

QUEANBEYAN SOUTH PUBLIC SCHOOL



**INFORMATION BOOK
2021**

101 Cameron Rd, Karabar, NSW 2620 | 02 6297 3043

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

Website: [www.https://queanbeyas-p.schools.nsw.gov.au/](https://queanbeyas-p.schools.nsw.gov.au/)

Principal: Mr Adam Zanco

Welcome to Queanbeyan South Public School (QSPS)

The information contained in this book should help you become acquainted with our school. It outlines how QSPS operates and hopefully answers questions regarding the day to day running of the school.

For effective communication we believe in working together with our parent community. To achieve the best results for our students, it is essential that parents and teachers become partners in the education journey of each child.

Please feel free to come in and see us at the school should you wish to discuss any aspect of your child's education. We look forward to seeing you and sharing in the wonderful educational and social opportunities provided for all our students.

If information changes parents will be notified by note and via our Skoolbag App. Parents are invited to contact the school if they have further questions. We look forward to sharing with our parents in the education of their children.

About Our School

We hope that your child's time here with us will be enjoyable, challenging and rewarding. We are a welcoming and friendly school, working in partnership with parents and the community.

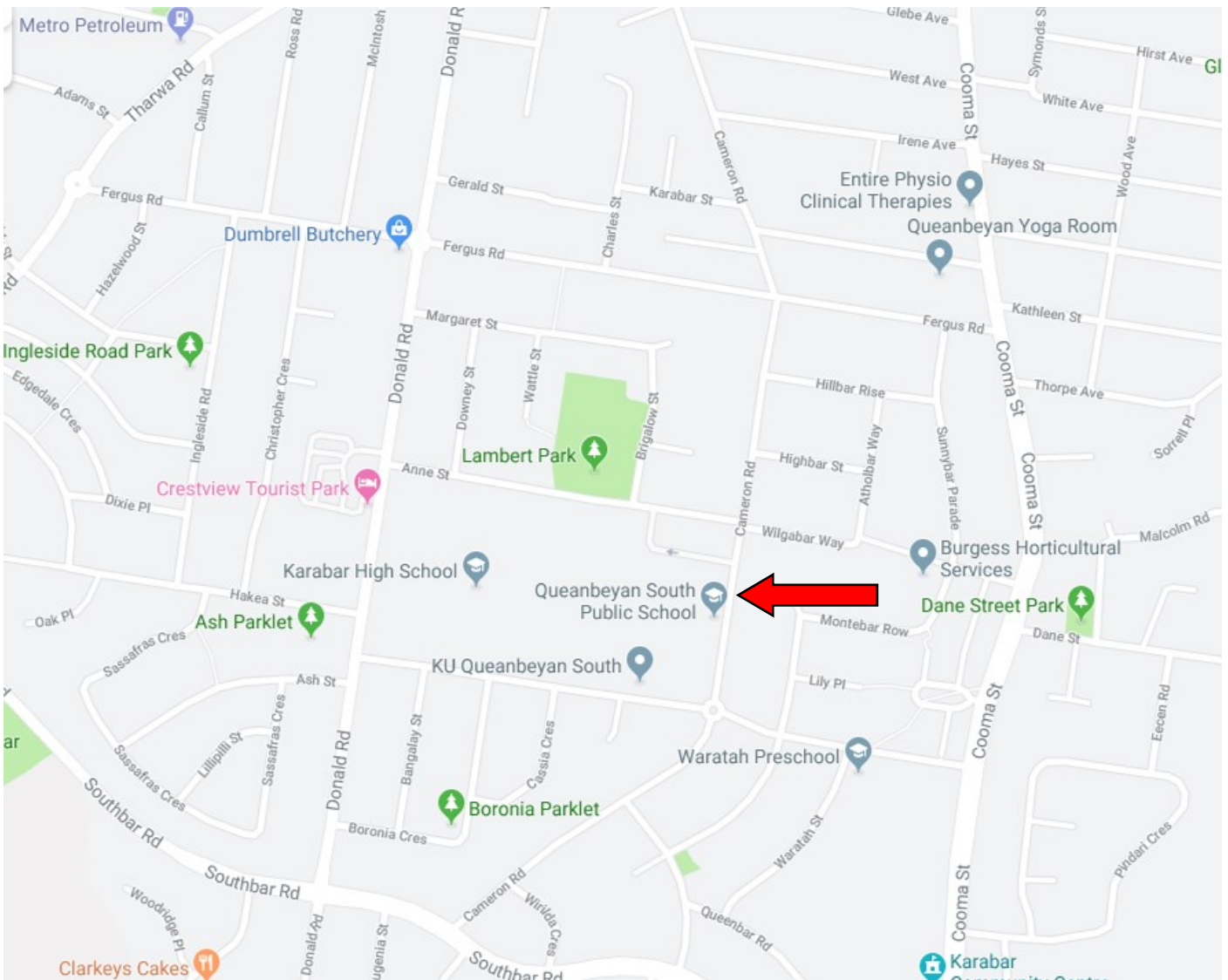
The school is located on Ngunnawal land. It is part of a diverse multicultural community that includes up to 35 cultural groups.

Our staff provide innovative opportunities across all curriculum areas that develop the skills and knowledge necessary for the realisation of each student's potential, including sport, music and dance. Flexible programs tailored to the individual learning styles of all students are delivered by highly qualified, experienced and caring teaching and support staff. We cater for a wide range of students with District Opportunity Classes (OC) for gifted and talented students and Support Classes for those with specific learning needs.

