



INFORMATION HANDBOOK

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WELCOME TO UKI PUBLIC SCHOOL

CONTACT DETAILS

Principal: Jeff Robinson
Address: 1463 Kyogle Road, Uki, NSW, 2484
Phone: 02 6679 5128
Fax: 02 6679 5548
Email: uki-p.school@det.nsw.edu.au
Website: <http://www.uki-p.schools.nsw.edu.au>

SCHOOL CONTEXT

Established in 1895, Uki Public School is nestled in the heart of Uki village at the base of Mt Warning in northern NSW. We are a friendly, community-focused school that encourages each student to grow in a supportive, caring and challenging environment. Surrounded by rainforests and beautiful playgrounds, our classrooms are modern and well resourced. Dedicated staff provide a supportive, safe and stimulating environment, sensitive to the needs of the individual, promoting the values that underpin society today.

Academic programs are enhanced with strong creative arts programs, including music, art and dance. Inclusive practices provide our students with many opportunities to strive to achieve their personal best, including participation in competitive sports, public speaking and debating programs. Students access the latest in learning technologies, with cutting edge facilities and resources being utilised in classrooms daily. Uki Public School is well supported by an active, interested and culturally diverse community, committed to providing the best for our students.

SCHOOL AIM

This school exists for children. Our school aims to encourage self-discipline and critical thought through the acquisition of knowledge and skills. We aim to provide a sound educational and social climate where children are happy, caring and thinking individuals, aware of their responsibilities and able to achieve their maximum potential. Through interaction with school and community, a wide range of quality experiences will be provided, ensuring a sound basis for all future life situations.

MISSION STATEMENT

Uki Primary School is about children. It is a place where children want to come, a place where they are welcomed by caring, dedicated staff who strive to provide a supportive, safe, stimulating environment, sensitive to the needs of the individual. It is a place where children are encouraged to pursue quality and excellence in their daily endeavours, to respect the opinions and rights of others and to work co-operatively. The school provides equality of opportunity. It is also a place where parents are welcomed and encouraged to be part of the education process. Working together, the school and parents will become 'Partners in Education'.



SCHOOL HISTORY

The first school in the Uki area was opened in 1895 at Rowlands Creek. In those days, the school was conducted in a barn owned by Mr D. C. Marshall. Enrolment was 6 boys and 5 girls. The Rowlands Creek School was operated as a half-time school, sharing the time with Byangum School. Until 1899, Mr Peter Campbell was in charge.

During the year 1900, the school was closed, as the school building was required for other purposes. For a short while, Mr Martin conducted the local school in a barn owned by the Sweetnams.

Following negotiations with the Department of Education in 1901, a new school was opened in Uki. The teacher, Mr Hill, remained in charge of this school until 1905. The school grew and prospered and was reclassified as a Fifth Class Primary School with a new classroom and an Assistant Teacher, Miss Fisher being appointed. By 1911, two more classrooms were added and the original building was converted to a shelter shed for pupils to use during inclement weather.

In 1911, the school residence was built - in 1986, this building was sold to provide additional playground space.

During the early 1900's, the village of Uki boasted a butter factory, a timber mill, a large general store, bank, post office, hotel and many small businesses.

During 1919, the school was closed for some weeks as a severe influenza epidemic swept through the township. The school building was used as an auxiliary hospital to house local patients, who were attended by a doctor from Murwillumbah.

From 1914 to 1924, the school had a headmaster and two Assistant Teachers. However, when the Norco Butter Factory closed, the sawmill ceased operation and many of the small businesses closed down. The population of Uki declined and the school once again became a one teacher school.

In 1946 the establishment of free bus travel for school children led to increased enrolments, as children were transported to Uki School from Commissioners Creek, Lower Doon Doon, Smith's Creek and Chowan Creek.

Although numbers remained fairly static for years, the Aquarius Festival in Nimbin in 1974 led to an upsurge in population throughout the region and in 1986, the school was reclassified to a second class primary school. Declining numbers saw our student population get as low as 92 in 2012, but we have experienced very positive enrolment growth since.



Impression of the school by local artist and former art teacher, Jenny Porter.

