Adaminaby Public School
Parent Information Handbook
Adaminaby Public School
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Welcome

Welcome to Adaminaby Public School. I hope this handbook proves helpful in providing you with information on how our school operates.

To support your child’s education it is important to develop good communication links with the school.

The school distributes a regular newsletter, as well as updates as necessary, and notes about special events and excursions. A website and facebook page are accessible to parents as another point of call for information.

From time to time issues and concerns can arise. It is important that these issues are dealt with promptly. The best way to resolve an issue is to contact the school office to make an appointment with the teacher concerned or the Principal, as appropriate.

An important contribution you can make to your child’s school education is to become involved in the school. You may choose to volunteer for parent help in the classroom, such as listening to kids read, as a member of the P & C, or help transport children to sporting events and excursions. There are also many opportunities throughout the year to visit the school. These opportunities serve to strengthen the links between school and home.

We look forward to your active involvement in your child’s education

Shannan Salvestro
Principal
About Us

Our Vision
We strive to provide a broad range of experiences and learning opportunities within a practical, innovative and flexible curriculum that will engage and motivate all students to learn, discover and apply their knowledge within their school day and in their daily lives.

School Moto
Live and Learn

Melbourne Declaration of Educational Goals for Young Australians
All curriculum in Australia is underpinned by The Melbourne Declaration of Educational Goals for Young Australians. It sets two broad educational goals for young people that are at the centre of everything that we do at Adaminaby Public School. They are:

Goal 1: Australian schooling promotes equity and excellence

Goal 2: All young Australians become
- Successful learners
- Confident and creative individuals
- Active and informed citizens

Link to the full version of The Melbourne Declaration
Student enrolment is governed by

NSW Department of Education and Communities policy and the Education Act of New South Wales.

Enrolment age

All students are required to have turned 5 years of age by July 31 to be eligible to enrol into Kindergarten.

Transfer from another school

Students transferring from other schools may enrol at any time. Please contact the school office for enrolment forms.

Enrolment forms can also be downloaded here:


Kindergarten

Wherever possible, applications for enrolment in Kindergarten should be made in the latter half of the preceding year. Kindergarten is an important year for learning. Our Kindergarten program starts with an Orientation Program in term 4, in the year prior to starting school. This consists of 4 days of the prospective Kindergarten students attending school and includes parents attending a meeting about the starting school process and how to make day one a happy and positive experience. The dates and information for the orientation program are available from the school mid way through Term 3.

All kindergarten students will be assessed in the first few weeks of school in literacy and numeracy. This assessment informs teachers of the direction of the child’s learning and assists in the formulation of programs based on individual needs of students.
The School Curriculum
Adaminaby Public School delivers the mandatory NSW Board of Studies K-6 curriculum.

The curriculum is organised into six key learning areas.

English
The K-6 English syllabus identifies the knowledge, understanding, skills, values and attitudes students are expected to develop at each stage, from Kindergarten to Year 6. Teachers have the flexibility to make decisions about the sequence of learning, the emphasis to be given to particular areas of content, and any adjustments required based on the needs, interests and abilities of their students. At Adaminaby Public School the following programs are implemented to assist with our literacy learning: L3, Accelerated Literacy and Thrass.

Mathematics
The K-6 Mathematics syllabus allows students to engage in learning that reflects a sequential and logical approach to learning in Mathematics with a level of challenge appropriate to their stage of learning. Students develop knowledge, skills and understanding in Working Mathematically in an integrated way. Content is organised into three strands: Number and Algebra, Measurement and Geometry, Statistics and Probability. The Working Mathematically content is embedded in each substrand and relates to specific outcomes for Communicating, Problem Solving and Reasoning.

Human Society and It’s Environment
Students develop knowledge, understandings, skills, and attitudes about people and their social and physical environments. The outcomes and content in the K-6 HSIE Syllabus are organised into four strands: Change and Continuity, Cultures, Environments and Social Systems and Structures.
Science
Students will develop a sense of wonder and expand their natural curiosity about the world around them through their understanding of, interest in and enthusiasm for science and technology. Students develop competence and creativity in using the processes of Working Scientifically and Working Technologically in a range of hands-on scientific investigations and design projects and they use the skills and processes of Working Scientifically and Working Technologically to develop their knowledge and understanding about the Natural Environment and the Made Environment.

Creative Arts
The K–6 syllabus provides information about teaching and learning in Visual Arts, Music, Drama and Dance. Students engage in learning experiences in visual arts, music, drama and dance as part of their natural growth and development. Visual arts, music, drama and dance offer students and people of all ages opportunities for personal expression, enjoyment, creative action, imagination, emotional response, aesthetic pleasure and the creation of shared meanings.

