

KORORO PUBLIC SCHOOL

Information Booklet 2020



**“THERE IS A LEADER
IN US ALL”**

W E L C O M E

to

KORORO PUBLIC SCHOOL

“Understanding Through Communication”

On behalf of the staff, parents and pupils, we extend a warm welcome to you and your family to Kororo Public School. We hope that your association with the school will be educationally rewarding and sociably enjoyable. You, as parents, are invited to take every opportunity to join with your children in the wide range of activities the school conducts during the year.

Kororo Public School was established in 1893 to provide for the educational needs of the northerly spreading section of Coffs Harbour. Over the past century it has built up an enviable reputation in the academic, sporting and cultural fields. It occupies 2.5 hectares of beautifully landscaped grounds and attractively maintained buildings. It caters for the educational needs of children living along the northern beaches and within the hinterland rural area of Coffs Harbour City. Our boundaries encompass the Korora Basin from Diggers Beach Road to Heritage Park Drive Moonee Beach, out along Bucca Road to east of Hallgaths Road then up to Wedding Bells Forest. You can find a more detailed map of our school zone by following on the link

<https://education.nsw.gov.au/school-finder/index>

The purpose of this folder is to assist you to become familiar with our school, what we are aiming to achieve, our services and organisation. It also details how the home and the school can work together to provide a physical, social, emotional, spiritual and academic environment that will allow your children to make the most of their school experience.

If after reading the contents of this folder, you have any concerns or require additional information, please contact the school. Again, a warm welcome. We trust that you and your children enjoy and benefit from your association with Kororo Public School.

To contact us either by mail, phone, fax or email:

3 Korora School Road, Korora NSW 2450 ph (02) 6653 6201

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

Website: www.kororo-p.schools.nsw.edu.au

EDUCATING THE LEADERS OF THE FUTURE

Our school community has high aspirations for our students:

- ❖ Expectations of optimal academic achievement.
- ❖ Recognition of students' talents and abilities.
- ❖ Support for those with special needs.
- ❖ Access to current technologies.
- ❖ Promotion of environmental sustainability.
- ❖ Connectivity with our Asian neighbours.
- ❖ Participation with students from our Lighthouse Community of Public Schools.
- ❖ Opportunities across cultural and sporting areas.



At Kororo Public School we value:

- ❖ Our school as a safe environment that promotes the physical and emotional well being of staff and students;
- ❖ The potential of all individuals to achieve and constantly improve upon their personal best;
- ❖ Quality teachers who enjoy what they do are committed to professional learning and quality practice in the classroom.
- ❖ The personal and educational growth of every student in order to develop happy, successful and productive students; and
- ❖ The aesthetic built environment that is respected by all in the school community.

OUR VISION FOR KORORO PUBLIC SCHOOL

- ❖ **Develop the Individual**
- ❖ **Create the Leader**
- ❖ **Build the Community**



PRESENT SCHOOL STAFF – 2020

PRINCIPAL		Mrs Leonie Smith
DEPUTY PRINCIPAL		Melissa Fenton
Early Stage One	K Blue	Mrs Leanne Bourke (Assistant Principal - ES1 Relieving)
	K Yellow	Mrs Rhea Campbell
	K Purple	Miss Nicola Linton
	K Orange	Mr Chris Wiggins
Mrs Carolyn Burns (Assistant Principal – Stage 1)		
Stage One	1 Blue	Ms Sharon Cameron
	1 Yellow	Mr Josh Chapman
	1 Purple	Ms Belinda Yeomans
	1/2 Lime	Miss Shari Genoli
Mr Nathan Parkins	2 Blue	Mrs Lisa Bowen
	2 Yellow	Mrs Lynda Martyn
	2 Purple	Mr Nathan Portelli
Mrs Carissa Attwood (Assistant Principal – Stage 2)		
Stage Two	3 Blue	Mrs Abby Campbell/Ms Denise Dodd
Mrs Lisa Oliver	3 Yellow	Ms Lee Levey/ Mr Jason Casserly
	3 Purple	Mrs Mary White
	3/4 Lime	Mrs Lisa Oliver
	4 Blue	Mrs Dianne Hartmann
	4 Yellow	Mrs Gemma Hogan/Mrs Ange Moon
	4 Purple	Miss Alyssa Mitchell
Leanne Stacey (Assistant Principal – Stage 3)		
Stage Three	5 Blue	Mrs Holly Corfe
	5 Yellow	Mrs Vicki Horton
	5 Purple	Miss Jess Sharkey
	5/6 Lime	Mr Rob Kealy
	6 Blue	Mrs Gurleen Sandhu
	6 Yellow	Ms Rikki Shipman
	6 Purple	Mrs Leanne Stacey / Mr Nathan Parkins
Teacher Librarian		Ms Monique O’Shea
LAST		Ms Tania Moss
RFF/STL/ESL		Mrs Jane Bridgman, Mrs Nicole O’Brien
School Counsellor		Ms Zoe Dimech
School Admin Manager		Mrs Annette Campbell
School Admin Officers		Mrs Leonie Wright, Ms Sandy Murphy, Ms Bettina Hoenselaars
School Learning Support Officer (SLSO)		Mrs Barbara Williams, Mrs Julie Howarth, Mrs Julie Aleman, Mrs Shell Crawley, Ms Karen Stoker, Mrs Tandy Arnold, Mrs Rachel George, Mrs Suzie Atkinson
General Assistants		Mr Greg Allen, Mr Andrew Stirling



STUDENT WELFARE POLICY

ACHIEVEMENT AND BEHAVIOUR

Rationale

Schools need to be safe and happy places for students and their teachers. Student welfare is enhanced when all members of the school community participate in the learning programs and life of the school. Student welfare encompasses everything the school community does to meet the personal, social and learning needs of students.

