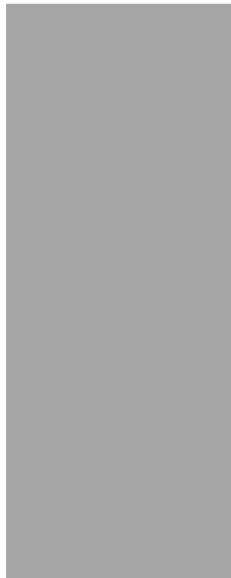


Port Kembla Public School

INFORMATION HANDBOOK



Gloucester Boulevard
PORT KEMBLA NSW 2505
Phone: (02) 4274 1041
email: ptkembla-p.school@def.nsw.edu.au
web: <https://ptkembla-p.schools.nsw.gov.au>

Introduction



Established in 1890 Port Kembla Public School has a very long and proud history. The current school site was opened in 2000 and today the outstanding facilities continue to meet the needs of our students and staff.

We, at this school, work with the total school community to provide our students with a basis for their future development. From technology in classrooms, sporting opportunities, university competitions, targeted learning programs, music teaching and student led initiatives, we ensure that students receive a well-rounded and positive primary school experience.

We trust that this booklet will enable you to gain the most from your time at Port Kembla Public School as it provides an understanding of the operation of our school. We look forward to working with you in the provision of the best possible education for your child.

After reading the information, if you have any questions please contact the school for clarification.

Sincerely,

A handwritten signature in black ink that reads "Tonia Reynolds". The signature is written in a cursive, flowing style.

Tonia Reynolds
Principal

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Contact Details

School Contact Information	
Address	18 Gloucester Boulevard Port Kembla, NSW, 2505
Postal Address	P.O. Box 172, Port Kembla, 2505
Telephone	02 4274 1041
Email	ptkembla-p.school@det.nsw.edu.au
Website	https://ptkembla-p.schools.nsw.gov.au

School Organisation

Office Hours

School office hours are from 8:15 am until 3:00 pm.

Daily Routine

The school timetable operates over a four session teaching day...

Times	
Session 1	8:45 am - 10:30 am
Recess	10:30 am -10:55 am
Session 2	10:55 am - 11:55 am
Play	11:55 am -12:20 pm
Session 3	12:20 pm -1:20 pm
Lunch	1:20 pm -1:45 pm
Session 4	1:45 pm -2:45 pm

Kindergarten students go home at 2.15 pm for their first week of Term 1. Parents of Kindergarten students are requested to be on time when calling for their children.

School begins at 8:45 am. Supervision of the students begins at 8:20 am, there is no supervision available prior to this time.

Major games must not be played before school. Students arrive at school, place their bags near their classroom, go to the COLA and wait for the morning bell to proceed to their classrooms. Small games may be played under the COLA. The play equipment is out of bounds.

On wet mornings students will use the area under cover outside classrooms, the COLA or go into classrooms depending on the heaviness of the rain. Students sit down to eat their recess and lunch with teachers.

School Song - Port Kembla Is the School For Me

Verse 1

We had the stack at the back
Which is part of history
People from different lands
Make up our community
From the playground we can
Look out upon the sea
Port Kembla is the school for me.

Verse 2

We work together as one
As we learn and grow
We learn new things every day
And challenge what we know
We have fun in the sun
There's something you should know
Port Kembla is the school for me.

Chorus

Port Kembla
Port Kembla
Port Kembla
Port Kembla
Port Kembla is the school for me.

Bridge

The school's been here since the turn of the century
Showing respect for all cultures with lots of dignity

Repeat Verse 1

We had the stack at the back
Which is part of history
People from different lands
Make up our community
From the playground we can
Look out upon the sea
Port Kembla is the school
Port Kembla is the school
Port Kembla is the school for me.



Absences from School / Attendance

It is important that children attend school on a regular basis and arrive at school on time each day. Whenever your child is absent from school you should submit your child's absence through our school Enews app > Digital Forms > Absentee Form. You can also access the Absentee forms through our school portal @ <https://ptkembalap.schools.nsw.gov.au/>> Online Forms > Absence Note. THE REASON FOR ABSENCE must be clearly stated. In following Department of School Education School Attendance Policy and Procedures we are required to have an explanation for any absence. Recording your child's absence this way helps our school with record keeping and having all absences recorded in the one area creates an efficient and reliable system. You are also able to access all of your notifications in the one area.

Leaving the school grounds during school time is not permitted, unless approved by the principal. Parents may collect their children early from class by visiting the main office to get an early leave form. Students arriving late must visit the school office before going to class.