We emphasise the development of the whole individual, academically, socially and in their own personal pride and attitudes.

Location

We are located on the corner of Cameron Road and Alanbar Street. QSPS backs on to Karabar High School.



School Aims

- To develop in students the knowledge and skills to achieve in the key learning areas, enhancing their quality of life and contribution to society.
- To enable students to achieve high standards of learning and develop self confidence, high self esteem and commitment to personal excellence based on a positive set of values.
- To develop positive attitudes and competencies for lifelong learning in the 21st century.
- To provide a safe learning environment for both students and staff.
- To promote parent, staff and community participation in our school and build pride in public education.
- To ensure equality of educational opportunities and to provide for individual differences.

Our Vision

QSPS provides students with opportunities to achieve their personal best as engaged learners in a safe, respectful and responsible environment; preparing them to embrace the 21st century.

School Values and Expectations

Our school has developed a code of behaviour based upon three Positive Behaviour for Learning (PBL) expectations.

Posters outlining these expectations are on display throughout our school.

- Be Respectful
- Be Responsible
- Be Safe

RESPECTFUL	<ul style="list-style-type: none">• Speak politely• Care for people and property• Treat others as you would want to be treated• Follow staff instructions• Wear school uniform with pride
-------------------	---

RESPONSIBLE	<ul style="list-style-type: none">• Report any problems to teachers• Look after our school environment• Cooperate with others• Wait your turn
--------------------	--

SAFE	<ul style="list-style-type: none">• Keep hands and feet to yourself• Move sensibly around the school• Be in the right place
-------------	---





School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- to be welcomed into our schools to work in partnership to promote student learning.
- communication from school staff will be timely, polite and informative.
- professional relationships with school staff are based on transparency, honesty and mutual respect.
- to be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We treat each other with **respect**

We **prioritise** the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work **together** with the school

Ensuring respectful learning environments for all members of NSW Public Schools communities.



We create
collaborative
learning
environments

We
all play
a part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

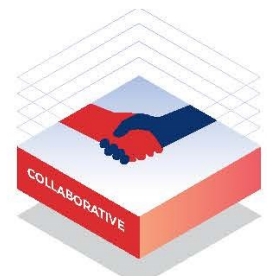
Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process: [education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students](https://www.education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students)

Respectful communication is a right

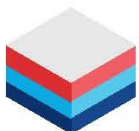
In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.



Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



Collaborative.
Respectful.
Communication.

School Community Charter

[education.nsw.gov.au](https://www.education.nsw.gov.au)

STAFF MEMBERS

Principal

Adam Zanco

Deputy Principal - Early Stage I

Hannah Lowman

Deputy Principal - Curriculum

Kelly Broomham

Assistant Principal - Stage 1

Nerilee Apathy

Assistant Principal - Stage 2 Rel.

Amy Perkins

Assistant Principal - Stage 3

Kristy Tai

Assistant Principal - Special Education Rel.

Courtney Reardon

Instructional Leader - Years K-2

Caroline Kaye

Support Teacher - Years K-2

Carol Richardson

Teacher Librarian

Sandy Swift

Science Teacher

Cecelia Hlavaty

Learning and Support Teachers (LaST)

Dorothy Chang Sara Otero

Evelynne Bush

Community Languages

Sunny Mircevaska

English & Additional Language/Dialects (EALD)

Peter Papoulis

Garden Specialist

Rhonda Kennedy

Kitchen Specialist

Cheryl Boothman

School Counsellor

Rosalind Bailetti Fiona Lane

Collette Vine

Aboriginal Education Officer (AEO)

Scott Russell

Classroom Teachers

KH Megan Hodge

KJ Taylor Jankuloski

KB Aksheta Kurien

KV Bella Volani

1B Simon Buckley

1L Carly Long

1W Bridie Walsh

1/2M Rebecca McDermott

2A Nerilee Apathy

2/3L Jenaya Lotze

3G Aliza Bower

3S Brooke Shaw

4P Amy Perkins

4/5S Deborah Smyth

5/6G Julie Giteau

5/6O Jayne Aoun

5/6R Michaela Rybinski

5/6T Kristy Tai

K/6B Courtney Reardon

K/6K Cindy Berg

K/6M Melissa Martin

K/6S Billy Sewell

Administration Staff

Gay Fulham (SAM)

Jodie Hellyer (SAO)

Jeffery Toone (SAO)

Janice Shea (SAO)

School Learning Support Officers (SLSO)

Marnie Gigliotti

Merran Toone

Melanie Meizer

Shannon Shepherd

Nathan Edwards

Rebeka Katalinic

Jordan Williams

Que Gardner

Alexis McDonald

Cheyenne Meizer

Jayden McLachlan

Francis Tai

Akata Vi

General Assistant

Tony Fisher

Transition to School Program Supervisor

Kim Gulliford

Transition to School Program SLSO

Margaret Howarth

Kenna Hirsler

Allisa Hopkins

Aboriginal Education Consultative Group (AECG)

The AECG advocates cultural affirmation, integrity and the pursuit of equality to ensure that the unique and diverse identity of Aboriginal students is recognised and valued. For further information please visit <https://www.aecg.nsw.edu.au/>

The AECG meet once a term. Dates and times will be advertised on our Skoolbag App.

Aboriginal Education Programs

These programs are managed by the School Executive and the Aboriginal Education Officer (AEO). They involve literacy assistance, a caring well being program and parent contact initiatives.

Our school has an Aboriginal Education Team. This aims to involve parents in school activities and to ensure that learning about Aboriginal culture is embedded in the curriculum. Sista Speak and Bro Speak are two of the current programs running this year.

