



WELCOME

YOUR SCHOOL YOUR COMMUNITY

MACLEAN PUBLIC SCHOOL

Information for Parents



Maclean Public School is committed to providing a dynamic and relevant education based on the elements of the Quality Teaching model. The school aims to empower students to take responsibility for their learning. We focus on academic development whilst providing for the students' social, cultural and emotional development as well.

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Welcome to Maclean Public School.

This school Information booklet has been compiled to give you a convenient source of information and a better understanding of the day-to-day running of the school.

At Maclean Public School we welcome parent interest and involvement. Hopefully this booklet will show you ways in which home and school can work together to create a positive and stimulating learning environment for the children in our care.

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ABSENCES/ATTENDANCE

Under the education Reform Act 1990 parents have a legal responsibility to ensure regular school attendance of their children. If students miss the basic skills in the early years of school, they often experience difficulties later.

Any absence must be explained by a note or telephone call so that records can be updated. If an absence remains unexplained, you will receive a letter requesting details.

Sick: leave will only be used for your child if they are unwell or injured. If this time exceeds three days at any one time you are required to supply a doctor's certificate.

Leave: will only be applied for an absence if there is an unforeseen event, family illness or funeral, recognised religious festival or ceremony or participation in special events not related to school. The Principal can approve up to 15 days in any school year per student.

If you know ahead of time that your child will be away for any reason you should fill out an application form for "**Exemption from Attendance**" for any period of time. They must be applied for **prior to the absence** and cannot be applied retrospectively. Reasons for an exemption may include special arrangements for long term ill health or elite sports. This means that the principal agrees it is in the best educational interests of your child to grant this exemption and that that your child is exempt from attending school on these days. It is not counted as an absence. This can only be for up to 50 days in any one school year.

Partial: If a child arrives late or leaves early, they must go via the office and on arrival take a late slip to class, on departure attendance record is adjusted.

No child is to leave the school premises at recess or lunchtime unless accompanied by their parent/carer. Lunchtime is a valuable time for development of their social skills and peer group relations.

The Department of Education and Training employs a Home School Liaison Officer to liaise with parents and follow up on poor attendance, regular patterns of absence and unsatisfactory reasons for non-attendance.

ACCIDENTS

In case of an accident, your child will be taken care of by members of staff. All staff members retain current first aid certificates and all staff annually up-date CPR and emergency care training. If medical attention is required you or your emergency contact will be contacted. It is essential that you keep us up to date with current numbers.

In the event of a serious accident or transportation to hospital ambulance assistance will be used. A staff member will accompany your child if we cannot contact the parent in time.

ALLERGIES

The school must be informed of any severe allergies that your child may have (eg. Peanuts, egg, bee stings). You will need to provide to the school, any medication needed, and a single page health care plan document which we will laminate and place in sick bay and classroom showing the following information:

1. Up to date photograph of your child
2. Your child's name
3. Statement of allergy
4. Summary of allergy and emergency procedures to be followed (eg. Ventolin, EpiPen).

If any student has an anaphylactic reaction an "Anaphylaxis Action Plan" signed by the doctor must be supplied along with EpiPen and any other treatments.

ASSEMBLIES

Friday fortnight at 2:10pm a whole school assembly is held and awards are given to students. Class items and or musical performances are performed at each assembly. School leaders conduct the assemblies. The newsletter will let you know which class this will be.

BELL TIMES

School assembly warning bell.....	9.10am
School commences- Session 1.....	9.15am
Recess	11.15am
Session 2.....	11.45am
Lunch	1.15pm
Session 3.....	2.00pm
Home Time	3.15pm

Please note that the school playground is unsupervised before 8.45am and after 3.45pm.