SCHOOL STAFF – 2016

PRINCIPAL	Mr Jeff Robinson
ASSISTANT PRINCIPAL	Mrs Sue O'Regan
STAGE ONE	Kindergarten - KM Mrs Renee Benigno Year 1 - 1B Miss Lauren Birney Year 2 and Year 3 - 2/3J Mrs Jenny Taylor
STAGE TWO / THREE	Year 3 and Year 4 - 3/4T Mr Anthony Touzell Year 4 and Year 5 - 4/5K Mrs Edna Kendrick Year 6 - 6O Mrs Sue O'Regan
SUPPORT STAFF	
Mrs Jo Spiller	Library and Reading Recovery
Mrs Vikki Armour	Music Program (Thursday and Friday)
Mrs Julia Crump	Support Teacher Learning Assistance and RFF (Wednesday)
Mrs Kate Field	Support Teacher Learning Assistance (Tuesday and Wednesday)
Mrs Shirley Croft	Student Welfare / School Counsellor
Mrs Rachel Trevaskis	School Administrative Manager
Ms Vanessa Durrington	School Administrative Officer
Mrs Tara Crittle	School Learning Support Officer
Mrs Anna Gilliland	School Learning Support Officer
Mrs Nicole McKay	School Learning Support Officer
Miss Annette Stayt	School Support Officer (Monday and Friday)
Mr Geoff Power	General Assistant (Wednesday and Thursday)

BELL TIMES

Uki Public School operates between 8.55am and 2.50pm.

Recess: 10.25am-10.50am

Fruit Break: 11.50am-12.15pm

Lunch: 1.15pm-1.40pm

No supervision can be provided for pupils prior to 8.25am or after 3.20pm.

Our Uki Kids Club OOSH (Out of School Hours care) is available from 2.50pm-6.00pm daily.

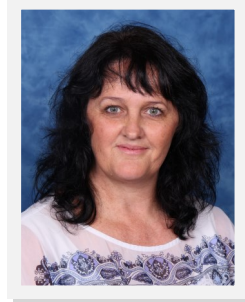
SCHOOL STAFF - 2016



Mr Jeff Robinson
PRINCIPAL



Mrs Sue O'Regan
ASSISTANT PRINCIPAL



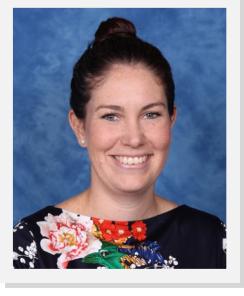
Mrs Edna Kendrick
TEACHER



Mr Anthony Touzell
TEACHER



Mrs Jenny Taylor
TEACHER



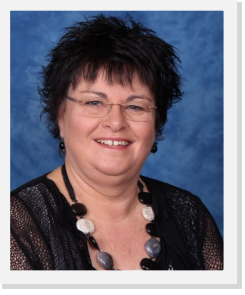
Miss Lauren Birney
TEACHER



Mrs Renee Benigno
TEACHER



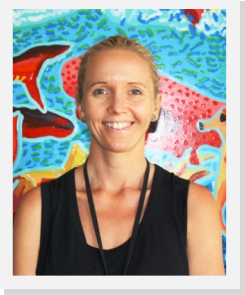
Mrs Jo Spiller
TEACHER LIBRARIAN



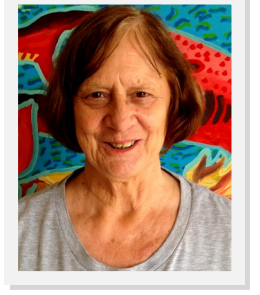
Mrs Vikki Armour
MUSIC TEACHER



Mrs Julia Crump
STLA & RFF



Mrs Kate Field
STLA



Mrs Shirley Croft
SCHOOL COUNSELLOR



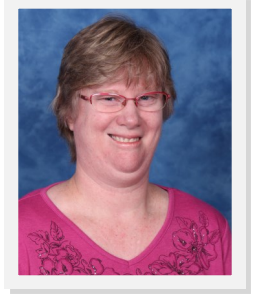
Mrs Rachel Trevaskis
ADMINISTRATIVE MANAGER



Ms Vanessa Durrington
ADMINISTRATIVE OFFICER



Mr Geoff Power
GENERAL ASSISTANT



Miss Annette Stayt
SCHOOL SUPPORT OFFICER



Mrs Nicole McKay



Mrs Tara Crittle



Mrs Anna Gilliland

ENROLMENTS AND TRANSFERS

If you are seeking enrolment for your child at any government school, you should be aware of the following:

NORMAL ENROLMENT AT LOCAL SCHOOL

To be eligible for enrolment in Kindergarten, at the beginning of the year, your child's 5th birthday must occur before August 1st in the year of enrolment. It is important that, at the time of enrolment, you substantiate your child's age with a birth certificate or other formal documentation. An immunisation certificate is also required.

