

# Menai Public School Information Book



2017-2018



# Menai Public School

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## Together We Grow and Learn

### INFORMATION FOR PARENTS

**Menai Public School**  
4R Hall Drive  
Menai NSW 2234

**Phone:** 9543 4924  
**Fax:** 9543 7363  
**Website:** [www.menaipublicschool.com](http://www.menaipublicschool.com)  
**Facebook:** Menai Primary School Official  
\*look for our school logo\*  
**Pinterest:** Menai Primary School  
**Twitter:** [twitter.com@menaipublicschool](https://twitter.com/menaipublicschool)

**[www.menaipublicschool.com](http://www.menaipublicschool.com)**

*Welcome to Menai Public School! We are a small school with a big heart that thrives on a culture of kindness & caring. We are guided by our core values and our motto, 'Together We Learn & Grow'.*

*We hope you find this general information useful. If you have any enquiries please contact your child's teacher or the administration staff located in the office*

**Menai Public School promotes optimum learning through the Menai C.A.R.E.S. values:**



- **Cooperation**
- **Achievement**
- **Respect**
- **Encouragement**
- **Safety**



<b>BELL TIMES</b>	
<b>8.55 - 9.25</b>	<b>Morning Play Time</b>
<b>9:25 - 11.25</b>	<b>Morning Session</b>
<b>11:25 - 11.35</b>	<b>Eating Time</b>
<b>11.35 - 11.55</b>	<b>Lunch First Half</b>
<b>11.55 - 12.15</b>	<b>Lunch Second Half</b>
<b>12.15 - 1.45</b>	<b>Middle Session</b>
<b>1.45 - 2.05</b>	<b>Fruit Break</b>
<b>2.05 - 3.25</b>	<b>Afternoon Session</b>

## **Absences**

All absences from school are required to be covered by a written explanation, or preferably by ringing the school.

Please ensure your child brings a note on the day of return to school as teachers are required by law to have a record of absence. Justification of absence needs to be made within seven days from the last date of absence.

## **Allergies**

At Menai Public School we have students with life-threatening allergies. We have procedures in place to take care of these students. We ask families to be mindful of the food they send to school with their children. Please don't send students to school with food with nuts and nut products such as peanut butter and nutella.

Students as well as adults can develop allergies as we grow. It is most important families keep the school informed of your child's allergy status.

## **Appointments**

If you wish to meet with the Principal or a class teacher you should ring the administration office and seek an appointment.

## **Arrival at School**

Students should not arrive at school before 8.55am in the morning.

At 8.55am a teacher comes on playground duty to supervise students until the bell goes to start the day. Students who need to arrive at school before this time are asked to enrol at the Menai Public School Before and After School Care. (Phone 9543 5331) Students are not permitted to be left in the playground unattended.

## **Assembly**

Assembly is held every fortnight at 2:45pm. Families are invited to attend at this time. Assembly is run by a different class or group from the school each week. The timetable for assembly for the term is published in our school newsletter, The Menai Mag. A special assembly is held on the last week of each term. The special assembly focuses on whole term activities and awards. All family members are invited to attend.

## **Attendance**

Daily attendance at school is compulsory. Any absence is to be explained by a note. See Absences. Unexplained absences and excessive absenteeism are tracked and a notification to a Home School Liaison Officer (HSLO) is made if necessary. If families are planning to travel and be away from school for more than a month they may apply for an exemption from attendance.

## **Banking**

Banking day is Monday. New dollarmite accounts may be opened by obtaining an envelope from the school or from any Commonwealth Bank Branch. Application forms will be sent home to Kindergarten students.

## **Before and After School Care (OOSH)**

This centre is located adjacent to the school in Hall Drive and operates from 7.00am – 9.00am and from 3.00pm – 6.30pm. Children enjoy games, craft and much more. As the centre is very popular, advance bookings are essential – please phone 9543 5331. Please note: While the school works very closely with the management of the Before and After School Centre, it is a separate body. The Before and After School Care also work closely with the P&C.

## **Book Club**

Book Club is run twice a term. A list of books available at special rates is given to each student. Students return the order form and money by the closing date. Please see the date on the order form. Orders are processed by a volunteer parent every year. When the book orders are sent to school they will be distributed to students.

## **School Opal Card – Bus Service**

Complete the application at [transportnsw.info/school-students](http://transportnsw.info/school-students). Print, sign and date application and submit to the school. All children in Kindergarten to Year 2 are eligible as are some primary students who meet distance requirements.

## **Camp**

Each year we run a camp for our senior students. One year the students go to Canberra and the snow and the alternate year they go to the Royal National Park. These camps are not just for fun though fun is certainly a by-product of camp. Camp is an educational and personal development activity. They are a valuable part of our students' development.

## **Canteen**

An Accredited Healthy School Canteen operates Monday, Wednesday and Friday. Lunch orders should be written on a paper bag showing your child's name and class. Helpers are always needed – come along and enjoy a chat and coffee. Notes are sent home at the beginning of the year asking for volunteers.