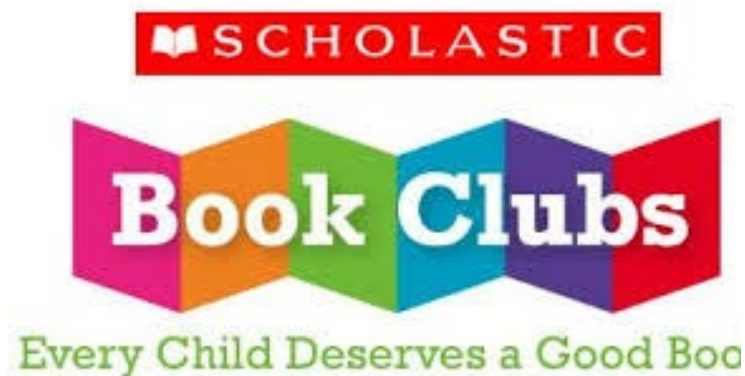
BICYCLE SAFETY

If your child rides a bicycle to school, please ensure he/she knows and observes the road rules. It is the law that each child wears a safety helmet.

Bikes should be regularly maintained and kept in good mechanical condition. NO CHILD should ride a bicycle to school unless they are NINE years of age or older and unless they are accompanied by an adult.

BOOK CLUB

Scholastic book club pamphlets are sent home approximately twice a term. Parents who wish to purchase items from the Scholastic book club are asked to send the order slip with correct money in an envelope to the school on or before the due date. A small percentage of Book Club sales go towards fundraising for our school.



BUS TRAVEL

Students wishing to travel by bus to school are required to fill in a form online.

ELIGIBILITY: to be eligible for free travel students must

- Be a resident of NSW
- Be four years and six months of age or older

- Be infant students attending Kindergarten, Year 1 or 2 irrespective of distance to school.
- Be a primary student (Year3-6) and reside more than 1.6km (radial distance) or 2.3km or more walking distance to the school.
- Be eligible for free government education.

Students must abide by the “Code of Conduct for School Students on Buses” (available at the office). Travel is only available between home and the school for school attendance from Monday to Friday. Refusal or withdrawal of subsidised travel may occur due to various reasons.

Busways (66458941), Lawrence (66477279) and Wards (66453997) all provide subsidised bus travel at this school. Please advise the school and the bus company if your child ceases to travel by bus or changes to another company.



CARNIVALS

Early in Term 1 the School Swimming Carnival is held at Maclean Swimming Pool. Students walk to the pool and it is a whole day event.

Our School Cross Country is held in Term 2.

Term 3 sees the School Athletics Carnival at Wherrett Park, Maclean. This carnival is for the whole school. Special events, races and novelty activities are organised for under 8 year old students.

Only competitors aged from 8 years and over have the opportunity to represent Maclean Public School at Zone, Regional or State level.

These days are part of our school curriculum and as such as seen as a normal school day. All children are expected to participate.



CHESS

Each year students from years 2-6 are given the opportunity to participate in the school chess team. Students are involved in chess practice sessions where they develop their skills and learn various chess strategies. Students then represent Maclean Public School and compete in the NSW Junior Chess Competition. This is a great opportunity for students to display their chess skills and have lots of fun.

CHOIR

We have a very active choir with over forty members within the Junior and Senior choir groups. Students come out of class weekly for practise. They are encouraged to see this as a commitment to a team effort. This encourages a love of singing in your child.

The choir performs regularly at school events and every year at the Lower Clarence Music Eisteddfod and at the Rotary Christmas Carols.

CHANGE OF DETAILS- PHONE/ADDRESS

It is vital that you inform the school as soon as you change address, custody arrangements, work contacts, mobile/ home phone numbers or if emergency contacts are no longer viable.

This is our only way of contacting you if the need should arise.

COLLECTING/DELIVERING YOUR CHILD

School finishes at 3.15pm and children should be collected at that time. To ensure the safety of your children do not park in the bus zone in Woodford Street, in the school loading zone or teacher's car park.

There is a dedicated 'Kiss and Drop Zone' located on Clarence St.

COUNSELLOR

The school has the services of a school counsellor one and a half days per week. Students are referred by parents or by staff, but are not assessed or interviewed without parental permission.

Please contact the school should you feel the need to access this service.

CURRICULUM

There are six key learning areas of teaching and learning as set down by the Board of Studies.

1. English
2. Maths
3. Science and Technology
4. History
5. Geography
6. Creative Arts – music, craft, drama, dance, visual arts
7. Personal Development, Health and Physical Education (which includes Child Protection and Drug Education).