Schools provide effective learning and teaching within secure, well-managed environments, in partnership with parents and the wider school community. The objectives and outcomes that follow through an effective school environment will therefore relate to:

- Effective learning and teaching
- Positive climate and good discipline
- Community participation.

For effective teaching and learning to occur, students are encouraged to take responsibility for their own learning. Students will learn what is expected of them and of others in the school community through our Code of Conduct. Teachers are responsible for the education and care of their students when at school and have a responsibility to contribute to the provision of a caring, well-managed, safe environment for all students, fellow staff and parents.

When parents enrol their children at Kororo Public School they enter into a partnership with the staff. The partnership is based on shared responsibility and mutual respect. It aims at achieving effective learning and discipline so that the school environment is both productive and harmonious. The partnership must strive to create in children an understanding of appropriate public and personal behaviour and will value the school as an integral part of the community.

The well-being, safety and health of students and other community members is a priority in all school policies, programs and practices. Our school will be a disciplined, ordered and cohesive community where individuals take responsibility and work together. The discipline code of the school will provide clear guidelines for behaviour which are known by staff, students and parents who have contributed to their development. Students will be safe in the school environment and will know what is expected of them and of others in the school community.

Based on *'NSW DET Student Welfare Policy, 2004'*

SCHOOL CODE OF CONDUCT

- **RESPECTFUL**
- **SAFE**
- **ENGAGED**

Procedures

The Levels of Achievement and Behaviour are outlined on the following page.

Policy Written: October 1993
Revised: 1994, 1996, 2000, 2004, 2010, 2011, 2017

RESPONSIBLE STUDENT - LEVEL 0

All students start on this level at Kororo Public School. Students who remain at this level are following our school rules as responsible students. They have the opportunity to receive Star Pupil Awards.

LEVELS OF ACHIEVEMENT

AWARD 1

Star Pupil Award

Presented in recognition of positive behaviours.

AWARD 2

Outstanding Achievement

Presented after collecting 5 Star Pupil Awards.

AWARD 3

Principal's Award

Presented after collecting 2 Outstanding Achievement Awards.

AWARD 4

School Council Award

Presented after collecting 2 Principal's Awards.

AWARD 5

School Golden Award

Presented on Presentation Night after collecting 2 School Council Awards.

LEVELS OF BEHAVIOUR

These procedures apply to behaviour at school, on the way to school and out of school hours where there is a clear and close connection between the school and the conduct of students. The "Excursion Policy" states that at the Principal's discretion, a student may be excluded from attending an excursion/extra curricula activity regardless of their behaviour level.

Classroom Behaviour Management: Students may be required to spend a period of the lunch break completing classwork. Teachers should ensure that lunchtime extra curricular activities are not compromised by this action. Class teachers should confirm the necessity of attendance with the organising staff. If the student is required to attend the lunchtime activity, a for your information communication slip will be forwarded to the Deputy who will ensure that the work is completed at an alternative time. Two lunchtime slips in one term will result in a formal communication slip being forwarded to parents indicating the student's inability to follow class rules.

LEVEL 1 – Communication

When a student's behaviour is causing concern, parents will be notified by a communication slip which is to be signed by the parent and returned to school the following school day. Star Pupil Awards will not be handed out in the week of a communication slip but should, if issued by the class teacher, be held over until the next assembly.

LEVEL 2 – Review – is a 10 day period

If 3 communication slips are issued to a student within 10 school days, the student is placed on Level 2. Students can be placed directly on Level 2 by the Principal or Deputy Principal for breaches of the school rules. Students receiving a communication slip whilst on Level 2 will automatically drop to Level 3.

Consequences on Level 2

- Parents are informed in writing.
- The student is placed on detention for 5 half lunch periods followed by a probationary period of 5 school days.
- The student may not receive Star Pupil Awards.
- The student is reminded of expected responsible behaviours.
- If a student is placed on Level 2 more than once in a school year, the student will not take part in extra-curricular activities such as excursions, outside sport, school discos, visiting performers etc. for the 10 school days attended, while on Level 2.

LEVEL 3 – Intervention - is a 15 day period

While a student is on Level 2, if the student continues to break school rules, the student will be placed on Level 3. Students can be placed directly on Level 3 by the Principal or Deputy Principal for breaches of the school rules. Students receiving a communication slip whilst on Level 3 will automatically drop to Level 4.

Consequences on Level 3

- Parents are informed in writing and are requested to attend an interview to discuss the student's behaviour, and to assist in supporting the student to learn appropriate behaviours.
- The student is placed on detention for 5 school days for all of lunch, then 5 half lunch periods followed by a probationary period of 5 school days. Recess for the first five days is in the Mango/COLA area only.
- The student may not receive Star Pupil Awards.
- The student will discuss appropriate behaviours and the school rules with an Executive staff member.
- The student will not take part in extra-curricular activities such as excursions, outside sport, school discos, visiting performers etc. while on Level 3.

