

**Vision statement:** Every student at Repton Public School has the opportunity to succeed in a safe, positive, welcoming, respectful and inclusive environment. Our learning experiences are varied, innovative and creative and promote lifelong learning for all 21<sup>st</sup> Century learners. Repton Public School works in partnership with its community.



# Information Booklet

Repton Public School is a small school where quality teaching and learning for all students is enriched by the generous support of parents, the Bellingin/Dorrigo Learning Community and other community members. The school's purpose is to nurture the whole child, physically, emotionally, academically and socially, whilst providing the opportunity for all students to achieve and work towards realising their potential as lifelong learners and global citizens.



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Time	Activity
9am	Assemble for class
11am	Lunch
1.25pm	Recess
2.50pm	School finishes

**School Phone No:** 02 6655 4201  
**Fax No:** 02 6655 4570  
**Email:** [repton-p.school@det.nsw.edu.au](mailto:repton-p.school@det.nsw.edu.au)  
**Web page:** <http://www.repton-p.schools.nsw.edu.au/>

**Principal:** Mrs. Kristy Glyde -1-3  
**Teachers:** Mr Matthew Neal – Kindergarten  
Mr Eli Phillips – 3-6  
Mrs Kate Lemmes – Library/RFF/ 1-3 (Thursday and Friday)  
Mrs Kay Atkins- Learning and Support Teacher (Wednesday)

**Administrative Manager:** Mrs Beverley Jenkinson  
**Administrative Officer:** Ms Sue Elliott  
**Cleaner:** Mr Paul Fitzpatrick  
**General Assistant:** Mr Max Fenner

**P&C Association Members:**  
**President:** Carl Harradine  
**Vice President:** Vanessa Thornton  
**Secretary:** Jo Fitzgerald  
**Treasurer:** Chris Ledger  
(Meetings are held on the third Wednesday of each month at 5.30pm)

**School Canteen Members:**  
**Co-ordinator:** Bec Evans  
**Roster Co-ordinator:** Melissa Storey  
**Uniform Co-ordinator:** Tracy Young

**2018 Dates:** 1<sup>st</sup> day for Years 1-6                      **Monday 29th January, 2018**  
1<sup>st</sup> day for Kindergarten                      **To be advised**

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### **Address or Telephone Change**

One of the forms you will be asked to fill is a Student Information Sheet. It is vital that all information on this form is kept up to date so that appropriate action can be taken in an emergency.

Please notify the school immediately if address, phone number, family situation, emergency contacts or medical information alters.

### **Weekly Assembly**

School assemblies are held fortnightly on Tuesdays at 2.15 pm. The purpose of these assemblies is to provide children with an opportunity to present displays of work and present class items. "Student of the Week" and Merit Awards are presented to publicly acknowledge achievements.

### **Attendance**

Regular attendance is very important so that children miss out on as little learning as possible. If your child's absence is unavoidable, please write a note to the teacher with the date and reason for the absence upon return to school. All schools are required by law to maintain records of children' attendance. These documents are regularly inspected by the Department of Education and Communities.

### **Banking**

Student banking is done at the school through the Commonwealth Bank (forms available from the office). Bank money is to be brought to school each Wednesday and books and money taken to the office before school. They will be returned to children on Wednesday afternoon.

### **Bus**

Teachers provide supervision for children boarding buses until the bus departs. Children catching a bus require a note if there is a change of plan from their normal routine.

All children are involved in an active Bus Behaviour and Safety Program. However, final supervision and control of bus behaviours is the responsibility of the bus driver and the bus company. Any problems need to be mentioned to the school and then taken up directly with the bus company.

The brochure "School Children Transport Scheme" tells you about expectations for safe behaviour.



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## **Canteen**

The school canteen operates on a Friday each week and is staffed by voluntary helpers. Check weekly Newsletter for further information. The Canteen is managed by the P&C.

The purpose of the canteen is:

- to provide children with nutritious food in keeping with Healthy Canteen Strategy for the Department of Education and Communities
- to use funds raised by the school canteen for the purchase of resources for classrooms to support student learning and participation in extra-curricular activities such as sporting events.

There is a lunch order box in each classroom for children to place their completed lunch order bag, with money enclosed, by 9am on Thursday morning.

