



NSW Department of Education

TELARAH PUBLIC SCHOOL

Established 1890

PARENT INFORMATION BOOKLET



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CONTACT DETAILS

The information presented in this booklet is intended to be helpful to you as your child enters our school. Telarah Public School builds positive, supportive working relationships with our families to achieve the very best outcomes for our students.

Our mission is to provide children with a love of learning, a pride in achievement and a respect for themselves and others in a safe and happy environment.

| | |
|----------------|---|
| Phone Number | 02 4932 8477 |
| Fax | 02 4932 4475 |
| Address | Raymond Street TELARAH NSW 2320 |
| School Email | telarah-p.school@det.nsw.edu.au |
| School Website | www.telarah-p.school.nsw.edu.au |
| Facebook | www.facebook.com/Telarah-Public-School/ |

EXECUTIVE TEAM

| | |
|--|-------------------|
| Principal | Aimee Vincent |
| Assistant Principal Preschool/Early Stage1 | Cathy Banister |
| Assistant Principal Stage 1 | Kate Slaven |
| Assistant Principal Stage 2 | Phil Debenham |
| Assistant Principal Stage 3 | Sara Johnston |
| Assistant Principal Support P-6 | Jackie Smith |
| Administration Manager | Bronwyn Middleton |

STAGE GROUPINGS

| | | |
|-----|---------------|--------------|
| ES1 | Early Stage 1 | Kindergarten |
| S1 | Stage 1 | Years 1 & 2 |
| S2 | Stage 2 | Years 3 & 4 |
| S3 | Stage 3 | Years 5 & 6 |

COMMUNICATION

FACEBOOK

Our school has a Facebook page which can be found at www.facebook.com/Telarah-Public-School

News and information are posted regularly on our Facebook page to keep parents up to date on events around the school.

SCHOOLZINE APP

The Schoolzine App (SZApp) is free and available for download in both the Apple App and Google Play Stores. Please follow the instructions provided at the back of this booklet for downloading.

This app is a very helpful tool that has lots of options for parents/caregivers such as up to date Newsletters, the School Calendar, student absentee forms, how to contact the school and much more.

If you have any questions in relation to the App or with downloading than please call the Front Office staff or visit the following website <http://www.schoolzine.com/szapp-installation>

NEWSLETTERS

The School Newsletter is published fortnightly Wednesday on even weeks. It is provided electronically on our website, via Schoolzine App and is also emailed to parents. Copies are also available at the Front Office.

The Newsletter is an important means of communication between school and home, so we ask that you ensure you receive a copy each fortnight and carefully read it. This will ensure that you are kept up to date with school policies, procedures and activities as well as having the enjoyment of reading about the wonderful efforts and achievements of our students, staff and parents as well as any activities within our community



SCHOOL UNIFORM

OFFICIAL UNIFORM

All students are expected to wear the full school uniform at all times, in accordance with the school's uniform policy developed and endorsed in collaboration with our parent organisations. Support of parents is sought in this matter.

The wearing of the school uniform at Telarah Public School is seen as a valuable part of the development of the child as a proud, contributing member of our school family.

School hats are mandatory. We have a **NO HAT NO PLAY** policy that is enforced at break times.

Complete Uniform to be purchased from LOWES at Maitland and the pricelist is attached at end of booklet.

| | | |
|--------------|---|---|
| Girls | Summer Bottle Green & White checked pinafore White socks and black shoes OR Bottle Green shorts School Polo White socks and black shoes | Winter Bottle Green & White checked pinafore Green stockings Bottle Green jumper Black shoes OR Bottle Green pants (tracksuit) School Polo Bottle Green jumper Black shoes |
| | Boys | Winter Bottle Green pants (tracksuit) Or Grey pants School Polo Bottle Green Jumper Black Shoes |
| Hats | Bottle Green School Bucket Hat (logo) – <i>Can be purchased from school also</i> Bottle Green Broad Brim Hat | |

Girls Summer Uniform



Girls Winter Uniform



Boys Summer Uniform



Boys Winter Uniform



EDUCATIONAL PROGRAMS

ABORIGINAL EDUCATION

We are proudly situated on Wonnarua country. Our school is committed to closing the achievement gap for Aboriginal students. We know that we need to learn about, nurture and value the cultural identity of our Aboriginal students in order to assist them to be successful learners.

We welcome Aboriginal and Torres Strait Islander family members, parents and community members to our school so that we can get to know each other, learn about the local Aboriginal community and develop shared goals and plans for our Indigenous students. We have a community meeting every term and welcome all families to attend.

PERSONALISED LEARNING PLANS (PLP'S)

NSW Public Schools are committed to bridging the gap in reading, writing and numeracy between Indigenous and Non-Indigenous students. It has implemented a set of initiatives, specifically to support teachers, schools and education systems across Australia to improve education outcomes for Aboriginal and Torres Strait Islander students. One of these initiatives is the development of the PLP.

The PLP program fosters partnerships, builds connections and promotes the significant work being done by communities and schools in support of Aboriginal culture and education.

The PLP goal-setting program helps students to build their knowledge through aspiring and achieving their goals aligned to the areas of:

- reading
- literacy
- numeracy
- cultural
- social

At Telarah Public School we hold our meetings in a safe and secure environment where families, students and teachers can connect and engage to support the interests and aspirations of every student. These meetings provide us with a framework for students to discuss, review and achieve their goals. These meetings are held in Term 1 and Term 3.



TECHNOLOGY

A range of devices are available for students to use including, desktop computers, laptops and iPads as well as interactive whiteboards or data projectors in every classroom in the school. The Library is also utilised as a hub to develop ICT skills including coding, which is now a mandatory part of the Science and Technology Syllabus.

Students have access to the internet via the DoE Portal login protocol. Once enrolled, students are issued with an individual e-learning account and password. Children have access to the internet and individual email account through a safe DoE browsing filter. This means that a wide range of programs are available for students and teachers to use. Students are taught diverse technological skills from Kindergarten to Year 6.

CURRICULUM: KEY LEARNING AREAS

The NESA (NSW Education Standards Authority) is responsible for developing Kindergarten to Year 12 Syllabuses for NSW schools. They have developed six key learning areas which form the curriculum to be taught from Kindergarten to Year 6.



