Mount Colah Public School

HANDBOOK

WE LEARN TO LIVE
This handbook provides detailed information about life at Mount Colah Public School. We hope you find it a handy reference during your association with the school. Please phone if you require further information.

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Mount Colah is a friendly school with beautiful grounds and a committed staff of experienced teachers.

“My personal philosophy of education is that I want to see a lifelong love of learning developed in the students”

Dr John Paterson
Principal

The Bush Telegraph Weekly
23rd February 2012

Absences
If your child is absent from school a note is needed. A short letter or telephone call with the reason for your child’s absence is needed within three days of returning to school. For longer absences please let the school office know.
The Principal must inform the Home School Liaison Officer of unexplained absences. The Home School Liaison Officer will contact or visit the student’s home for a reason why your child has not attended school.
If your child arrives late or leaves early from school grounds, a parent or guardian must sign your child in or out at the school office. Mount Colah uses a red form for late arrival and a blue form for early departure. These coloured forms must go to your child’s teacher. You may also use these notes for appointments through the day.

Access to Staff
We encourage regular contact between parents and teachers. Of course, there are times during the day when teachers are unable to meet with parents because they are teaching or have other school commitments. Please contact the school and arrange a time to meet. The school has an “open door” policy and encourages parent participation.

Accidents
In case of a sudden illness or accident, staff will make every effort to contact parents. If no one can be contacted, appropriate emergency action will be taken. First Aid is available at the school and minor accidents are treated by qualified office staff. It is school policy that parents are informed if a child has any injury to the head. In the case of a child feeling sick but subsequently returning to class the parent would not be routinely informed.

Attendance
Pupils are required to attend school every day when lessons are being conducted. School starts at 9.00am and ends at 3.05pm. Teachers provide supervision in the playground from 8.30am. Children should not be at school before 8.30am unless they are attending the Before and After School Care Centre. There is no playground supervision after school.

Band Program
The school offers an opportunity for children to learn and play an instrument and join one of the bands. Children may begin learning an instrument and join a band from Year 3. Instruments available include saxophone, clarinet, flute, trumpet, euphonium, trombone and percussion. Tuition is conducted during the school day on a rotating timetable by professional instrument tutors. Lessons are thirty minutes in length and may be private or shared (2-3 children). The music program has a number of instruments available to hire to beginners at reasonable rates. Once a year there is a band camp, and all bands are given a variety of performance opportunities through the year, from assemblies to external eisteddfods and band festivals.

Before & After School Care Centre
The Centre provides care at reasonable rates, before and after school. The Before and After School Care Centre also provides a range of activities for the children. Activities include organised sport, team games, art and craft. Homework supervision is also provided by the Centre’s staff. The Centre opens at 7.00am and closes at 6.20pm. An extra fee is charged for children collected late. It is strongly encouraged that all children be registered with the Centre regardless of whether you intend using its facilities. This is helpful in case of an accident or another incident when you may need emergency child care. For legal reasons your child must be registered with the Centre otherwise emergency care cannot be provided. Vacation Care is also available. There is no charge to register.
Bicycles and Scooters

Any student riding a bicycle or a scooter to school under the age of 10 must do so in the company of an adult. Students riding their bikes or scooters to school must wear an approved helmet and obey the road rules. Students are not permitted to ride their bikes or scooters in the school grounds and must leave their bikes or scooters in the designated area. Children observed riding in a dangerous manner will not be permitted to ride to school. Parents are urged to ensure that their child has proper bike or scooter control and knowledge of road rules. Parents and students must sign an agreement to abide by all the points of the school’s bicycle and scooter policy or have their rights to riding a bike or scooter to school withdrawn for a period specified by the principal or his delegate. This agreement is available from the principal, school office and the school website.

Book Club

Scholastic Book Club operates twice a term to encourage reading. Forms are sent home with the children. Books on offer are chosen for their interest level and appeal to various age groups. Order forms with payment are collected in the Book Club letterbox at the school office. Volunteer parents place a group order and books are delivered to classrooms about three weeks after ordering. There is no obligation to buy. The school receives bonus books from purchases.