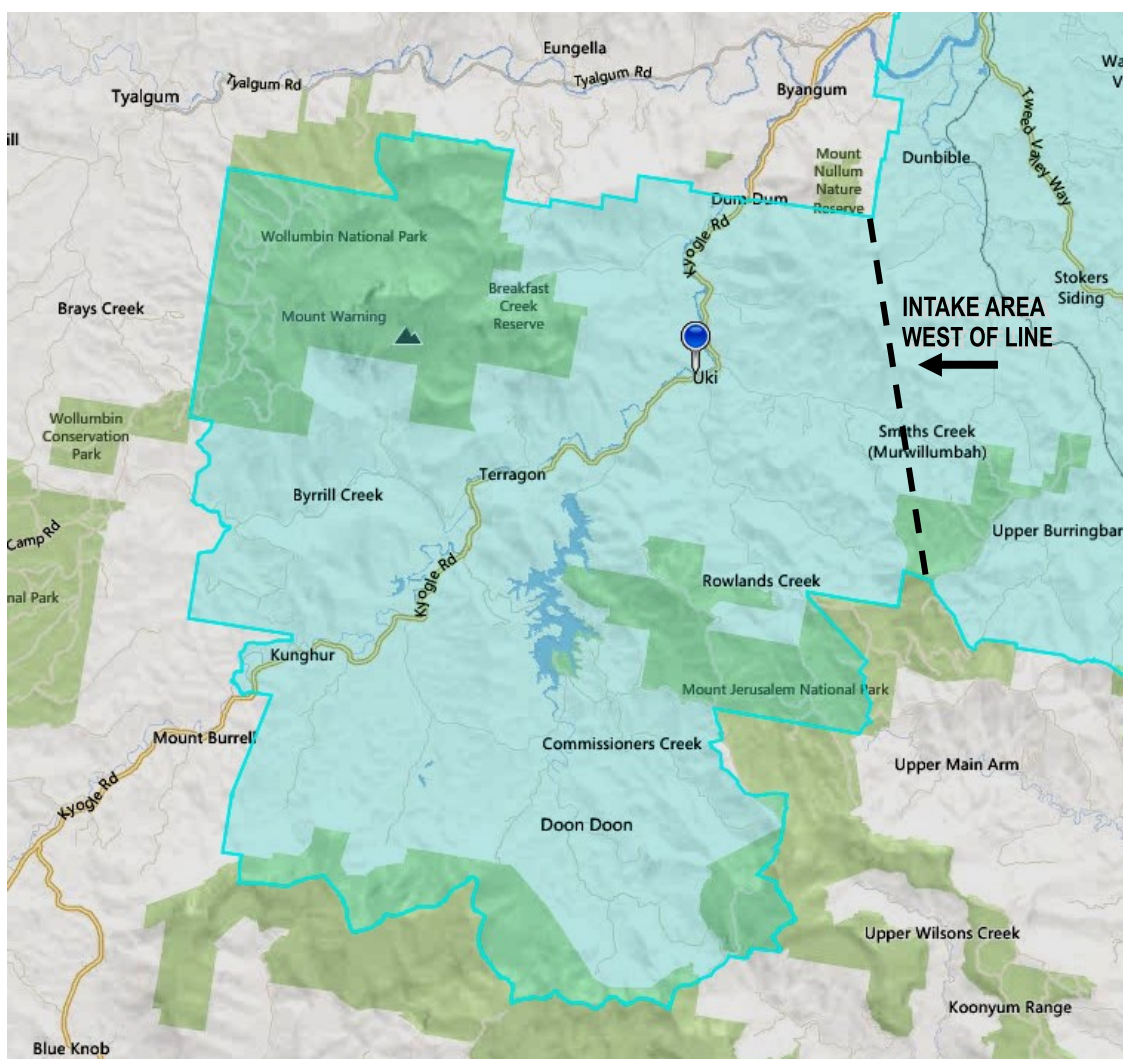
Transfer and enrolment can be arranged for all classes K - 6 at any time during the year.