LEVEL 4 – Suspension

While a student is on Level 3, if the student continues to break school rules, the student will be placed on Suspension Level 4. Suspension can be short or long term.

Students can be placed directly on Level 4 by the Principal or Deputy Principal for persistent or very serious breaches of the school rules. Students will be suspended immediately and consistently for physical violence, possession of a knife, weapon or illegal drugs (or if the substance is being represented as illegal), or engagement in criminal behaviour associated to the school. This includes serious damage to school or student property, verbal abuse, abuse transmitted electronically by email, SMS texts or any other electronic means.

Consequences on Level 4

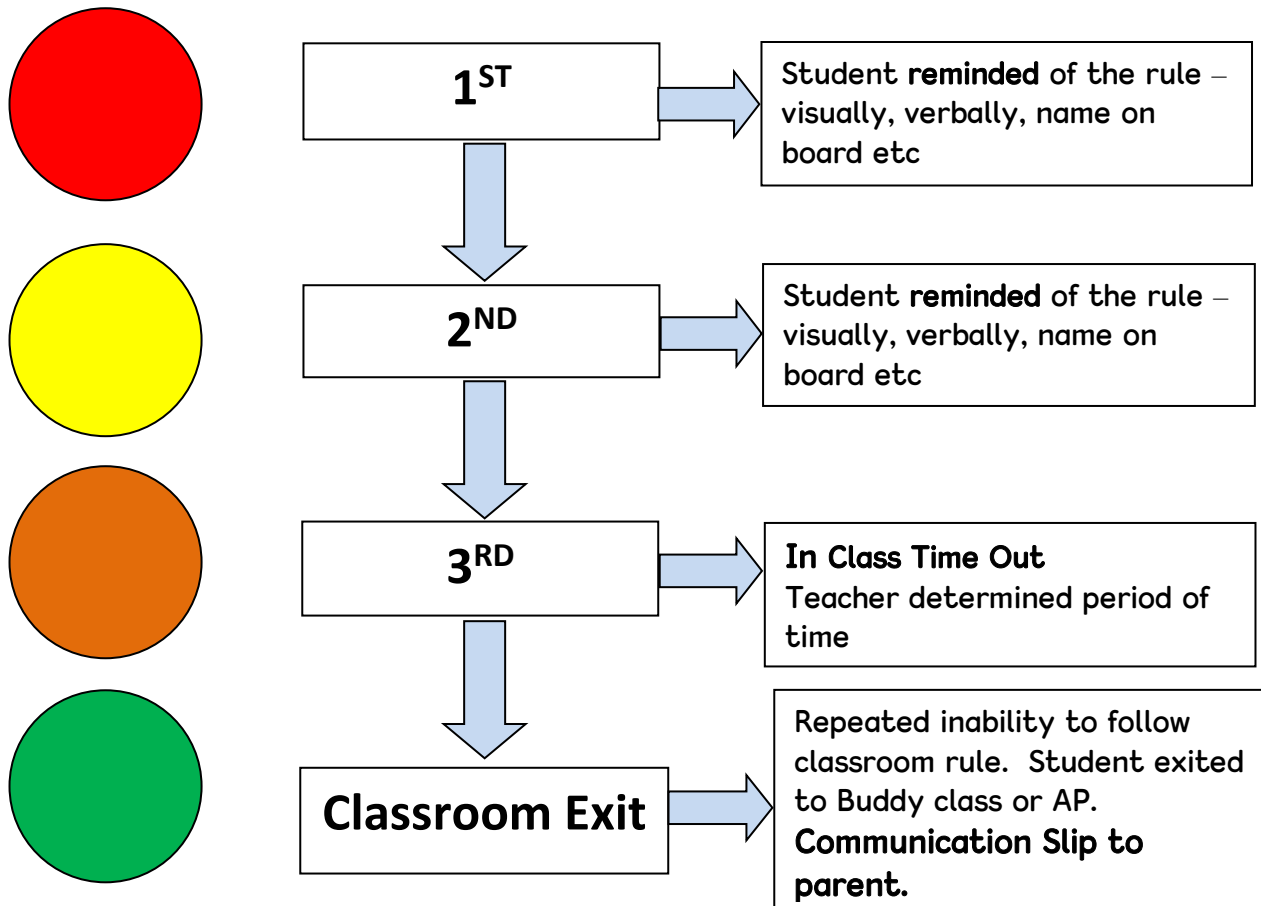
- Before returning to school, the student and parent/s must attend a suspension resolution meeting to develop a plan to assist the student to modify his or her behaviour.
- The student is placed on detention for 5 school days for all of lunch, followed by 5 half lunch periods, followed by a probationary period of 5 school days. Recess for the first 5 days will be in a nominated play area.
- The student will not take part in extra-curricular activities such as excursions, outside sport, visiting performers, school discos etc. for the 15 school days attended, following return to school.

LEVEL 5 – Expulsion

The student has shown an inability to comply with the values and standards for behaviour expected at Kororo Public School. The Principal will begin the process to exclude the student from attending the school. The School Education Director will be involved in this process.