Buddy Program

During the KindiStart program the kindergarten children are teamed up with a buddy from Year 4. As part of the program they regularly meet to play games, read stories and complete tasks. The program allows the kindergarten children to become “buddies” with an older student that they can rely on. This also gives the older students an opportunity to learn leadership and social responsibility.

Bullying

The school has an active anti-bullying policy which includes classroom lessons, support for targeted students and witnesses, programs for bullies and information for parents. Targeted students and witnesses are encouraged to report incidents to their teacher or executive staff.

Bus Travel

All infants (K-2) children and those primary (Years 3-6) children living outside a 2.6km direct route from school are eligible for a bus pass. Year 3-6 children living within the 2.6km route are eligible for a subsidised bus pass. Children must behave in an orderly manner when travelling on the bus. Parents are asked to ensure their children are responsible bus users. If a Kindergarten child is to catch a bus they wear a bus badge available from their class teacher.

Canteen

The school canteen operates with the voluntary support of parents. It aims to provide nutritious meals at reasonable prices. Any profits from canteen sales are given to the P&C. A volunteer canteen committee coordinates the canteen. Assistance is always needed. The number of available volunteers dictates the number of days the canteen can open. A canteen price list is published at the beginning of the school year and can be obtained at the canteen or the school foyer. Lunch orders are made by writing the order on a paper bag, and enclosing correct money. This bag is handed into the canteen before school.

Casual Relief Teachers

Casual or relief teachers assume the same responsibilities and duties as permanent teachers and are employed whenever a teacher is sick, on leave or attending a course.

Choir

The school has two choirs – the Waratah Choir for children in Years 2-3 and the Primary Choir for children in Years 4-6. The school choir provides children with an opportunity to learn a variety of songs and perform in public. Each year the choir participates in a number of public performances and school events. They also join with choirs from other schools to perform.

Complaints

Sometimes an issue arises that causes concern. Rather than allow this concern to escalate, it is important to resolve the problem as soon as possible. If the concern is related to a classroom issue you should contact the teacher. If it relates to playground behaviour or a policy matter see the appropriate Assistant Principal. If after discussing the matter with these people you are still concerned then it may be necessary to raise the issue with the Principal.

Creative and Performing Arts

The development of each pupil’s potential in the creative arts is an important ingredient of the school’s curriculum. The children are encouraged to participate in a wide range of creative activities including choir, band and dance groups. Children perform both within the school and at district concerts and local eisteddfods.

Curriculum

NSW government schools have 6 Key Learning Areas (KLAs). All areas are taught during the student’s years in primary school. Aboriginal Studies, Multiculturalism, Child Protection, Environmental Education and Drug Education are also integrated into the school curriculum. The six KLAs are:

- ENGLISH
- MATHEMATICS
- HUMAN SOCIETY AND ITS ENVIRONMENT (Social Studies)
- SCIENCE AND TECHNOLOGY
- CREATIVE ARTS (Music, Visual Arts, Craft, Drama, Dance)
- PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION
Dogs at School
DEC prohibits dogs in schools. Parents cannot bring dogs onto school grounds as they constitute a health and safety hazard. Should a dog be found on the school grounds an attempt will be made to contact the owner. If unsuccessful, Hornsby Council will be requested to impound the animal.

Driving/Parking
Parents are requested to drive with particular care. (40kph in the designated zones) in the streets adjacent to the school. The streets are narrow and in places there is no footpath so children may stray onto the road. PARENTS ARE NOT TO DRIVE INTO THE SCHOOL GROUNDS TO DROP OFF OR COLLECT CHILDREN. A drop-off zone has been established on Telopea Street.

Emergency Information
The school maintains computer records and a reference card system that provides contact numbers in case of a student accident or illness. It is important that the information is up to date. If there is a change in home or work phone numbers or address, please contact the school.