Parent volunteers are always welcome at Repton's canteen to ensure our children continue to have canteen each Friday. Please contact the office if you are able to help prepare lunches and serve food at the canteen.

## **Caring Classrooms**

Our professional and dedicated teaching staff provide a balanced approach to programming. Teachers plan teaching and learning programs that reflect the needs and interests of all children whilst ensuring quality activities provide opportunities to achieve stage outcomes. The curriculum is differentiated to cater for special needs, including gifted and talented and learning difficulties.

***Our classrooms are positive learning environments where children feel cared for, safe and encouraged at all times.***

School policies are developed by school staff members in consultation with parents following guidelines from Department of Education and Communities.

Policies are reviewed as necessary to ensure alignment with current requirements and practices.

## **Changes to Going Home Routine**

It is most important that changes to your child's usual going home routine are communicated to the school by written note or phone message. For safety reasons, children are sent home in their usual way if the office does not receive notification of a change. It can be very confusing and distressing if children, especially younger children, tell the teacher on duty that a change should happen and we have not heard from the parent or carer. It is the parent/ carer's responsibility to ensure this communication is made.

## **Counsellor**

The School Counsellor visits the school for parent / student interviews. The Counsellor is available for teachers and parents to discuss any concerns relating to academic, social, emotional or physical needs.

Parents may wish to discuss matters with the Counsellor and can arrange an appointment through the school.

The Counsellor may request special parent interviews to discuss problems which may arise with individual children.

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### **Crunch and Sip Program, Morning Fitness and Sport**

The Department of Education and Communities specifies that all children must have a minimum of two hours of planned physical activity per week with one hour of sport for years 3- 6. Repton Public School provides a varied sports program for children, with expert deliverers attending the school to teach children skills in sports such as touch football, soccer, cricket, rugby league, gymnastics, dance, circus skills and lawn bowls. We also attend special gala days with other schools to apply the skills learned in our sports sessions. K-2 participate in skill development, games and gross motor activities during their sport sessions.

All children participate in fitness activities three mornings per week for 25 minutes. This is followed by a healthy break as children return to class. We encourage all children to eat a piece of crunchy fruit or vegetable and drink water. Children are not allowed to eat packaged products, dairy or other foods as part of this program.

### **Excursions**

From time to time classes may attend school excursions. These are a part of the School Curriculum, and all children are encouraged to attend. The cost of excursions is kept to a minimum and in some cases fund raising activities may be conducted to lower the cost per student. Permission notes must be signed for all children who attend these excursions.

### **First Aid / Illness / Accident**

All staff have undertaken CPR & Anaphylaxis training. The School Administrative Manager will administer first aid for minor accidents. In the case of illness, or when an accident is thought to be serious, parents will be advised by phone, to make arrangements to pick up children. If this is not possible, children will remain in the school sick bay. If an accident is of a very serious nature the school will contact the parents and the Ambulance Service, immediately. The school subscribes to the Ambulance Service, at no cost to the parent. If parents do not wish to have the Ambulance Service, would they please notify the school so that the information can be placed in the school records.

Parents of any child who is on prescribed medication are asked to bring the medication to school (in the original packaging) with a note detailing the dose and times the medication should be taken. All medication is to remain at the office and be taken under supervision. Please inform the school if your child is on any medication so our records can be amended. An indemnity note needs to be signed by the parent.

### **Homework**

Homework tasks are set by class teachers to support learning in the classroom. Expectations differ according to the stage level and all children are expected to read daily as part of their homework. We also encourage physical activity as part of afternoon play. We are mindful of out of school commitments and encourage parents to discuss individual homework needs with the class teacher.

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## Immunisation

Immunisation is a parental decision. We are compelled to notify the Health Department of cases of infectious diseases. At that time they may request that children who are not immunised be kept at home from the school until the danger period passes.

## Infectious Diseases

The following are the most common diseases. Children must remain away from school for the minimum time listed. Contacts may come to school.