BEHAVIOUR MANAGEMENT IN ALL SCHOOL LEARNING ENVIRONMENTS

At **Kororo** it is expected that all students to;
'Be Respectful, Safe and Engaged'



Each teacher has the discretion to bypass any of the above steps dependent upon the age of the student, the context of the learning situation and past incidences of inappropriate behaviour.

Serious offences will result in an immediate drop to 'The Green Zone' or may be referred to the Principal directly.

Level 1 – Communication slip sent home to parents.

Level 2 – Three Communication Slips in 10 school days. Loss of play 5 x ½ lunches. Followed by 5 day probation. No Star Pupil Awards.

Level 3 – Pre Suspension Warning. Inability to improve on Level 2 behaviour or Communication Slips during Level 2 probation. Loss of all play for 5 days. Followed by 5 day probation. No Star Pupil Awards.

Level 4 – Suspension. On returning: loss of play for 5 full days, then 10 half lunches, followed by 5 days probation.

At the discretion of the Principal, students may be fast tracked to suspension for any incidences (or threats) of the following – serious physical violence towards other students or staff, drug offences, offensive language, persistent disobedience, possession of prohibited weapon (including any form of knife) and criminal behaviour related to the school.

At Kororo Public School we are

Respectful

- ✓ Using manners and being positive
- ✓ Valuing ourselves and others
- ✓ Taking pride in our school

Safe

- ✓ Making good choices
- ✓ In the right place at the right time
- ✓ Aware of the people and space around us

Engaged

- ✓ Prepared and focused
- ✓ Striving to achieve our goals
- ✓ Proud of our efforts



Kororo Public School

Respectful
Safe
Engaged

KORORO SCHOOL SONG

Clear blue sea before us,
Green hills are our home
Day by day in beauty
Cheerfully we come.
While we grow together
Young and strong and free
This our school protects us
Like a sheltering tree.

This is our Kororo
We must guard her well
May courtesy and kindness
Among us dwell.
In our daily working
We shall find success
Greatness comes from small things
Done with faithfulness.

Childhood soon behind us,
We shall take our stand
With good men and women
Of this golden land.
Then we'll see Kororo
Like a beacon's flame
We'll take hope and love and laughter
In her name.

*(This is sung by the children at their weekly assembly)
Sung to the tune of "Camberwell")*



SCHOOL PRAYER

This is our school
Let peace dwell here
Let the rooms be full of contentment
Let love abide here
Love of one another
Love of mankind
Love of life itself
And love of God
Let us remember that as many hands build a house
So many hearts make a school.

SCHOOL ORGANISATION

Kororo Public School operates, as far as possible, as a whole school. Policies, curriculum and resources are developed and implemented on a Kindergarten to Year 6 basis. All teachers are responsible for the welfare and development of all children in the school.

The size and groupings of classes depends on the total school enrolment and the distribution of pupils across the grades. Because of variations in school population, so common these days, the class structure has to be flexible and may need to be rearranged during the year.

The present staff and their classes are listed on page 4. As this varies, an amended sheet will replace it.

SCHOOL TIMES

8.40am – 9.03am	Arrival Time
9.03am – 9.10am	Morning Assembly for Classes (Monday & Friday)
9.10am – 11.15am	Morning Classes
11.15am – 11.40am	Recess
11.40am – 1.00pm	Mid Session
1.00pm – 1.50pm	Lunch
1.50pm – 3.10pm	Afternoon Classes
– 3.10pm	Dismissal



Parents are asked to ensure that children **do not** arrive before 8.40am as teachers are not officially on duty before this time and the children are unsupervised. At 8.40am a teacher is rostered for duty.

HOME TIME ARRANGEMENTS

All classes finish at 3.10pm. Children are dismissed from their classrooms by their class teacher. All children depart the school premises by lining up in either the bus lines, the bottom gate line or the pick up deck adjacent to the Administration building. When any change is made to normal going home arrangements, we ask that the “home” teacher be notified, preferably in writing. Children are required to leave the school in a orderly fashion. Please be on time.

Parking around the school is at a premium, and the lack of it is problematic for student safety. Parents are requested to follow the parking directions around the school. Do not park in areas designated as pedestrian crossings and in areas clearly labelled ‘No Standing’. Negligent drivers risk being fined.

SCHOOL BUSES



Bus transportation to and from school is free for all students in K to 2 and for students in years 3 to 6 living more than 1.6 kms from the school. The children need a bus pass, issued by Transport NSW and this should be produced for the bus driver. Application forms are available **online** at transportnsw.info/school-students. Children who travel by bus are supervised by a teacher in our school grounds whilst they wait, then escorted over the bridge and supervised as they board their buses.

DROP OFF/ PICK UP ZONE ON KORORA SCHOOL ROAD

To make the afternoon pick up from the drop off zone as fluid as possible, we ask that you have your child/rens' surname clearly displayed on the front passenger visor. This assists us to have students ready at the gate for a quick pick up as you pull up. Your child/ren must hop in the car on the **LEFT SIDE** so that they are not walking into passing traffic. If your children are not at the pick up zone when you arrive, you are instructed to drive around the block to try again or, to park further down the road and walk to collect them. There is no parking along the drop off/pick up zone, during the hours of 8am – 9.30am and 2.30pm – 4pm.



