



# Port Kembla Public School

INFORMATION BOOK - 2025



April 2025



# Introduction



Welcome to Port Kembla Public School!

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, located directly on the coastline, continue to meet the needs of our students and staff.

Port Kembla Public School is a community-based school currently servicing 269 students. We work collaboratively to ensure our students are well placed to contribute to the future, as active, moral and dedicated members of the community. Our school provides many opportunities for students to learn, grow and thrive as we focus on the values of being responsible, respectful and resilient learners.

We are happy to welcome you to our community and look forward to working alongside you on your child's educational journey.

Please refer to this booklet for information about the operational side of our school. Please also reach out and connect with us if you ever have any questions or require clarification.

Kindest regards,

Kylie Pratt  
Principal



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## Contact Details

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

### School Organisation

Office Hours: 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 2.30pm for their first week of Term 1. Parents of Kindergarten students are requested to be on time when collecting their children.

School begins at 8:45am. Supervision of the students begins at 8:20am, 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 class room and wait quietly in the concrete quadrangle for the morning assembly to commence. Small games may be played in the quadrangle or under the COLA. The play equipment is out of bounds.

On wet mornings students will use 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 inform the school stating the reason for the absence. Absences can be notified through the School Bytes online system by clicking on the 'attendance' tab. THE REASON FOR ABSENCE must be clearly stated. The School Attendance Policy requires there to be an explanation for any absence.

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, but this is not encouraged. 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.

### ***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 for greater than five days you are required to complete a leave request form and have it approved by the principal. This form can be found through the School Bytes online system by clicking on the 'forms' tab – 'application for extended leave'. You must attach your travel itinerary for the leave to be approved by the principal.

### **Assemblies**

Assemblies are held regularly for the whole school. These are useful sessions for the students to show their work, receive credit for their achievements and report on school activities. Parents are welcome to attend whole school assemblies. Currently whole school assemblies are held on Wednesdays during the final session in weeks 3, 6 and 9 of each term.

### **Assessment and Reporting/Interviews**

During the school year students are continually assessed in all aspects of the school curriculum. This assessment includes the academic, social and personal aspects of the child's development. Assessment is 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 reflect student achievement 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. Interviews with teachers can be scheduled at any time of the year by contacting the school office. Teachers are also happy to have phone conversations.

### **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**

The canteen opens four days per week and is leased by a private contractor. Canteen price lists are available on our school website, School Bytes or from our school foyer. Lunch orders need to be placed at the canteen before 9:00am each day. If ordering directly at the canteen you need to write your child's name, class and order on a lunch bag. Money should be included in the bag. If ordering online via QuickCliqu you will need to register at [www.quickcliq.com.au](http://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 your 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 ordered need to be placed by 9:00am. Lunches are delivered to the students at lunchtime.

### **Crunch & Sip**

The school encourages students to bring fruit or veg to eat during "Crunch & Sip" breaks in class.

## **Communication with our school community**

Parents can contact the office at any time via phone or email. If you need to make contact with your child's teacher please email or phone the office. Emails will be forwarded to teachers and they will respond directly.

### ***Newsletter***


Our school newsletter is emailed to all families through the School Bytes system in weeks 3,6, and 9. 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.



### **School Bytes**

To register for School Bytes please go to the app store and search for 'School Bytes'. Once you have downloaded the app, select create new account and follow the instructions. It is important to use the same email address that you have used on your child's enrolment form. Once you have created your account you can link your child. Please note that you will only be able to link your child once your enrolment is complete and you have provided all your documentation to the office. Please contact the office on 4274 1041 if you require any assistance.

### **Facebook**

-  The school also has a Facebook page. Just search for Port Kembla Public School and either like or follow us.

### **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](https://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 6 pm. 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](mailto: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. 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 support and enhance learning, students may be involved in 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 through School Bytes. These notes and payments 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.