Absences - Whole and Partial Days

Regular attendance at school is compulsory.

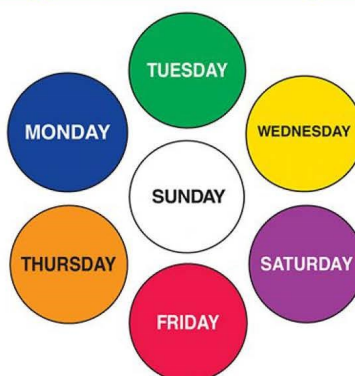
Parents should send a written note to school when their child is absent, even for part of the day. Notifying the school is a legal requirement of the Department of Education (DoE). The note should contain the child's name, class, date of absence and the reason for the absence. Students should come to the office if they are late to school, where they will be given a late note. If a student needs to leave the school for any reason during the day they are to be signed out by a parent at the office. Students are not to be collected from classrooms before they have been signed out. Persons under 18 years old cannot sign students out. This procedure is to ensure the safety and security of your child. Absences can also be submitted via our Skoolbag App.

Every Day Counts...

A day here or there doesn't seem like much, but...

When your child misses just...	That equals...	Which is...	And therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed...



Every day counts!

Access to Classrooms

Students are not permitted in classrooms at any time unless accompanied by a teacher.

Accidents to Students

If an accident occurs in either the classroom or the playground, the teacher will assess the treatment required. All staff have basic Emergency Training and CPR as this is a mandatory requirement of the DoE. Staff attending overnight excursions must have Senior First Aid.

If the injury is serious an ambulance will be called and parents will be notified. The school is a member of the NSW Ambulance Service.

After School Care

The YMCA provides before and after school care for students in our school hall. Costs and details are available from the YMCA, telephone 6297 2334.

Anti-Bullying Policy

The school has an Anti-Bullying Policy. Students from Kindergarten to Year 6 are taught strategies so that bullying, harassment, abuse and discrimination are eliminated.

We also run a positive reward system from Kindergarten to Year 6 that encourages students to display appropriate behaviour.

Appointments

Parents are most welcome to speak to their child's teacher or the principal; however it is essential to contact the school to organise a time suitable for both teacher and parent. Teachers are not to be approached during class time.

Assemblies

Whole School Assemblies are held every second Monday at 12.00pm.

We warmly welcome all parents and family members to join our school assemblies.

We would like to remind families that during assemblies that you only take photos of your child. We discourage uploading photo's containing other students on social media (e.g. Facebook and Instagram).

Assessment

Assessment of student progress is carried out on a regular basis by both class teachers and specialised support teaching staff. Each class teacher maintains records and results can be discussed with parents if necessary at a time convenient for both you and the teacher. Appointments need to be made through the school office.

Australian Curriculum (National Curriculum)

QSPS follows the curriculum outlined by the NSW Education Standards Authority (NESA). This encompasses all components of the National Curriculum.

Bell Times

School commences at 9.00am.

Students should not be on school grounds before 8.30am as playground supervision is not provided until half an hour before school commencement time as per DoE guidelines. It is essential that arrangements are made to collect your child promptly at 3.00pm.

See bell times on following page.

Bell Times cont.

8.30am-9.00am	Supervised Play
9.00am-11.00am	Session 1
11.00am-11.40am	Break 1 - includes 10 minutes supervised eating time
11.40am-1.10pm	Session 2
1.10pm-1.45pm	Break 2 - includes supervised eating time
1.45pm-3.00pm	Session 3
3.00pm	End of school, bus lines

Bikes and Scooters

If bikes and scooters are ridden to school, helmets must be worn at all times. This is required by law. Students in Kindergarten to Year 2 should be supervised by parents when riding to and from school. Storage racks are available for bikes and scooters next to the bus shelter. At 9.00am the bike shed is locked and reopened at 3.00pm. Parents should provide a bike lock as the school takes no responsibility for bikes and scooters left at school. Bikes and scooters must be walked when inside the school grounds at all times.

Breakfast Club / Emergency Lunches

Breakfast Club is available if needed between 8.30 - 8.55am. This program is sponsored by parents, staff, Foodbank, Oz Harvest and Bakers Delight Queanbeyan. Recess and lunch are available if needed, please see the class teacher.

Canteen

The Canteen follows the DoE guidelines on nutritious food and provides healthy school lunches, drinks and snack foods at recess and lunch time. A supervisor runs the Canteen with the voluntary help of parents. If you would like to help please contact our Canteen Supervisor Tracey through the office for more information.

Price lists are available on our Skoolbag App and the school website. Students are able to place orders between 8.30 - 9.00am, five days a week. Orders will then be collected at lunch times by Class Monitors.

Change of Enrolment Details

There are several ways to update your child's details:

- Send a note to the office
- Via the Skoolbag App – change of details form
- By sending the school an email with the updated details

In case of an emergency it is imperative that we have each child's:

- current address
- parent home and work phone numbers
- emergency/alternate contact person and phone number

Change of Routine or Circumstances

If there is a change in routine for your child, please send in a note to the teacher. If you are going away for a short time or there is a change to family circumstances please contact the school. Information is treated confidentially and assists us if there is any change in the behaviour or emotions of your child.

Child Protection

Each year, one term is set aside for the teaching of the Child Protection Program. It teaches children about safe and unsafe behaviours, how to understand their feelings in

different situations and how to avoid danger from others.

This is a mandatory component of the PDHPE syllabus. Please feel free to make an appointment with your class teacher if there are any concerns.