PRIVATE CONVEYANCE

Parents who have to use their private vehicles to convey children more than 1.6kms to the nearest bus stop are entitled to a subsidy. The application form for this is available online transport.nsw.gov.au/schooldrive

SCHOOL UNIFORM

Kororo Public School is very proud of its attractive uniform and the children are expected to wear it at all times. The uniform is practical and comfortable and gives the children an important sense of pride. The P & C Association supports the wearing of our uniform particularly when children are representing the school at an outside function.

The requirements for school uniforms are set out on page 20 of this booklet.

LABEL CLOTHING

Please ensure that **all items** of your child's clothing and belongings are legibly and prominently labelled with his/her name. Encourage your children to accept responsibility for their clothing. The lost property box testifies to the number of items of clothing lost by pupils and never claimed.

At the end of each term all lost property is washed and recycled.



INFORMATION ON PUPILS

The school keeps an information file on each child to enable us to contact parents or guardians in case of illness or accident.



It is important that this file is kept up to date with change of address, change of telephone, change of emergency contact, doctor etc. Children who are sick or injured can become very distressed when parents or caregivers cannot be contacted. Please keep the school informed of all changes to contact details (including emergency contacts) as they occur.

EXCURSIONS

Excursions to places both within the city and to nearby regions are often organised as part of the children's educational program. They are valuable because they give the children the opportunity to see and experience first hand, places, objects and events which are being studied in the classroom.

You will be advised by note of any such activities and your consent requested. School uniform must be worn on excursions unless otherwise advised.

SPORTING ACTIVITIES

The school is a member of the Public Schools Sports Association (P.S.S.A.) and is involved in a great variety of sporting activities both within and outside school hours and jurisdiction. Various community teams use the school as their base and source of competitors.



House Colours

Brelsford

Blue

Flinders

Gold / Yellow

Oxley

Red

Cook

Green



RETURNING NOTES AND/OR MONEY TO SCHOOL

Often notes sent home require a response from you, e.g. giving permission for your child to be involved in an activity and/or the forwarding of money to the school.

Please ensure that such notices and correct money are sealed in the permission envelope, with your child's name and class clearly shown. Please return these to the class teacher **not** the office as they will be collected as soon as lessons start each morning. Receipts are given for larger amounts collected, usually the major excursions.

Online payments can be made through the school website. Remember when paying:

- * you must allow 3 days prior to the event for the bank transfer
- * you must make a payment singularly for each of your children for each event
- * and to write your child's name and what you are paying for otherwise we will not know that your child has paid for the event.

HOW THE SCHOOL LETS YOU KNOW WHAT'S HAPPENING

Throughout the year you will receive from the school many notices, notes and a regular fortnightly School Newsletter. The notices and notes keep you informed about what's happening in your school or provide information about and seek permission for your child to be involved in excursions, activities, sporting events, and so on.

The **SCHOOL NEWSLETTER** is now online only and is posted to the KORORO SKOOLBAG APP every second Wednesday. It is also posted onto our website every second Wednesday and can be viewed in the newsletter/notes section. The Newsletter keeps parents up to date with all the activities of the school and advises them of coming events. We also now have a Facebook page which will include snippets of our days at Kororo Public School. Our newsletter will also be posted on Facebook.

Please download the Skoolbag App onto your device as soon as possible, instructions are in our Information Folder.

The school encourages children to give all written communications to parents promptly. It would be appreciated if you would check each day with your child to see if he/she has a note for you. This will assist in ensuring that children get into the habit of giving you notes from the school promptly.

SICK OR INJURED CHILDREN



If a child becomes sick during the day a School Administration Staff member will notify parents or the emergency contact to make arrangements for the child to be collected from the Administration area.

Should your child be injured in the playground, the following actions are taken: –

- * If the injury is minor, the child is treated by the School Administration Staff or teacher who is qualified to administer First Aid.
- * If the injury is more serious, the school will immediately attempt to notify you, and if necessary, seek the assistance of the Ambulance Service. The school contributes to this service with no cost to parents.
- * Should medical attention be recommended every effort would be made to contact you. However, the school will act in the best interests of your child and have this medical attention obtained at Coffs Harbour Health Campus. It is important that you nominate your family doctor and write your Medicare Card number on the Enrolment Form.

MEDICATION

Medication, if needed, may be administered to your child at school. Arrangements must be made personally with the school Administration Staff at the office. Under no circumstances is medication to be kept in your child's care. It **must** be left at the office. **Where medication is to be administered, parents are required to complete indemnity forms prior to this being undertaken.**

THE SCHOOL'S ASSESSMENT SCHEDULE

In order to measure the student's academic progress, the school uses a process known as continuous assessment. This entails the teachers regularly and systematically using a variety of methods and testing to determine how the children are progressing. These results, along with the major semester tests in the primary classes, form the basis from which teachers prepare your child's regular reports.



Reporting to parents on their child's progress at school takes place twice a year at the end of Terms 2 and 4. Early in Term 1, parents will be provided with information relating to school and class organisation. A formal opportunity in a "conversation" with your child's teacher will occur by the end of Term 1.