Personal Development, Health and Physical Education
The K–6 PDHPE Syllabus is based on a broad notion of health.
Sport
Sport is an integral part of the school curriculum which helps to encourage a healthy mental and physical disposition in our students.

All students participate in sport weekly. Students 8 years old and above attend a swimming, a cross country and an athletics carnival yearly.

Students also participate in daily Fitness sessions.

Swimming Program
Each year a swimming program is offered to students. This includes elementary learn to swim and water confidence, as well as continuing into later levels to improve stroke technique.

Skiing Program
A whole school Skiing Program is organised in Term 3 each year. All skiing levels are catered for, from first time beginners to advanced.

The Skiing Program generally consists of 4 days skiing instruction at either Selwyn Snowfields and/or Thredbo.

Adaminaby Public School is also proud to send teams to the Interschools Skiing Competition each year and this is available to all interested students.

Scripture
Religious instruction is conducted on a weekly basis. Parents have the right of withdrawal. A note is required if you wish your child to withdraw.

Australian Curriculum
This year we are implementing the new Australian Curriculum. New English, Mathematics and Science syllabuses are being implemented.
Extra Curricula

Stephanie Alexander Kitchen Garden Program

Students at Adaminaby Public School participate in the Stephanie Alexander Kitchen Garden Program. The program gives children the opportunity to change the way that they approach and think about food by having them participate in hands-on gardening and cooking classes, giving them the skills and understanding they need to enjoy a lifelong, positive relationship with food that extends to the family and school community. In addition to this students enjoy the far-reaching benefits of pleasurable food education. These benefits include engagement of reluctant learners, increased social skills, teamwork and self-esteem in our students. Taking part in the Program also reinforces their academic learning across all curriculum areas via the rich medium of the garden and kitchen spaces.

Woodwork

On Fridays we run woodwork classes. We are very thankful to Bob Piper for volunteering his time to facilitate the workshops. In the past students have made key holders, musical instruments, bird houses and even fully functional ukuleles. The students are involved from the design process through to completion.

Monaro Small Schools Network

Our school is part of the Monaro Small Schools Network (MSSN). The other schools in our network are: Berridale, Bredbo, Numeralla, Nimmitabel, Jerangle and Dalgety.

An MSSN day is planned in terms 1, 2 and 3. The day is designed to get together with our friends in our network schools, building up partnerships and benefiting transition to high school. Each school takes a turn at hosting the event.

In addition to this staff meet once a term to collaboratively plan together, share ideas and expertise.
Excursions

Excursions are organised to compliment your child’s learning at school. Excursions are utilised to expose children to a wide variety of cultural, social and physical experiences that are not available in the classroom context.

As our school is in an isolated rural area we also regularly visit other local schools to provide children with links to a broader community and assist with transition to High School.

Permission notes are sent out prior to each excursion and must be signed and returned to the school office. Children will not be permitted to participate in an excursion without the signed permission note.

Any family having difficulty meeting the cost of an excursion may contact the school.

Artaminaby

In 2012 Adaminaby Public School introduced ‘Artaminaby’, an art show to showcase the talents of our students to the local community. It was decided that the event will be held biannually.

Whole School Performance

Traditionally Adaminaby School performed a play at the yearly presentation night. In recent years this has evolved into a whole school performance in term 3, every second year. Our last performance was Disney’s Cinderella.
Library
All students participate in a Library session each week. Children are encouraged to borrow books from our well resourced library.

Programs, developed collaboratively between classroom teachers and the Teacher Librarian, ensure the most effective use of the excellent range of resources, including information technology. Library programs develop student’s research and literature appreciation skills.

Parents are asked to provide their children with a library bag to protect the borrowed books and to make sure books are treated with respect. There will be a charge for the replacement of lost or damaged library books.

Technology
Student’s at Adaminaby Public School have access to a wide range of technology including: PC’s, Macbooks, iMacs, Internet, Interactive Whiteboards, iPads, Video Conferencing Equipment, Scanners and printers. All students are encouraged to use technology as a regular part of the school day across all curriculum areas. Technology is a tool to assist learning. We also have software that supports and enhances learning activities from Kindergarten to Year 6, including Reading Eggs, iPad apps and Edmodo groups.

Internet
The NSW Department of Education and Communities provides your child with a secure Internet and email account to improve their learning opportunities in a safe environment.

We do this by providing your child with an individual username and password to login to the Internet at school and at home. Students will be able to access their personal email from computers at home and other locations through private Internet service providers.
The School Day

School open at: 8:45am
Playground supervision begins at 9:00am
Morning Session: 9:15am
Recess: 11:00-11:30am
Lunch: 1:15-2pm
Home Time: 3:15pm
Office Hours: 8:45am – 3:45pm

Leaving School Early or Late Arrival
If for any reason you require your child to leave school early, all students are to be signed out in the early leavers register in the school office. Similarly the register also requires completing when arriving at school late.