If your child is starting a new school, in any class, it is necessary to complete an Enrolment Form. The information from this form is confidential and kept on our computer file. Strict security restricts access to family information. It is most important that the information on the Enrolment Form is accurate, complete and kept up to date. The school should be notified immediately if there are any changes.

OUT OF ZONE PLACEMENT

Each school draws most of its students from a ZONE which surrounds it. However, if there is placement and facilities available, it may be possible for students to attend a school outside their own area. Application to attend a school in another zone is made on a special form available from the school you wish your child to attend.

If your child fails to gain placement in a school outside their zone, they must enrol at their local school.



Uki Public School Intake Zone

SECTION 1

UKI PUBLIC SCHOOL POLICIES



VALUES EDUCATION

We recognise the importance of teaching core values for our community. Core values influence how people communicate, work together and make decisions. At Uki Public School, we promote the following core values:

INTEGRITY: being consistently honest and trustworthy.

EXCELLENCE: striving for the highest personal achievement in all aspects of life.

RESPECT: showing care, consideration and regard for others.

RESPONSIBILITY: always being someone others can depend upon.

COOPERATION: willingly work with others toward a common goal.

PARTICIPATION: being a proactive and productive individual and group member.

CARE: understanding how others feel and act on those feelings with care and concern.

FAIRNESS: being committed to the principles of social justice and getting along with others.

DEMOCRACY: accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

TOLERANCE: being willing to understand and appreciate the unique qualities of others.

FRIENDSHIP: accepting, sharing and enjoying the companionship of others.

PERSEVERANCE: working hard to reach your goals, even when it gets difficult.

COURAGE: standing strong for your own beliefs and doing what's right, even when others disagree.

SCHOOL DISCIPLINE

The welfare of students at Uki Public School is given the highest priority. The school and its community work tirelessly to provide an environment where all children feel safe and secure, so that quality learning takes place.

The school has a range of policies and procedures that support the welfare of students. All of these revolve around the Uki Public School Code of Conduct. By following these basic principles, students assist in creating our unique learning environment. One of the key systems in supporting the welfare of all students is the **EKIDNA** program – **EVERY KID NOW ACHIEVES**.

Students earn merit certificates for demonstrating positive behaviour, as discussed during personal development/health lessons, and for following the school rules and displaying positive qualities in civics and citizenship. Awards can be given for positive classroom or playground behaviours. Classroom teachers will award 4-5 merit certificates each week. Students may also earn extra EKIDNA points for the following reasons:

Student of the Week:	The first Student of the Week award = 2 EKIDNA points
Values Award:	The first Values Award = 1 EKIDNA point
Homework:	10 completed homework returns = 1 EKIDNA point
Home Reading:	25 nights of home reading = 25 Club Home Reading Certificate 50 nights of home reading = 50 Club Home Reading Certificate + 1 EKIDNA point 75 nights of home reading = 75 Club Home Reading Certificate 100 nights of home reading = 100 Club Home Reading Certificate + 1 EKIDNA point
Art/Music/Library:	1 EKIDNA point for first award from each teacher for Art, Music and Library

Each letter of the EKIDNA program is worth two merit certificates, meaning every student must achieve 12 points to reach the EKIDNA Club. As students move through the letters, they achieve certain rewards. When they reach the letter 'K', they are awarded a Principals Pencil. When they reach the letter 'D', they are awarded with an Achievement Ribbon. When they achieve the letter 'A', they enter the EKIDNA club and will receive an EKIDNA badge that can be worn proudly and entitle the wearer to certain privileges, including entry to the fun day at the end of the year at no cost, and other special programs and activities during term 4.