Syllabuses and expected outcomes can be accessed on the internet at <https://www.educationstandards.nsw.edu.au>. This website gives parent guides and other very useful information.

DEBATING

At MPS students in stage 3 are welcome to participate in the debating team. Debating is an important part of the schools talking and listening program.

ENROLMENT

When enrolling at Maclean Public School the standard Department of Education and Training enrolment form must be completed by the parent/guardian. This can be completed on-line or by a paper version. If this is the first NSW state public school your child has enrolled in the following documents must be sighted on enrolment:

- Proof of residential address (rates notice, electricity account)
- Birth Certificate or identity documents (eg Passport)
- Copies of any family law or other relevant court orders
- Immunisation history statement

If your child is not a permanent resident, you will need to provide:

- Passport or travel document
- Current visa and previous visas

EXCURSIONS

Students participate in excursions from time to time to extend their knowledge of a unit of work or whenever teaching and learning is best achieved outside the classroom.

All local walking excursions are covered by the general permission note that is signed on enrolment at our school.

A permission note for all other excursions is sent home to parents which details travel, departure and return times, cost and any other necessary items. The tear off section and associated cost is to be returned to the office. School uniform is to be worn unless otherwise indicated.

Without the return of a permission note and payment, a child cannot attend.



FACEBOOK PAGE

Our school has a school Facebook page:
Maclean Public School – MPS



Overnight Excursions: Students in years 4, 5 and 6 attend an overnight excursion every year. We strongly encourage all children to attend all school excursions. Regardless of the destination, students can develop their independence, their social and their life skills along with expanding their general knowledge. Students also can strengthen social groups and their connections with their teachers. Following the excursion, back at school, students complete work based directly on the excursion and also enjoy discussing and reliving excursion events with their friends.



FOODY FRIDAY

Fridays are a fundraiser for our students. Lunch orders are sent home early in the week and must be handed in by Thursday. It is managed by the school and assisted by parents, carers, grandparents and school friends who give their time and effort generously. Volunteers are always needed and welcome.

If you feel you would be able to assist please phone the school on 6645 2544 or pop into the school office and let us know.



GARDEN/ KITCHEN PROGRAM

Students at Maclean Public School grow a range of fresh seasonal vegetables, fruit and herbs. Food grown in the garden is used in the school class cooking programs.

Garden project is a real and tangible way in which Maclean Public School implements future focussed learning programs. A community that grows and eats its own produce is a healthier community. At the same time it helps to save the planets precious resources.



HEADLICE

Headlice is an ongoing problem in most schools. Parents are asked to examine their child's hair and scalp for signs of lice infestation.

The eggs are laid on the shaft of hair close to the scalp and look tiny white specks which hatch in about 7-10 days. Watch out for persistent scratching or redness and scratch marks on the scalp, behind the ears or on the neck.

The condition is highly contagious and must be treated before the student is allowed to come back to school.

HOMEWORK

Homework is recommended for all students K-6. This provides parents with the opportunity to establish habits of self-discipline and observe their child's progress.

Home Reading: students have the opportunity to take home a reading book every night which caters for your child's reading level. The aim is for your child to become accustomed to and enjoy a regular reading habit. Parents should also read more difficult books to their child so they become familiar with more complex story lines and the structures of written languages.

IMMUNISATION

Immunisation statement history must be shown to the school on enrolment. If your child is not immunised, he/she is to be excluded from the school in the event of an outbreak of an infectious disease.

Disease	Incubation Time	Absence from School
Chicken Pox	11-20 days	Until recovered. Minimum exclusion -5 days after spots appear.
German Measles	14-21 days	Until recovered. Minimum exclusion -6 days after rash appears.
Glandular Fever		Until recovered.
Hepatitis A	5-50 days	Until recovered. - 7 days from onset of jaundice.
Hepatitis B		Medical certificate required
Measles	7-14 days	5 days from appearance of rash
Mumps	12-22 days	Until fully recovered. At least 1 week after appearance of swelling
Whooping Cough	6-20 days	If antibiotic treatment not given – 3weeks from onset of whoop. Otherwise 5 days from start of medication
Impetigo (School Sores)	5-21 days	Consult doctor. If sores treated and covered, attendance is permitted
Pediculosis (Headlice)		Eggs hatch in 1 week-reach

		maturity in 2 weeks Until treated
Ringworm	10-14 Days	Until treatment is begun
Scabies	Several Days	Sometimes weeks Until treatment is begun.