The six Key Learning Areas (KLA's) are:

ENGLISH

Speaking and Listening, Writing and Representing, Handwriting and using Digital Technologies, Reading and Viewing, Spelling, Thinking Imaginatively, Creatively and Interpretively, Expressing themselves, Reflecting on Learning, Responding and Composing and Grammar Punctuation and Vocabulary

Involves the development of skills needed:

- to listen and communicate effectively in a variety of contexts
- to identify and consider different viewpoints
- to read widely with understating and enjoyment
- to spell accurately
- to write grammatically in a variety of forms for different purposes
- to critically analyse and share responses to a range of texts
- to use an integrated range of skills, strategies, media and technologies

MATHEMATICS

Number and Algebra, Measurement and Geometry, Statistics and Probability involves:

- learning the basics of number, space and measurement concepts

- developing skills of calculating, reasoning, predicting and verifying
- gaining a foundation for future study in Mathematics
- being confident, creative users and communicators of Mathematics
- learning to investigate, represent and interpret situations
- developing an understanding of mathematical concepts and fluency with mathematical processes
- being able to pose and solve problems and reason in Number and Algebra, Measurement and Geometry and Statistics and Probability
- recognising connections between Mathematics and other disciplines
- recognising Mathematics as an important aspect of lifelong learning

GEOGRAPHY AND HISTORY

Involves :

- developing investigation, communication and social skills
- gaining knowledge and understanding about the history of Australia, its geography, social institutions and place in the world
- developing a commitment to maintaining and improving the environment
- exploring, comparing and appreciating religious and moral beliefs and values
- learning about cultures and languages

SCIENCE AND TECHNOLOGY

involves:

- learning skills of enquiry, investigation, design and problem solving
- gaining knowledge and understanding about natural and built environments, and peoples interaction with them
- acquiring a knowledge of design process
- understanding the interaction of technology and society

CREATIVE AND PRACTICAL ARTS – MUSIC, VISUAL ARTS, DANCE, DRAMA

involves:

- developing technical competence and skills in designing and performing
- learning appreciation and self-expression in visual and practical arts

CHOIR

We have a very busy Primary Choir, They work with Mrs Carratt every Tuesday and take as many opportunities as possible to perform at school and in the local community. The choir is also a fundamental part of the School Musical

DANCE

The school participates in a number of dance festivals, such as Starstruck. Each class is also able to experience dance lessons as part of their PDHPE program

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)

involves:

- learning to develop an active and healthy lifestyle
- developing skills in interpersonal relationships and positive values, attitudes and beliefs
- participation in regular physical activity including exercise, sports and games

EXCURSIONS

Educational excursions are planned in class or stage groups as experiences to supplement and extend class programs.

Parents are encouraged to support their child's attendance. We do realise that at times the cost factor of excursions can cause some difficulty. However our aim is that all students participate in what is often an integral part of the learning process, so we encourage you to contact the Principal if there is a financial concern so that arrangements can be made for Financial Assistance.

Permission notes outlining all the information with relation to the excursion will be sent home for the parent/carer to sign with as much notice given as possible. Payments for excursions are to be made no later than 2 days before the event. Payments made later then this cannot be accepted.

A student's participation on an educational excursion will be reviewed if the student's behaviour record is unsatisfactory, and/or, if in the opinion of the Principal the student's attendance will jeopardise the safety and welfare of other students and staff attending. You will be contacted in advance if there are concerns about your child. Any final decision will be made in consultation with parents / carers.



HOMEWORK

Homework is a purposeful activity which consolidates class work at home. In many cases "homework" may consist of collecting pictures, reading to a parent/carer or completing exercises that began in class.

It is not intended that homework should become frustrating, valueless or an unnecessary intrusion into the home. It is the schools aim to encourage the development of the child's interests, knowledge and skills through homework activities.

LIBRARY

Telarah Public School has a well-equipped Library which is widely used by teachers and students across the school. The Library hours are **Monday – Thursday 8.30am to 3.30pm**

All classes have timetabled access to the Library. During this visit they will borrow books and have a lesson that incorporates library and information technology skills. The skills will vary depending on their grade but during their time at Telarah Public School they will

- learn about different authors and illustrators
- learn how to research topics using books and the internet
- learn how to care for books and effectively search for resources
- be exposed to a wide range of quality literature including new resources

The Library is opened to students during lunch for them to access games, have reading time, drawing activities and computers.

Every child is asked to have a Library bag in order to take books home. Students in Stage 2 and 3 wishing to borrow books for reading in class do not require a bag

SCHOLASTIC BOOK CLUB

Twice a term your child will take home an issue of the Scholastic Book Club. Book Club offers a convenient way to purchase the best books at discounted prices. Orders are made using LOOP online ordering (no cash orders). It is extremely easy and convenient to order and pay for Scholastic Book Club using LOOP and our Librarian is available and happy to help.



KINDERGARTEN ORIENTATION AND TRANSITION

Kindergarten Orientation begins in Term 4. Enrolled Kinder students for the following year attend a family BBQ, have a tour of the school and meet key school staff including the Principal, Assistant Principal. And proposed Kindergarten teachers. An orientation of three sessions in the Kinder rooms follows, where student enjoy some activities with the teachers.

The Kinder Buddy program begins from the first Kindergarten Orientation when Year 5 students are paired with Kindergarten children for the following year. They attend each orientation with the Kinder students which helps with the transition process to school. From the beginning of school, the Kindergarten students interact with their buddies each day. The Year 6 buddies assist the Kindergarten students for the first few weeks of school to help them settle into their new school environment

Parents attend the first orientation session with their children, during the second and third orientation sessions, parents join the Assistant Principal in the Stephanie Alexander kitchen to discuss all things Kindergarten and Telarah Public School.

If necessary we will have extra transition sessions for children who need it.

RELEASE FROM FACE TO FACE

Each week teachers are entitled to two hours release time, where another teacher takes their class. This time is used to prepare class work or teaching aids, complete evaluation records, visit other classrooms, mark books, undertake professional development, meet with parents and carry out many other tasks that must be completed to ensure the best possible education for the students. The teachers negotiate what will be taught during this time so that the students will gain the most benefit.

REPORTING TO PARENTS

In line with Department of Education policies, the school has a reporting system for student progress in relation to the expected stage outcomes in the six Key Learning Areas. A variety of assessment tasks and tests are designed throughout the year, as part of the regular class program, and work samples will be collected to demonstrate the level of attainment towards outcomes.

At the beginning of the school year, class teachers will outline their class routines and teaching programs to parents in an information session. Stage outcomes, class priorities and teaching/learning strategies will be discussed and assessment processes explained.

The formal reporting process will include:

- Written Student Reports at the end of Term 2 and Term 4, based on student progress in relation to stage and grade syllabus expectations

Parents can make appointments with teachers at any time to discuss their children's wellbeing, academic achievement and progress. As teachers have a range of teaching, school management and student supervision responsibilities, it is more convenient if the appointment times are negotiated with the teachers. The Assistant Principals and Principal can also be involved.

