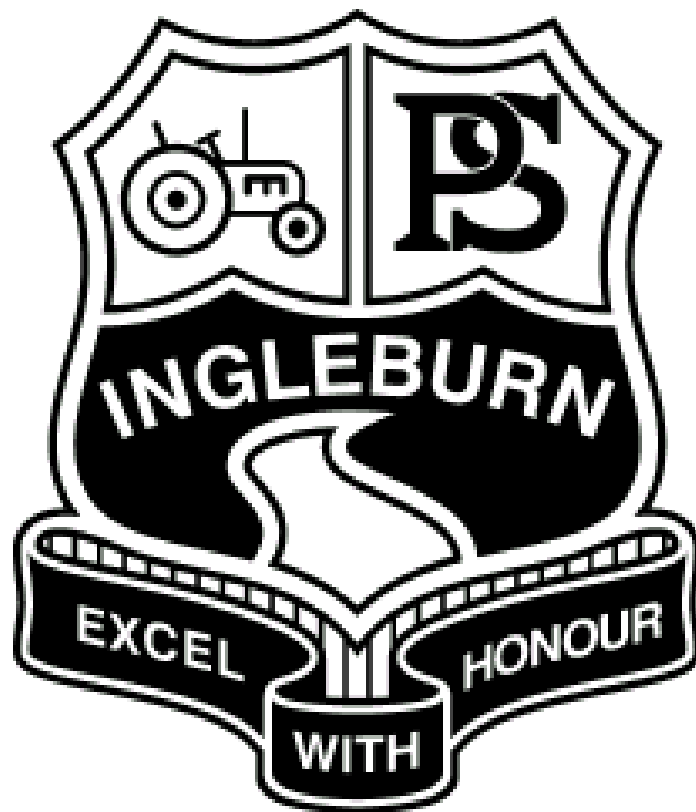


INGLEBURN PUBLIC SCHOOL

"Excel with Honour"



ESTABLISHED 1887

PRINCIPAL: Mr Graeme Green

DEPUTY PRINCIPAL: Mr Matthew Ralph

ADDRESS: Corner of Cumberland &
Oxford Roads,
Ingleburn 2565

POSTAL: P.O. Box 154,
Ingleburn NSW 1890

EMAIL: ingleburn-p.school@det.nsw.edu.au

WEBSITE: ingleburnpublicschool.com.au

PHONE: 9605 1423 or 9605 1635

FAX: 9829 3968

HOURS: 9.00am to 2.55pm

CONTENTS

Page 1	Access to School School Organisation Enrolments Kindergarten Enrolments Transfers Entrance to High School
Page 2	Appointments Management Plan Student Welfare Uniform Shop
Page 3	School Uniform Attendance
Page 4	Sickbay/Accidents Medications at School Children on Medication Daily Emergency Contact Forms
Page 5	The School Counsellor Student Reports & Parent Teacher Interviews Interviews with Parents School Newsletter and Notes
Page 6	Excursions Playground Supervision Outside School Hours Care - YMCA Train Travel
Page 7	Bus Travel Canteen P&C Sporting House Organisation Community Nurse
Page 8	School Banking Parent Classroom Helpers

ACCESS TO SCHOOL

All gates except the main gate on Cumberland Road are locked from 9.30am - 2.30pm. All visitors must report to the office.

SCHOOL ORGANISATION

Ingleburn Public School is a K-6 school which functions as a unit with all sections cooperating closely, guided by common policies, programs and procedures. Our school also has a support class for students with mild intellectual disabilities. This school is part of the Ingleburn School Education District which is administered from an office in Glenfield.

ENROLMENTS

Students in Years 1 to 6 commence school on the second day of Term 1. The first day of Term 1 is always student free. Children who are transferring from other schools are usually enrolled on the third day Term 1.

KINDERGARTEN ENROLMENTS

Kindergarten students should be enrolled with the school the year prior to their commencement. Details can be taken over the phone or at the main office. Proof of date of birth will be required at enrolment or before attendance begins. Children must turn 5 by the 31st July in the year they commence school. Kindergarten students will receive a one hour appointment time to complete their Best Start Assessment at the beginning of Term 1. Students will then commence school on the date confirmed in your Best Start package.

TRANSFERS OUT

Please notify the school as soon as possible if you are transferring out of the school and we will supply you with a transfer certificate for your new school.

ENTRANCE TO HIGH SCHOOL

Entrance to High School is arranged when your child is in Year 6. Children seeking entrance to Selective State High Schools and/or specialist schools must nominate at the appropriate time. Private Secondary School enrolments must be arranged by parents.

APPOINTMENTS

It is recommended that an appointment be made if you wish to meet with any of the school staff, especially the Principal or Deputy Principal. Teachers also have release from their class at certain times during the week, appointments may be made during these times. Please phone 9605 1423 or 9605 1635 to make the necessary arrangements.

MANAGEMENT PLAN

The school determines its priorities annually and school committees are formed to address each area. Copies of the school management plan are available on our school website.