It will be necessary for you to ring the school to inform of a sickness if your child has an infectious disease. A list of these is included in the health section of this booklet.

If you are having difficulty with submitting an online absence, please call the office on 4274 1041 for further assistance.

Holidays

Work is often requested for students having an extended holiday that involves several weeks away from class work. It is recommended that your child read every day and keep a diary or journal detailing their travels. For any leave greater than five days you are required to complete a leave request form, these are available from the school office. Please see the office staff if you intend taking your child out of school on an extended holiday.

Assessment and Reporting/Interviews

During the school year students are continually assessed in all aspects of the school's curriculum. This assessment includes the academic, social and personal aspects of the child's development. Assessments are carried out using a variety of methods.

Time is set aside during the year for parents to arrange an interview with their child's teacher to discuss progress. Written reports will be sent home at the end of Terms 2 and 4. Each report will deal with how well students have achieved what was expected of them in the two terms leading up to the report. Matters relating to your child and class activities should be discussed in the first instance with your child's teacher. As it is important that classes suffer as little disruption as possible parents are asked to contact the class teacher via class Dojo or send in a note to arrange an interview time.

Matters which relate to school policy should be discussed with the Principal after an appointment time has been arranged.

Bikes and Scooters

Students in Years 3 to 6 are permitted to ride bicycles to school provided that:

- bikes are chained to the provided bike racks;
- the bike is in road safe condition with operating brakes, gears etc.;
- the bike is wheeled inside the school grounds; and;
- students wear a helmet.

Scooters will need to be secured to the scooter racks supplied. Storage of scooters in classrooms is regarded as a hazard and will not be permitted. Students from Years K-2 wishing to ride their bikes to and from school may only do so if accompanied by an adult.

Book Club

Throughout the year, students have the opportunity to purchase quality books at reasonable prices through the Ashton Scholastic Book Club. The club aims to:

- encourage children to read for enjoyment;
- bring parents, children and books together;
- provide books designed to appeal to children at reasonable prices.

There is no obligation to purchase. Orders and payments must be made online through Scholastic LOOP. Details will be on the Book Club catalogue that students bring home.

Canteen

Our canteen is leased by Fresh Start Canteens and operates Wednesdays, Thursdays and Fridays. Canteen price lists are available on our school website or from our school foyer. When there are changes to our menu or pricing parents will be notified through school Enews. See page 10 for how to sign up for school Enews. Lunch orders need to be placed either at the canteen before classes commence or online via ClickCliq before 9.15am. If ordering directly at the canteen you need write your child's name, class and order on a lunch bag. Money should be included in the bag. If ordering online via QuickCliq you will need to register at www.quickcliq.com.au Instructions are as follows: SIGN UP and complete the registration form > you will receive a link via email to ACTIVATE your account before logging in > ADD STUDENT, add your child's details, select their school and save to your account > ADD CREDIT to your online wallet before ordering or pay as you go using a credit or debit card > select MEAL ORDER and complete your order > select ADD TO CART > don't forget to confirm your order by clicking PAY & PLACE ORDER. Online orders need to be placed by 9.15am. Lunches are delivered to the classrooms at lunch time.

Crunch & Sip

The school encourages students to bring fruit to eat and a drink bottle with water during "Crunch & Sip" breaks in class.

Communication with our school community

The school endeavours to maintain close links with the school community so that the best attitudes and values of that community are reflected within the school. In seeking an involvement with our community, we wish to provide opportunities for a two-way communication to be maintained.

A weekly School Newsletter is compiled and is issued each Monday through the school Enews system. We inform parents of the activities of the school. A hard copy of the newsletter is available from the school foyer for those parents who do not have access to the Enews app.

To register for School Enews please follow these easy steps;

Go to Port Kembla Public School website

- <https://ptkembla-p.schools.nsw.gov.au>
- click "News and Events" then go to "Newsletters"
- tick Newsletter list and your child's year
- type your name and email address and press submit

You will then receive your confirmation email which you will need to activate. You will then receive all newsletters and relevant notes from your child's class and the school.

You are also able to download the Enews app to your smartphone or tablet.



Opal Cards

The school bus service is operated by Premier Illawarra bus service. In the afternoon all students are supervised onto their bus by a member of the school staff.

Parents need to complete an online application at apps.transport.nsw.gov.au/ssts. Opal Cards are issued on the provision that students do not break the Code of Conduct rules (available on the same web page). If students persist in breaking the Code of Conduct their travel card may be taken away from them. Copies of the bus Code of Conduct are available from the bus driver or school office.

