attend the school to meet with staff and other parents as a new member to our school community.

Welcome to our school. We look forward to watching all the great things your child will achieve in their time at Millfield Public School.

Scott Anderson
PRINCIPAL



MILLFIELD PUBLIC SCHOOL AT A GLANCE

Millfield Public School was established in 1868. The school is located approximately 12 kilometres south-west of Cessnock in a rural setting on Wollombi Road. The village of Millfield has a population of approximately 320 residents. School enrolments are currently at 61 students K-6, and we are growing steadily.

The school enjoys a close partnership with parents, caregivers and the local community. A significant amount of communication takes place informally as communication between the school and its community is open, welcoming and based on mutual respect.

Millfield Public School shares with its community the common purpose and goal of providing the best possible educational environment and teaching / learning experiences that promote positive achievements for all its children.

Our small school environment provides students with more individualised attention and provides students with a wide range of opportunities both at school and through extra-curricular activities.



SCHOOL STAFF 2015

The staff at Millfield Public School enthusiastically work together to ensure your child achieves their academic potential, while being safe and happy at all times.

School staff are always approachable and are keen to build the important relationships between school and home.

Our staff includes:

Principal Mr Scott Anderson

Instructional Leader Mrs Catherine Vogt

Teaching staff Miss Emily Pringle Ms Sheridan Durie
Ms Heidi Lightfoot Miss Emma Cornish
Mrs Melissa Butler

School Administration Staff

Mrs Lorraine Goudie - *School Admin Manager*
Mrs Renee Dever - *School Admin Officer*

School Learning Support Officer

Mrs Tina O'Sullivan

General Assistant

Mr Wayne Blake

Cleaner

Mr David Dunn

School Counsellor - Mrs Brooke Burns visits the school twice a term. A child can be referred to the counsellor by a staff member or a parent for social, academic or welfare concerns. We will always communicate to you if we feel your child may require intervention by the counsellor.

SCHOOL ROUTINES

DAILY ROUTINES

Morning Session	9.00am-12.00pm
Fitness Break	10.15am—10.25am
Lunch	12.00– 12.40pm
Middle Session	12.40-2.00pm
Recess	2.00-2.20pm
Afternoon	2.20-3.00pm
School finishes	3:00pm

You are advised that no supervision of pupils is available at school prior to 8:30am so please ensure your children do not arrive until after this time.

At 3pm we ask that you collect your child promptly.

WEEKLY ROUTINES

Assembly

A student led assembly occurs each Friday from **2.30pm-3.00pm**. All members of the community are invited to attend. Students receive weekly and monthly awards as well as showcasing some of the fantastic work done in classrooms each week.

School Newsletter/Notes

The weekly newsletter is sent home **with the eldest child** in the family on **Fridays**. Attached to the newsletters : permission notes for excursions, overdue library books, unexplained absences & overdue accounts. Other notes are sent out when required.

Please check your child's bag for notes regularly.



Scripture

Non-denominational scripture occurs at various times throughout the year. It involves a fun session full of songs and stories. All students are encouraged to attend. Please advise in writing each year if you wish to withdraw your child from these lessons.

Library

Students participate in an "Immerse yourself in books day" on a Friday once every three weeks. In this session, students spend time with our Librarian, completing a range of activities around an award winning, engaging text in the Library.

Library borrowing occurs once per week on a Thursday. *Children must bring in a library bag each week in order to borrow books from the library.*

Homework

Parents will be advised of the homework requirements of each class at the beginning of the year. Homework will provide opportunities for students to consolidate Literacy and Numeracy skills at home. This includes home reading, games and projects leveled to each child.

The School's home reading program is of significant importance and all parents are encouraged to listen to their child read and/or read to their child each night.

Teachers will follow-up homework activities either through discussion or correction of set tasks.

KEEPING YOUR CHILD SAFE AND HAPPY AT SCHOOL


At Millfield School, we strive to provide a happy and safe learning environment for all students, staff and visitors to our school. A range of policies are available on both the DEC and school websites.

SCHOOL BEHAVIOUR EXPECTATIONS.

Millfield Public School is a PBL (Positive Behaviour for Learning) school. All expectations for behaviour center around our 3 key values shown below.