Absence
If your child is absent from school for a short period, the school is required to be notified verbally or in writing. This is a legal requirement.

Long Term Absence
If you intend to take a family holiday or require to be absent from school for more than 5 school days, you are required to complete a formal application for leave. For all applications, please seek advice from the school principal.
Eating Time
All students are given ample time to eat morning tea and lunch. Students are asked to stay in seats provided for 10 minutes to eat at both of these sessions before they are allowed to begin their break.
All students have a fruit break at 10am each day.

Allergies
Students with allergies are a high priority for Adaminaby Public School. We require all families with students with allergies to make a time with the school to develop an allergy management plan.

Medical Conditions
If your child has an at risk medical condition requiring specific emergency treatment the school must be made aware of this by completing the relevant form supplied by the school. Any medication your child requires will need to be supplied by the parents. If your child requires any kind of medication at school, you will need to complete a form at the office before it can be administered.

First Aid
All staff are provided with annual CPR, emergency management and EPI-Pen training administered by certified trainers.

Immunisation
The importance of parents having their children immunised against infectious diseases cannot be stressed too highly. These include a Diphtheria-Tetanus booster and Polio Vaccination just before or after entry to school. Vaccination for Measles and Mumps should be taken before entry. The booster immunisations are highly desirable due to the closer contact children will have with others upon school enrolment. These immunisations are free - available from Doctor or Community Health Centre.

An Immunisation History Statement issued by the Australian Childhood Immunisation Register, is required for all children prior to starting Kindergarten. Please contact your Doctor or Community Health Centre for further information.
Student Services and Welfare

School Counsellor
A School Counsellor is available to the school. The counsellor's duties include diagnostic testing of children, interviewing, counselling and conferencing with parents and staff.

Anti-Bullying
Adaminaby has a zero tolerance for bullying. All public schools actually play an active role in the prevention of bullying and have plans in place to deal with bullying and harassment. A copy of the school's anti bullying plan is provided to parents on request.

Discipline
A high standard of socially acceptable behaviour is expected from every child. Children are also encouraged to practice self-discipline and to take responsibility for their actions and behaviour. A detention system is used for serious or repeated infringements of school rules. Positive reinforcements through the use of teacher praise, peer support, merit certificates and ‘Adaminaby Achievers’ play an important role in attaining and promoting the child’s positive self-concept. We seek positive parental support in the implementation of our school rules.

Student Recognition
The Adaminaby Achievers Program is designed to recognise appropriate classroom and playground behaviour of students and provides recognition for quality work and sound effort.

As students earn Adaminaby Achievers they are tallied on a chart and students are eligible for levelled certificates as they reach certain numbers of Achiever Cards.

In addition, students also receive an entry into our barrel draw for a chance to win a prize from the ‘Adaminaby Achiever Shop’. The prizes are currently sponsored by local businesses. Thank you to Adaminaby Buses, McMahon’s Earthmoving and the Adaminaby Bakehouse. The barrel draw is drawn at Assembly.
Parents and Citizens Association
The P & C Association meets on the first Tuesday of every month in the School Library. Please read the Newsletter for details of the times.

This organisation is of vital importance to the school. The primary aims are:

- to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation.

- To assist in providing facilities and equipment for the school.

All parents are welcomed and encouraged to attend the meetings.

Lunch Orders
On Mondays and Fridays lunches can be purchased from the Bakehouse. Please ensure that all lunch orders are written on a paper bag and placed in the basket in the school office before 9:15am that day. A price list may be obtained from the school office.

Transport
The school bus is operated by the Adaminaby Bus Service. An Application for Travel by Bus form is available from the bus driver and must be completed by all children travelling by bus. All children on bus routes beyond 1.6kms from school are eligible to free transport.

Conveyance subsidies are available to those parents who have to transport one or more children from home to the nearest bus pick up point, or to school where no bus is available and distance exceeds 1.6kms. Application forms are also available from school.

School Contribution
Each year families are asked to make a voluntary contribution and proceeds from this are used to help fund teaching and learning resources and special programs.

The annual contribution is $40 for 1 child or $80 for 2 or more children.
Banking
School banking operates each week. These accounts are held with the Commonwealth bank at Cooma. Application forms are available from the school but an account number must then be obtained from the Commonwealth Bank, Cooma.

Money
At times it may be necessary for students to bring in money. Parents are issued with a supply of envelopes each term to aid easy collection of money. More envelopes can be provided on request. Alternatively use a plain envelope.