All Kindergarten, Year 1 and Year 2 students are eligible for an Opal Card. Students from Years 3 to 6 are eligible for an opal card if they live outside a 1.6 kilometre radius of the school. If you are unsure if you meet these conditions please contact the school. For an Opal Card, apply online at <https://apps.transport.nsw.gov.au/ssts/reportpass>

Parents & Citizens Association

This association exists to enable parents to share a common interest in the education of their children and to supplement the school's resources by raising funds for extra books and equipment. Special events are organised throughout each year and this brings teachers, parents and children together, sharing in the enjoyment and responsibility of school life.

Meetings are held in Weeks 2 and 7 of the school term on a Wednesday night at 6pm. All parents are welcome to attend. Notice of meetings can be found in the weekly

Newsletter. Any parent wishing to place a topic on the agenda for a P & C meeting may do so by emailing the P & C president at portkemblapandc@gmail.com or passing on their request through the school principal.

Parent helpers

During each school year we ask for people to help in various roles. If you feel that you have the time to help with sport, listening to students read or other important tasks, please contact the class teacher. Parent helpers in the library assist in procedures that greatly enhance the effectiveness of the school library. We also welcome parents to assist students in researching or sharing well loved books. Anyone who would like to become a parent helper/volunteer will need to complete some paperwork and show 100 points of ID. This can be done at our front office. All parent helpers need to sign in at the front office on each visit to the school.

Court Orders

Details of any court orders made by Family Law Court should be given to the school to ensure the continued welfare of children. Such information is confidential and is only released to school personnel on a need to know basis. We endeavour to provide maximum care for your child and the provision of any court orders will assist us in this process. Please contact the school office with regard to these matters.

Excursions

To help in their learning, students are taken on various excursions during the year. Some of these are within walking distance from the school and others are day trips involving travel by bus. Notice will be given regarding excursions to assist parents with planning for payment. If at any time you find it difficult to pay on time, please feel free to talk the matter over with the Principal so that arrangements can be made for your child to participate. Excursions are an important part of the work your child will do at school. Excursions involve work in the classroom before and after the event and attendance at excursions is expected.

Parental permission is always required for a child to participate in any kind of excursion outside the school grounds, and as such a note is sent home. These notes must be signed and returned to school before your child will be allowed to attend any out of school excursion. Please ensure that the due date on permission notes is adhered to.

Health

Accidents and sickness at school

If a child is hurt at school, minor first aid treatment will be administered. Students who become sick at school are placed in the sick bay. The school is covered by an ambulance policy covering all students. Where the injury is considered serious enough to require further attention or the child is considered too sick to return to class, we will try to contact you by phone. If you cannot be contacted, the contact person nominated by you on the Application for Enrolment form will be contacted. If your child is sick before coming to school please keep them at home as we do not have the facilities to care for sick children.

Please advise us if you change your address, phone number or contact details. Information includes:

- name, address, phone number - home / business and email
- doctor's name and phone number
- name, address, phone number of a contact person if you are unavailable.

You can notify us of any changes by submitting a digital Change of Details Form from the school Enews app > digital forms or through our school website > online forms.

Contagious diseases

It is important for parents to notify the school of any problems or concerns regarding health matters and in particular if a child contracts a vaccine preventable disease. These include: Diphtheria, Tetanus, Whooping Cough, Polio, Measles, Mumps, and Rubella.

Immunisation

The Public Health (Amendment) Act 1992 requires parents of children enrolling in school to provide an Immunisation Certificate at the time of school enrolment.

This does not mean that immunisation is compulsory but may require unimmunised children to remain at home during any outbreaks of contagious diseases.

Medication

If your child has a medical condition or has been ill and needs to continue taking medication you will need to complete an online "Administer Medication" indemnity form from either school Enews > digital forms or our school website > online forms. The form includes the students name, medication name, medical condition that the medication has been prescribed for, the prescribed dosage, the time the medication needs to be administered, storage requirements and other important information. If you cannot complete the online form you can complete a hard copy indemnity form from the front office. The medication is to be brought to the office in the original labelled packaging along with the instrument needed to administer the medication e.g. cup or syringe. The medication will be stored safely in the sick bay refrigerator or a locked medicine cupboard in the front office. Without the correct documentation, staff at the school are not permitted to administer medication.

Head Lice

Throughout the year outbreaks of head lice occur. As the outbreak becomes noted by staff a letter is sent via enews to all students in the class/es where it occurs. At this point we ask all parents to check their children regularly for head lice and take appropriate action.