English as a Second Language (ESL)
The school provides an English as a Second Language (ESL) program for those children who require additional help in learning English. Children are either withdrawn from class to provide intensive language instruction or the ESL teacher works in the classroom with the child’s teacher. Students have to meet a specific criteria to access ESL and the speaking of another language at home is not a criteria in itself.

Enrolment of Students
Children who reside in the local area are guaranteed a place in the school. Enrolment of non-local children is dependent upon an available place in the appropriate class. A birth certificate, proof of address and the child’s immunisation record needs to be sighted before enrolment is finalised. A kindergarten orientation evening for parents is held each August and a KindiStart Orientation Program for children is held each year in Term 4.

Excursions & School Performance Programs
Class groups of children are regularly taken on excursions outside the school to support and consolidate their class studies. Children are expected to wear full school uniform on such occasions. Musicians, performers and specialist speakers regularly visit the school to further enhance the school’s educational programs. Costs for these activities are met by the student’s family. However, should a family be experiencing financial difficulties, other arrangements can be made.

Freedom of Information
(Government Information Public Access - GIPA)
The Government Information (Public Access) Act 2009 (GIPA Act) replaces the Freedom of Information Act 1989 (NSW). The Act establishes four ways for the public to access government information:
- Mandatory Disclosure - routine information required to be publicly available on the internet
- Proactive Release – pro-active releasing of information into the public domain
- Informal Release – in response to requests from the public
- Formal Access – a formal application process for the release of information
For further information about the

GIPA Act visit the NSW Government Office of the Information Commissioner at: http://www.oic.nsw.gov.au

Fundraising
School fundraising initiatives are coordinated by the school’s Parents and Citizens Association (P&C). The P&C organises different activities to raise additional funds for programs and equipment which might otherwise not be provided due to funding constraints. In recent years, fetes, walk-a-thons, discos, trivia nights, market research surveys and various other activities have been organised by the P&C. Parents are encouraged to support the fundraising activities that are organised for the children’s benefit.

General Assistant
The Department provides the school with a General Assistant to help with the maintenance of the buildings and grounds. At the present time our school receives a three day allocation per week.

Gifted and Talented Students (GATS)
The school provides a range of programs that endeavour to meet the needs of all children. The needs of gifted and talented students are met through individual programs offered in
each class. In addition, the school provides opportunities for students to enhance their skills in debating, thinking skills, computer technology, computer competitions, talkfest and Premier’s Spelling and Reading Challenges. The school also has a comprehensive music program. Enrichment and extension activities are provided to selected students who have demonstrated particular gifts and talents in certain areas.

Hire of Facilities
Members of the school community are encouraged to use the school’s facilities out of hours. A fee is charged to cover electricity, security and cleaning. Any out of hours activity must be endorsed by the Principal. Anyone wishing to use the school’s facilities out of hours must have a third party liability insurance policy and sign an agreement with the school. Further details can be obtained from the school office.

Homework
Whilst homework is a valuable aid it is not the most important aspect of a child’s education. Work done during the school day is more important. Homework is given for a number of reasons including:
- Assisting your child to develop regular home study patterns;
- Providing an opportunity for you to become involved in the education of your children;
- Consolidating work undertaken in class.
All Kindergarten, Years 1-2 children are encouraged to borrow books and read daily. Each class has take-home readers suitable for each child’s ability level. Parents are requested to support their child’s reading development by reading to their children regularly. This is important in developing an enjoyment of books, increasing vocabulary and developing a broader general knowledge. In kindergarten the children may also be asked to revise sounds or sight words.

Years 1-2 children are given a weekly homework contract that includes spelling, reading and revising a maths concept. At other times they will be given a longer assignment related to a classroom theme.

Homework is given regularly to children in Years 3-6 on each school day except Friday. Often it is given on a weekly basis in a form of a contract sheet. Time spent reading, either aloud to you or silently, or learning spelling or tables is always beneficial.

Homework is not always of the written kind. Sometimes it is carrying out an experiment, finding answers to problems or working on a current classroom theme. Homework varies according to the ability and needs of the child.

Most homework is marked quickly at school to avoid disruption to normal lessons. Parents can be of assistance to their children if they show interest, listen to their child read and are sympathetic and patient.