Within each of these areas, individual areas/activities in the playground have their own specific expectations that are both taught to students and listed

Be Safe



- Move sensibly.
- Follow instructions.
- Keep hands and feet to yourself.

Be Respectful



- Being polite.
- Caring for others.
- Taking pride.

Be Responsible



- In the right place.
- Own your actions.
- Being organised.

clearly around the school.

Positive behaviour rewards

Our school rewarding students for positive behaviours in both the classroom and playground.

Millfield Money. Students earn points in the playground and classroom towards earning Millfield Money. Points are given out to students demonstrating positive learning behaviours. Students can then cash in their money to earn special privileges at lunchtimes/recess such as computer time, gym mats, dancing etc.

Behaviour management

Negative behaviours are managed in line with DEC and school welfare policies. Students are expected to behave in a manner that does not negatively affect the learning, safety or well being of all students, staff and visitors of our school. Staff endeavour to be pro-active when dealing with student behaviour by offering support to students having difficulties managing their own behaviour.

Minor behaviours (e.g. classroom disruption) are dealt with by staff using a consistent levels system in the classroom and playground. Students are given verbal and visual warnings at the low end of the scale and if not correcting these behaviours, higher levels can result in time-out in the classroom, another classroom, or spending time in the planning room at lunch or recess to work on plans to rectify negative behaviour.

Major behaviours are not tolerated at our school and involve more serious consequences ranging from planning room to suspension and expulsion. Behaviours not tolerated at our school include but are not limited to:

- | | | |
|-----------|-----------|------------------|
| *Swearing | *Defiance | *Violence |
| *Bullying | *Stealing | *Property Damage |

Suspension and Expulsion are used if in-school behaviour management strategies are unsuccessful or an event warrants these strategies due to its serious nature. Suspensions from school are usually given to allow the school to plan for behaviour support on return to school. These strategies are in line with DEC guidelines and policies of which can be found on the DEC internet site.

The management and discipline of children during school hours and on school grounds is the responsibility of school staff. No other person is to approach or take it upon themselves to admonish children whilst they are under the care and supervision of school staff or when travelling to and from school. This will lead to exclusion from school grounds for up to 12 months.

PARENT CONCERNS OR GRIEVANCES

Occasionally parents are concerned with incidents that happen at school and wish to discuss these with the child's teacher or principal. It is important that parents make an appointment to see teachers out of school time to ensure that learning is not disrupted. When making this booking it is important to let the office know the reason for your concerns to allow staff to investigate the concerns adequately. Please keep in mind that often stories come home with only one side of the incident and it is best to contact the school for further information if concerned.

At no time are parents permitted to approach another student or parent regarding an incident.

Any major concerns are to be taken to the school Principal or discussed with the class teacher who may refer the concerns to the Principal.

UNAUTHORISED ENTRY TO SCHOOL GROUNDS

Schools fall within the provisions of the **Enclosed Lands Protection Act 1901**. **Entry onto the school site is a privilege, not a right.** Sometimes people who would usually have a legitimate reason for being on departmental premises may be refused entry by the Principal or person in charge. This is usually because the person has threatened or used violence towards staff or students or has otherwise acted inappropriately on the premises.



CUSTODY OF CHILDREN

The school needs to be advised in writing of any special or unusual custody arrangements concerning children at school. If one parent is denied access to a child through normal legal channels, this information should be relayed to the school Principal and will be treated with confidence. The Principal must be shown all relevant documentation. Should custody change at any time it is essential that we are advised in writing.

NO DOGS/ANIMALS AT SCHOOL

Under the Dog Act, dogs are prohibited in school grounds. This is to protect children. If a dog comes into the playground, staff will try and encourage it to leave and/or contact the owner. If a dog repeatedly enters the playground the local pound will be called.

HEAD LICE

Head lice may be found in all schools at some time. **If your child is unfortunate enough to contract head lice, they may not return to school until they have been treated.** Treatment at home requires the removal of lice and nits (eggs) from the hair before a child may come to school. Signs of infestation include itchy head, white eggs and lice.