STUDENT WELFARE

At our school we place great emphasis on the welfare of our students and have many programs being taught each year to support the students e.g. Drug Education, Peer Support, Child Protection, Social Skills and Playzone.

In the area of discipline we aim for all children to learn to take responsibility for their own actions. We have several policies and programs which address all aspects of welfare and reflect the rights and responsibilities in our school community.

- Student Welfare Policy (gold booklet)
- The Learning and Support Team which consists of the Coordinator, School Counsellor and Support Teachers. This committee addresses concerns for children who are expecting difficulties accessing the curriculum at their appropriate level or students who are experiencing behaviour difficulties. Parents concerns may also refer their child to the LAST.

UNIFORM SHOP

This is located in the Administration Block just outside the back entrance. The shop is open every Tuesday morning between 8.45am and 9.30am and every Thursday afternoon between 2.30pm and 3.00pm. New and second hand school and sports uniforms are available at reasonable prices. The uniform shop also sells library bags, school backpacks, hats and tracksuits with the school crest on the front.

SCHOOL UNIFORM

The uniform has been selected in close consultation with parents and is the expected dress at this school. Details are as follows:

<p>BOYS White and green polo with school logo (plain white cotton shirt may be worn). Green shorts or long green trousers White socks, black shoes Bottle green jumper/jacket *Bottle green tracksuit Bottle green hat with IPS initials</p>	<p>GIRLS Green check dress/skirt/shorts/skorts Bottle green slacks/pinafore/shorts/skorts White blouse, skivvy, white and green polo shirt with school logo White socks, black shoes Bottle green jumper/cardigan/jacket *Bottle green tracksuit Bottle green hat with IPS initials</p>
<p>SPORTS UNIFORM BOYS Bottle green shorts White and green polo with school logo (plain white cotton shirt may be worn). White socks, sandshoes or joggers School sports socks for some PSSA teams *Bottle green tracksuit Bottle green hat with IPS initials</p>	<p>SPORTS UNIFORM GIRLS Bottle green wrap around skirt or sports shorts White and green polo with school logo (plain white cotton shirt may be worn). White socks, sandshoes or joggers School sports socks for some PSSA teams *Bottle green tracksuit Bottle green hat with IPS initials</p>

*This can be worn during winter as an everyday uniform.

ATTENDANCE

All student absences from school should be explained in writing, when the student returns. If a student's absences are to exceed 3 days a phone call would be appreciated. This school is obliged to report any prolonged absences to the Home School Liaison Officer. For leave over 15 days - an exemption from the Principal is needed.

Students arriving late for school must report to the office to obtain a late note. Students leaving early also require an early note from the office prior to leaving their classroom. These are recorded as partial absences. Continuous partial absences will be monitored by the class teacher and the Home School Liaison Officer.

SICK BAY/ACCIDENTS

A small sick bay is located in the administration block. If your child is sent to sick bay you will be contacted if their condition does not improve or they sustain an injury. Parents will be contacted for all children who receive an injury to the face or head.

MEDICATIONS AT SCHOOL

If your child needs to take medication OF ANY KIND, parents are requested to complete the medical forms at the school office. A note to the teacher is also recommended. All medicines are to be labelled with the child's name, class and times to be taken. No medication can be given to a child unless the form is completed. Medicine is not to be kept in the child's bag or classroom. Please note: Panadol cannot be given without permission.

CHILDREN ON MEDICATION DAILY

Medical forms must be completed. This medication is kept in a locked cupboard and children must come to the office to receive it. Parents must keep the school informed in writing if the dosage changes at any time.

EMERGENCY CONTACT FORMS

Emergency contact forms are given out at the beginning of each year or at enrolment time. Parents are requested to complete these forms and return them as soon as possible. Your cooperation in keeping this information up to date at all times is vital to ensure appropriate communication can be maintained.

THE SCHOOL COUNSELLOR

The school counsellor is a trained psychologist who has had teaching experience. The counsellor supports staff and parents by working with children who are experiencing educational, social or emotional problems. Interviews for parents with concerns regarding their children can be arranged on request. Additional advice and assistance on children with special needs can be obtained at the Student Support Services at District Office at Glenfield.

STUDENT REPORTS AND PARENT/TEACHER INTERVIEWS

A written report is issued for each child at the end of each semester (end of Term 2 and 4). Parent/Teachers Interviews are held at the end of Term 2. However parents can request an interview on student's progress throughout the year.

INTERVIEWS WITH PARENTS

Communication between the school and home is strongly encouraged. Parents should not hesitate to contact the class teacher or team leaders at any time to make an appointment if they have any concerns regarding their children. If you are not satisfied, then contact the Deputy Principal or Principal. Parents are requested NOT to visit classrooms to talk with teachers while lessons are in progress.