Homework is of little value if the parent does it. Please help and encourage but the finished product should be the child’s own work. If it causes friction in the home, please contact your child’s teacher.

House Sports System
There are four school houses - Kendall (Yellow), Mackellar (Blue), Gilmore (Red), Lawson (Green). Each house has a girl and boy captain and vice-captains. These leaders are elected by their peers. House points are earned in house sport competitions, for demonstrating leadership qualities and displaying initiative.

To encourage participation at swimming and athletics carnivals, children are awarded house points for participating in an event, irrespective of the results.

Immunisation
The Department of Health recommends that children entering school be immunised against childhood diseases. The Department of Education and Communities requires the school to sight an immunisation certificate at the time of enrolment. The certificate is available from Uniform Shop. The library is currently open from Monday to Thursday.

Lost Property
It is essential that all clothing and personal possessions be clearly marked with the owner’s name. There is a lost property cupboard in the school where all unclaimed, unnamed clothing is stored. The office staff can provide directions. Near the end of Terms 2 and 4 the cupboard is cleaned out and unclaimed items are sent to the uniform shop for recycling or to charitable organisations.

Maintenance Roster
The expansive school grounds are maintained during the weekends by teams of parents working on a roster basis. Those with more experience and who are more familiar with the school act as leaders. Each kindergarten parent is rostered to assist a school maintenance team over a period of 12 months. Work mainly involves mowing and trimming edges. With our usual degree of support you
should not be called on more than twice during the year.

Media in the School
The school promotes its educational programs by encouraging local media coverage of school events. No child will be interviewed or photographed by the media without parental permission.

Medication
Many medications are now available in a form that minimises or eliminates the need to provide students with medication during the school day. We would advise parents to consult with your medical practitioner. Only in special cases will non-prescription medications be administered to children at school. Medication requiring administration on a daily basis must be provided in an appropriate container, labelled with the student’s name and stored at the office. If your child requires medication at school, information about the dosage to be administered must be included with the medication. You must complete a Deed of Indemnity Form and a medical plan. These are available from the office. It is the child’s responsibility to remember to come to the office to take their medication.

Money
Children often need to bring money to school for special activities, excursions and P&C activities. Money should be in a sealed envelope with the child’s name, class and reason (for example “Zoo Excursion”) written on the outside. There are green letterboxes in each classroom where money envelopes can be placed securely.

Newsletter
The school newsletter comes out each week of term and is available on the school website. Parents are newsletter and receive notifications by the media without parental permission.

Open Day
During Term 3 the school organises a Grandparents Day. The program for the day varies. At some time during the day, parents and relatives are invited to visit the classrooms and share quality time with the students.

Painting Smocks
Parents are asked to provide an old shirt or smock to be used when classes are involved in art or craft activities. No plastic smocks please.

Parent Helpers
The school enjoys tremendous support from its parent community. If you have any spare time there is always an opportunity to help. You can provide assistance as a reading tutor, accompanying class groups on excursions, covering books in the library, assisting in the canteen, maintaining the school grounds or computer work. Your help is highly valued by the staff and always appreciated.

Parents’ & Citizens Association (P&C)
The Parents’ and Citizens Association meet on the third Tuesday of each month. Meetings are held in the staffroom in the administration block at 7.30pm. An annual membership fee of 50 cents may be paid together with school fees. All parents and members of the community are welcome to attend and P&C members are able to vote on issues. The P&C provides funds vital to the running of the school. Money is raised through fund raising functions as well as a “School Resource Fund” to which all parents are asked to contribute.

Parent/Teacher Interviews
Teachers welcome interviews with parents. Written reports are sent home at the end of each semester. If you have a concern about your child, please contact the class teacher to make an appointment so that the issue is addressed promptly.

Personal Needs
Some children require special attention and it is important that the school is aware of a child’s specific needs. If your child has any allergies, diabetes, asthma, cystic fibrosis, etc, it is essential to let your child’s teacher know about the characteristics and treatment of the ailment. If the condition is serious you will need to complete a medical plan which will be kept in the office.