At any time during the year parents can make an appointment to discuss their child's progress with the class teacher. This is encouraged, as such an interview is the best way for each party to gain an appreciation of the total learning situation of your child. Do not wait until the formal reporting time if you have a concern about your child.

When seeking such an interview, please contact the school and arrange a time that is mutually convenient to you and your child's teacher. For any concerns about your child, their class teacher is initially the most appropriate to contact.

COMPULSORY ATTENDANCE AT SCHOOL

If your child is absent from school we require a reason for the absence. Please either send a very short note with your child to explain the absence, or contact the School Office. This notification is a legal requirement upon both the school and the parents.

Once on the premises, children are not permitted to leave the school during school hours unless: –

- * Parents personally call at the school to collect them.
- * A written note, signed by the parent, is received.
- * The child has permission to go home for lunch, again requiring written permission.

Once children are at school they become our responsibility and we have to know where they are to ensure safety and security.

FAMILY HOLIDAY/LEAVE

In NSW Government schools, children are required to attend school every day. If you are planning a holiday of over 5 days in school time, you must complete an APPLICATION FOR EXTENDED LEAVE – TRAVEL FORM which can be collected from the school office. This needs to be approved by the Principal.

ARRIVING LATE OR LEAVING THE SCHOOL DURING THE DAY

If a student arrives at school after 9.10am, a "Late Slip" must be completed at the office by the parent, before the child goes to class. This is a legal requirement.

If students have to leave school during the day for an appointment or other reason, they should bring a note from you to their class teacher.

When parents are collecting their child early, they **must** visit the office to collect a release slip, which needs to be given to the class teacher before collecting their child. If a student is being returned to school after an appointment, you must visit the office to register that your child has returned to school.

WHAT NOT TO BRING TO SCHOOL

- * Ensure your dog does not follow your child to school!
- * Glass containers or bottles.
- * Too much money – it gets lost or stolen and is unnecessary.
- * Jewellery, thongs, sandals.
- * Precious or valuable toys and equipment (electronic) unless specifically requested by the teacher.
- * Golf balls, super balls.
- * Replica weapons, toy swords etc
- * Mobile phones
- * All knives are banned by DEC – suspension will result.



ASSEMBLIES

School assemblies are a regular part of the School's program. Assemblies are held on a rolling roster on a Friday. Please refer to the newsletter or term planner for specific dates and times, it will also let you know whose class will be conducting the Assembly. The Student Council runs a number of assemblies each year. Community members are cordially invited to join us at our assemblies.

LUNCH

Children are required to sit quietly while eating their lunches, to emphasise proper eating habits. Attitudes of hygiene are stressed. Parents of younger students are asked to pack recess and lunch foods separately, with containers clearly labelled with the child's name. Lunch orders made through the canteen are collected by the class and delivered to the teacher for distribution. Further information about our canteen is in this booklet and also, on the Canteen Menu included in the Information Folder.

PLAYGROUND

The school does not have supervision in the playground prior to 8.40am. Children who arrive early are to remain seated in the quadrangle area. Prior to the assembly bell students are expected to remain in the top playground areas only leaving to hang their bags at the classroom.

The school emphasises and encourages children to play in a courteous and co-operative manner with one another, giving consideration for the rights of others. There are a number of important rules, which children are asked to observe for their safety and social welfare.

The following are not permitted:

- * Insolent behaviour
- * Bullying
- * Bad language
- * Fighting
- * Throwing sticks and stones or using them as weapons
- * Interfering with others' property
- * Riding bicycles or skateboards in the playground
- * Leaving the playground without permission
- * Climbing trees and fences
- * Chewing gum, bubble gum
- * Littering
- * Damage to school property
- * Tackle and contact games.



It would be appreciated if you would discuss these rules with your children and so assist the school in ensuring the safety and welfare of all children in its care. **OUR PLAYGROUND SHOULD NOT BE ACCESSED OUT OF HOURS WITH THE PRIOR EXPLICIT PERMISSION OF THE PRINCIPAL.**

SCHOOL SERVICES

LIBRARY

The school has a well equipped library catering for the needs of all children in the school. Children have set library lessons each week. They are also able to use the library at other times during the week for private research and study.



The Library is open three mornings and each lunchtime to allow borrowing, quiet reading or browsing. Children who borrow books must have a **library bag**. These bags can be purchased from the library or children can supply their own bags from home.

Our aim is to encourage reading for pleasure and we have a wonderful range of books suited to the reading abilities and interest of this age group.

DENTAL CLINIC

A professionally staffed Dental Clinic, maintained by the Department of Health, operates to provide free dental treatment for all children attending school up to 18 years of age.

Upon the completion of a permission form, available from the clinic, your child will receive regular check-ups and dental treatment as required. To obtain further information please contact the clinic at Coffs Harbour Base Hospital by phoning 1300 651 625.

SERVICES AVAILABLE TO ASSIST YOU AND YOUR CHILD

There are many avenues available to parents and to the school staff to assist with concerns about children experiencing difficulties, such as learning and/or emotional problems, social and physical development matters.

In the first instance, any concerns you may have about any matter with your child's development should be discussed with your child's teacher and/or with the Deputy Principal or Principal. It is important that you do this before the concerns become a real problem. The school extends to you an open invitation to discuss them, at any time.