INFECTIOUS DISEASES

Some illnesses require the student to remain at home until they are fit to return to school. For a full list of illnesses and times please visit the DEC website.

For more information on how we ensure the safety and wellbeing of your child at school please see your class teacher.



SCHOOL UNIFORM

Children are required to wear school uniform in line with NSW Department of Education and School policy.

Sun-Safe School

School wide brim or bucket hats are to be worn all year.

Students without a school hat will be restricted to play under the COLA.

Uniform shop

School uniform items can be purchased through the school office. Please see the uniform list for current prices.

Second hand clothing pool

Second hand clothing is available for a \$2 donation at the front office. Used clothing can also be donated when students grow out of their uniforms.

Lost property

The lost property basket is located in the foyer of the Admin Building. Please feel free to check for lost items at any time. Students should have all removable clothing labelled clearly.



Summer uniform

Girls – Maroon check dress or Maroon skirt/Shorts and yellow polo necked T-shirt with school emblem.

Boys – Grey shorts and yellow polo necked T-shirt with school emblem.

Shoes – Black school shoes.



HOW MUCH DOES SCHOOL COST?

Winter uniform

Girls and Boys – Maroon Check dress with Maroon Stockings

Shoes – Black school shoes.



Sports uniform

Girls – Yellow T-shirt, maroon pleated skirt, shorts or track pants.

Boys – Yellow T-shirt and maroon shorts or track pants.

Our aim is to make every child's education as fee free as possible. We do however ask parents to contribute to a range of extra activities that do not fall into our school budget such as excursions and musical shows. Often these are heavily subsidised by the school.

Voluntary School Contributions—\$20/year

Voluntary School contributions are \$20 per family for the school year. This contribution helps with the cost of day to day student costs and used by the students. Although these are voluntary we do rely on these funds to provide for our students.

Resource contribution —\$10/student

Each year we supply work booklets and specific supplies for students to accompany a range of classroom tasks. To cover this cost we ask parents to contribute to the cost of these items by paying \$10/year.

Class requirements

Although the school can and does provide pencils, pens rulers etc. these are loaned items. It is the responsibility of parents to ensure their children are adequately equipped with these basic tools. Students should bring coloured pencils, glue, safety scissors and other items as required. These items should be clearly labeled with your child's name.

Student support scheme

The school acknowledges that daily financial demands on families can at times inhibit the level to which children can access some aspects of the school's programs and its requirements. For example, excursions, camps, performances, uniforms and textbooks. The school receives a sum of money from the Department of Education and Training to provide assistance where necessary. The Principal will provide further information on request. Please note that all enquiries and requests are confidential.

Payment of money

All money should be paid at the school office between the hours of 8.30am and 3pm.

TRAVELLING TO AND FROM SCHOOL

We have a responsibility to ensure all students get to and from school safely each day. It is vitally important that parents model the correct safe practices for their students when attending school.

Walking/Riding to and from school.

If your child walks to school, please ensure they know their safety rules e.g. crossing the road, appropriate route and is aware of "stranger danger". Students riding to school must wear a helmet or we can not let them leave the school grounds. It is suggested that students under the age of 8 walk to school with an adult.



Dropping off and picking up your child.

If you are dropping off or picking up your child at school please park in appropriate zones and do not park across driveways into the school. Police often do random checks of school pick up areas to ensure the safety of school students.

Afternoons are our most dangerous time and to assure your child's safety, we suggest you park and collect your child at the gate.

Private travel subsidy

This is paid twice yearly to parents who have to drive pupils more than 1.6km (radial distance) or 2.3 km by the most direct route to school or **any infants pupil** who lives less than 1.6km but has to be driven to school. These subsidies are not payable if the child walks or rides a bike to school, or if the child lives on the school bus route.

Apply online at <http://www.transport.nsw.gov.au/pvc>

ATTENDANCE AT SCHOOL

Students are required by the DEC to attend school each school day.

A high number of absences has a dramatic impact on the learning of students, as each day they are absent, they miss vital building blocks in their overall education and often fall behind other students.

What do I do if my child is legitimately sick/absent?