Photographs
Class and individual photographs are taken annually. Group photos with siblings are also available.

Playground Supervision
Children should not arrive at school before 8.30am unless attending the Before and After School Care Centre.

Security
Although the school is alarmed and has security cameras, incidents of vandalism and break and enter offenses occur. If you witness an event or suspicious activity, please contact the Hornsby Police Station on 9476 9799 or School Security on 1300 880 021.

Sickness
Please do not send children to school if they are sick. If your child is absent from school, an explanatory note is needed. This should be sent with your child when they return to school. If your child’s absence is likely to exceed three days the school needs to be informed. The Home School Liaison Officer, employed by DEC regularly reviews class rolls and will contact parents if an absence from school is unexplained.
Special Events
To enrich children’s school life, special events are periodically organised throughout the year. Each event has a different focus. Events include Open Days, Environment Week, Science Week, School Concerts, Grandparents Day, Book Week, Walkathons and Special Fund Raising Days. Parents and community members are encouraged to participate in these events.

Special Swimming Scheme
The Department of Education & Communities Special Swimming Scheme is an intensive program which aims to increase each child’s swimming confidence and ability. The program includes water safety and survival skills. Swimming instruction is included in the sports curriculum for all Year 2 children as well as Year 3 children who are weak swimmers. The 40 minute lessons are conducted under the direction of qualified swimming teachers. The scheme continues daily for two weeks. Each child receives a certificate at the end of the course. There is no cost for instruction; however there is a charge for bus transport and pool entry.

Sport
The school offers a comprehensive sporting program from Kindergarten to Year 6. Emphasis in the early years is on developing children’s gross motor skills. School sport aims to develop positive attitudes to health and fitness and foster team spirit. Friday is the designated sport day for children in Years 3-6 and they are required to wear the school’s sports uniform. Each child from Kindergarten to Year 6 is placed in a house team. Siblings are placed in the same house. The school has teams involved in summer and winter competitions run by the Hornsby Primary School Sports Association (PSSA) for primary children.

Sports Carnivals
A number of sports carnivals are organised for the children each year. The children must be turning eight years old that year or older to compete in the PSSA carnivals. The school swimming, athletics and cross country carnivals are also used to select representatives from the school to compete at zone carnivals. Parents are always welcomed at these events to support their children.

Student Assistance Scheme
Financial assistance is available for parents who may be experiencing short term financial difficulties. The scheme provides subsidies to allow students to purchase books and participate in excursions that otherwise may not be affordable. Arrangements for confidential financial support are made with the Principal.

Student Banking
Student Banking is conducted at school one morning per week through the Commonwealth Bank and is available to any student in our school. This service is provided by volunteer parents.

Student Leadership Program
All our senior students are given the opportunity to train as leaders. The student leadership program involves student input and training in recognising and acknowledging the contribution they make to leadership and setting the tone within the school. They can strive to demonstrate the school’s key values of ‘Respect, Responsibility and Personal Best’. Student leadership activities link strongly with learning about citizenship. They can assist all students to learn about and exercise their rights and responsibilities of participating in a community that values social responsibility and justice.

As part of their training, they take on the role of instructors for the fundamental movement skills training in stage one. Their role as student mentors and instructors is valued by both staff and students. The Year 6 students are both challenged and rewarded with this hands on approach to leadership.

Student Representative Council (SRC)
Members of the Student Representative Council are drawn from Years 2-6. The representatives are elected by their class peers. The SRC meets several times each term. Issues related to school improvements are brought to the meetings by class representatives. The SRC meetings are run by the School Captains and correct meeting procedures are followed. An agenda is distributed prior to each meeting and minutes are recorded. Class representatives report back to their peers following each meeting. The suggestions and recommendations of the SRC are highly valued and are used in developing school policies and Technology Education Program. The school offers a comprehensive computer education program. Children use computers to create multimedia presentations, publish stories, create artwork and extend their learning across a variety of curriculum areas. Each classroom is linked to the Internet and the children are encouraged to use the Internet to access information for their class work. The DEC Intranet provides the children with access to school email facilities, as well as other services used for educational purposes. Students accessing the Internet inappropriately may be prevented from the use of this facility for a period of time until consultation with parents has taken place. There are at least three computers in every classroom and a bank of computers in the library. A technology centre with 32 stations allows for individual computer instruction, as well as group work, procedures.