## **Carnivals**

Each year we hold 3 school carnivals. In Term One we hold the annual Swimming Carnival. During Term 2 we hold the Cross Country and the Athletics Carnivals. These are valuable family events in our school calendar. Families are invited to attend.

Some students will be invited to proceed onto zone and district carnivals where they compete with students from other schools. Each carnival has different criteria for students to be able to proceed to zone or district level.

## Changes To Family Details

Please notify the school immediately if there are any changes to the information we have at school that relates to such things as: home address, phone numbers, emergency contact and medical details. Questions of parental access should be advised if a custody situation exists or changes.

## Communication

We communicate with our community in a variety of ways.

- **The Information Page**

The Information Page tells families specific information about school events and logistics that we need families to know. This is just information. The Information Page is printed and sent home any day of the week the school needs families to have the information.

- **Menai Mag**

Menai Mag is our school newsletter. Menai Mag is filled with news, stories and photos about student activities and successes. Menai Mag also has information. Menai Mag is published every second Thursday. The Mag is published on the school website. Families can subscribe to receive the Mag via email or App. Please see directions below. For those families without internet access the Mag is printed and sent home. Families need to notify the school if they need a printed version of the Mag. The printed version is black and white.

- **The School Website**

The school website is filled with information about the school, school activities and students' lives at school. Families can find information regarding school activities and excursions. Families can order and pay online for school activities, excursion and equipment.

[www.menaipublicschool.com](http://www.menaipublicschool.com)

- **SMS Broadcast**

The SMS Broadcast sends a brief text message to every family's mobile phone they have listed with the school. The SMS Broadcast serves to provide families with reminders of upcoming school activities. The SMS Broadcast is also used to notify families of an emergency or a school evacuation in case of a bushfire emergency.

- **Facebook**

The school Facebook site communicates to families by sharing photos of school activities plus reminders and updates of events. Families can like the school on Facebook. The page is called Menai Primary School Official. Look out for our School logo.



- **Twitter**

On Twitter the school notifies families of interesting educational and family information. We provide information from the DEC, Universities and other forms of media. Families can follow the school on Twitter at @menaipublicschool

Families can communicate with the school via email or phone call. Always feel free to drop into the office or make an appointment to see your child's class teacher.

- **Instructions for subscribing to Menai Mag Via Email**
  - Go to the school website [www.menaipublicschool.com](http://www.menaipublicschool.com)
  - Click on School Newsletter
  - Click on 'click here'.
  - There is a section on this page to subscribe to have the newsletter emailed to you.
  - Enter your details
  - Click on subscribe
  - **You will then need to return the confirmation email that you are sent.**
- Or**
- **Click on the following link** <http://school.schoolenews.com.au/menaips>
- **Instructions for subscribing to the App School Enews**
  - Go to the App store and download School Enews
  - Search for Menai Primary School
  - Add Menai Primary School to the School list
  - Go to settings to receive any notes and Menai Mag for your child's class
  - The mag will arrive by App every second Thursday
  - You will receive a notification it has arrived.
- Or**
- **Click on the following link** <http://apps.schoolenews.com.au>

## Curriculum

Schooling in NSW is based on the mandatory NSW Syllabuses for students from kindergarten to Year 12. The syllabuses are developed and endorsed by the NSW Educational Standards Authority (NESA).

The NSW curriculum includes the Key Learning Areas (KLAs) of English, Mathematics, Science, Human Society and its Environment (HSIE), Languages, Technologies, Creative Arts and Personal Development, Health and Physical Education (PDPHE).

Each KLA includes syllabuses for K-10 and Years 11 and 12 that are inclusive of the learning needs of all students.

Syllabuses identify:

- The knowledge, understanding, skills, values and attitudes students are expected to develop at each stage.
- Outcomes and content that describe what students are expected to know and do.
- Cross-curriculum priorities, general capabilities and other important learning for all students.

### Stages of Learning

The NSW curriculum is organised in seven stages of learning.

Kindergarten to Year 6 (K-6) includes 4 stages of learning.

- Early Stage 1-Kindergarten
- Stage 1-Year 1 and Year 2
- Stage 2-Year 3 and Year 4
- Stage 3-Year 5 and Year 6

Year 7 to 12 includes three stages of learning.

- Stage 4-Year 7 and Year 8
- Stage 5-Year 9 and Year 10
- Stage 6-Year 11 and Year 12

- **Extra Curricula Activities**

The school provides a number of extra curricula activities, such as dance groups, choir, skipping and sporting activities. Activities being offered are subject to change and may attract extra cost.

## Custody Matters

It is a requirement that families keep the school abreast of any changes to the custodial arrangement of students. The school is required to uphold these arrangements. Schools have responsibility to the welfare of students whilst attending school and can refuse access to non-custodial parents if it is not in the best interest of the child or is in breach of court orders. Please contact the Principal to discuss any legal matters.