We are committed to working together and building positive relationships across home and school to provide the very best educational outcomes for our students.

SCHOOL ASSEMBLIES

Weekly Assemblies – School Hall

| | | |
|------------------|--|-------------------------------------|
| Whole School | 9.10 am | Monday |
| Whole School PBL | 2.30 pm | Wednesday's Fortnightly (Even Week) |
| Religious | Once per term or as arranged by Scripture teachers | |

Stage Assemblies

| | | |
|---------------|----------------------|-------------------|
| Early Stage 1 | Monday (Odd Week) | Hall at 2.30 pm |
| Stage 1 | Monday (Odd Week) | Hall at 2.30 pm |
| Stage 2 | Wednesday (Odd Week) | Hall at 2.30 pm |
| Stage 3 | Friday (Odd Week) | Hall at 2.30 pm |
| K – 6 Support | Every Monday | K – 6B at 1.00 pm |

* From time to time changes may need to be made to our routine so please ensure you refer to our school newsletter to verify assembly times and dates. Parents are always welcome to attend.

SPORT

Telarah Public School has a long history of sporting success. We celebrate our students' achievements and encourage the qualities of fair play, sportsmanship and consistent effort.

Students are encouraged to be part of our annual swimming and athletic carnivals, as well as participate in the cross country, gala days and PSSA knockout competitions in a variety of sports.

The sport houses are a part of classroom competition as well as the swimming and athletic carnivals. The house names and colours are:

BLIGH

HUNTER

MACQUARIE

PHILLIP



STUDENT LEADERSHIP

School Leaders are elected from among our Year 5 students at the end of each year. These students perform many important tasks in a variety of school functions, lead school assemblies, welcome and thank visitors and represent the school at functions outside the school. A voting process of nominees is conducted amongst staff and students and the successful students are expected to provide an example of appropriate behaviour and attitude to the rest of the school.

ENROLMENT PROCEDURES

KINDERGARTEN ENROLMENT

Children who turn five years of age on or before 31 July are eligible to commence Kindergarten. All children must have commenced school by their sixth birthday.

Registrations for Kindergarten begin in Term 2 the year before they commence. To register your child you must visit our Front Office where your details will be recorded. You will be given an 'Application for Enrolment' form which must be completed and returned to the school.

Your allocation is only complete when all of the following paperwork has been returned

- Completed Enrolment Form
- Birth Certificate
- Immunisation History Record from MyGov
- Proof of Address

YEARS 1-6 ENROLMENT

Parents seeking enrolment for their children from Grades 1 – 6 can call our office on 4932 8477 where we will obtain all relevant information and pass this on to the Stage Assistant Principal, who will call to make an appointment to go through the application/transfer process.

PRESCHOOL ENROLMENT

Telarah Public School is the only school in the Maitland area to have a Department of Education Preschool attached. We offer an excellent school readiness program and positions are open to anyone in this area.

Priorities are given to siblings of students within our school, so if you have a child aged four then please consider our Preschool. We are staffed with two qualified Early Childhood teachers and two school learning support officers. They provide a program that caters for each child's individual development. Children attend the Preschool for one year prior to starting Kindergarten.

Attendance at Preschool is five days per fortnight and we have two groups White and Green with two classes Becan and Murrin

Expression of Interests and Enrolment packages can be obtained from our Front Office

OUT OF ZONE ENROLMENT

If you wish for your child to attend Telarah Public School but live outside of our local intake zone then you will need to complete and 'Out of zone' application.

All non-local enrolment applications will be assessed by a school panel on a case by case basis. A place for out of zone applicants depends on availability of places and the individual merits of the application.

TRANSFERS TO ANOTHER SCHOOL

We request that parents/carers inform us in advance either personally or by letter if a child will be leaving the school, so we can check class rolls, Library loans etc.

Students will only be removed from our system when we are notified of the enrolment at the new school. The student's records will be forwarded when a request has been made from the new school.

Interstate and Private school transfers are handled in a different manner and notification must be made to the school office for recording and removal within our system.

TRANSITION TO HIGH SCHOOL

The designated local High School for students attending Telarah Public School is Rutherford Technology High.

The enrolment and transition process begins in Term 2 for the Year 6 students. The Assistant Principal for Stage 3 and the Year 6 teachers work with the students to ensure their transition to High School runs smoothly for the students.

We work in partnership with the High School and help organise a range of Year 6 to 7 orientation activities, parent meetings and site visits.

GENERAL SCHOOL INFORMATION

ADMINISTRATION OFFICE

Telarah Public School Administration **Office Hours** are between **8.30am and 3.30pm daily**

BICYCLES

Students in Years 3 – 6 are permitted to ride bikes to and from school. Students **MUST** wear helmets and obey the road rules. Bikes are to be walked into the playground and place them in the bike racks at the front of the school grounds. It is recommended that bikes are chained and locked.

Parents are asked to maintain bikes in safe working order.

CAR PARKING

Parking spaces around the school are very limited and the area experiences a lot of traffic at the beginning and end of school days. Parents are requested to use designated kerbside parking in George and Russell Streets when calling to collect their children.

We ask that all drivers be aware of the No Parking zones around the school as rangers do patrol regularly in our area and will book anyone they see parked illegally.

Children and parents **should not** walk through the teacher's car park. The staff car park is for staff and disabled parking only and is not available to parents because of safety concerns for our students.

CHANGE OF ADDRESS AND FAMILY DETAILS

Parents are requested to notify the school office immediately if there is a change in address, telephone, emergency contacts, medical or custody agreements. If there is an accident or emergency it is imperative that we have the correct details in the system.

This process is very important as we must have the correct information for safety and legal reasons.

CLASSROOM REQUISITES

Each classroom teacher, with the exception of Kindergarten, will provide parents before the commencement of the New Year or upon enrolment of the stationery required for that particular class/stage.

COLLECTION OF MONEY

Throughout the year, money is frequently collected at school as payment for student participation in excursions, camps, sporting events and other education programs. The policy serves to explain the expectations and procedures for collecting money for all educational events. All permission notes and money for school activities and excursions are due as stated on the note supplied.

Payment will not be accepted after the due date listed on notes unless prior approval has been requested and granted. Permission notes will not be accepted without payment.

CASH

When money is brought to school by the student we ask that it be placed in an envelope which clearly states the child's name, class and purpose for money. All students are to take the money to the front office for receipting. Unless specifically requested, receipts will be stapled to the permission note.

EFTPOS

As set out by the Department of Education Finance Directorate, strict guidelines must be adhered to. These include:

- no cash refunds or withdrawals
- minimum transaction amount of \$10.00
- card must be presented with signature verification
- EFTPOS transaction must have a corresponding receipt

School Guidelines and Policy:

- NO over the phone transactions

Our EFTPOS machine is a mobile device and on occasion it may not work. We appreciate your understanding during these times.