Technology Education Program
The school offers a comprehensive computer education program. Children use computers to create multimedia presentations, publish stories, create artwork and extend their learning across a variety of curriculum areas. Each classroom is linked to the Internet and the children are encouraged to use the Internet to access information for their class work. The DEC Intranet provides the children with access to school email facilities, as well as other services used for educational purposes. Students accessing the internet inappropriately may be prevented from the use of this facility for a period of time until consultation with parents has taken place. There are at least three computers in every classroom and a bank of computers in the library. A technology centre with 32 stations allows for individual computer instruction, as well as group work.

Text Books
To complement the work in classrooms, students use textbooks. These textbooks are purchased through the school. A student assistance subsidy is provided for parents who may be unable to find all the funds to purchase the textbooks.
Uniforms

Every child at Mount Colah Public School is expected to wear the school uniform. The school’s uniform expectations are outlined below and have been endorsed by the School Council. There is a “NO HAT, NO PLAY” policy.

For reasons of safety, security and appearance, the wearing of jewellery is restricted to sleeper/stud earrings and the wearing of jewellery is not allowed on the school grounds. Hair accessories (bows and scrunchies) should be in school colours.

SUMMER UNIFORM

Girls:
- Mount Colah Public School (MCPS) Summer Tunic
- Plain white ankle school socks
- Bottle green school hat with MCPS badge
- MCPS bomber jacket or bottle green sloppy joe
- All black shoes (including black laces)

Boys:
- White polo style short sleeve shirt with MCPS badge
- Grey long leg school shorts
- Bottle green with red stripe socks (preferred) or plain white ankle school socks
- Bottle green school hat with MCPS badge
- MCPS bomber jacket or bottle green sloppy joe
- All black shoes (including black laces)

WINTER UNIFORM

Girls:
- MCPS Winter Tunic or bottle green track pants
- White polo style long or short sleeve shirt or plain white skiivy
- Plain white ankle school socks or bottle green tights
- Bottle green school hat with MCPS badge
- MCPS bomber jacket or bottle green sloppy joe
- All black shoes (including black laces)

Boys:
- White polo style long or short sleeve shirt with MCPS badge or plain white skiivy
- Grey school trousers or bottle green track pants
- Bottle green with red stripe socks (preferred) or plain white ankle school socks Bottle green school hat with MCPS badge
- MCPS bomber jacket or bottle green sloppy joe
- All black shoes (including black laces)

SPORTS UNIFORM

Girls:
- Polo style short sleeve house colour shirt
- Bottle green sports shorts or bottle green track pants
- Plain white ankle sports socks
- Bottle green school hat with MCPS badge
- MCPS bomber jacket or bottle green sloppy joe
- Soft soled sports shoes

Boys:
- Polo style short sleeve house colour shirt
- Plain bottle green sports shorts or bottle green track pants
- Plain white ankle sports socks
- Bottle green school hat with MCPS badge
- MCPS bomber jacket or bottle green sloppy joe
- Soft soled sports shoes

PSSA SPORTS UNIFORM

Soccer:
- MCPS Representative sports shirt
- Bottle green sports shorts
- Long sports socks – red with two green stripes on turnover
- MCPS bomber jacket or bottle green sloppy joe
- Bottle green school hat with MCPS badge
- Shin pads
- Soccer boots

Cricket:
- MCPS Representative sports shirt
- Bottle green sports shorts
- MCPS bomber jacket or bottle green sloppy joe
- Bottle green school hat with MCPS badge
- Soft soled sports shoes