KINDERGARTEN ORIENTATION

Orientation begins toward the end of Term 3, then continues with full day visits in Term 4.

Parents and students are sent out invitations to attend and are asked to return their enrolment forms and documents ready for processing.

During the first orientation session for the children in our kindergarten rooms, information sessions are held for parents. These are a great opportunity for parents to meet and lots of useful information is provided.

LEARNING SUPPORT TEAM (LST)

Maclean Public School has a learning support team which focuses on the development of programs catering for special needs across K-6 curriculum. The LST lead the development of school-based programs for special needs as well as extension programs for gifted and talented students.



LIBRARY

Our school library is staffed three days per week, during this time each class spends one session per week in the library having lessons, borrowing books and researching.

Students must have a library bag to borrow books. Library bags are available to purchase from our school office at a cost of \$10. If a book is lost or damaged, parents are asked to pay the replacement cost.



LOST PROPERTY

Parents are required to clearly mark all items belonging to their child including clothing. Items found at school are kept under the infant COLA area near the infant rooms. If we can find a name we return items to students. Children are encouraged to be responsible for their own possessions and to look after them carefully.

At the end of every term all unmarked items are taken to an opportunity shop.

MEDICATION

The Department of Education and Training has strict regulations regarding prescribed medications at school. Staff are not allowed to provide students with any form of medication including paracetamol.

If your child requires medication whilst at school parents/carers must provide the medication. It is to be brought to school clearly labelled with the student's name, the name of the medication, dose needed and time of administering. The medicine will be kept at the office (refrigerated if required) and the student will be given medication in sick bay.

If your child requires regular long-term medication a permission form with full details needs to be filled out.

MEET THE TEACHERS NIGHT & PARENT-TEACHER INTERVIEWS

In the first few weeks of Term 1 we arrange an evening at Maclean Pool where parents are invited to attend. This gives our families to meet other families and the staff at Maclean Public School

At the end of Term 1 parents will be asked to arrange interview times with their child's teacher. This valuable meeting gains parents' understanding of their child's progress and future needs when they receive their semester 1 report. Parent interviews are available on request anytime throughout the year.



MUSIC PROGRAM

Students of all ages at Maclean Public School are offered the opportunity to experience tuition in a variety of musical instruments including piano, flute, clarinet, saxophone, drums, guitar and voice.

Mrs Moore is our music teacher, and she comes to the school during the week and lessons are given during class time. Payment for these lessons is organised through Mrs Moore. Lessons are offered as one-on-one or small group situations.



SCHOOL MUSIC PROGRAM

Maclean Public School offers students the chance to join our school percussion ensemble, band, strings and recorder group. This encourages teamwork and teaches listening and cooperation with others.

Percussion ensembles perform on drums and xylophones as a group.

Our recorder group perform in a combined primary schools recorder festival at the Sydney Opera House each year. This amazing experience is thoroughly enjoyed by all involved.

All students take part in class-based music lesson in part of their weekly class lessons.

NEWSLETTER

Our school newsletter is published fortnightly and is emailed home on Tuesdays. It is also available on website: www.maclean-p.schools.nsw.edu.au

This newsletter is a vital link between home and school giving important information and items of news about the school, various activities, and P&C news.

The newsletter is also available to parents through the Skoolbag App to parents.

PARENT AND CITIZENS ASSOCIATION

Maclean Public School's P&C meets throughout the year. Meeting information is advertised through the school newsletter.

This is the parents' official open forum for debate and discussion about the school's organisation. Parents are urged to attend meetings and contribute to the future directions of the school. The P&C helps provide much needed resources within our school.

The P&C is also a great way to meet and get to know other parents/carers.



PARENT HELPERS

Parents are most welcome in the school, assisting in many areas. There are many opportunities for parents to assist at school and parents are given instruction and help in the various areas as required.