### ***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 through School Bytes. Please click on forms > health (request to administer medication). The form includes the students name, medication name, medical condition that the medication has been prescribed for, the prescribed dosage, the time that the medication needs to be administered, storage requirements and other important information. The medication is to be bought 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 locked medicine cupboard in the 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 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 lunchtime on Mondays, Tuesdays and Wednesdays to read, borrow books and engage in quiet play. All students need to bring a bag when they borrow from the library. New Kindergarten cohorts are supplied with a library bag free of purchase each year. Please ensure that your child's name and class is on their library bag.

### **Lost Property**

Please mark all of your child's belongings permanently and clearly. Lost property can be collected from the tub in the COLA. 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 apply. 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.

### **Parent Online Payments – School Bytes**

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 'make a payment – school bytes' link. This will take you to a link to register and access the School Bytes portal.

Once you have an account you can click on the 'payments' tab to pay any excursion or uniform fees. Clicking on the 'statement of accounts' tab will list any items owing. You can also add credit on this page to use during your next transaction.

If you need to process a uniform payment you will need to go to your parent portal and click on the 'Statement of Account' link and press the + button at the bottom of the page, tick the box next to Student Uniforms, add items, if you are processing this on your mobile phone be sure to scroll across to enter an amount, then pay now.

You can then email your order form to [ptkembla-p.school@det.nsw.edu.au](mailto:ptkembla-p.school@det.nsw.edu.au). Taking a photo or screenshot of your order form and then emailing it is an easy way to send the order form into the school.

### **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 infants classes, 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 four days of Term 1, the first 2 days of Term 2 and the first day of Term 3 & 4. On these days teachers participate in professional development workshops and receive updated information on curriculum implementation. Please see the last page of this booklet for dates.

### **Scripture**

Approved scripture teachers conduct scripture classes each Wednesday afternoon for students in Kindergarten to Year 6. Students are placed in a scripture group according to parents' requests through their child's initial enrolment form. If a parent has selected 'no scripture' then they will be placed in a non-scripture group. Those students not attending scripture classes will be supervised by school staff. Classes offered are dependent on qualified teachers from that religion or ethics class being available. If you wish to change your child's scripture group, you will need to fill in the online in the School Bytes parent portal: tab 'forms' > 'student change of scripture/ethics group'.

### **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.

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:

<b>Bass</b>	<b>Flinders</b>
<b>Oxley</b>	<b>Wentworth</b>

## 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.

## Learning Dispositions

Learning Dispositions are habits of mind and refer to the way in which learners engage in and relate to the learning process. Learning dispositions affect how students approach learning and therefore the outcomes of their learning.

The following learning dispositions are taught to students throughout each school year as a strategy to teach resilient work habits:

- Reflective learner
- Collaborative learner
- Curious learner
- Problem solver
- Persistent learner
- Flexible learner

PKPS Learning Dispositions					
Reflective Learner	Collaborative Learner	Curious Learner	Problem Solver	Persistent Learner	Flexible Learner
 Patty	 Penny	 Petey	 Poppy	 Percy	 Polly
I am a reflective learner	I am a collaborative learner	I am a curious learner	I am a problem solver	I am a persistent learner	I am a flexible learner



### 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.

PBL lessons are taught fortnightly. Our school's PBL values are Respect, Resilience and Responsibility and these are encouraged in all of our students.



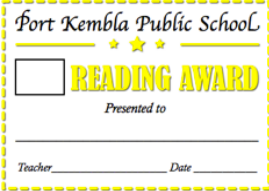
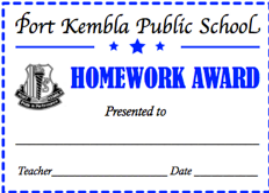


The school has a PBL mascot "Barnacles the Whale". Students earn Barnies for displaying these school values along with the learning dispositions. These tickets will then go into our big red container. When the tickets reach a designated level on the container, we have a whole school reward, in which all students in the school are invited to participate.