Counsellor

The School Counsellor holds qualifications in teaching and psychology, as well as Registered Psychologist status. School Counsellors provide counselling, psychological and psychometric assessments of students with specific needs so that the student can better function in their learning and social contexts. The Counsellor liaises with parents, staff and external agencies including medical practitioners to add to their understanding of the child's issues and to offer more informed support. To access the School Counsellor please contact the school.

CLOTE (Community Language Other Than English)

We offer Macedonian classes as it is the second most common language spoken in the Queanbeyan community. The program offers all students a great opportunity to increase their understanding of the Macedonian culture and language and improve their overall literacy.

Custody of Children

The school should be advised in writing of any special custody arrangements concerning students. If a family is split or divorce has occurred and one parent is denied access to a child through a Court Order, this information should be passed onto the Principal to ensure the safety and security of your child.

In all cases the principal needs to sight any relevant documentation. Confidentiality will be maintained at all times.

Discipline

School and classroom expectations of behaviour and achievement are high but realistic. Under the QSPS Student Wellbeing and Discipline Policy, when problems do occur they are handled by the classroom teacher where possible, if necessary with the assistance of the Assistant Principals, Deputy Principals and Principal.

In persistent cases parents are notified and their cooperation sought in overcoming the problem. Opportunities to "re-think" behaviour can occur at specific times each day. Suspension of a student will only occur in line with this policy and DoE Guidelines.

Dogs

Dogs are dangerous to the safety of the students, not only in the obvious way (biting/growling) but, they can also cause accidents in the playground. Parents should not bring dogs onto the school grounds. Roaming dogs found in the playground are reported to the Ranger for removal.

Early Departures

If you need to take your child early for the day, please sign them out at the office. Students will not be released directly from a classroom without a note from the office.

Early Action for Success (EAFS)

This program operates in Kindergarten to Year 2.

Each class is divided into small groups and students have several learning sessions, including reading, writing, phonemic awareness, listening and comprehension. The success of the program relies on using small intensive groups and the school uses support teachers and tutors to work with students. This program was supported by the Federal Government National Partnerships Program. Programs used include the highly successful L3 (Language, Learning and Literacy) Program. This program is supported by an Instructional Leader and Support Teacher.

Emergency Evacuation and Lockdown

It is a mandatory DoE policy that all staff and students are aware of how to exit the school buildings safely in case of an emergency.

These procedures are practised without notice during the school year.

As visitors to the school parents are reminded to always sign in at the school office. This allows office staff to monitor who is on the site in case evacuation procedures have to be put into place.

Enrolments - Local

Enrolments can be completed online through the 'ENROLMENT' tab on our school website. Please follow the instructions and call the school to arrange an appointment with the Principal once it is complete. Parents can enrol their children at any time during the school year.

Children going into Kindergarten or turn five years old before 1 August the year they start Kindergarten.

The office staff must sight original documentation that accompanies enrolment forms. These include Birth Certificate, Immunisation History Statement and proof of residential address.

If students are transferring from another school, QSPS will contact the previous school to organise transfer of school records (NSW Government schools only).

Short term enrolments can also be accommodated and the same enrolment procedure must be followed through the office. Students cannot start the same day they present to school, as all DoE schools must check prior enrolment before placing a student in a class. Forms for enrolments can be obtained from the office.

Enrolments - Out-of-Area (OoA)

Across the state, many communities are changing. Some are growing at rates never seen before. Some schools that used to be able to accept out-of-area enrolments, no longer have the room to do so.

OoA enrolments can be accessed through the 'ENROLMENT' tab on our school website. Certain criteria must be met for an OoA application to be accepted. You will be contacted via email to advise of the outcome of your OoA application.

The DoE Enrolment Policy is designed to support schools to manage all enrolment applications, encourage greater consistency in decision-making and make sure the enrolment choices are clear for parents.

English as an Additional Language/Dialect (EALD)

The program aims to assist students from non-English speaking backgrounds with their reading and language work. Support for EALD students is provided by a designated EALD teacher.

Excursions

Students are taken on excursions to further classroom studies, for sporting events or social visits. All such excursions are proposed by teachers and formally approved by the Principal. Each visit is planned as part of the school's educational program and must meet specific curriculum outcomes.

Excursion Permission Notes are sent home for parental permission and signature. Students will not be able to go on the excursion unless the permission note and payment are returned. For some excursions the school can provide limited financial assistance to families in need.

If payment is required we accept cash, EFTPOS, cheque and Parent Online Payment (POP). All payments need to be made by the due date stated on the note. No late payments will be accepted.

Facebook

QSPS has a Facebook Page

<https://www.facebook.com/QueanbeyanSouthPS/>

Fundraising

Fundraising is undertaken throughout the year. The P&C, SRC and staff assist with fundraising. Special fundraising events and activities may be organised by classes for particular projects. We look forward to your support of their efforts.

Hats

At QSPS we have a policy of 'No Hat – play in the Shade'. This means that students who do not wear a brimmed hat (caps are not acceptable) are required to play appropriately in the shaded area during Terms 1 and 4.

The wearing of hats is in line with the schools Sun Smart Policy and the DoE Sun Protection Policy.

Head lice

From time to time students are found with head lice or their eggs.

Parents are encouraged to treat appropriately and keep their child at home until the correct treatment is carried out. If a child is found at home to have head lice parents should let the school know immediately. Parents will be notified of outbreaks at school.