POP

Parent Online Payment (POP) is an online payment option available via the school website. Some guidelines are provided below and a step by step guide is located at back of booklet.

- only one child can be paid for during each transaction, but you can pay for multiple excursions/events for each child in a single transaction.
- please ensure you return the permission slip with the receipt number to ensure payment is processed correctly
- student information is not held within the system so details are to be entered each time.

If you require any further information or help with regards to these systems then please visit the Front Office for guidance.

CUSTODY OF CHILDREN

When children attending school are in the custody of one parent or guardian, a copy of the court orders outlining the conditions should be presented to the school for the student's record. It is important that this procedure be carried out in the interests of your child, so that the school is aware of the situation. The Department of Education has guidelines that we are required to follow.

Student welfare is our focus and we will always put this first. Whilst custody orders may be in place, the school does not involve itself in domestic situations.

For the benefit of the children, and in the interest of keeping things comfortable for children at school, it is our expectation that when one parent receives permission or information note, that information is shared with the other parent, or that you advise them that the information is readily available on the school's website.

HOW TO HELP YOUR CHILD

From the schools point of view, it is most important for the parents/carers to show interest and encouragement in the child's work. Develop sensible screen habits and ensure that children arrive at school well rested and prepared for the day ahead.

More specifically, some of the ways you can help your child are by:

- reading with your child, listening to your child read and asking questions about what your child has read.
- helping with letters, sounds, counting and numbers
- showing pleasure in your child's success and being sympathetic to his/her problems.
- attending regular courses and parent information sessions, which are conducted at the school to assist parents in specific subject areas.

INTERNET ACCESS AND EMAIL

Students are provided with an internet and email account to enable learning opportunities. Parents will need to inform the school in writing if they **do not** want their child to have access to the NSW Department of Education (DoE) Internet and email facility.

LOST PROPERTY

Some children lose items of clothing and other property. If this property has no name on it, it is difficult to return.

PLEASE CLEARLY MARK ALL CLOTHING/LUNCH&DRINK CONTAINERS/EQUIPMENT

Items that are found but not labelled are placed in our lost property box located outside the canteen. Parents and children wishing to examine the lost property for lost items should look here.

PERSONAL PROPERTY

Students must accept responsibility for items of personal property that they bring to school with them. We ask that personal items be kept at home but if a child does bring toys or other possessions to school, they are responsible for the safe keeping.

PHOTOGRAPHS AT SCHOOL

Occasionally photographs are taken of students at school and may be used in the Newsletter, on the school website, social media, newspapers, video, television and DoE promotion. If you DO NOT wish your child to be photographed, please indicate this on your child's enrolment form. If your child is already enrolled at our school and you would like to change their permission level, please supply the office with a written request.

SAFE TRAVELLING TO AND FROM SCHOOL

If there is to be any change to after school arrangements for young students, please write the teacher a note, this can prevent unnecessary upsets. Should you need to make last minute changes, please phone the school on 4932 8477 and your child will be notified. Please be mindful that the afternoon bell is 3.10pm.

Please travel to and from school with your Kindergarten child. If this is not possible, please arrange for them to be accompanied by a responsible and reliable older sibling or neighbour and inform their teachers on who will be dropping and collecting. Small children feel secure when accompanied by someone they feel they can depend on.

SCHOOL PHOTOS

Every year we arrange for individual, class and special group photos to be taken by a professional school photographer. Dates and prices are advised beforehand. All money and requests are to be directed to the company taking the photos.

SCHOOL SONG

Let us sing together,
joined by our friendships true.
Rain or fair weather,
Our fears are few.
Of our school and our friendships true,
Sing, sing together,
of our school and our friendships true.

SPECIAL DAYS AND EVENTS

Throughout the year the school celebrates special days or special events when the students and the community are invited to participate in a variety of activities.

Special days are always advertised well before the date via the school newsletter, notes to students and our Schoolzine App

These events may include:

- ANZAC Day and Remembrance Services
- Education Week
- Book Week
- Easter
- Performing Arts Festivals
- Sporting Events
- NAIDOC Week
- PBL Celebrations
- Out of Uniform days – Fundraising
- Open Days
- Presentation Day



SPECIAL RELIGIOUS INSTRUCTION

Religious education lessons are provided to students by visiting clergy and other volunteers that have been approved by the Department of Education. These lessons occur every Tuesday. The class teacher assists with supervision. All students are expected to attend these non-denominational lessons unless we receive written instruction from parent/carers stating otherwise.

STUDENT ASSISTANCE SCHEME

In the case of financial difficulty, parents can apply for assistance from the Student Assistance Scheme. This scheme is in place to provide financial assistance for excursions, camps, events, uniforms.

If you are experiencing financial difficulty, please do not let this exclude your child from participating in these educational experiences. Contact the Front Office or your class teacher to organise an appointment with the Principal.

This process is strictly confidential and funding has been allocated within the school budget to ensure equal access to educational programs and opportunities for all of our students.

STUDENT BANKING

Students have the option of opening an account and banking with the Mutual every. Bank books are collected and returned every Thursday. Forms are available from the Front Office and are distributed to all Kindergarten children during Term 1.

STUDENT TRANSPORT – OPAL CARD

All bus travel is through the Opal ticketing System.

Kindergarten – Year 2 (infant) students are eligible for free travel.

Year's 3 – 6 (Primary) students must live further than 1.6km straight line distance from the school to be eligible.

A new application is only required if your child has not had a School Opal card before
For information on OPAL cards please visit:

New Applications <https://apps.transport.nsw.gov.au/ssts/applyNow>

Update Details <https://ssts-apply.transport.nsw.gov.au/ApplySSTS/UpdateEntitlement.html>

Lost/Stolen Cards <https://ssts-apply.transport.nsw.gov.au/ApplySSTS/ReplaceCard.html>



After school, all buses leave from Raymond Street or Lismore Avenue. There are two teachers rostered on the Bus Duty to supervise students while they wait for the buses to arrive. Each afternoon there are three bus services provided by Hunter Valley Buses. There is also a bus providing transport to Baptist Church OOSH Centre.

Information with regards to bus routes and timetables and Complaints of misbehaviour on the bus should be referred to the bus company for action.