PKPS PBL Matrix

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

### 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 and working towards one of the focus learning dispositions.</p>
	<p>Merit Awards are awarded to students for excellent performance or encouragement for classroom application and achievement.</p>
	<p>Students receive a Reading Award after 25, 50, 100, 150, 200 &amp; 250 nights of reading. Students must reach 200 nights of reading to be eligible for a Gold Level Achievement. Kindergarten need to reach 100 nights reading.</p>
	<p>Students receive a Homework Award after 5 weeks of homework.</p>
	<p>The Sports Award is given to students for excellence in sport, including good sportsmanship and always having a go.</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>

### ***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 (100 nights for Kindergarten), 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.

### ***Behaviour Support***

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.

### **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.

Please ensure you apply sunscreen to your child daily and provide them with a school hat (with their name on it!).



### **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.

### **Road Safety**

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***

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.

## **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 at 2.30 pm – 3.00 pm and Wednesdays at 8.30 am to 9.00 am. Orders can be placed online or at the school administration office.

	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)  *Sport representative jumpers are only to be worn on Fridays.	school sports shirt black shorts	school sports shirt black shorts black skort

## 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 Roles

**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 wellbeing, behaviour, staff development and curriculum. Assistant Principals are also classroom teachers.

**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** - Manages 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.

**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.

**PlaSP** – Personalised learning and support plan is used to support student learning.

**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.

### 2025 Port Kembla Public School Staff

Principal	Kylie Pratt
Assistant Principal Curriculum & Instruction	Jessica Riddiford
Assistant Principals	Aimee McPherson and Morgan Taylor – Stage 3 Lucie Robson – Stage 2 Amy Dunning – Stage 1 Kelly Lulia – Kindergarten
Teachers	Cobie Lee Morgan Taylor Skye Easton Jean-Anne Kidd Daniel Chapman Renae Regner Aimee McPherson Samantha White Kai Johnson
LaST	Yiota Pelle
RFF teacher	Sonia Tyssen Matthew Smith



EAL/D teacher	Anna Kuzmanovski - Tues - Fri
Teacher Librarian	Jacqueline Cram – Mon, Tues, Wed
Permaculture Teacher	Aaron Sorensen - Alternate Thursdays
School Counsellor	Melanie Madsen - Friday
School Administration Manager	Sophie Hartley – Tue, Wed, Thurs (alternate), Fri Robyn Jackson – Mon, Thurs (alternate)
School Administration Officers	Robyn Jackson – Tue Wed, Thurs (alternate), Fri Nicky Lawler (Relieving) – Mon, Thu
SLSOs	Ana Brown Renee Laidlaw Marwah Raad
General Assistants	Mark Wheatley– Tues & Wed
Canteen Coordinator	Vicky

## 2025 School Year: Term Dates

Dates	
<b>Term 1</b> (11 weeks)	Staff return to school on Friday 31 <sup>st</sup> January 2025. Students return to school on Thursday 6 <sup>th</sup> February 2025. Term 1 finishes on Friday 11 <sup>th</sup> April 2025.
<b>Term 2</b> (10 weeks)	Staff return to school on Monday 28 <sup>th</sup> April 2025. Students return to school on Wednesday 30 <sup>th</sup> April 2025. Term 2 finishes on Friday 4 <sup>th</sup> July 2025.
<b>Term 3</b> (10 weeks)	Staff return to school on Monday 21 <sup>st</sup> July 2025. Students return to school on Tuesday 22 <sup>nd</sup> July 2025. Term 3 finishes on Friday 26 <sup>th</sup> September 2025.
<b>Term 4</b> (10 weeks)	Staff return to school on Monday 13 <sup>th</sup> October 2025. Students return to school on Tuesday 14 <sup>th</sup> October 2025 Term 4 finishes Friday 19 <sup>th</sup> December 2025.



We would like to welcome you to our school and our community!

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