Homework

Class teachers, keeping in mind the age/ability of students, can set homework every week. This is usually kept in a book or a folder, collected, checked, recorded and returned to the student. Homework is designed to revise the work that is being studied in the classroom. In Kindergarten the maximum time to be spent is ten minutes with a reading or life skills based focus and by Year 6 one hour per week is the expected DoE timeframe.

Immunisation

Parents are required to provide their child's Immunisation History Statement on enrolment.

It is not compulsory for children to be immunised but if there is an outbreak of a vaccine-preventable disease at school, children not immunised may have to stay at home for the duration of the outbreak.

Infectious Diseases

Under the Public Health Act and DoE Regulations some common infectious diseases require children to be kept away from school to prevent the spread of infection. NSW Health guidelines for the most common childhood illnesses can be found at <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>

Information and Communication Technology

Computer courses are run for the students by teachers throughout the week. The school has extensive computer technology facilities including a Connected Classroom with video conferencing facilities. Every classroom including the library has an Interactive Panel installed. Every classroom has additional laptops and individual computers. Kindergarten to Year 4 have the use of tablet technology.

The DoE has very sophisticated filtering on its Intranet, which ensures our students are unable to access inappropriate web sites from their individual email sites. Any child found misusing email privileges will have these revoked.

Integration

In schools some special needs students require additional educational assistance and many students are integrated into mainstream classrooms. SLSO's provide classroom support for these students and are employed through funding applications.

Kindergarten Transition

Kindergarten Transition provides opportunities for children and parents to become familiar with the school. Each child enrolled for Kindergarten will be given an opportunity to visit current classes and stay with their Kindergarten teacher for a number of morning sessions during Term 4.

Late to School

Students must report to the office if they are late to school (preferably with a note explaining why they are late). The office will issue a late pass, which needs to be handed to the child's teacher.

Learning Support Team

This team is made up of our Principal as team leader (or Executive delegate), School Counsellor, Executive and our Learning and Support Teacher. Referrals of students that may need extra help are made to the team by classroom teachers. Assessment of needs are organised and parents are contacted for permission to proceed and also so that they can be fully involved in future interventions.

Library

The Library is open four days a week, including Break 2 when students can access the internet and research projects. Students need a library bag or equivalent (shopping bag/pillowcase) to borrow. There is a two week loan period for all books borrowed.

Classes visit the Library each week with infants borrowing during their library session and primary borrowing during class time and during lunchtime.

Community Library Time, Bedtime Stories, our Book Fair and the Book Week Parade are all run by our Librarian.

Lost Property

Please ensure that all items brought to school are clearly labelled with your child's name. This includes all clothing, lunch boxes, drink bottles and pencil cases. We do have a lost property room and any items that have names on them are returned to the right owner. If items are not labelled they are kept in lost property for a short time.

Medical Conditions

Students who have particular health needs such as allergies, chronic illness or asthma need to have an Action Plan developed by their doctor. It is a mandatory requirement that these plans are provided to the school and updated annually from the date of issue.

The school will also send home notes periodically to request updated medical information on all students. Please ensure that these are returned promptly.

Mobile Phones

The DoE has very specific guidelines on the use of mobiles at school. Students are not encouraged to bring phones to school, however, if you feel your child needs to have a phone for before and after school security, their phone must be left at the school office during the school day. Students are asked to hand in mobiles on arrival at school and collected at 3.00pm.

Money Collection

Money sent to school for excursions or other events should be in an envelope, with the child's name and class clearly written on it. Money should be dropped off at the office (during school hours). Please note that no money is kept on site so correct change is preferable.

New Arrivals Program

The DoE has a specific budget for new arrivals. New arrivals are children who come from a non-English speaking country. QSPS receives funding from the DoE to provide an intensive program that will assist individual new arrivals with English language development.

Opportunity Classes (OC) - Years 5 and 6

The Opportunity Class caters for students who are gifted and/or talented from across the district. Midway through Year 4, students sit for entry to the District Opportunity Class in Year 5. This exam is conducted by the High Performance Unit.

The selection process is open to all Year 4 students in the Queanbeyan area. It offers a differentiated curriculum, while still covering the Year 5/6 curriculum. The class program offered will enrich and extend the students learning and cater for their needs and interests.

The opportunity class based at QSPS is the only district DoE designated Opportunity Class.

Out of Bounds Areas

Certain areas of the school grounds are out of bounds for students' for safety reasons or because they are difficult areas to supervise. These are discussed with students at the beginning of the year.

Parent Helpers / Classroom Involvement

Parents are very welcome in the classroom. Involvement across the curriculum is encouraged and children love to have parents visit their classroom. Whether it is reading, maths, sport or an interest group, please see your child's teacher for suitable times. You are always welcome.

If you would like to volunteer within the school, please see the administration staff for further details. Some volunteer positions require a NSW Working With Children Check (WWCC).

Parents and Citizens Association Meetings (P&C)

The school has an active P&C Association who meet on the first Tuesday of each month in the school library. All parents are invited to attend and become involved in the school community.

Pink Permission Notes

Throughout the year parents will be sent notes to sign for a variety of reasons to give permission to allow their child/children to participate in school activities. These notes will always be on pink paper and must be signed by a parent, dated and returned as soon as possible.

If payment is required we accept cash, EFTPOS, cheque and Parent Online Payment (POP).

Parent Online Payments (POP)

Parent Online Payments can be made via our school website. This allows you to make payments online using your Debit or Credit Card. Parents will still receive permission notes and there is an option on this note to say that you have paid online. All permission notes still need to be returned to school so that your child can attend the event. Online payments must be made by 6.00pm the day before the due date. Late payments will

not be accepted.