Parents who have students that are absent from school need to write a note outlining the date/s of absence and the reason for the absence and return this to the school office. This reason is then determined by the school to be either authorized or unexplained. If your child is going to be absent for a number of days, please let the school know prior or contact the school office. The school is required by law to contact parents whose children have been absent longer than three days.

Late arrivals

Late arrivals can have just as much impact on student learning as whole day absences. It is important that students arrive at school prior to 9am to ensure their learning and the learning of others is not affected

Students arriving after 9am are required to attend the office with their parents to obtain a late note before attending classes. Reasons must be given for late arrivals.

Legal action

Parents with students who have a large amount of absences face the possibility of legal action being taken against them by the DEC. The Home School liaison Officer will contact you if attendance becomes a concern to support you through any difficulties you may be having.

TRANSFERRING TO ANOTHER SCHOOL

Before leaving you are required to advise the school and obtain a Transfer certificate. Please ensure that all school property (e.g. a library books) is returned and outstanding accounts are finalised.

EXCURSIONS and EXTRA-CURRICULAR ACTIVITIES

Our school provides a wide range of extra-curricular activities to increase engagement and support academic and social programs.

Excursions

Excursions provide children with valuable first hand experiences, which greatly enhance learning. Excursions may involve an individual class or whole school group. Some primary excursions may involve overnight stays. Parents will be notified and written permission is necessary before a child is permitted to leave the school for an excursion.

Sporting Activities

Our school provides a range of opportunities for students to be involved in both competitive and non-competitive sports activities. These include State Knock-out sports, Gala days and other interschool activities. These involve both in-school and excursion activities. Permission notes are required for most activities.

Creative Arts/Science

Throughout the year, students have the opportunity to be involved in a wide range of musical, drama and science based performances. These can include in-school and excursion activities. A cost may be involved for these events.



Permission notes

These will be sent home to be signed and returned to school for any excursion or school outing. Pupils who fail to return signed permission notes will not be allowed to attend the function concerned. Copies of permission notes can also be found on the school website. Verbal permission will only be accepted under extenuating circumstances.

Payments

All payments must be made through the front office between 8.30am and 3pm. Money sent with students should be in an envelope which is clearly labeled with the name of the student, amount included, and the corresponding permission note.

GETTING INVOLVED IN YOUR CHILD'S LEARNING

Every year there is more and more evidence coming to light about the positive effects being involved with your child's school has on their academic and social development.

We encourage a high level of participation and there are many ways to be involved at our school depending on the amount of time you can commit.

Helping in class

Parents and Grandparents are always welcome in class to help out with literacy, numeracy or creative arts sessions. The amount of help can range from 5 days a week to once at term depending on how much time you would like to spend.

Home reading programs

Our students love reading to parents and you are more than welcome to pop in at anytime to listen to some kids read. Remember ... Practice makes Perfect!

Garden Volunteers

We are always looking for garden volunteers to keep our school looking beautiful. If you have a green thumb and some time to spare, feel free to get stuck in.

School P&C(See next page)

School events and special days

We are always looking for opportunities to get our school community into our school for special events such as father's/mother's day breakfast and lunch, special assemblies, sports fun days, grandparent days, education/book week activities and many more. These are always fabulous events and the students love seeing their parents having a great time.



Easter Hat Parade

PARENTS & CITIZENS ASSOCIATION (P&C)

The Millfield P&C are a vital part of our school. They provide funds for school resources, student services and subsidise many of our activities. They are always looking for new members or people who can help with events.

Currently the P&C are involved in:

Canteen

Canteen is held each Monday Parents are asked to send in lunch orders in a bag with money on Friday morning. A price list is sent home each term. Parents work on a roster to man the canteen during the term. If you would like to join the roster please contact the school.

Fundraising

The P&C hold pie/lamington drives, chocolate drives and raffles as part of their fundraising activities. They are not compulsory but families are encouraged to support the school by these means. Please look out for these which are advertised in the newsletter.

Policy Development

The P&C are always consulted on the development of policies and initiatives for the school. This ensures there is always a parent voice in the decision making processes that affect the academic and social development of each student.

P&C meetings are held in the Library one Tuesday a month at 3pm . All parents and community members are encouraged to attend.



Millfield Public School



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Established 1868

Where Bright Futures Begin