## Email Contact

Families can email the school for any reason they wish. Emails will be passed to the respective staff member. Families can email the school at:

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

## Emergency Contact Details

To take the best care of our students that we can, it is most important that families keep the school notified of any emergency contact details including friends and relatives who can step in when families can't be contacted.

## Emergency Procedures

Menai Primary School has a comprehensive program for emergencies.

These emergencies include:-

- **Fire**
- **Bomb scare**
- **Theft**
- **Bushfire**

The school regularly practices each term evacuation, lockdown and lockout emergency procedures.

## Hats

Menai Public School is one of many schools which have a 'No Hat, Play in the Shade' policy. School hats are available through the P&C uniform shop and the administration office.

## Health Issues

Any special health care (precautions, allergies, etc.) and any infection or disability (asthma, diabetes, hearing condition, etc.) should be communicated as soon as it is diagnosed.

Common childhood diseases and skin conditions which exclude children from school:

Chicken Pox	Exclude for at least five (5) days after rash first appears and until the blisters have all scabbed over
Measles	Exclude for four (4) days from the appearance of the rash
German Measles	Exclude for four (4) days from the appearance of the rash
Mumps	Exclude for nine (9) days from the onset of the swelling
Ringworm	Exclude until the day after fungal treatment is begun
Impetigo	Exclude until treatment starts. Sores should be covered with a water-tight dressing

Whooping Cough	Exclude until the first five (5) days of a special antibiotic have been taken
Conjunctivitis	Exclude from school until eye is completely clear of discharge
Meningococcal	Seek medical help immediately. Patient will need hospital treatment
Hepatitis A	Exclude for two (2) weeks after first symptoms or one (1) week after onset of jaundice
Scarlet Fever	Exclude until at least 24 hours of treatment has begun and the child is feeling better
Head Lice	Children are not excluded from school as long as head lice management is ongoing

## Library

All children attend Library classes each week and a library bag is essential for borrowing. Library bags can be purchased from the P&C uniform shop.

## Medication

The school has a policy regarding provision of medication for long term illnesses/conditions. Please contact the school if you need further information regarding this policy.

## Money Collection

There are many excursions and extra-curricula activities which require payment to be made to the school. We ask that you please pay the correct money if possible. Families should "post" payment envelopes in the silver letterbox outside the foyer.

You can also pay through our website as well.

## Out of School Achievements

We like to hear of the success our students out of school. Please contact the school via phone or email and let us know your child's success. We will recognise that success at school in assembly and in Menai Mag. That success might include, sport, music, creative activity or anything else that your child has attempted.

## Parental Participation

Menai Public School encourages parental involvement in many aspects of school life such as reading, sport, excursions, and assemblies. As well as this classroom assistance, parents have a vital role to play in the working of the P&C.

## **P&C**

The Parents and Citizens Association meets twice a term at 7.00pm. These meetings provide a forum for parents to discuss educational issues and plan activities for parent participation and fundraising. The Annual General Meeting is held in Term 1.

## **Pupil release during school hours**

For safety reasons we ask that parents collecting children early from school report to the office. The office staff will collect your child. No adult should be on the school grounds without signing in at our friendly office.

## **Safety**

### **BIKE/SCOOTER SAFETY**

Students must walk their bikes in the playground and at the pedestrian crossing. All students need to wear a helmet to and from school.

### **ROAD SAFETY**

Children must use the pedestrian crossing to cross Hall Drive. They must follow the directions of the crossing attendant.

#### Please note:

- The bus bay and staff car park must be kept clear at all times. Parents are NOT PERMITTED to drive into these areas, or any other part of the school, to deliver or collect children.
- Please observe the parking signs in Hall Drive. This area is regularly patrolled.
- Please be an example of safety in the way that you cross Hall Drive.

## **School Counsellor**

A school counsellor is available at the school on a regular basis. If parents or carers wish to use this service, please ring to make an appointment.

## **Scripture**

Children may attend special religious education each week. Classes are offered for Protestant, Roman Catholic, and Greek Orthodox. Protestant scripture caters for Anglican, Uniting, Baptist, Congregational and Presbyterian beliefs.

## **Sick Children**

It is essential that records are kept up to date so that parents or emergency contacts can be informed if your child becomes sick at school. If your child is ill in the morning, please consider keeping him/her at home.

## **Uniforms**

Menai Public has a distinctive and attractive school uniform and the expectation is that all children will wear it with pride. The school uniform shop is open fortnightly on a Tuesday 9.00am – 9.45am or orders may be left at the office with payment (cheque/cash payment only).

## **Uniform Pool**

Second-hand uniforms are available at nominal prices from the Uniform Shop

## **Voluntary Contributions**

Each year families are asked to make a voluntary contribution to the school. These contributions are used to help purchase equipment, especially technology, to provide your children with a quality education.