Positive Behaviours for Learning (PBL)

Positive Behaviour for Learning is a schools systems approach to enhance the capacity of the school to teach and succeed with all students.

PBL is based on values. The values adopted at QSPS are Be Responsible, Be Respectful and Be Safe. Students participate in PBL through school specific interactive whiteboard lessons. PBL forms the basis of the school Welfare and Discipline Policy.

Release from Face to Face Teaching (RFF)

For two hours a week teachers are allotted release from face to face teaching time. This is called RFF. In this time the teachers prepare class programs, evaluate children's progress, interview parents or assist with the organisation of school programs. As a result your child will have another teacher during this time each week. The school tries to maintain continuity of staff during this time, enabling your child to see the same teacher each week. At QSPS students are taken for library or art during this time.

Reporting to Parents

Comprehensive written reports are sent home at the end of Term 2 and Term 4.

Parents are encouraged to seek further interviews as they see necessary.

School Buses

Staff are on bus duty from 3.00pm and will supervise the children until all buses have left. Buses pick up and drop off within the school grounds. Children line up under the covered area at the end of E Block. If a student misses a bus, parents will be contacted by the school to arrange pickup.

Students who misbehave on the bus are subject to the Code of Conduct issued by the Roads and Maritime Services and can be refused transport.

Bus pass applications for first time users are available by online application at **transportnsw.info/school-students**. As per Ministry of Transport guidelines, bus pass application forms need to be renewed when students move into year 3 and then again in year 7 by updating your details at **apps.transport.nsw.gov.au/ssts/updatedetails**. If you do not have access to a computer or need assistance with your application please call 131 500.

Bus regulations entitle all Kindergarten to Year 2 students to free bus travel irrespective of their distance to school. Students in Years 3 to 6 who live more than 1.6 km straight line or 2.3km walking distance from school may also receive free bus travel.

Students must carry their bus pass with them at all times.

School Kitchen and Garden Program

QSPS is very fortunate to have a school kitchen and garden program.

The kitchen was originally established using a grant from the Stephanie Alexander Foundation and supplemented with extensive school funds.

The official opening held in 2013 has enabled primary classes to work in a six bay state of the art kitchen. QSPS employs a Kitchen Specialist three days a week to guide students in the preparation of highly nutritious produce that has been grown in the school garden under guidance of our Garden Specialist. Students from Kindergarten-Year 6 participate in a specific curriculum based Kitchen/Garden Program.

You are most welcome to volunteer in our garden, help is always appreciated. (See Parent Helpers)

School Photos

School photos are taken each year. Notes and information about the photo day will be sent home well in advance to enable parents to make portrait choices and send in money.

Sick Bay

Students who are ill or require first aid will be sent to the Sick Bay after seeing a teacher. No child will remain in Sick Bay unnecessarily. If a child is too ill to remain at school, parents or alternate contacts are telephoned to arrange transport home. To assist in obtaining information quickly, parents are asked that a current alternate telephone number is given to the school. Please ensure that you change this if necessary. Our school First Aid Officer or office staff will administer initial first aid and contact parents if necessary.

Skoolbag App

QSPS uses the Skoolbag App to communicate with parents. Newsletters and upcoming events can be viewed on our Skoolbag App. Absences and update of details can also be submitted through the app. It is available for Android, iPhone and Windows users. Download instructions are at the end of this booklet.

Special Religious Education (Scripture, Non-Scripture & Ethic classes)

Special Religious Education (SRE) is time allowed under the NSW Education Act of 1990, for volunteers to come to the school to teach about religious beliefs. SRE is better known as Scripture.

Scripture lessons take place for students in Kindergarten to Year 2 every Tuesday, while Years 3 to 6 attend scripture on Thursday. We have Catholic, Ecumenical and Macedonian lessons. Alternative supervision arrangements are made for those students whose parents request that they not attend scripture (Non-Scripture). No formal lessons occur during Scripture Classes as DoE policy states that we cannot disadvantage students who are receiving religious instruction.

Scripture teachers are volunteers drawn from churches who are authorised by their own churches/denominations to teach Scripture. Scripture can only be provided by churches which are approved by the NSW Department of Education. The list of denominations/churches (called approved providers) is updated regularly on the DoE website. The current list of providers can be found at

<https://education.nsw.gov.au/curriculum/religion-and-ethics/approved-sre-providers>

In ethics classes, children sit in a circle and learn to discuss different topics with their classmates. The classes are facilitated by trained volunteers using an approved curriculum. The classes support children to express their own ideas as well as to listen respectfully to different points of views expressed by their peers. Ethics classes help children learn critical thinking, logic and reasoning skills.

Sport

All classes participate in regular sport. Your child's teacher will inform you in term 1 as to class sports days. All students participate except on the receipt of a parental note requesting exclusion on medical grounds.

Sports House Colours

For our various sports carnivals such as swimming and athletics. Students are divided up into our four school houses.

Students wear a t-shirt in the colour of their house on sports carnival days. When your child enrolls at school they will be allocated a Sports House. Siblings will be placed in the same Sports House.

Cavell

Flynn

Damien

Keller

School Development Days (SDD)

A total of five SDD's are held each year. On these days normal classes are not conducted. SDD's are used for the professional learning of staff and are run according to DoE guidelines, priorities and mandatory training requirements. Two days of professional learning have been designated for staff by the DoE and these are held on the last two days of Term 4. Students do not attend on these days.

Occasionally schools seek DoE approval to change their SDD's and parents are given generous notice of this.