Netball:
- MCPS Representative sports shirt
- Bottle green sports shorts
- White sports socks
- MCPS bomber jacket or bottle green sloppy joe
- Bottle green school hat with MCPS badge
- Soft soled sports shoes

T-Ball / Soft Ball:
- MCPS Representative sports shirt
- Bottle green sports shorts
- Long sports socks – Red with two green stripes on turnover
- Soft soled sports shoes
- Shin pads

HOUSE COLOURS

Mackellar  - Navy blue
Lawson   - Bottle green
Gilmore  - Red
Kendall  - Yellow

- MCPS bomber jacket or bottle green sloppy joe
- MCPS Red baseball cap with MCPS badge

Uniform Shop

The Uniform Shop is operated by the P&C and run by a group of volunteers. The service provides a convenient location for parents to purchase uniforms and benefits the children since all money raised is used by the P&C to provide extra resources for the school.

The Uniform Shop sells all the major items of the school uniform, plus many extras. Pre-loved school clothing is available for purchase, with some items of the uniform sold through the Uniform Shop for a small commission – conditions apply. Donations are always greatly appreciated.

Price lists and order forms are available in the office foyer and on the school’s website. Orders can be placed in an envelope and placed in the Uniform Shop letterbox also situated in the office foyer. All orders must be prepaid – cash or cheque only. Cheques are to be made payable to “MCPS Uniform Shop”.

Times: Generally the Uniform Shop is open every Tuesday 8.45am – 9.15am & 2.45pm – 3.15pm (Terms 2 & 3 is open in the morning only). Please check the Newsletter (available on the schools website) or ring the school office for up-to-date information.

Location: Underneath the Kindergarten classrooms, opposite the Library entrance.

Vacation Care

An excellent Vacation Care Program is provided by the staff of the school’s Before and After School Care Centre. Children can be dropped off at the centre at 7.00am and collected before 6.20pm. The program includes excursions, creative activities, sports and team games. Breakfast, morning and afternoon tea is provided.

Volunteers

Volunteers are encouraged at the school, however, all volunteers are required to sign a Non Regular Volunteers Form available at the office. Volunteers are required by law to sign in and out each time they are volunteering.

Wet Weather

It is suggested that all children keep a labelled raincoat in their bag for rainy days. Children are not allowed to use umbrellas in Kindergarten to Year 2 as they can be dangerous.
Mount Colah Public School aims to develop in students an acceptance of responsibility for their own behaviours.

**Student Welfare: Positive Behaviour Engaging Learners (PBEL)**

In order to develop this responsibility:

- The school community will place appropriate and consistent limits on students’ chosen behaviours.
- Through PBEL, students will be taught the skills to enable them to actively participate in the development, implementation and review of their school’s behaviour codes, and will be involved in decision-making processes within the school.
- Students will be taught that behaviour is an action made by an individual within a social context.
- The school behaviour code will reflect processes for restorative and reconciliatory actions.
- Students’ responsibility for their own behaviour will be reinforced consistently in a positive manner which enhances their understanding of responsible social behaviour.
- Social Skills will be explicitly taught across all curriculum areas and be modelled in all aspects of the school environment through PBEL.
- Staff will model and teach values of Respect, Responsibility and Personal Best, and reward students appropriately.

Students will have access to services and agencies which can support them in developing strategies to enable them to take responsibility for their own behaviour.

**Positive Behaviour**

 Teachers are encouraged to support positive behaviour through the use of Mini Merit slips for Respect, Responsibility and Personal Best. Mini Merits are handed out to students when they display the core expectations of the school. There is no limit to the number of Mini Merits that a student can receive in a week.

Once a student collects 20 Mini Merits they exchange them for a Merit Card which is presented at the Friday Assembly and published in the School Newsletter.

When a student collects 5 Merit Cards they can exchange them for a Principal’s Award, which is presented at the Friday Assembly and published in the School Newsletter.

Once a student collects 3 Principal’s Awards they can exchange them for a Medallion which is presented to the student on Presentation Day.