- In the canteen
- Reading/Classroom helpers
- Library resources- covering books
- School garden

It is of great benefit for you to see and experience the environment your child is in as well as gaining ideas to support your child at home. Talk to your child's class teacher if you would like to be involved.

PBL

At Maclean Public school our cores values are to be; Respectful, Responsible and Safe. Positive Behaviour for Learning (PBL) is an educational process that brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The PBL framework assists schools to improve social, emotional, behavioural and academic outcomes for children and young people.



PHOTOGRAPHS/MEDIA RELEASE

On occasion school photographs of students appear in school material for the purpose of promoting the school and public education. The local newspapers also sometimes request a photograph for a special event or achievement. There is a section in the enrolment form which must be filled in to give permission to publish.

PREMIER'S READING CHALLENGE

Each year students at Maclean are encouraged to participate in the Premier's Reading Challenge. The Challenge aims to encourage in students a love of reading for leisure and pleasure, and to enable students to experience quality literature. It is not a competition but a challenge to each student to read, to read more and to read more widely.

Students who enter and successfully complete the Challenge will receive a Premier's Reading Challenge certificate for that year and their name may be published on the PRC Gold and Platinum Honour Roll.

The Challenge runs from March to August each year. Students, parents or teachers may complete the online Student Reading Records. Stage 1 students need to read, or have read to them, 30 books and Stage 2/3 20 books during that period.

The Premier's Reading Challenge books are identified in our library with stickers and are stored separately for ease of location.



PROBLEMS

Please contact your child's teacher firstly if you are experiencing difficulties. It is essential that we deal with and solve any issues and concentrate on learning.

Whilst our principal has an open-door policy, it is always a good idea to ring the school to make an appointment time as schools are extremely busy places.

If you need to talk to the teacher regarding specific issues with your child, it is best to make an appointment for a time when the teacher is not on class.



VOLUNTARY CONTRIBUTION

The school voluntary contributions is set at \$40 per year. This goes towards the purchase of equipment and materials which enhance our school programs. This is of major importance to the school and supports the provision of high-quality education. An invoice is sent home at the beginning of each school year with all details.



ROCK AND WATER

The Rock and Water Program has been successfully running at MPS. The program is based around self-control, self-reflection and self-confidence.

Basically, Rock and Water is a course that is delivered over a number of lessons to students in primary or high school. A series of exercises and games are practised to develop confidence and self-reflection. The games are martial arts based, and students learn to block, hit strike shields, stand strong, negotiate using "rock" or "water" verbal approaches, walk away from a fight, consider alternatives to aggression, and develop understandings about who they are, their intuitive feelings and their personal direction.

SCHOOL PARLIAMENT

Maclean Public School students are involved in the school Parliament. Senior students are assigned portfolios for which they are responsible. This leadership program promotes citizenship, equity, responsibility, positive values and attitudes and an understanding of the democratic process.

SCHOOL RULES/ RESPONSIBLE BEHAVIOUR DISCIPLINE PROCESS

Rationale:

- Everyone has the right to feel safe
- Any behaviour that gets in the way of teaching and learning and the general well-being of others will be proactively addressed.
- Everyone has the right to be heard, to have his/her concerns acknowledged and investigated and for appropriate, timely action to be taken.

From this rationale the school rules have been developed which address the core values or our responsible behaviour student welfare program:

School Rules:

- Be Respectful
- Be Responsible
- And safe at all times

Responsible Behaviour Discipline process:

Discipline in the school aims to be positive in nature. Self-discipline is regarded as the

most effective and desirable kind of discipline and is encouraged and developed.

Most problems that arise are usually dealt with by discussion with the child. Where serious disregard of the school rules continues, a child may be put on detention or have privileges withdrawn.

Parents may be asked to visit the school to help resolve continuing problems. More detailed information at <https://maclean-p.schools.nsw.gov.au/>

SRE

Scripture is conducted on Tuesdays by a group of visiting lay-preachers. Participation/exclusion in scripture is included with the enrolment form or by written advice to the class teacher. Ethics classes are also offered at the time.

SICKNESS/ILLNESS

Occasionally children become sick at school. They are sent to the front office to the sick bay by the teacher. If they are unable to return to class after a short rest office staff will contact parents or emergency contact.