UKI PUBLIC SCHOOL EXPECTATIONS ACROSS DIFFERENT SETTINGS

	SENSIBLE IS SAFE	FAIR IS FUN	MANNERS MATTER	PROPERTY IS PERSONAL
ALL SETTINGS	<ul style="list-style-type: none"> • Be in the right place at the right time • Keep hands and feet to yourself • Move sensibly and safely <p style="text-align: center;"><i>Term 1 Week 4</i></p>	<ul style="list-style-type: none"> • Be honest • Take responsibility for own actions • Show pride in all you do • Be an active participant <p style="text-align: center;"><i>Term 1 Week 5</i></p>	<ul style="list-style-type: none"> • Treat others as you like to be treated • Follow teacher instructions • Listen attentively • Speak politely to others <p style="text-align: center;"><i>Term 1 Week 6</i></p>	<ul style="list-style-type: none"> • Clearly label own property • Care for all property and equipment • Respect other people's property <p style="text-align: center;"><i>Term 1 Week 7</i></p>
CLASSROOM	<ul style="list-style-type: none"> • Walk carefully around the classroom • Be on task • Share and take turns • Follow teacher instructions <p style="text-align: center;"><i>Term 1 Week 8</i></p>	<ul style="list-style-type: none"> • Respect the right of others to learn • Have required equipment for lessons • Ask for help when needed • Classroom time is for learning <p style="text-align: center;"><i>Term 1 Week 9</i></p>	<ul style="list-style-type: none"> • Listen attentively • Be tolerant of others opinions • Be punctual <p style="text-align: center;"><i>Term 1 Week 10</i></p>	<ul style="list-style-type: none"> • Use classroom equipment and furniture safely • Ask to borrow equipment <p style="text-align: center;"><i>Term 2 Week 2</i></p>
PLAYGROUND	<ul style="list-style-type: none"> • Wear your school hat • Keep hands and feet to yourself • Report any incidents to the teacher on duty • Stay in designated play areas <p style="text-align: center;"><i>Term 2 Week 3</i></p>	<ul style="list-style-type: none"> • Follow play equipment rules • Follow rules of games played • Consider others when playing • Be respectful of games around you <p style="text-align: center;"><i>Term 2 Week 4</i></p>	<ul style="list-style-type: none"> • Use respectful language • Move on the first bell • Follow teacher directions • Use the garbage bins <p style="text-align: center;"><i>Term 2 Week 5</i></p>	<ul style="list-style-type: none"> • Care for own property • Care for school property • Ask to borrow equipment <p style="text-align: center;"><i>Term 2 Week 6</i></p>
MOVING AROUND	<ul style="list-style-type: none"> • Walk on paths and concrete areas • Stay in class lines and walk sensibly • Be where you are supposed to be <p style="text-align: center;"><i>Term 2 Week 7</i></p>	<ul style="list-style-type: none"> • Be in the right place at the right time • Give people their personal space • Move on the first bell <p style="text-align: center;"><i>Term 2 Week 8</i></p>	<ul style="list-style-type: none"> • Deliver messages promptly • Wait sensibly <p style="text-align: center;"><i>Term 2 Week 9</i></p>	<ul style="list-style-type: none"> • Respect all school and personal property <p style="text-align: center;"><i>Term 2 Week 10</i></p>
TOILETS	<ul style="list-style-type: none"> • Play in the playground • Be hygienic and wash your hands • Use the toilets for toileting <p style="text-align: center;"><i>Term 3 Week 2</i></p>	<ul style="list-style-type: none"> • Try to use the toilets during play times • Make class time visits quickly <p style="text-align: center;"><i>Term 3 Week 3</i></p>	<ul style="list-style-type: none"> • Respect the privacy of others • Allow for personal space for others <p style="text-align: center;"><i>Term 3 Week 4</i></p>	<ul style="list-style-type: none"> • Use toilet equipment and facilities with care and as it is meant to be used <p style="text-align: center;"><i>Term 3 Week 5</i></p>
ASSEMBLIES	<ul style="list-style-type: none"> • Move safely to assembly area after first bell • Stay still while seated • Enter and leave assemblies quietly and safely <p style="text-align: center;"><i>Term 3 Week 6</i></p>	<ul style="list-style-type: none"> • Sit in class line • Give people their personal space • Be punctual <p style="text-align: center;"><i>Term 3 Week 7</i></p>	<ul style="list-style-type: none"> • Listen attentively to the person speaking • Stop speaking after the second bell • Celebrate the efforts of others with appropriate applause • Be proud to sing our National Anthem <p style="text-align: center;"><i>Term 3 Week 8</i></p>	<ul style="list-style-type: none"> • Place all personal possessions on ground or floor in front of you <p style="text-align: center;"><i>Term 3 Week 9</i></p>

UKI PUBLIC SCHOOL CODE OF CONDUCT

LEARN ALL YOU CAN

- Attend school regularly.
- Attend classes promptly.
- Pay attention in class.
- Become involved in school activities.
- Do your best at all times.
- Listen while others are speaking.
- Complete all set class work and homework.