Hunter Valley Buses Customer Service line

For School bus information or service change enquiries you can contact us between the hours of 8.00am until 5.00pm, Monday to Friday:

Singleton and Thornton Depots



(02) 4935 7200



hvbinfo@cdcbus.com.au

BUS RULES

Please discuss these rules with your child

- at 3.10pm children are required to walk immediately to the bus assembly area (basketball court) and wait quietly under the teachers supervision.
- children walk to buses and all available seats must be occupied before children are permitted to stand.
SEATS ARE NOT TO BE KEPT FOR OTHER CHILDREN
- all parts of the body must be kept inside the bus. **NO HANDS OR ARMS OUT OF WINDOWS**
- litter must not be left or thrown out of windows
- when alighting from a bus **DO NOT** cross the road until the bus has moved away and the road is clear.

SUN SAFE POLICY

As part of the school's sun safe policy, we have a NO HAT NO PLAY rule. It is expected that all students wear a school hat when outside in order to reduce the risk to sun exposure. If students forget or do not have a hat then they are to play under the shaded COLA in front of the hall.

HEALTH AND MEDICAL

ADMINISTERING PRESCRIBED MEDICATION AT SCHOOL

Parents/Carers of students who require prescribed medication to be administered at school must complete a **REQUEST TO ADMINISTER PRESCRIBED MEDICATION** and provide a letter from the medical practitioner stating the details and dosage of the medication to be given.

This form can be obtained from the Front Office and must be completed, verified and signed off on before the distribution of medication will begin.

Medication must be handed immediately to Front Office staff for recording upon arrival. All medication received from students, parents/carers is counted and verified by two administration officers. Parents/carers should supply correct dosage of the medication, where possible, on weekly basis in a container dispensed by the chemist, labelled with the student's name, details of medication and dosage, including time and storage conditions. All student medications are kept under lock and key near the Front Office and it is the student's responsibility to ensure they report to the office at the allocated time to receive their medication. Except in an emergency only trained staff members will administer and record the taking of prescribed medication.

Where students have acute health conditions, individual 'Health Care Plans' may be developed. Health care plans must be developed for students who:

- are diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis and /or
- are diagnosed as being at risk of an emergency and/or
- require the administration of health care procedures

TEMPORARY MEDICATION

If a student has a temporary illness, the parent/carer must first decide if the child is well enough to attend school. If your child does require medication such as antibiotics during school time you must report to the Front Office to complete the necessary paperwork before medication can be given to your child

Students **MUST NOT** carry medication on them when at school

ALLERGIES, DISABILITIES, SPECIAL MEDICAL CONDITIONS

It is very important that all information about special medical conditions, allergies, physical disabilities or other health concerns is given in written form to the school. This information is updated/added to the Departments central student file to ensure the safety of the student whilst at school.

An overview of all children with medical concerns are provided to classroom teachers

If there is a change to your child's medical or health record then please notify the office to ensure all information in our system is current

ASTHMA MEDICATION

All students who have Asthma are entered into the Asthma register for emergency treatment purposes, so it is especially important that you inform us if your child suffers from Asthma.

We require a copy of the Asthma Action Plan you developed with your Doctor, along with a Ventolin and spacer. All this information is kept together in our clinic where we can supervise and record when your child

has required the puffer. Any changes need to be provided immediately to ensure correct procedures are followed by our staff

ACCIDENT/ILLNESS AT SCHOOL

If your child is ill before school, it is better for him/her to stay at home to avoid the spread of infection.

In the event of a student becoming ill or injured while at school, a parent/carer will be informed by phone as soon as possible. The student will remain in the clinic under observation until the parent/carer arrives.

If the parent/carer has been unable to be contacted and the student's condition deteriorates then the Principal or nominee will determine the course of action and if required and Ambulance called.

The parent/carer collecting the student will be instructed to sign a form to fulfil the legal requirements of attendance.

AMBULANCE COVER

The school pays a comprehensive ambulance subscription which covers all children while in attendance at school and on excursions. This covers transporting injured students from the accident scene to hospital only and does not cover the return trip home if required.

If you ever require this service and receive an Ambulance bill, please present this to the Front Office and inform them of the details so payment can be organised.

INFECTIOUS DISEASES AND MINIMUM EXCLUSION FROM SCHOOL

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>

| | |
|------------------------|---|
| Chicken Pox | 7 days after first spots appears. Sores must be scabbed over |
| German Measles | 7 days after first spots appears |
| Measles | 5 days after rash appear |
| Mumps | 10 days after swelling |
| Hepatitis | Exclude till subsidence of symptoms, or on receipt of clearance certificate Minimum 7days after onset of jaundice |
| Head Lice | Hair must be treated with special anti-lice lotion or shampoo, and lice and eggs removed. Treatments are available from chemist |
| Conjunctivitis | Exclude until discharge from eyes has ceased |
| Impetigo | Exclude until sores have healed. Child may return if treatment is being carried out and if sores are completely covered with a dressing |
| Ringworm | Exclude until treatment completed, supported by a clearance certificate |
| Scabies | Exclude until treatment completed, supported by a clearance certificate |
| Vomiting/Gastro | 24hrs after last episode |
| Whooping Cough | 3 weeks from the onset of the 'whoop' or 5 days from the start of the antibiotic treatment. A clearance certificate will be required. |

Please Note:

In all cases children must be fully recovered before returning to school

PARENT INVOLVEMENT

Telarah Public School recognises that education is enhanced by a positive partnership between home and the school. Parents and community members participate in the life of the school in a variety of ways:

- P&C Association
- Classroom Helpers
- Canteen
- Fundraising
- Kitchen/Garden Program
- Excursions

If you are able to help in this way then please contact your child's teacher. The Department of Education requires mandatory paperwork be completed for Child Protection and 100 points of ID is required to be verified. This is to be completed at the Front Office before you can commence volunteering.

PARENTS AND CITIZENS ASSOCIATION

The Telarah Public School Parents & Citizens Association is about more than fundraising – our main aim is to facilitate ways for parents to become engaged in their children's education.

Meetings are held the second Tuesday of the month in staffroom located in the Administration building. they are a great opportunity to meet other parents, community members and staff, find out about what's happening at the school and be involved in decision making.

We try to hold Canteen and Fundraising meet ups semi-regularly and ideas and suggestions are always welcome. If you can't make meetings, there are also opportunities to get involved with our community and fundraising activities, such as:

- Mothers and Father's Day stalls
- Christmas Carols



NEW MEMBERS ARE ALWAYS WELCOME

SCHOOL CANTEEN



The school canteen operates every day except Tuesdays and caters for the children's needs at lunch and recess times. The canteen operates under the Department of Education for the provision of Healthy Schools.