Homework

Homework in each classroom may vary in content and quantity. Most importantly parents should listen to their children read every night, for all children from Kindergarten to Year 6. Other ways parents can help children at home is by:

1. BEING INTERESTED

- Ask your children about their day.
- Ask your children to check their bags for work.
- Ask questions starting with
"Show me"

“Tell me....”

“What did”

- Listen to what your children tell you.
- Praise your children when they are successful
- Encourage your children to keep doing their best.

2. ENCOURAGE HOMEWORK AND STUDY

It is especially important for primary school students to have a quiet place to study. Provide your children with a suitable homework and study area.

This area may include:

- A table and comfortable chair.
- Good lighting.
- School equipment such as folder, paper, pencils, eraser.
- Try to keep noise and distractions to a minimum.
- If possible turn the television off until all homework is finished.
- Encourage other family members to support these students.

3. BE ORGANISED

- Help your children to have a regular time for studying.
- Help senior students make study timetables and to keep to the timetable.
- Help your children be prepared for the next day by making sure the homework is done and packed into their bag.

Remember to set aside time for regular breaks when doing homework or study. It is important for children to have free time on the weekends. Supporting your children in homework and study lets them know their education is important to you.

Library

All classes visit the library for lessons each week. Students may go to the library during play break on Mondays, Tuesdays, and Wednesdays to read and borrow books. All students need to bring a bag when they borrow from the library. Please ensure that your child's name and class is on their library bag. Although books are borrowed for a fortnightly period, we encourage the students to bring their books each week. Parents reminding children on their library day does help instil this regular habit. The library is also open to the parents.

Lost Property

Please mark all of your child's belongings permanently and clearly. Lost property can be collected from the main office. Items which are clearly marked will be returned to the owners. Unclaimed items are kept no longer than one month before being sent to charities or placed in the school clothing pool.

Mobile Phones

Should there be a need for your child to have a phone the basic rule of valuable items applies. Mobile phones should remain in the students' bag and not taken out during the day for any reason. Mobile phones are not the responsibility of the school.

POP (Parent Online Payment)

Payments can be made using either a Visa or Mastercard credit or debit card. This is the preferred payment type.

On the school website click the online payment link to enter the **SECURE** Westpac payment page. Or through the school Enews app, select make a payment.

This is a secure payment system hosted by Westpac to ensure that your credit / debit card details are captured in a secure manner. These details are not passed back to the school.

When you access the online payments please enter: The student's name, class and date of birth. These details need to be entered each time you make a payment as student information is not held within the payment system. No student's details are given to Westpac. As a consequence, payments for each child need to be made separately. (There is also the option to enter the Student Registration Number and Invoice number but these fields are not required.) You must also enter details about who is paying.

Under payment options, you enter the activity or item for which you are paying. Write a title in the Payment Description that will enable the School Staff to match your payment with the school activity or item.

You have the ability to check and change any details of the payment before the payment is processed. You can print your own receipts or have the receipt emailed to your email account. This gives you immediate proof that you have paid for the item. Please write the receipt number on the permission note.

Students can bring in their permission notes with the receipt number written on it and place it in the "Letterbox" in the office.

The next morning, details of the payments are passed to the school where they will be matched against your child's account. Payments made prior to 6 pm will show in our account the following day.

P&C run events such as Mother's and Father's Day stalls cannot be paid via POP. The P&C will advise on how to make payment.
School photographs cannot be paid via POP. MSP photography will advise on how to make payment.

If you have any issues with the parent online payment system please contact the office on 4274 1041.

Newsletter

Every Monday a school newsletter is emailed to all families through the Enews system. To enrol please see page 10 for details. This newsletter is a vital piece of our communication with our school community. The newsletter contains upcoming dates, events, reports on school matters and student activities and information that will help you with planning for the education of your children.

Permaculture Garden

Port Kembla Public School is a member of the Permaculture Partners initiative in the Warrawong Community of Schools. Since 2011, a section of our playground has been transformed from a barren, rocky outcrop into a dynamic learning space.

We have a Garden Ambassador program that engages students in Stages 2 & 3 and builds their capacity to develop and maintain their living classroom. During the day, students walk the living classroom to discover what some of their jobs might be for the day.

The Garden Ambassadors determine what permaculture practices need to occur during the day. These can include no dig gardening, annual vegetable and herb planting, fruit tree planting and feeding, pruning, composting, weeding, watering, constructing garden trellis, installing stairs, saving seed, harvesting produce and preparing lunches for the team and invited community members.