EARN OUR SCHOOL A GOOD NAME

- Wear the school uniform with pride.
- Behave well on the bus, at school and on excursions.
- Show respect to adults in and around the school.
- Play sport fairly and be a good sport.
- Use polite language at all times.
- Be honest and truthful.

LOOK AFTER OUR SCHOOL

- Take care of buildings, furniture and school grounds.
- Take care of school property and equipment.
- Help keep the school neat and tidy.
- Show care for animals in and around our school.

RESPECT FELLOW STUDENTS

- Respect the right to play and learn in a peaceful environment.
- Show consideration and courtesy toward other students.
- Avoid anything that might injure, embarrass or upset others.
- Show understanding and tolerance of everyone's ability.

BE IN THE RIGHT PLACE AT THE RIGHT TIME

- Play in the correct areas.
- Always get permission before leaving the school grounds.

LOOK AFTER THE PROPERTY OF OTHERS

- Hand in lost property.
- Ask permission before using another person's belongings.

RESPECT SCHOOL STAFF AND VISITORS

- Carry out requests from people in positions of authority.
- Speak politely to adults in and around the school.
- Make visitors to our school feel welcome.

LOOK AFTER YOUR OWN PROPERTY

- Label all clothing and equipment with your name.
- Take good care of your clothing and school materials.
- Keep your books and materials clean and tidy.

BE SAFE

- Move around the school safely.
- Obey bicycle, bus, traffic and pedestrian rules.
- Only cross at the pedestrian crossing.
- Avoid playing games that might injure yourself or others.
- Always wear a broad brimmed hat when you are in the sun.
- Be sure that no illegal drugs, alcohol, tobacco or weapons are brought to school.

DEALING WITH UNACCEPTABLE BEHAVIOUR

When the need arises to deal with students who exhibit unacceptable behaviours and continually break the school's Code of Conduct, subsequently interfering with teaching, learning and/or compromising safety, the following sequence of events will be put into place. When required, the principal may immediately suspend students for violent and disruptive behaviour, criminal behaviour, the possession of a firearm, prohibited weapon or knife (without reasonable cause), or the possession or use of an illegal substance in line with the Department of Education and Communities' Suspension Policy.

LEVEL 0	Acceptable Behaviour	Student actively participates in all aspects of school life.	Student participates and contributes to all school activities.
LEVEL 1	Classroom and Playground Management Strategies	Documentation to record incidents in class. Behaviour referral forms to stage coordinators for breaking the school's Code of Conduct, classroom and playground incidents. Continued unacceptable behaviour move to Level 1.	Acceptable behaviour, move to Level 0
LEVEL 2	Referred to Stage Coordinator	Student/stage coordinator conference resulting in matter being successfully resolved. Formal warning note or loss of Gold Card points note sent to parents. Continued unacceptable behaviour (three instances of losing Gold Card Points in a ten week period) move to Level 3.	Acceptable behaviour, move to Level 0
LEVEL 3	Stage Coordinator and Principal Conference	Principal/stage coordinator/student conference. Formal written notification to parents. Withdrawal of privileges, including school representation, excursions and visiting performers. Withdrawal from playground, formal detention. School Counsellor intervention if required. Student on behaviour book for one week. Continued unacceptable behaviour move to Level 4.	Acceptable behaviour, move to Level 0.
LEVEL 4	Referred for Principal and Parent Conference	Stage coordinator refers to principal. Formal written notification to parents. Student/parent/principal conference. Support from School Counsellor and itinerant DET services. Withdrawal from special days, functions, camps and excursions. In-school suspension (isolation from playground and class). Individual behaviour program developed. Continued unacceptable behaviour move to Level 5.	Acceptable behaviour, move to Level 3 for minimum of one week.
LEVEL 5	Short Term Suspension 1- 4 Days	Parents notified of suspension, reason, length and date of return. Resolution meeting before returning to school. Targeted support from DET support staff. If more than two short suspensions in 12 months, notify Director of Public Schools. Continued unacceptable behaviour, consider partial attendance.	Acceptable behaviour, move to Level 3 for minimum of one week
	Partial Attendance	Parent notified and interview with principal. Director of Public Schools informed. Student progress monitored by daily contact of the school with parents. Behaviour plan. Continued unacceptable behaviour move to Level 6.	Acceptable behaviour, move to Level 3 for minimum of one week
LEVEL 6	Long Term Suspension 5-20 days	Parents notified of suspension, reason, length, date of return, and study program. Director of Public Schools informed. Resolution meeting before returning to school, outlining conditions of enrolment. Continued misbehaviour move to Level 7.	Acceptable behaviour, move to Level 3 for minimum of two weeks.
LEVEL 7	Expulsion from School	Immediate long term suspension. Letter informing parents of intention to expel. Provide parents with copies of relevant documentation. Await parental response. Submission to Director of Public Schools recommending expulsion. Alternate school placement sought.	Student removed from school