Infectious Disease	Description
CHICKEN POX	7 days or until all sores are healed
GERMAN MEASLES	5 days after rash appears or until fully recovered
GLANDULAR FEVER	Until fully recovered - normally a Medical Certificate
MEASLES	5 days after rash appears or until fully recovered
MUMPS	10 days after swelling appears
WHOOPING COUGH	3 days from onset of Whoop or Medical Certificate
RINGWORM / SCABIES	Re-admit when treatment commenced – Medical Certificate may be requested
HEAD LICE	Re-admit after treatment and no lice present
CONJUNCTIVITIS	Re-admit when eye discharge has ceased
IMPETIGO	Until healed and re-admit if sores on exposed surfaces are (School Sores) treated and covered

***Information regarding all other diseases can be obtained by contacting the school.***

## Interviews - Parent - Teacher

Teaching staff are more than happy to meet with you and we encourage you to make appointments at a mutually convenient time for you and the class teacher. The office will arrange a time and ring you to confirm. If you have any concerns or questions please contact the school Principal immediately to ensure a speedy resolution.

The school Principal, school Counsellor, or teachers may request special interviews with parents when it is felt necessary and in the best interest of the child concerned.

Interviews throughout the year will give teachers and parents the opportunity to discuss the student's social and educational progress.

## Library

The school encourages all children to make maximum use of the library. Information skills are a vital part of all children learning both in the classroom and Library. Children learn correct use of the Library and that reading can be a constant source of enjoyment, information and recreation.

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The library will provide a borrowing service for all children. The school seeks the assistance of parents in:

- Encouraging their child to borrow books.
- Ensuring that books are looked after at home.
- Ensuring that books are returned promptly after being read.
- Providing a material library bag, with plastic bag inside.



### **Lost Clothing**

All school items should be clearly marked. If items are labelled clearly, the owner is easily traced. Lost clothing is stored near the main store room until an owner is found. At the end of each term unclaimed clothing will be disposed of.

### **Music and Choir Programs**

The children at Repton have the opportunity to have a qualified music teacher visit the school for lessons once a week. We also have class music lessons in drumming, other percussion instruments and singing.

### **Kitchen/Garden/Music Program**

Each Tuesday, all students K-6 participate in our kitchen/garden/music program on a rotating basis between recess and lunch.

Our Kitchen/Garden program is based on the Stephanie Alexander model where students discover the pleasures of hands-on food education, through regular classes in a productive vegetable garden and a home-style kitchen classroom.



Students learn to build and maintain a garden according to organics principles, and to grow and harvest a wide variety of vegetables, fruits and herbs. An abundant school vegetable garden is created to provide edible, aromatic and beautiful resources for the school kitchen. The garden creation and care teaches students about the natural world, its wonders and beauty and how to cultivate and care for it.

In the kitchen, students prepare a range of delicious dishes from their harvested, seasonal produce. The meal is arranged with pride and care on tables set with flowers from the garden. The shared meal is a time for students, specialists, teachers and volunteers to enjoy the fruits of their labour, and each other's company and conversation.

The Program is designed to be fully integrated into the primary school curriculum as it offers infinite possibilities to reinforce literacy, numeracy, science, cultural studies and all aspects of environmental sustainability.

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## Newsletter

The school newsletter will be sent home every week, usually on a Wednesday. It is given to the eldest child of the family attending school. The newsletter is also available on our school website <http://www.repton-p.schools.nsw.edu.au/>

The newsletter is a very important form of communication between the school and families, and we encourage you to read it each week so you are informed about what is happening from week to week. We always include photos of children who have received awards on assembly and information about special events that have occurred or are coming up in the future.

## Parents

We encourage parents to be active members of our school. There are opportunities for parents to assist the school in many ways. They include:

- Assisting in the classroom eg with reading, story writing, maths groups
- Completing surveys, questionnaires
- Working on committees eg Spring Fair and fundraising
- Acting as canteen helpers - volunteer roster system.
- Assisting with school excursions
- Being an active member of the Parents & Citizens Association
- Assisting with school sporting activities such as the Swimming Carnival and Athletics Carnival
- Helping to maintain our vegetable garden
- Attending our community feedback meetings

## Permission Notes

These will be sent home by teachers when needed for excursions or sporting/cultural events. These must be signed and returned to comply with Department of Education and Communities regulations.