At Port Kembla we believe in lifelong learning where the students become the teachers and mentors. Our Garden Ambassadors teach our other students, while our departing Garden Ambassadors return to mentor the incoming Garden Ambassadors, 'kids teaching kids'.

School Photographs

School Photographs are taken each year. Adequate notification is given through the newsletter. At this time individual and class photographs are taken. Family photographs are an extra that is offered.

School Development Days - Student Free Days

School Development Days occur on the first two days of Term 1, the first day of Term 2 and Term 3 and the last day of Term 4. On these days teachers participate in professional development workshops and receive updated information on curriculum implementation.

Special Religious Education and Special Ethics Education

Approved scripture and ethics teachers conduct scripture classes each Wednesday during 2nd session for students in Kindergarten to Year 6. Parents wishing to withdraw their children from scripture classes are asked to notify the school by completing the digital 'change of scripture class' form on enews. Those students not attending Scripture classes will be supervised by school staff. Classes offered are dependent on volunteers or ethics teachers being available.

Sport

Each week students will participate in school sport involving a variety of skills, activities and games. Students have inter-school sport or school based sport activity on Fridays. Students in Kindergarten – Year 2 participate in sport on Friday morning and students in Years 3 - 6 participate in sport on Friday afternoons.

Our school has Athletics, Cross Country and Swimming Carnivals prior to competing in these events at District level. At different times throughout the year coaching clinics may be held in various sports.

The school sport houses are:

Bass	Flinders
Oxley	Wentworth

Student Wellbeing

Through our Wellbeing Policy, Port Kembla Public School aims to establish a climate in which all students will develop:

- a sense of dignity and worth;
- a sense of personal and social responsibility for their actions and decisions;
- an ability to communicate effectively;
- a caring attitude towards others;
- an ability to form satisfying and lasting relationships;
- a sense of enjoyment and satisfaction from learning;
- a feeling of belonging to the wider community.

Our school will work towards the realisation of these aims through a combination of well-designed programs in three major areas:

- the general personal development of pupils;
- preventative measures based on identified needs;
- remedial education to overcome specific difficulties.

Positive Behaviour for Learning (PBL)

PBL is a framework that relies on teaching students expected behaviours in the different settings around the school. It also, as the name suggests, focuses on positive actions of students and reinforces these actions through praise, acknowledgment and positive reinforcement.

Our school has a PBL team that meets regularly to discuss behavioural trends within the school as well as ways that we can foster a positive learning environment for our students. PBL lessons are taught fortnightly. Our school's PBL values are Respect, Resilience and Responsibility and these are encouraged in all of our students.



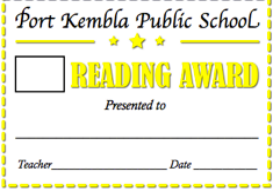
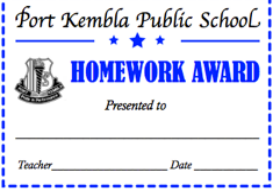


The school has a PBL mascot "Barnacles the Whale". The whale has been printed onto different coloured tickets (Barney's), with the words from our three values. Red is the Respect Barney, white is the Responsibility Barney and blue is the Resilience Barney. Students earn Barney's for displaying these school values. These tickets will then go into our big red container at assemblies. When the tickets reach a designated level on the container, we have a whole school reward, in which all students in the school are invited to participate.