The P&C operates the school canteen, employing a manager and supporting volunteers. The canteen is always looking for volunteers from our school community. It is a fantastic way to get to know the staff, students and other parents and grandparents, as well as understand the routines of the school. The kids love seeing a familiar face behind the counter and no experience is necessary – anything you need to know is picked up quickly 'on the job'

Flexible shifts are available. The P&C is also a Centrelink approved organisation able to provide voluntary work to registered job seekers. If you have questions or would like further information you can email telarahpandc@gmail.com or leave your details with the Front Office and we will be in touch

Children must place their lunch order before 9.15am. Please write your child's name and order on a paper bag placing the money inside.



is available at our canteen for online ordering. You can download the Flexischools app from the App Store or Google Play, or go to www.flexischools.com.au

Credit orders and Phone orders will not be accepted.

SCHOOL HOURS AND SUPERVISION

BELL TIMES



| | |
|---------|----------------------------------|
| 8.40am | Playground Supervision commences |
| 9.10am | School commences |
| 11.30am | Outside Play |
| 12.00pm | Lunch |
| 12.15pm | Middle session commences |
| 1.55pm | Recess |
| 2.25pm | Afternoon session commences |
| 3.10pm | School finishes |

LATE ARRIVALS/EARLY LEAVERS

School commences at 9.10am and concludes at 3.10pm, It is a legal requirement that parents/carers give and explanation for a variation in attendance.

If children arrive later than 9.10am, parents are requested to accompany them to the office, where a late note will be issued for the student to present to the class teacher. An occasional late absence is understandable, but continual late absences impact upon the learning of children.

Similarly if children leave early, parents are requested to report to the office where the reason for leaving is recorded and the child is called to the office.

The school is bound by Child Protection and we have a duty of care to ensure our students safety. Please be advised that children are only released in the care of the Primary caregiver unless we are informed by note or phone by them that someone else is collecting their child.

Students will not be released unless consent from the Primary caregiver is granted.

MORNING AND AFTERNOON ROUTINES

MORNING ROUTINES

- parents/carers are requested to ensure students **do not arrive at school before 8.40am** when teacher supervision commences, unless attending teacher-determined sport training or cultural rehearsals.
- students arriving before 8.40am are to remain seated near the hall area
- no ball games commence before 8.40am
- on the 8.40am bell, students put their bags in designated areas near their classrooms and move to the supervised play areas.

AFTERNOON ROUTINES

- students are dismissed at 3.10pm and leave the school immediately by the most suitable gate, walking directly home.
- students crossing the road to walk home are assisted by the crossing supervisor.
- it is illegal to park across the school driveways
- parents are requested to observe the limited parking signs in front of the school
- a teacher is on duty until the last school bus leaves
- in the event of a parent being late, students will be supervised in the Administration block. Parents or emergency contacts will be notified if delay is prolonged. Please ensure contact details are correct.



STUDENT WELLBEING

ATTENDANCE

All children are required by law to attend school from the age of 6 years. Some children attend school below the age of 6 years. Once a child is enrolled, it is expected that he/she will attend school each day.

From the first day, regular attendance is important, Friendship groups are formed and play activities teach social skills that are very important for later learning.

The Department of Education accepts few reasons for absence. In general, they are:

- the child is too sick to leave the house
- the child has an infectious disease
- the child is incapacitated by injury or unable to move around the school
- religious commitments or annual family holiday by arrangement with the Principal
- emergency dental or doctor appointments (although after school is preferable)

**It's NOT OK to be away
to shop, sleep in, visit
relatives or celebrate
your birthday!**

If your child is absent from school, you need to:

- ring the school/reply to SMS alert or complete SZApp absence form **OR**
- send a note with your child, on the first day back, to explain the reason for absence

Please note:

It is a legal requirement that all absence be notified to the school within 7 days.

Verbal notification or Written notes are also required for:

- any absence (whole or part day) including arriving late or leaving early and leaving the school grounds
- travel variations eg. if someone different is collecting your child

TIPS FOR SETTING UP REGULAR ROUTINES

- have a set time to go to bed each night
- have uniforms and school bags ready the night before
- make lunches the night before
- have a set time to get out of bed each morning
- have a set routine for school mornings
- no TV/iPad time until they are ready for school
- be firm, children **MUST** attend school
- provide lots of positive encouragement

EXEMPTION FROM ATTENDANCE

Applications may be made for exemption from attendance at school for long-term absences due to medical or family reasons. Principals, School Education Directors and Regional Directors are able to grant exemptions.

Applications should be made in advance where possible, and forms are available from the Front Office

HOME SCHOOL LIAISON

Attitudes to learning and values are formed at home. Parents are the first and most important teachers. Don't underestimate your value as a teacher and take an active interest in your child's school life.

Your children are very important to us and we will do our best to give them a good start to school life. We ask you to communicate frequently with us and let us know about any situation at home which may affect their learning or behaviour at school. [Changed situation like family illness, a parent being away or changes in family living arrangements or circumstances may affect the emotional wellbeing of children and thereby impact on their learning. If we know about these issues, we can understand your children's needs and support them while they are at school.

Send a note to your child's teacher or arrange a meeting to discuss issues of concern. If talking about your child to any of the staff, it is preferable if you do so when your child is not with you.

Maintain a positive attitude to school and build up supportive relationships with staff and other parents. Contact us early if you have any concerns about your child at school or incidents that happen. When we work together, we can sort things out much more quickly to the satisfaction of all concerned.

SMS ABSENCE AND MESSAGE SYSTEM

Telarah Public School uses an SMS Absence and Message Notification System. If your child is marked absent from school or arrives late to school with no explanation from a parent/carer, you will receive an SMS notification.

Parents should reply to these messages with an explanation of the absence, otherwise the absence will be recorded as unjustified.

There are a number of guidelines to ensure your child's absence is recorded correctly:

- you will receive a text message for each of your children that are away. You must respond to each message individually. You cannot explain two children's absence in one message
- Absences cannot be notified in advance via SMS. You can only explain the absence for the day indicated on the text message. Paper notes or phone calls to the office are acceptable means to communicate extended absences, as well as via the Schoolzine App
- If you wish to query an absence message, you must call the school on 4932 8477. Responding with a question or query will result in our child being marked unjustified.
- Please ensure your mobile number is kept up to date

BREAKFAST CLUB

At Telarah Public School we understand the importance of starting the day off right. We offer our students a Breakfast Club to ensure that everyone has the opportunity to have fuel in their bodies to help tackle the day of learning ahead.

Breakfast Club operates Monday – Friday in the school kitchen from 8.40am, offering cereal and toast.

Volunteers are always welcome



BULLYING – ANTI BULLYING STRATEGIES

Bullying is unacceptable behaviour on all levels and not tolerated at Telarah Public School.

To counter this we have specific anti-bullying programs in place such as Peer Support and strategies are embedded in our PBL lessons where we work hard in building individual student and group resilience.