Stages

Schooling in NSW is organised into Stages of Learning. Our school and classes are organised as follows:

Early Stage One	Kindergarten
Stage One	Years 1 and 2
Stage Two	Years 3 and 4
Stage Three	Years 5 and 6

Student Representative Council (SRC)

This consists of School Leaders plus representatives from each class (Kindergarten to Year 6). Representatives are elected by their peers. The SRC meet regularly and discuss ways to improve the school. The SRC are also generous fundraisers for school, local and international causes.

Student Welfare

The welfare of all students in the school is of prime concern to all members of staff. Any student who seeks out a staff member with a problem or grievance, no matter how small it might appear to be, will be given a fair hearing and a genuine attempt will be made to overcome the problem. The school maintains a combined Student Welfare Committee, a Positive Behaviour for Learning Team and a Learning Support Team to address student welfare.

Supervision

School Hours are from 8.30am until 3.00pm.

Class time is from 9.00am until 3.00pm. Students are supervised from 8.30am until 9.00am bell time and at recess and lunchtime. Teachers are also on bus duty from 3.00pm until last bus arrival. All duties are in accordance with Departmental regulations.

Support Classes

Our school maintains four Support Classes that are open to students across the Queanbeyan district.

QSPS has four Multi Categorical Classes (MC) that provide support for students with a range of special needs across a number of spectrums. These classes have very limited numbers and provide highly specialised support for students who have difficulty working at the pace of a mainstream class. Assessment for placement into these classes is conducted the year prior to entry by a district panel and is then reviewed throughout the year.

Support Staff

Within our staff structure we have a number of specialist support staff that work with our students and our classroom teachers.

These include:

- Aboriginal Education Officer (AEO)
- Itinerant Support Teacher Vision
- Teacher Librarian
- Information and Communication Technology Teacher (ICT)
- Learning and Support Teacher (LaST)
- School Learning Support Officers (SLSO)

Support Staff - Visiting

A number of support staff regularly attend QSPS. Support Staff offer a range of services that enhance our student's academic and physical wellbeing. These include:

- Home Student Liaison Officer (HSLO) - works between school and home on student attendance. Advice on attendance can be found at the back of this booklet.
- Senior Psychologist - leads our school counselling team.
- Itinerant Support Teacher Vision - visits to work with specific students with visual difficulties and is based at QSPS.

Technology

At QSPS we have a variety of Information and Communication Technology (ICT) to enhance student learning. There is a computer lab, which is available for all students to use as they develop their technology skills. Each classroom is equipped with an Interactive Whiteboard, which enables the teachers to use various multi-media formats in their lessons to actively engage the students. Year 3 to 6 students have access to laptop and desktop computers in their classrooms. Kindergarten to Year 4 and Support Class students have iPads, which are used in group rotation activities. The students have access to digital photo and video cameras, which they use for a range of projects.

Transition to School Program - Ngurrnabai

Ngurrnabai operates within the grounds of our school. It is supported by the DoE and QSPS. The program was established to offer a Transition to School Program for children entering Kindergarten. The program was originally established to cater for Aboriginal students, though places are now available for all students.

Ngurrnabai operates 4 days a week Tuesday to Friday.

Please contact 6297 3043 regarding enrolments.

Uniforms

Students are expected to wear the correct school uniform at all times. Items of jewellery, other than watches, are not encouraged, as they can be dangerous in play. Hats are part of the school uniform and students are expected to wear them during Terms 1 and 4. New enrolments will be shown the full uniforms at Kindergarten Transition.

Listed are the uniforms available locally at Lowes in Queanbeyan - 131 Monaro Street, Queanbeyan. Phone (02) 6299 4452.

Summer

Girls

Black Skort or Shorts

Red School Polo Shirt

Boys

Black Shorts

Red School Polo Shirt

Winter

All Students

Black Track Pants

Red School Polo Shirt

Red Fleecy Jumper

Visitors

All visitors to QSPS are to present to the Office upon arrival. Visitors are asked to present identification for a DoE check, sign the Visitors Register and scan the QR code. QSPS has the right refuse entry to any visitor unable to show identification.

Wet Weather

On wet or other bad-weather days, students remain in their classrooms to eat lunch and do indoor activities with a supervising teacher. Teachers share supervision duties.

A Final Word

Our school depends upon the cooperation of parents, teachers and students. We ask you to assist by:

- Encouraging your child to read at home;
- Supporting the school in all its endeavours;
- Encouraging excellent attendance by your child;
- Seeing that your child comes to school in full school uniform;
- Contacting your child's teacher/s or the principal if you feel any problems are developing which can be solved at school level;
- Showing constant interest in what is done at school by your child.

We would like to take this opportunity to thank you for your support and look forward to sharing with you in the future education of your child.

How Can I Help?

Reading helper	Listening to children read daily or weekly
Changing home readers	Calling in on a daily basis each morning to exchange home readers
School Library	Voluntary work covering or repairing books
Gardening	Helping to maintain the school garden
School fete	Help run a stall organise activities
Canteen	Help out on a roster system
P&C	Meet monthly with a dedicated group of parents to support the school, through fundraising and social activities
Carnivals	Athletics, swimming - be an official
Kitchen	Helping in the kitchen with preparation for classes and helping students cook
Breakfast Club	Helping to prepare breakfast and lunches

Please note: Some of these volunteer positions may require a Working With Children Check.