Please send money in by the day stated and assist us by having the correct amount as it is difficult for us to give change. Always clearly label the envelope with your name and what the money is for. There is a ‘letterbox’ on the office counter for money to be deposited into.

Another option now available for parents is to direct debit the money to the schools account. The details for this will be provided on the note when money is requested.

Change of Student and Parent Information
Please notify the office immediately of any changes in family or student information, such as phone contact number, address, medical information, custody details, or employment status, as this impacts greatly on things like bus travel, contacting parents when children are sick, custody issues, or school funding.

School Policies
Adaminaby Public School maintains a wide range of policies covering a number of key accountability areas. All school policies can be accessed by enquiring at the school office.

Our school polices are continually updated in consultation with the school community where appropriate.

School Photos
Photos are usually taken during Term 1 or early Term 2 of each year by School's Studio. Parents are issued with an envelope to make their order. We have group, individual and family photos taken at your request.
Uniform
It is expected that all students will wear school uniform. Students are encouraged to take pride in their school. School uniform helps develop this pride and creates a sense of unity. We do appreciate the efforts of parents in seeing that our students are well dressed in uniform to start the new year.

Most of our uniform items are available from the P&C uniform shop. Please contact Ineke Stephens for information about uniforms. A form and price list is available at the office.

Lost Property
Parents are asked to ensure that all items that come to school are clearly labelled with your child’s name. Children are asked to keep track of their own belongings as sorting through and searching for lost items takes teachers away from valuable teaching and learning time.

Misplaced items are put in a Lost Property tub, which is located outside the Stage 2/3 classroom.

Girls and Boys Uniform
- Navy blue tailored shorts, trousers or track pants
- Light blue collared polo shirt with school emblem (short or long sleeved) or pale blue skivvy
- Navy blue vest or jumper
- Enclosed footwear and white/grey socks
- Navy blue Sun Smart hat
- Girls may also choose to wear a navy blue skirt, skort or the school’s blue checked Marks and Spencer dress.

Optional items
- Navy blue (preferably) parka
- Navy blue beanie

Sports Uniform
Red polo shirt with school emblem or red skivvy
- Navy shorts, track pants or blue pleated skirt
- Enclosed footwear and white/grey socks
- Navy blue Sun Smart hat
Communication

Newsletter
A Newsletter for parents is issued once a fortnight via the schoolenews app and website, on the Tuesday in even weeks. A printed copy can be provided on request. The main purpose of the Newsletter is to inform parents of events in the forthcoming weeks and advise of any school issues.

In the alternate weeks an Update may be sent home if there is any particular information that can’t wait until the next Newsletter.

Website
Our classroom website is an important resource for students, parents and staff.

www.adaminabypublicschool.weebly.com

SMS Messaging
At times messages may be sent via SMS messaging to communicate important whole school updates.

School Assemblies
A whole school assembly is generally held on alternate Fridays at 2:30pm in the library. At times other events such as excursions and sporting events can disrupt this schedule. Please check your newsletters for assembly information.

Parents and community members are welcome to attend our assembly.

Interviews and Reporting
Written reports are sent home towards the end of Terms 2 and 4.

Parents are invited to participate in individual parent/teacher conferences regarding their child’s progress towards the end of Term 2.

Staff welcome the opportunity to discuss student’s learning or other matters of concern at any time during the school year, by ringing the school and making an appointment at a time that suits both parties.

Facebook
You can now find Adaminaby Public School on Facebook. This is an easy way of distributing up to the minute information.

https://www.facebook.com/adaminabypublicschool
Presentation Night

Presentation Night is a chance to celebrate the success of student achievement throughout the year. Students are recognised in all areas of school life ranging from academic to sporting, creativity to citizenship and leadership. The evening is well supported by our community, not only in attendance but also in donations by many local businesses and supporters of the school. The event is held towards the end of term 4, generally in the second last week of school.

Contact Us

You are always welcome to make a time to discuss your child's particular needs. A suitable meeting time can by requested through contacting the school office, by email or by phone.

For those times when a formal meeting may not be required, we are always available each afternoon on the school playground for a quick chat. This is sometimes all that is needed to ensure that any requests or concerns are communicated and managed quickly and efficiently.

Important Contacts

School Office: 6454 2265

On Thursdays and Fridays when office is unattended and you need to get a message through urgently, SMS message to: 0414 757 838

School email: adaminaby-p.school@det.nsw.edu.au

Principal’s email: shannan.salvestro@det.nsw.edu.au

School Staff

Teaching Principal : Shannan Salvestro

Teachers: Dominic Bogatek
Petrina Baff

School Administrative Manager: Christine Cantrel

General Assistant: Alan Nash