“Bullying is repeated oppression, psychological or physical, of a less powerful person or group of persons”

LEARNING AND SUPPORT TEAM

A Learning Support Team made up of staff at the school meets regularly to review programs that assist in meeting the needs of our students. Parents are fully advised and involved in any decision making. Some students in the school may require specialist help in their learning programs, because they are experiencing difficulties or they may be from a non-English speaking background or require extension. All call teacher cater for these students in their normal lessons, but in addition there are specialist support staff within the school who have the expertise to assist.

A learning support team exists and includes:

- the Principal
- Assistant Principal
- School Counsellor
- Learning and Support Teacher
- Individual Class Teacher
- School Learning and Support Officers (SLSOs)

THE LEARNING AND SUPPORT TEACHER (LAST’S)

The Learning and Support teacher is a specialist teacher who provides direct assistance to students in mainstream classes with additional learning and support needs and to their classroom teachers.

The Learning Support Teacher works collaboratively with all classroom teachers to develop their skills to meet the individual learning needs of all students. Together they plan and implement a targeted program for identified students with additional learning and support needs.

Learning and Support teachers also help with classroom observations and consultations with parents to identify specific needs and strategies to address them. Where relevant, they also provide follow-up assessments and sometimes refer students to external support services.

PBL CORE VALUES AND INDICATORS

Positive Behaviour for Learning (PBL) is a whole school initiative designed to improve children’s learning outcomes by simplifying and unifying the school values and expectations. Throughout the school, posters of our school’s core values can be found, Be Safe, Be Positive, Be a Learner. All staff and children understand and use the same language to help make the school a safe, positive learning environment.

| BE SAFE | BE POSITIVE | BE A LEARNER |
|---------------------------------|----------------|---------------|
| Right place right time | Be resilient | Be organised |
| Follow Instructions | Be confident | Do your best |
| Stop, Think, Make a good choice | Get along | Be persistent |
| Be aware of others | Solve problems | Do your job |

Student who are safe, positive learners are learning skills to help them through their lives. At Telarah Public School, we recognise this outstanding achievement by presenting them with a PBL badge.

Below is a structure on how students can achieve this badge. Each student is eligible to earn one badge per year.



At Telarah we are all **Safe, Positive, Learners**

PBL Awards Structure

Fair is getting what you need!



Teachers should regularly and consistently reward students for demonstrating

Safe

Thank you for Being Safe

WOW!

Safe

Positive

Thank you for Being Positive

WOW!

Positive

Learning

Thank you for Being a Learner

WOW!

Learning

using WOW Awards and help them keep track of their WOW Awards

Safe - Positive - Learners

Philip Debenham

| | | | | | | | | | | | |
|---------|-------------|--------------|--|--|--|--|--|--|--|--|--|
| Be Safe | Be Positive | Be a Learner | | | | | | | | | |
| | | | | | | | | | | | |



Safe Positive Learning

PBL Awards (ongoing)

Thank you for Being a Learner

WOW!

Safe

5x Wow = Bronze Award

Telarah Public School Bronze Award

PBL Badge (over a calendar year)

Collect 10 of each Wow award.

10 x Safe

10 x Positive

10 x Learning

Safe - Positive - Learners

Philip Debenham

| | | | | | | | | | | | |
|---------|-------------|--------------|--|--|--|--|--|--|--|--|--|
| Be Safe | Be Positive | Be a Learner | | | | | | | | | |
| | | | | | | | | | | | |

2 Gold = Telarah Public School Award

5x Silver = Gold Award

Telarah Public School Silver Award

Telarah Public School Gold Award

Telarah Public School Gold Award

Telarah Public School Gold Award

Parent and Assistant Principal consultation.

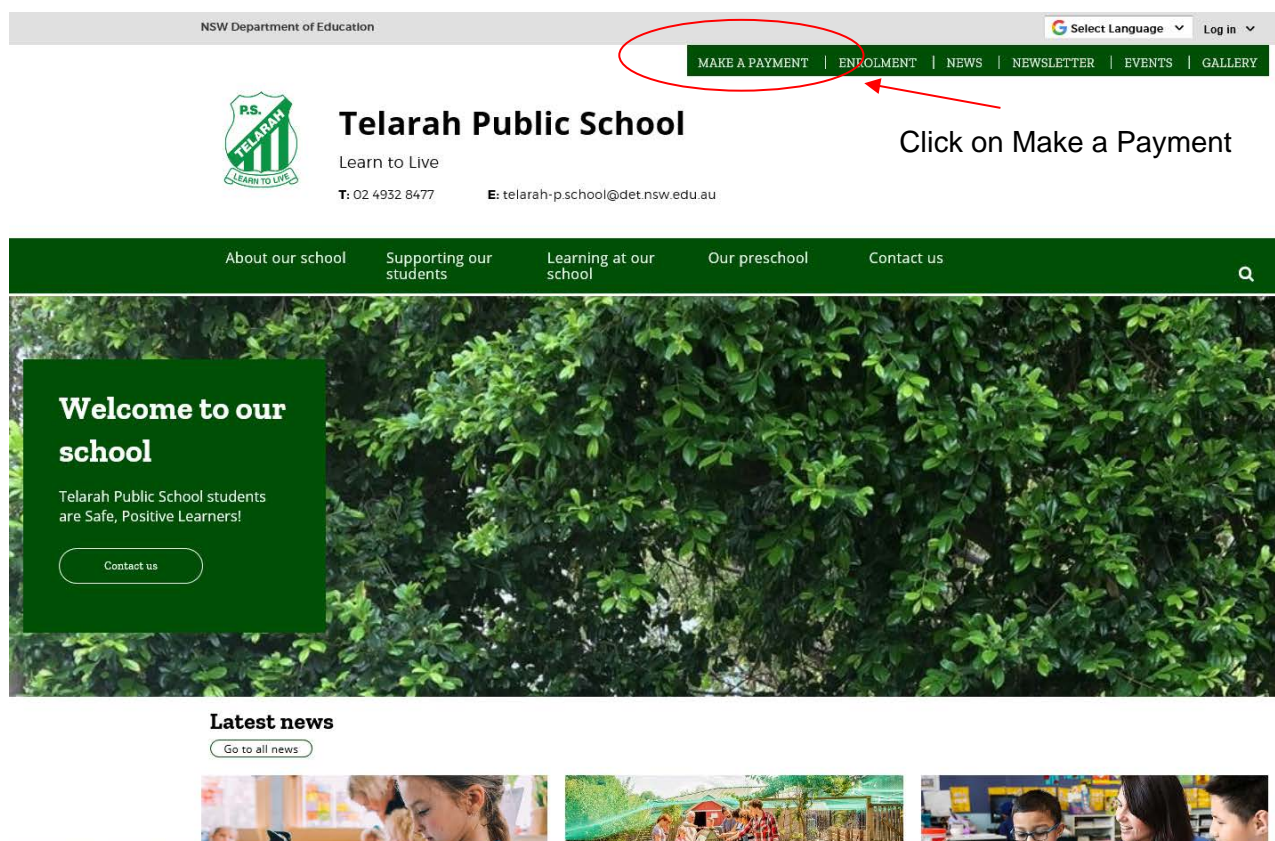
Badge Presentation at PBL Assembly

PARENTING ONLINE PAYMENT SYSTEM – INSTRUCTIONS

It is possible for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a VISA or MASTERCARD credit or debit card.