ANTI BULLYING PLAN

This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy* of the New South Wales Department of Education and Communities.

Uki Public School aims to consult with the school community to review this policy annually through the P&C association, as a representative community body and through a survey for students, staff and parents.

STATEMENT OF PURPOSE

Uki Public School provides a supportive and caring learning environment, where all members of the school community expect to spend their school day, free from bullying, harassment and intimidation. While our school has a diverse, creative community, characterised by different religious, moral, socio economic and cultural backgrounds, it also has a clear expectation that no form of bullying behaviour will be tolerated.

PROTECTION

All members of Uki Public School community - students, parents and caregivers, staff and the wider community - have a shared responsibility to create a safe and happy environment, free from all forms of bullying. There is a clear school community expectation that all students will be safe at school, free from fear of bullying, harassment and intimidation. Should any form of bullying occur, the school community expects that all students involved will be provided with appropriate support.

The school community will promote these expectations by:

- enhancing positive relationships that respect and accept individual differences and diversity within the whole school community.
- contributing to, and support of, the anti-bullying plan through words and action.
- actively working together to resolve incidents of bullying behaviour when they occur.

Students have the responsibility to behave in line with the Uki Public School Code of Conduct. In dealing with incidents of bullying, students will respond in line with the school's Anti-bullying plan.

Parents and Caregivers have a responsibility to:

- support their children in all aspects of their learning.
- support their children in developing a positive response to any incidents of bullying in line with the school's Anti-bullying plan.
- support all students of the school to deal with bullying through the strategies outlined in the Anti-bullying plan.

Teachers have a responsibility to:

- respect and support students in all aspects of their learning
- model appropriate and expected behavior
- respond in an appropriate and timely manner to bullying incidents according to the school's Anti-bullying plan

Uki Public School has a responsibility to:

- develop the school's Anti-bullying plan in consultation with the students, staff, caregivers and wider school community.
- to keep students, parents, caregivers and the community informed about the school's Student Welfare Policy and Anti-Bullying Plan
- educate students with ways to respond positively to incidents of bullying, including the important role of bystanders.
- provide information to parents, caregivers and students on ways to promote appropriate behavior and the consequences for inappropriate behaviour.
- follow up all complaints of bullying, harassment and intimidation.
- inform parents of the important role they play in resolving incidents of bullying involving their children.
- To provide appropriate training and development to staff so as to secure a safe learning environment for the school community.

PREVENTION

Every student will complete a stage appropriate unit of work focusing on bullying behaviours and ways to respond to them. Posters will be displayed around the school to provide a visual reminder to all students and members of the school community of ways to address bullying behaviours. The role of students who witness bullying type behaviours and the proactive measures that they can take to address the situation will be emphasised. These strategies will be further reinforced in all classes and at stage and school assemblies. By implementing these strategies, the school community will become empowered to respond appropriately to bullying and harassment, consequently contributing to the general health and well-being of all students.

EARLY INTERVENTION

Our school will actively promote the reporting of bullying incidents by students and staff involving themselves or others. Parents are encouraged to advise the school of incidents of bullying with their children.

Learning Support Team meetings will involve discussions regarding the implementation of anti-bullying programs for students who are identified as being at risk of developing long-term difficulties with social relationships and those students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behavior.

RealSkills (The Family Centre) will continue to be involved in the school to provide social skills programs for students in Years 5 and 6. Weekly school staff meetings will involve a 'Kids Corner' session to discuss student welfare issues, including bullying behaviours.