Would you please inform the school of any home or school matter you believe is causing, or may cause your child stress.

The school is able to call on the services of a number of agencies to provide expertise and support to staff, parents and students. Some of these are: -

- The School Counsellor
- Itinerant Support Staff of the Department of Education
- Department of Health and Community Services

These agencies are all available and willing to assist you and the school in providing the best possible educational opportunities for your child.

RELIGIOUS EDUCATION

Schools are required by law to offer one half hour of religious instruction to students each week. Special Religious Education (SRE) is usually called Scripture. Members of the clergy or people attached to churches visit the school to give non - denominational religious instruction. At present Kororo Public School has half an hour of religious instruction on Tuesday or Friday.

If you do not want your child to receive SRE, you may indicate this at the time of enrolment. Parents may also request withdrawal from SRE at any time by completing an exemption form available from the school office or the Deputy Principal (DP). Students who are exempt from SRE may elect to attend Ethics classes where approved teachers are available. Please speak to the Deputy Principal about Ethics lessons.

The school has a comprehensive Religious Education Policy available on its website. Parents are encouraged to read the policy to familiarise themselves with all aspect of SRE and General Religious Education (GRE) at our school. Please be aware that our school has a community endorsed School Prayer. Please contact the Deputy Principal if you wish to complete an exemption on behalf of your child for any aspect of GRE including the prayer. The School Prayer is said at fortnightly class item assemblies and at SRC assemblies held once per term.

COMMUNITY INVOLVEMENT

The current emphasis in education is to give each school and the community more say in its own management. You are encouraged to feel free to visit the school and invited to join in all the parent activities. A school the size of Kororo is a focal point for a large section of the Sapphire, Moonee, Bucca, Bruxner Park, Korora and Diggers Beach areas.



NEW ENROLMENTS

The Principal or Deputy Principal will interview all new enrolments except for Kindergarten children at the beginning of the year.

There is usually a minimum of a two-day waiting period between the initial application and interview and final enrolment at the school. The timeline for this process is determined by the school's ability to contact your child's previous school to gain background information to support the enrolment. If the enrolment request is from an out of zone address the Out of Zone Policy will be followed.

PARENTS AND CITIZENS ASSOCIATION

This parent group is the formal body that assists the school.

P & C meetings are held in the Staff Room on the third Monday evening of each month at 7.30pm. Dates are advertised in the Newsletters.

All parents are invited to attend meetings and become active members of the Association. The fund raising activities, organised by the association's Fund Raising Group, help to provide the whole school with equipment and resources not provided by the Department of Education (e.g. computers and computer software, library books, sporting equipment etc.) Of equal importance is the use of the P & C meetings to inform parents of school activities and to provide a forum for discussion and debate.

SCHOOL SUBSCRIPTION (GENERAL CONTRIBUTION)

It is very difficult for schools to provide effective educational materials, teaching aids, library books, etc., without the financial support of parents. The Government's considerable education budget is mainly used to provide the personnel and real estate. If your school is to have the resources which modern day education requires, then additional funds have to be raised.

In order to assist the School in providing these resources for your children, the P & C Association have a yearly subscription scheme. Each family is asked to contribute to the Library and Technology fund. This sum is reviewed annually, and it would be appreciated if you could support the school in this contribution. These subscriptions are for the explicit purpose of purchasing Library books and maintaining and upgrading our network and the purchase of new software programs. A letter is sent home to each family asking for a voluntary tax deductible donation in Term 2.



ASSISTING IN SCHOOL ACTIVITIES

Parents are asked from time to time to assist, if possible, in many of the varied programs and activities organised by the School.

Some of these activities are: –

- * Assisting with reading groups
- * Additional supervision on excursions
- * Transporting children
- * Assisting in special events, eg craft days, cooking
- * Assisting in the Library, covering books, cataloguing.
- * Providing expertise and knowledge.
- * Participating in curriculum committees and School Development Days
- * Assisting in the canteen
- * Running the clothing pool

The school is very appreciative of this valued assistance and looks forward to its continuance.

YOUR SCHOOL

It is hoped that the information contained in this folder has assisted you in getting to know your new school. An even better way to get to know your school is to be involved in it, in an active way. In this way, we the Staff, and you the Parents, can better understand and appreciate each other's hopes and expectations. We seek to provide a relevant and meaningful educational program for your child, and ask you to remember that the interest you show in your child's school is reflected in your child's attitude to and feeling for it.



The Clothing Pool and Uniform Shop is open on:
MONDAY, WEDNESDAY and FRIDAY between 8.45am – 9.00am.

The Uniform Shop is located at the rear of the Hall and is run by our P&C.

SCHOOL UNIFORM

THE OFFICIAL SCHOOL UNIFORM IS AS FOLLOWS: –

GIRLS:

Green/gold/white polo shirt with a Kororo School emblem, worn with bottle green culottes, white socks and predominantly enclosed, preferably leather sturdy BLACK school shoes, bottle green school hat with school name embroidered on the front. In winter bottle green jazz pants may be worn with either a bottle green school sloppy joe or zip jacket, which must have the school Logo on the front left side. Bottle green tights may also be worn under the Culottes.