PKPS PBL Matrix

	All settings	Canteen	COLA / Elephant steps	Toilets	Office	Dval / Grass area	Walkways	Assembly / Hall	Bus Lines / Before & After school
Respect	<ul style="list-style-type: none"> § Say, "Please and Thank you" § Follow directions and instructions § Wait your turn § Wear correct uniform § Rubbish in the bins 	<ul style="list-style-type: none"> § Line up on the marked lines 	<ul style="list-style-type: none"> § Walk § Remain seated at recess until dismissed § Play safely and sensibly 	<ul style="list-style-type: none"> § Use, flush, wash, leave § Use quiet voices § Return to class or playground promptly 	<ul style="list-style-type: none"> § Say, "Excuse me," "Please" and "Thank you" § Make eye contact with who you are speaking to 	<ul style="list-style-type: none"> § Discuss game rules prior to beginning a game § Invite others to play § Share the space § Food free area § Play safely and sensibly 	<ul style="list-style-type: none"> § Two straight lines with your teacher § Walk quietly 	<ul style="list-style-type: none"> § Wait quietly § Stand and sit quietly § Walk to enter and leave with your class § Display your awards 	<ul style="list-style-type: none"> § Line up in one line § Walk § Wait patiently for teacher or parents
Responsibility	<ul style="list-style-type: none"> § Right place, right time § Walk to class or lines after first bell § Hands and feet to self § Allow others to learn 	<ul style="list-style-type: none"> § Buy only for yourself § Only spend your own money § Know what you want to buy 	<ul style="list-style-type: none"> § Play on equipment sensibly § Use equipment when it's your grade's turn § Small balls only § Sit to eat 	<ul style="list-style-type: none"> § Use, flush, wash, leave § Report any damage § Use toilets at break times 	<ul style="list-style-type: none"> § Knock on the door § Place notes in letterbox in the office on time § Enter the office from the front door 	<ul style="list-style-type: none"> § Wear school hats § Walk around other people's games § Stop games and collect equipment on the first bell 	<ul style="list-style-type: none"> § Walk § Eyes to the front 	<ul style="list-style-type: none"> § Clap to recognise student achievements § Listen to the person speaking 	<ul style="list-style-type: none"> § Sit in your seat, face the front § Speak quietly § Be in the correct area § Have your opal card ready
Resilience	<ul style="list-style-type: none"> § Participate in all activities § Be an Upstander § Report disrespect § Use whole school 'stop' signal § Focus on yourself § Look for solutions 	<ul style="list-style-type: none"> § Wait to be served 	<ul style="list-style-type: none"> § Involve others in games 		<ul style="list-style-type: none"> § Wait at counter until served 	<ul style="list-style-type: none"> § Show good sportsmanship by taking turns § Ask others for help § Walk away if feeling upset § Look for solutions 		<ul style="list-style-type: none"> § Shake hands with the teacher when receiving awards § Celebrate the success of others 	

Award System

Currently, weekly merit awards form the basis for our school merit system.

	<p>Students receive a PBL Award for consistently displaying the school values of respecting yourself, others and the environment.</p>
	<p>Merit Awards are awarded to students for excellent performance or encouragement for classroom application and achievement.</p> <p>Awarded to students at main school assembly generally week 3,6 & 9.</p>
	<p>Students receive a Reading Award after 25, 50, 100, 150, 200 & 250 nights of reading. Students must reach 200 nights of reading to be eligible for a Gold Level Achievement.</p>
	<p>Students receive a Homework Award after 5 weeks of homework.</p> <p>Awarded in class.</p>
	<p>The Sports Award is given to students for excellence in sport, including good sportsmanship and always having a go.</p> <p>Awarded by class teachers or sporting co coordinator.</p>
	<p>Teachers will award a Uniform Award to students who consistently wear full school uniform each term, including school endorsed hats. Spot checks take place regularly – at least twice a term.</p> <p>Awarded in class.</p>

Levels of Achievement

GOLD

To reach Gold Level Achievement, students must receive at least 15 awards from the merit system, including 200 nights of reading, and at least one award from every category of the merit system.

SILVER

To reach Silver Level Achievement, students must receive 10 awards from the merit system.

BRONZE

To reach Bronze Level Achievement, students must receive 5 awards from the merit system.

Discipline Procedures

We have in place strategies to promote good discipline and effective learning. We recognise and reinforce student achievement. The staff use their own effective procedures. Our school discipline code has two basic strands, classroom and playground behaviour and is a levelled set of practices so we can deal with unacceptable behaviour. Our discipline policy ensures a safe and happy school for every child.

- Children and teachers set class rules, review their rights and responsibilities, review school rules, and teachers use any appropriate warnings or reminders.
- Documentation of inappropriate behaviour, possible time-out and where appropriate a note to parents.
- Further documentation, parent/teacher/executive interview where behaviours are discussed. Further action is then reviewed and, depending on all variables, an individual behaviour management program is formulated.
- Principal and school counsellor notified which may lead to class suspension, withdrawal of privileges, detention and behaviour management programs.
- Further documentation and interviews with parents. Withdrawal of all privileges, behaviour teacher intervention and in school suspension.
- Counselling and further action which could lead to suspension.

N.B. Detailed copies of our discipline policy and Department of Education procedures are available upon request from the Principal.

Sun Protection

Port Kembla Public School has adopted a Sun policy of "No Hat, Play in the Shade." As the school has significant areas of built shade, students not wearing a school hat will be directed to play in undercover areas such as the school COLA.

The issue of applying sunscreen and ensuring that students bring a labelled hat to school every day is an area where we ask for your help in training your child to develop these responsible actions.

Toys and Valuable Items

Please do not allow your child to bring expensive or precious toys to school. Many children are very upset if their favourite toys are lost or broken. Jewellery including bangles and necklaces should not be worn. Students with pierced ears must wear sleepers or studs.