## Phone Calls

### *To school*

The school is available for phone calls at any time between 8.00am and 3.30pm. However, if a parent wishes to speak directly to a teacher by phone, you are asked to call between 11.00 and 11.30am or 1.25 to 1.40pm unless the matter is extremely urgent. An answering machine operates at all other times and we will endeavour to return your call promptly.

## Children Leaving School Grounds

Children may not leave the school grounds at any time during school hours unless:

- They are attending a sporting function or educational excursion
- They have been collected by a parent (the school must be informed that the parent intends to collect their child).

Parents taking their children out of school for appointments should notify the School Administrative Manager at the front office and sign the register. Also, children arriving after 8.55am should report to the office with a parent so that necessary procedures may be followed.



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## Positive Behaviour Learning (PBL)

Repton Public School is a Positive Behaviour for Learning [PBL] school. PBL is an evidence-based whole school process to improve learning outcomes for all students. PBL addresses the diverse academic and social needs of every student to support them to be successful from early childhood settings through to senior years of schooling.

At Repton, we use a problem solving approach (data, systems and practices) to engage students, parents and all school staff and have established positive social expectations for all in the school community. We have a framework for the school and its community to collectively support the wellbeing of every student, ensuring that there is a common language for all.

Students respond positively to our explicit PBL lessons as they have been taught what is expected of them. Staff can deliver consistent responses to student learning and behaviour. Students feel safe and cared for at school and unproductive and challenging behaviour can be significantly reduced for most students.

## Scripture and Ethics

Scripture and Ethics teachers visit the school each Friday between 11.45am and 1.15pm. Those children who do not attend Scripture or Ethics classes spend the time supervised by a teacher. Parents need to indicate their preference on the forms provided.

## Special Days

From time to time parents will be invited to the school to attend or take part in activities on Special Days, such as Education Week activities, Grandparents Day, Book Week parades, Easter Hat parades, family welcome evenings and information forums. Please come along if you can, as your support is greatly appreciated by both children and staff.

## School Sport

The school policy on sport is:

- to encourage all children to participate and enjoy physical activity
- to teach children the basic skills and improve to the best of their ability
- to encourage children to learn the value of team spirit and co-operation
- to encourage a healthy, enjoyable outlet through organised physical activity
- to foster social contact with children from other schools and districts through sport
- to teach children that competing is more important than winning.

Children will take part in local competitions between schools at times. The school would welcome the assistance of any parent who may have skills in any particular sport and is willing to assist in team coaching.



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## Smoking

Visitors to the school may not smoke whilst in any school building or in the school grounds.

## Picking up children

Parents are requested to wait for their child in the playground rather than go to classrooms to avoid possible disruption to class routines. If parents wish to discuss any matters with teachers, please arrange an appointment through the school office. (Refer to Parent Interviews).

Parents who wish to take children away during the day should go directly to the office to **sign the book**. Only parents or adults nominated by parents in writing are allowed to remove children from school. We do this to ensure student safety.

## Uniforms

A Uniform Policy with full descriptions is available to every family and is accessible on our website. The P&C sell school uniforms, shirts and hats for the children to wear. If you would like to purchase these please contact the office.

There are also some second hand uniform articles for sale. If you wish to have a browse through please go to the office during school hours to make your selection.

Ready made girls uniforms are available for purchase. Material can also be purchased at School or from Caba's, 127 High Street, Coffs Harbour.

### **NOTE:**

- School hats should be worn by every student. A "no hat, play in shade" policy is enforced.
- Hats must be wide brimmed, not caps or visors.
- No thongs are to be worn at any time.
- All articles of clothing are to be marked with the child's name.



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## Uniform Prices

Item	Size	Cost
Girls skorts	4-6	\$35
Girls skorts	8-10	\$40
Girls skorts	12-14	\$45
Blue polo shirts with school emblem - polyester/cotton	6-14	\$25
School dress material available for purchase		\$14 p/metre
Legionnaire or bucket hats with school logo		\$20
Jumpers with emblem	all sizes	\$27
Track pants - girls only	all sizes	\$16.00

Assorted items are available through our Clothing Pool @ \$2.00 each.

*We welcome you to Repton Public School and look forward to working with you and your child as they enjoy the new experiences, challenges and wonders of learning new and exciting knowledge and skills in their educational journey through primary school.*



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