Parents are required to keep their child at home if they show signs of sickness in the morning.

SPORT

Maclean Public School offers a wide variety of sporting experiences for students of all grades. Students participate in class programs of fitness, movement, minor games and weekly sport lessons.

All students are to participate on Wednesday (stage 1) Thursday (stage 2) and Friday (stage 3) sport. Students may wear their sports uniforms on their sport day.

Many students will also become part of a school team (soccer, league, netball, etc) and enter the public School Sports Association Knock-out competitions. Permission/Information notes will be sent home on these occasions.

Students are placed in a Sport House on enrolment at our school. Children from the same family are placed in the same house. Students from each house elect their House Captain and Vice-Captain each year. The houses and their colours are:

Clarence – Blue

Yaegl – Yellow

The houses are used for sporting carnivals such as athletics or swimming.



TECHNOLOGY

Maclean Public School delivers a progressive and engaging model of information and communication technology (ICT).

Schools are now educating a generation of students who are growing up in a digital world. At Maclean students learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school.

ICT is integrated across KLA's on a daily basis. Every classroom has a bank of Laptops and access to i-Pads on a daily basis. All classrooms have IWB's.

During ICT lessons, students explore and use: Internet and email access, blogs, word processing packages, data management, movie making, virtual world technology, animation and a variety of software that enhances learning experiences.

To further develop the integration of ICT into the classroom professional learning is undertaken by all staff members and Team-Teaching lessons occur throughout the year.



Maclean Public School Uniform Price List

	School logo Blue Polo Shirt \$20		School logo Blue Polo Shirt \$35
	School Check Skort \$35		Boys Grey Shorts \$15
	School logo Fleece Jumper \$25		School Fleecy Track Pants \$15
	School logo Hats Bucket or Brimmed \$10		

UNIFORM

With P&C Association endorsement this school has a uniform policy and parents are asked to ensure that their children come to school in the appropriate clothing. The purchase of the school uniform is available from the office.

All students are asked to wear black.

Other school uniform items are:

- Checked skort (GIRLS)
- Grey shorts (BOYS)
- Royal blue polo shirt (logo on front)
- Royal blue fleecy jumper (GIRLS & BOYS)
- Royal blue fleecy track pants (GIRLS & BOYS)
- Sport shirt (GIRLS & BOYS)
- Black knee length short/skort (SPORT ONLY)
- Hat wide brimmed, bucket or cap
- Black shoes
- White socks

We have a **NO SCHOOL HAT/ PLAY in the shade** (designated area).

VISITORS

All visitors, including parents, must report to the office on arrival and sign in through the QR code.

WEBSITE

Our school showcases classroom news, learning achievements and highlights from kindergarten to year six. These give our parent community an ongoing insight into our engaging classroom environments. They features photos, video, web links and downloadable resources.

ZONES OF REGULATION

Zones of regulation is one of the social and emotional learning programs we teach here at MPS. The Zones is a systematic, cognitive behavioural approach used to teach self-regulation of emotions and impulses in order to meet the demands of the environment and be successful socially.

THE FOUR ZONES:

The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger or rage when in the Red Zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions, however one has more control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The **Blue Zone** is used to describe low states of alertness and down feelings such as when one feels sad, tired, sick, or bored.

The Zones can be compared to traffic signs. When given a green light or in the Green Zone, one is “good to go”. A yellow sign means be aware or take caution, which applies to the Yellow Zone. A red light or stop sign means stop, and when one is in the Red Zone this often is the case. The Blue Zone can be compared to the rest area signs where one goes to rest or re-energize. All of the zones are natural to experience, but the framework focuses on teaching students how to recognize and manage their Zone based on the environment and its demands and the people around them.

What zone am I in?

Blue Zone	Green Zone	Yellow Zone	Red Zone
sad tired sick bored	happy excited friendly calm	nervous worried frustrated upset	mad angry yelling fighting

Use tools to get in the green zone.

take a break	count to 10	take deep breaths	think of someone you love	do your best work	use a fidget	clap	walk	get up and stretch
use a stress ball	talk to a friend	listen to music	do a drawing	take a walk	use a sensory tool	use a timer	use a pencil	use a pencil