SCHOOL NEWSLETTERS AND NOTES

Please check your child's bag daily for important notes and information. The school newsletter is sent home every two weeks. You are encouraged to read it as it contains important information for you and your family. The school newsletter is sent home with the youngest child attending school.

EXCURSIONS

During the time spent at school your child can expect to go on many excursions. These are related to the curriculum and are educationally beneficial. Parents will be advised in writing of the nature, cost, times of departure and arrival back at school. A consent form must be returned to the class teacher for every excursion your child attends. The school policy is that if a child has not returned a consent form the child will not be allowed to participate. Unless otherwise specified, children are to wear school uniform on excursions. Money must be paid by a specific date.

PLAYGROUND SUPERVISION

Parents should be aware that teacher supervision of the playground commences at 8.30am each day. Children arriving before that time are not under direct teacher supervision and are required to sit on the canteen steps. Once children enter the school grounds they are NOT permitted to leave, unless they are picked up by a parent/care/emergency contact person. If you are unable to collect your child at 2.55pm due to unforeseen circumstances please contact the school office so a message can be given to the class teacher.

OUTSIDE SCHOOL HOURS CARE - YMCA

Parents who require care outside the hours of 8.30am and 2.55pm the YMCA operates on the school grounds. The contact phone number is 9618 3480 or 0412103370. All YMCA staff are experienced and/or qualified in childcare and first aid.

TRAIN TRAVEL

Applications for train passes can be obtained from the office.

BUS TRAVEL

Application for free bus passes are available from the school under the following conditions:-

Kinder, Year 1, Year 2 - there is no restriction on distance from home to school.

Years 3, 4, 5, 6 - children must live and travel more than 1.6km from the school according to the official map from the RTA. If your address changes a new application form must be filled out. If your child no longer requires her/his pass or leaves the school it must be returned to the school office for cancellation. If your child loses their pass you will need to contact the bus company and a fee will apply for a new pass.

CANTEEN

The canteen's policy is to provide nourishing lunches at the cheapest possible rates. The canteen operates 5 days a week, all recess and lunches should be ordered before school. Breakfast is available. The main work in the canteen is conducted by volunteers. If you are able to assist in the canteen please contact the school.

P&C ASSOCIATION

Our P&C meets every 1st Monday of the month at 9.00am in the Parent's Cafe. All parents and members of the community are welcome to attend.

SPORTING HOUSE ORGANISATION

For the purposes of sporting competitions students are groups into houses. These are Bass (blue), Flinders (green), Oxley (yellow) and Sturt (red). The children are placed in a house from Kindergarten and remain in that house for the rest of their time at Ingleburn Public School.

COMMUNITY NURSE

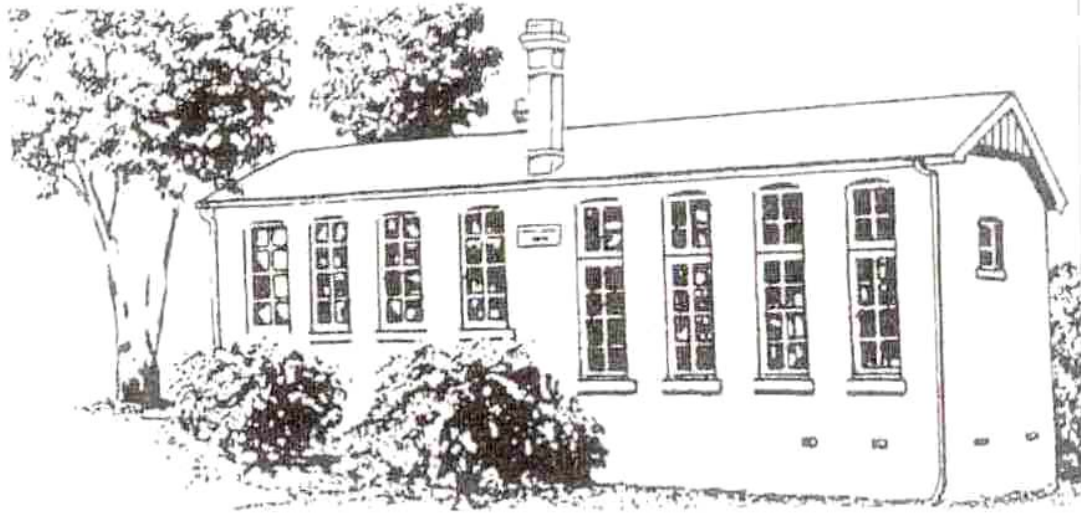
The nurse is available to advise parents on special cases. The main office is at Narellan and the phone number is 46403500.

SCHOOL BANKING

School banking is conducted through the Commonwealth Savings Bank by parents at the school every Tuesday morning. New accounts may be opened with forms obtainable from the school office.

PARENT CLASSROOM HELPERS

If you wish to support children's learning in the classroom parent helpers are always willingly accepted. The times and type of assistance can be arranged through your child's class teacher or the Deputy Principal.



Established 1887

**Thank you for choosing
Ingleburn Public
School**