BOYS:

Green/gold/white polo shirt with a Kororo School emblem, worn with grey shorts, grey socks and predominantly enclosed, preferably leather sturdy BLACK school shoes, bottle green school hat with school name embroidered on the front. In winter long grey pants may be worn with either a bottle green school sloppy joe or zip jacket, which must have the school Logo on the front left side.

SPORT: Girls and Boys

(Years 3 – 6 only) Gold polo shirt with school emblem (from the Uniform Shop) with bottle green sports/basketball shorts (not bike pants), white ankle socks & joggers. This should only be worn on the designated sport day. Shorts should not be worn every day instead of culottes. Sport appropriate clothing may be worn when representing the school as dictated by the teacher in charge.

HATS:

The School Hat must be worn before and after school at recess, lunch and any outdoor activity and excursions.

BAGS:

Bags are not compulsory but are excellent value as they are a good quality bag.

HAIR & JEWELLERY:

Hair is to remain a natural colour. Children with long hair must keep it neatly tied back with hair ties of green, yellow, brown or black. Green or yellow hair ribbons and/or clips may be worn to help keep hair tidy.

Jewellery essentially should not be worn to school. Sleepers or stud earrings are acceptable as are watches and medi-alert bracelets. Religious bangles may also be worn. Jewellery items such as necklaces, rings, decorative bangles etc are best left at home as they pose an injury risk to students during P.E., sport, recess & lunch breaks.

LABELLING:

It is **STRONGLY** advised that every piece of clothing be labelled. There is usually a mountain of unnamed hats and jumpers in the lost property.

All the items mentioned in the Uniform Policy are available at the Uniform Shop with the exception of grey shorts, grey long pants, sock & school shoes. The Uniform Shop accepts cash and we now have EFTPOS facilities for purchases.

CANTEEN ROSTER FOR 2020



Our canteen operates with your assistance, 5 days a week. We are hoping that with your assistance we will be able to operate the canteen 5 days a week.

This can only be done with your help.

The aim of our canteen is to provide a variety of nutritious food at a reasonable cost to our children. Our canteen is co-ordinated by Community OOSH Services and it **relies on the help of volunteers to work in the canteen and donates ALL profits back to Kororo Public School.**

The procedure for ordering lunch is – the children bring from home a paper bag with his/her name, class and lunch order written on it and, if possible, the correct money enclosed. This order is to be handed into the Canteen prior to the start of school. It will be delivered to the classroom as usual.

Below is a list of days and times that our canteen operates. If you would like to meet and make new friends this is an easy way to do so. The children love to see their Mum, Dad, Grandma or Grandpa at the Canteen. You can choose between weekly, monthly or once a term. Just tick the appropriate square and return it to the Canteen.

Any questions please contact Lynda Henry at the canteen on 6653 6201 in school hours.

Please return to the canteen by ASAP

✂.....

I would like to help....


Monday	All Day	()	AM (9am – 11.30am)	()	PM (11.00am – 2pm)	()
Tuesday	All Day	()	AM (9am – 11.30am)	()	PM (11.00am – 2pm)	()
Wednesday	All Day	()	AM (9am – 11.30am)	()	PM (11.00am – 2pm)	()
Thursday	All Day	()	AM (9am – 11.30am)	()	PM (11.00am – 2pm)	()
Friday	All Day	()	AM (9am – 11.30am)	()	PM (11.00am – 2pm)	()
Once a week ()	Monthly ()		Term ()			

Name Phone Number

Child's Name Class





The Leader in Me




Habit 1 - Be Proactive
You're in charge of yourself.

- I have a "Can Do" attitude and always try my best at everything I do.
- I follow directions and do the right thing without being asked, even when nobody is looking.
- I choose my actions, attitudes, and moods and don't blame others for my wrongdoing.

Habit #2
BEGIN WITH THE END IN MIND
Have a Plan

- I plan ahead and set goals for myself.
- I am prepared at all times.
- I think about how the choices I make now will affect my future.
- I think about the positive or negative consequences of my actions before I act.




Habit #3
PUT FIRST THINGS FIRST
Work first, then play

- I do the things that I have to do before I do the things that I want to do.
- I stay focused on what I'm doing. I try to minimize distractions and regroup if I get off task.
- I spend my time on the things that are the most important.





Habit #4
THINK WIN WIN
Everybody can win!

- I can problem solve when an issue comes up with another person.
- I think about what other people want and not just what I want.
- I am kind to others and try to think of ways to help everyone to be happy.





Habit #5
Seek 1st to Understand, Then To Be Understood
Listen before you speak.

- I listen to others *without interrupting*.
- I raise my hand when I want to speak and wait patiently to be called on.
- I don't blurt out.
- I try to understand other people's views and feelings, even if they are different from *my own*.

Habit 6 - Synergize
Together is better.

- I get along well with other people and work well in groups.
- I value the strengths of others and allow myself to learn from them.
- I know that by working together as a team we can get more done and come up with better solutions than we could alone.




Habit #7
SHARPEN THE SAW
Balance is best

- I take care of my body by eating right, Exercising, and getting enough sleep.
- I balance my time between school, extracurricular activities, Family, and Friends.
- I am always learning how to become a better person.