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### Mount Colah Public School Core Values

<table>
<thead>
<tr>
<th>RESPECT</th>
<th>RESPONSIBILITY</th>
<th>PERSONAL BEST</th>
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</thead>
</table>
| - Be polite, cooperative and a good sport  
- Have pride in yourself and your school  
- Listen to, accept and value other people's ideas, differences and cultures  
- Care for your environment  
- Look after your property and the property of others | - Be prepared and on time  
- Work, move and play safely  
- Be accountable for your actions  
- Help and support others  
- Be honest | - Do your best work  
- Be resilient and persevere  
- Be confident and have a go!  
- Accept opportunities and challenges  
- Celebrate your success and the success of others |
Minor Classroom Disruptions
Teachers use a variety of strategies to maintain ‘on-task’ behaviour, however, should these strategies fail to improve behaviour then the following process will be implemented.
The teacher will start a reflection sheet and this is to stay with the student as they travel from lesson to lesson. The first warning box is ticked. Each reflection sheet remains in force for one day.
- Should the behaviour fail to improve then the second warning box is ticked.
- Should the behaviour fail to improve then the third warning box is ticked. Children in Years 3-6 complete the reflection sheet. The teacher of students in K-2 will complete the back of the reflection sheet and discuss the behaviour with the student.
- The classroom teacher records the information in the electronic welfare tracking system and the student is informed that the behaviour has been recorded.
- After the information has been recorded the reflection sheet is sent to the Principal.
- Should a student complete two reflection sheets within a two week period then they will be placed on Level One by the Principal or Assistant Principal Student Welfare.

Major Classroom or Playground Disruptions
All major behaviour disruptions or violent incidents are reported to the Principal and Assistant Principal Student Welfare. At Mount Colah Public School we have five behaviour management levels for students displaying unacceptable behaviour. Students are placed on levels by the Principal in consultation with the Assistant Principal Student Welfare. Students may be placed on any level, depending on the severity or the disruption. The following is a guide to the level system and how it operates at the school.

<table>
<thead>
<tr>
<th>Level</th>
<th>Behaviour</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Base</td>
<td>All students begin on this level Students follow core expectations</td>
<td>Students receive Mini Merits and positive rewards</td>
</tr>
</tbody>
</table>
| 1 | - Warning level for students with two reflection sheets  
- Minor negative behaviour in classroom or playground  
- No further incidents in a two week period then student receives a Letter of Congratulations and return to Home Base | - Letter to parents or carers notifying them of behaviour  
- Counselling from Principal or Assistant Principal Student Welfare about behaviour |
| 2 | - Further two reflection sheets within a two week period while on Level 1  
- Continuation of unacceptable behaviour  
- Disobedient\uncooperative\interfering with the rights of others  
- No further incidents within a two week period then student returns to Home Base or a level determined by Principal and Assistant Principal Student Welfare and receives a Letter of Congratulations | - Letter sent home requesting a meeting with Principal and Assistant Principal Student Welfare to discuss behaviour  
- Student informed of consequences if behaviour does not improve and discusses with Principal and Assistant Principal Student Welfare plans to modify behaviour  
- Student removed from the playground for two days  
- Possible referral to School Learning Support Team and School Counsellor  
- Excluded from participation in out of school activities |
| 3 | - Persistent disobedience  
- Total disregard for school and classroom rules  
- Fighting  
- Further two reflection sheets while on Level 2  
- No further incidents within a two week period then student returns to Home Base or a level determined by Principal and Assistant Principal Student Welfare and receives a Letter of Congratulations | - Suspension warning letter sent home and a meeting with parents or carers  
- Withdrawn from the playground  
- Student placed on behaviour monitoring program  
- Excluded from all extra curricula activities  
- Referral to School Learning Support Team |
| 4 | - Continual disregard for school rules or misbehaviour of a serious nature  
- Possession of illegal drugs or a prohibited weapon  
- Violence or threatens serious physical violence  
- Engages in criminal behaviour | - Mandatory Suspension  
- Re-entry to school negotiated  
- Referral to School Learning Support Team  
- Possible referral to Outside Agencies  
- Notification to appropriate agency |