Queanbeyan South Public School School Song

(Tune: It's a Small World)

Chorus

We're red and black at Queanbeyan South
We care, we strive at Queanbeyan South
We all aim high, to reach the sky
Together at Queanbeyan South

Verse 1

The Ngunnawal people, they did roam
They came to Queanbeyan, and called it home
From far away – more come to stay
Together at Queanbeyan South

Chorus

We're red and black at Queanbeyan South
We care, we strive at Queanbeyan South
We all aim high, to reach the sky
Together at Queanbeyan South

Verse 2

In our class we strive, to do our best
Teachers guide and help us, to be our best
We follow the rules. It's a great, great school
Together at Queanbeyan South

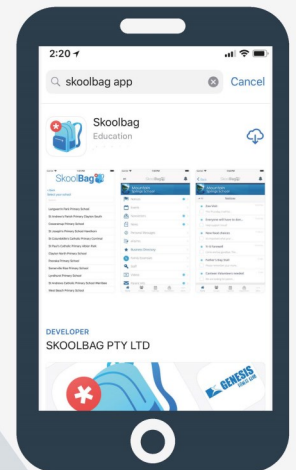
Chorus

We're red and black at Queanbeyan South
We care, we strive at Queanbeyan South
We all aim high, to reach the sky
Together at Queanbeyan South

Stay informed with the SkoolBag App



The SkoolBag app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and **all** school communications.



1

Download the app

Search for the free SkoolBag app in the Apple App or Google Play Store

2

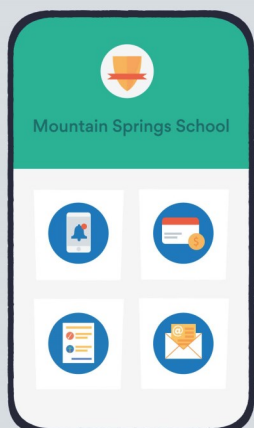
Create an account

Sign up in seconds with your email address

3

Add your school

Search for your school and add your subscription groups



Compulsory School Attendance

Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

What are my legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age. The *Education Act 1990* requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the Board of Studies, Teaching and Educational Standards for homeschooling.

Once enrolled, children are required to attend school each day it is open for students.

The importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An *Application for Extended Leave* may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.





My child won't go to school. What should I do?

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Department of Education and Communities may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- Application to the Children's Court – Compulsory Schooling Order

If your child's attendance at school remains unsatisfactory the Department

may apply to the Children's Court for a *Compulsory Schooling Order*. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- Prosecution in the Local Court

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

What age can my child leave school?

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to [complete their schooling](#).

Working in Partnership

The Department of Education and Communities recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

If a student misses as little as 8 days in a school term, by the end of primary school they'll have missed over a year of school.

Further information regarding school attendance can be obtained from the following websites:

Policy, information and brochures:

<http://www.schools.nsw.edu.au/studentsupport/programs/attendance.php>

The school leaving age:

<http://www.schools.nsw.edu.au/leaving-school/index.php>

Do you need an interpreter?

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on 131 450. You will not be charged for this service.

For further advice and questions contact your educational services team

T 131 536

Learning and Engagement

Student Engagement & Interagency Partnerships

T 9244 5129

www.dec.nsw.gov.au

© February 2015

NSW Department of Education and Communities

NSW Immunisation Schedule

updated March 2020



AGE	DISEASE	VACCINE
CHILDHOOD VACCINES		
Birth	Hepatitis B	H-B-VAX II OR ENGERIX B
6 weeks	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA
	Pneumococcal	PREVENAR 13
	Rotavirus	ROTARIX
4 months	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA
	Pneumococcal	PREVENAR 13
	Rotavirus	ROTARIX
6 months ¹	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA
12 months	Meningococcal ACWY	NIMENRIX
	Pneumococcal	PREVENAR 13
	Measles, mumps, rubella	MMR II OR PRIORIX
18 months	Diphtheria, tetanus, pertussis	INFANRIX OR TRIPACEL
	Measles, mumps, rubella, varicella	PRIORIX TETRA OR PROQUAD
	<i>Haemophilus influenzae</i> type b	ACT-HIB
4 years ²	Diphtheria, tetanus, pertussis, polio	INFANRIX-IPV OR QUADRACEL
ADOLESCENT VACCINES - SCHOOL VACCINATION PROGRAM		
Year 7	Diphtheria, tetanus, pertussis	BOOSTRIX
	Human papillomavirus (2 doses)	GARDASIL 9
Year 10	Meningococcal ACWY	NIMENRIX
ADULT VACCINES		
Pregnant women	Influenza (Annually-any trimester)	INFLUENZA
	Pertussis (ideally between 20-32 weeks)	BOOSTRIX OR ADACEL
65 years and over	Influenza (Annually)	FLUAD QUAD
	Pneumococcal (One dose, unless medical risk factors ^{1,3}) ³	PNEUMOVAX 23
70 years (Catch-up for 71-79 years until 31 October 2021)	Zoster	ZOSTAVAX
AT RISK GROUPS		
All children 6 months to < 5 years ⁴		
Aboriginal people 6 months and over	Influenza (annual)	INFLUENZA
6 months and over with medical risk conditions ⁴		
Aboriginal people 15-49 years with medical risk factors	Pneumococcal ³	PNEUMOVAX 23
Aboriginal people 50 years and over		

1 At risk children require an additional dose of pneumococcal (Prevenar 13). 2 At risk children require an additional dose of pneumococcal (Pneumovax 23). 3 Refer to the current edition of The Australian Immunisation Handbook for timing of doses. 4 Refer to the current online edition of The Australian Immunisation Handbook for all medical risk factors and conditions.

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