Traffic Concerns

Parking is limited to the streets outside of the school grounds. The school car park is for delivery trucks and staff parking only. Using the staff car park to drop off or pick up children is dangerous and should be avoided.

PLEASE - NO PARKING IN THE SCHOOL CAR PARK during school hours

The local school area has speed limits that apply during school hours.

It is also important to be aware of the following:

- "No Stopping" zones cannot be used for parking for any reason.
- "No Parking" areas are for you to drop your child off and go. Under RMS guidelines you may not leave the car when using this zone. You are allowed to help your child out of the car and get their bag out of the boot. These areas are commonly known as "Kiss and Drop Zone".
- A Bus Zone operates in Gallipoli Street. Please refrain from parking in this area.
- Wollongong City Council operates a ranger patrol that does regular checks of parking around schools. They visit all areas and take photographs of offending vehicles for the issuing of fines.

Transferring to Another School

When a student is transferring to another school parents should notify the school office. Arrangements may be made with the child's teacher for work books to be collected and taken to the new school.

Student Leadership at PKPS

Student Representative Council:

- Captains and Vice Captains
- Prefects
- SRC Class Representatives

Captains and Vice Captains

The students of Port Kembla Public School from Kindergarten to Year 5 elect two captains and two vice captains from Year 5 who will serve the following year. Once in Year 6, the successful students play a vital role in leading school assemblies, leading student initiated activities, greeting and thanking visitors to the school and generally setting a good example to all other students.

Prefects

These students come from Years 5 & 6 to assist the captains and are permanent members of the SRC throughout the year. They are elected alongside the Captains as part of the end of year elections.

SRC Class Representatives

All classes from Year 1 to Year 4 elect two students to participate in SRC Meetings. These SRC Representatives attend SRC meetings, propose ideas for student fundraising activities and assist with SRC events. The induction ceremony for Captains and Prefects, along with SRC Class Representatives will occur early in Term One.

Sports House Captains

Whilst not part of the SRC, these positions are important student leadership roles. They are determined through a vote at the initial sports house meetings at the beginning of the school year. House patrons (staff) are responsible for the elections.

There are captains from each house. Our sports houses are:

- Bass (red)
- Oxley (blue)
- Flinders (green)
- Wentworth (yellow)

Sports House Captains should be active in both competition and supporting their peers in all sports carnivals. School Captains and Prefects are ineligible for Sports House Captain elections.

Student Leadership Agreement

Student Leaders must conduct themselves with dignity in order to set a positive example to all other students and be an asset to the school. These students sign a student leadership agreement, which must be adhered to.

Uniforms

Schools expect students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours. The Department of Education supports the wearing of school uniforms by students and the upholding of high standards of dress by students and staff. The Department recognises that NSW has a long history of school uniforms or dress codes being decided by the local school community. The NSW Department of Education states that: “All students in NSW Government Schools are expected to maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy”. At PKPS we expect students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours.

The school uniform shop operates on Mondays from 2.30 pm – 3.00 pm and Tuesdays from 8.30 am to 9.00 am. Orders can be placed at the school administration office. Alternatively you can email your completed order form to ptkembra-p.school@det.nsw.edu.au and make your payment via POP (parent online payment). Please ensure you have written your POP receipt number on the order form.

	Boys	Girls
Summer	grey shirt grey shorts grey socks closed-in running shoes	white shirt school culottes or dress white socks closed-in running shoes
Winter	grey shirt grey long pants school spray jacket and or school sloppy joe or hoody	white shirt dress or culottes black long pants school spray jacket and or school sloppy joe or hoody
Sport (Fridays)	school sports shirt black shorts	school sports shirt black shorts black skort
*Sport representative jumpers are only to be worn on Fridays.		

Hats

As part of the school’s Sun Safe Policy, when students are outside playing, during PE lessons and at sport time, school hats must be worn. In line with our “No Hat, Play in the Shade” policy, if a student does not have a school hat, they are to play under the COLA (Covered Outdoor Learning Area).

For students who have lost their school hat, there is a hat exchange program where a school hat can be exchanged for a personal hat to allow time for a new hat to be purchased. This can be done via the classroom teacher.

Staff

Principal - Manages the school and makes sure that the education and welfare of the students, staff and school community is paramount.

Assistant Principal (AP) - Support the principal in the smooth running of the school in the areas of student welfare, discipline, staff development and curriculum. Assistant Principals are classroom teachers as well.