Step One

Go to www.telarah-p.school@nsw.edu.au and select the Make a Payment tab at top of screen



The screenshot shows the Telarah Public School website. At the top, there is a grey header bar with 'NSW Department of Education' on the left, a 'Select Language' dropdown in the center, and a 'Log in' dropdown on the right. Below this is a green navigation bar with the following links: 'MAKE A PAYMENT', 'ENROLMENT', 'NEWS', 'NEWSLETTER', 'EVENTS', and 'GALLERY'. The 'MAKE A PAYMENT' link is circled in red, and a red arrow points to it with the text 'Click on Make a Payment'. Below the navigation bar is the school's logo, which is a green shield with 'P.S. TELARAH' and 'LEARN TO LIVE' inside. To the right of the logo is the school's name 'Telarah Public School', the tagline 'Learn to Live', and contact information: 'T: 02 4932 8477' and 'E: telarah-p.school@det.nsw.edu.au'. Below this is a green horizontal bar with links: 'About our school', 'Supporting our students', 'Learning at our school', 'Our preschool', and 'Contact us'. Below this is a large green banner with the text 'Welcome to our school' and 'Telarah Public School students are Safe, Positive Learners!'. Below the banner is a 'Contact us' button. Below the banner is a 'Latest news' section with a 'Go to all news' button and three small images of students.

Step Two – Student Details

Complete all the mandatory fields marked with an asterisk *

Once completed click on Next Section

Telarah Public School

"Telarah Public School are SAFE, POSITIVE, LEARNERS!"

Raymond St
Maitland NSW 2320
Phone: 0249328477

Make a Payment

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.



Student Details

Student Registration Number

If this 9 digit number is on the Statement issued by the school it will be to the right of the student's name

* Given Name

* Surname

* Enter both Class/Year & Ref Number, or Date of Birth:

Class or Year

Ref Number

This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref.

Date of Birth

DD/MM/YYYY

e.g. 14/05/2010.

If you wish to make a payment for another student, first complete this payment. There will be an option to re-use your details for another payment.

Cancel Payment

Next Section

Step Three = Contact Details

Complete all the mandatory fields marked with an asterisk *

Once completed click on Next Section

Make a Payment

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

 Student Details 

 Contact Details

* Contact Full Name

* Contact Phone Number

e.g. 0249512345 or (02) 49512345

* Contact Email Address

Cancel Payment

Next Section

 Payment Items

 Card Details



Education
Public Schools



Step Four – Payment Items

Under payment type click on arrow to view a drop down box with selections – choose one of these items as per below example 'Excursions' than you can write a brief description say the name of the excursion than complete the amount you wish to pay.

You may add multiple payments for the one child by clicking on 'Add another payment'. You cannot make multiple payments for multiple children.

Step Five – Card Details

Enter the details of the cardholder as per instructions than click Proceed to Confirmation.

The system will generate a receipt number you may print this information of record the number on the payment advice form to be returned to school.

Student Details ✓

Contact Details ✓

Payment Items ✓

| Payment Type | Description | Amount |
|--------------|---------------------------|-----------|
| Excursions ▼ | Preschool Beach Excursion | 10.00 |
| Total Amount | | 10.00 AUD |

Cancel Payment

Add Another Payment

Next Section

Card Details

* Cardholder Name

* Credit Card Number

VISA

Mastercard

* Expiry Date

01 ▼ / 19 ▼

* Card Verification Number (CVN)

[What is the CVN?](#)

Cancel Payment

Proceed to Confirmation

COMMUNITY SERVICES

LOWER HUNTER COMMUNITY HEALTH



SERVICES

58 Stonach Avenue East Maitland
Phone: 02 4931 2000

Office Hours – 8.30am to 5pm Monday to Friday

The Lower Hunter Community Health Service is a unit of the Hunter New England Local Health District.

The staff operate from a variety of premises and provide services to the people living in the Lower Hunter

Staffing includes:

- Audiometry Nurses
- Community Nurses
- Day Care centre
- Dieticians
- Drug & Alcohol Counsellor
- Early Childhood Nurses
- Hospital in the home
- Footcare Nurses
- Continence Nurse
- Occupational Therapist
- Sexual Assault Counsellors
- Speech Pathologists
- Women's Health Nurse Practitioner
- Neighbourhood Centre

MAITLAND BAPTIST CHURCH CHILD CARE INC

OOSH - Out of School Care

83 -85 Weblands Street Rutherford
Phone: 02 4939 1840
email: admin@mbcoosh.org.au
Web: www.mbcoosh.org.au

Office Hours – 9.00am to 5pm Monday to Friday

Offering Before and After school care, Vacation care

Service Hours

Before School Care – 6.30am till school supervision starts

After School Care – School finishing till 6.00pm

Vacation Care – 6.30am to 6.00pm



SCHOOLZINE APP INSTALLATION GUIDE

INSTALLING SZapp

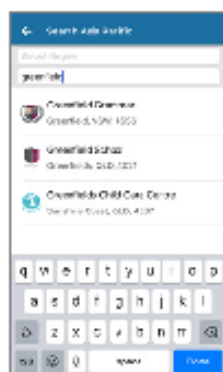


Apple devices:

1. On your device, open the App Store.
2. Search the App Store for SZapp.
3. Download and install SZapp.

Android devices:

1. On your device, open the Play Store.
2. Search the Play Store for SZapp.
3. Download and install SZapp.



1. FIND YOUR SCHOOL

Select your school's region.
Search for and select your school.

2. REGISTER A USER

Before you can add your school, you will need to register. Register with your email, or sign in with Google or Facebook.



3. REGISTER A USER

Enter your email and name and then create a password.



4. MANAGING NOTIFICATIONS

Choose which group/s you would like to receive notifications from. Groups with arrows indicate that there are sub-groups which you can join.

For any further information see:
<http://www.schoolzineplus.com/app-faq>