Classroom Teachers - Your child's teacher. Talk to the classroom teacher first about anything to do with your child. The teacher will suggest who else you may need to see.

School Counsellor - Provides support to students and their families, including counselling and individual educational assessments. Our school counsellor attends here one day per week.

School Administration Manager (SAM) -

Maintain the school's financial accounts in conjunction with the school executive, lead administration staff and duties.

School Administration Officer (SAO)

- Assists SAM, help with any general enquiries such as bus passes, forms, attendance issues, making appointments to see staff.

Librarian - Deals with the school library providing quality literature for students and staff.

Common Abbreviations

HSLO - Home School Liaison Officer helps student and families with attendance problems.

EAL/D - English as an Additional Language or Dialect helps students from a Non-English Background.

RR - Reading Recovery – a reading intervention program targeting Year 1 students

RFF - Relief from Face-to-Face A class teacher who provides a program of work for classes while class teachers attend to preparation, interviews, meetings with principal.

GA – The General Assistant helps to maintain the school grounds and buildings.

SLSO - School Learning Support Officer. This person is employed to assist students who qualify for assistance.

LaST - Learning and Support Teacher. This teacher is employed to help teachers implement programs of work for identified students.

IEP - Individual Education Plan. At times students will need to undergo a specialised program that differs from the normal classroom work. The program is known as an Individual Education Plan.

PLP - Personalised Learning Pathway for Indigenous students. PLPs are developed by the Aboriginal Education Co-ordinator in conjunction with class teachers, students, carers and parents.

2022 PKPS Staff

Principal	Tonia Reynolds
Assistant Principal Curriculum & Instruction	Jessica Riddiford (Monday – Thursday)
Assistant Principals	Lucie Robson Warren McWhirter Amy Dunning – (Relieving Tuesday – Friday) Jean-Anne Kidd – (Relieving Monday & Friday)
Teachers	Cobie Lee Morgan Walsh Skye Easton Kelly Lulia Yiota Pelle (Monday – Thursday) Renaë Regner
Learning Support	Roslynn Neasbey (Monday AM & Tuesday AM)
RFF teachers	Sonia Tyssen (Monday – Wednesday) Samantha White (Monday, Wednesday – Friday) Matthew Smith April Lemon
EAL/D teacher	Anna Kuzmanovski (Tuesday – Friday)
Teacher Librarian	Jacqueline Cram (Monday – Wednesday)
Special Program Teacher	Kevin Tucker (Friday)
Permaculture Teacher	Aaron Sorensen (Alternate Thursday)
School Counsellor	Nicole Kelly (Friday)
School Administration Manager	Tania McDonald (Monday, Tuesday, Wednesday) Sophie Hartley (Thursday, Friday)
School Administration Officers	Sophie Hartley (Wednesday) Robyn Jackson
SLSOs	Robyn Hall (Monday & Tuesday) Ana Brown Sarah Mullen (Monday – Thursday)
General Assistant	Kevin Tucker (Tuesday & Thursday)
Canteen Coordinator	Vicky – Fresh Start Canteens (Wednesday – Friday)

2022 School Year: Term Dates

Dates	
Term 1 (10 weeks)	Staff return to school on 28 January 2022. Students return to school on Tuesday 1 February 2022. Term 1 finishes on Friday 8 April 2022.
Term 2 (10 weeks)	Staff return to school on Tuesday 26 April 2022. Students return to school on Wednesday 27 April 2022. Term 2 finishes on Friday 1 July 2022.
Term 3 (10 weeks)	Staff return to school on Monday 18 July 2022. Students return to school on Tuesday 19 July 2022. Term 3 finishes on Friday 23 September 2022.
Term 4 (11 weeks)	Everyone returns to school on Monday 10 October 2022. Students finish school on Monday 19 December 2022. Staff finish school on Tuesday 20 December 2022.

2023 School Year: Term Dates

Dates	
Term 1 (10 weeks)	Staff return to school on 27 January 2023. Students return to school on Tuesday 31 January 2023. Term 1 finishes on Thursday 6 April 2023.
Term 2 (10 weeks)	Staff return to school on Monday 24 April 2023. Students return to school on Wednesday 26 April 2023. Term 2 finishes on Friday 30 June 2023.
Term 3 (10 weeks)	Staff return to school on Monday 17 July 2023. Students return to school on Tuesday 18 July 2023. Term 3 finishes on Friday 22 September 2023.
Term 4 (11 weeks)	Everyone returns to school on Monday 9 October 2023. Students finish school on Monday 18 December 2023. Staff finish school on Tuesday 19 December 2023.