RESPONSE

Strategies to deal with bullying:

- Students who are subjected to or witness bullying type behaviours are encouraged to report the incident to a teacher or their parents. Parents should inform the school as soon as practicable of any bullying incident their child is subjected to.
- All teachers will have a notebook to record any minor playground or classroom incidents. These reports will be collated on a weekly basis to identify possible bullying patterns of behaviour involving individual or groups of students.
- Once notified, the school will investigate and deal with the incident. A written record of the incident will be kept for future reference.
- Students who are bullied will be offered support from their parents, class teacher, the school executive, principal and other Department of Education and Training staff.
- Students who have been identified as participating in bullying behaviour will be dealt with under the school's Code of Conduct and Behaviour Management system. This includes formal written notification to parents.
- Where a student has been found to have bullied another student, they will be counselled by a member of the school staff. Should a student continue to exhibit bullying type behaviours, the student and their parents may be requested to attend an interview with the principal. The school counsellor will also be asked to become involved and run assessments where necessary.
- Where a student continues to exhibit bullying behaviours towards others, the school may consider short and long term suspensions, in line with the school's policy in dealing with unacceptable behaviour and the Department of Education and Training's Suspension and Expulsion Policy.
- In extreme cases involving assault, threats, intimidation or harassment, the police may need to be called to intervene in the process.

COMMITTEE

Jeff Robinson – Principal
Edna Kendrick – Classroom Teacher
Diane Wilder – P&C President (community member)
Jemma Gilliland – School Captain
John-Joseph Coleman – School Captain

SCHOOL CONTACT INFORMATION

UKI PUBLIC SCHOOL
1463 Kyogle Road, UKI, NSW, 2484
Ph: 02 6679 5128 Fax: 02 6679 5448
Email: uki-p.school@det.nsw.edu.au
Website: www.uki-p.schools@det.nsw.edu.au

STUDENT SUPPORT

Uki Public School provides an extensive range of specialist teachers and support services directed at ensuring the social, emotional and educational well being of all students is provided for. These services include:

- Learning Support Team (LST) - This committee is comprised of the school principal, executive staff and the school counsellor. The main function of the LST is to consult widely regarding welfare issues related to students.
- School Counsellor - At present, Uki Public School provides a school counselling service on a weekly basis. School counsellors are trained to assess students and advise parents on any behavioural, emotional or educational problem that children may be experiencing. Appointments to see the counsellor are based on a referral system through Classroom Teacher, the Learning Support Teacher and the Principal.
- Teachers will periodically use the services of the counsellor to assist in creating individual programs for pupils. Written, and sometimes verbal, permission from parents will be sought prior to any interview with a pupil, although senior students are able to self refer.
- Support and Learning (LAS) - The provision of a support teacher allows students to receive intensive remedial work. The LAS teacher works closely with class teachers to ensure that programs are continued in the classroom. Parent sessions are conducted by the STLA to allow parents to better understand the many ways that they can assist children with learning difficulties.
- All students have access to the Northern Rivers Area Health Service. Students can be screened for hearing, sight and speech, as well as for any concerns regarding physical development. Forms to access this service are available through the school office or Community Health.
- Home School Liaison Officer (HSLO) - The HSLO is a departmental officer who works closely with the school and families to ensure regular school attendance. The HSLO is also responsible for monitoring home schooling and distance education programs.
- Student Assistance Scheme (SAS) - Funds are available, on request, for financial support of families who may need assistance for purchase of uniforms, attendance at school excursions, swimming school, etc. Application forms are available from the school office.
- Reading Recovery - Some students in Year 1 will have access to the Reading Recovery Program. This program provides intensive "one on one" teaching for students who satisfy the strict Reading Recovery criteria.
- Itinerant Support Teachers - The school is able to request support from specialist teachers to assist students with special needs. This includes teachers who specialise in programs dealing with vision, hearing, behaviour, early intervention and physical disabilities. The school works with parents to write submissions to access these services.
- School Learning Support Officers (SLSO) - Students with funding support, for a variety of reasons, will generally have their allocation spent on providing a teachers' aide to assist the classroom teacher with the implementation of classroom programs and school procedures. The SLSO may work individually with some students, work with small groups or assist in other areas.

STUDENT WELFARE AGENCIES

At the discretion of the LST, students may be offered a placement at Stewart House, Salvation Army Children's Centre or The Far West Children's Centre. These camps provide children with an enjoyable holiday, whilst catering for any medical, emotional or educational needs. Camp costs are subsidised by the school and these agencies.

HOMEWORK POLICY

RATIONALE: Homework is considered to be an important factor in the education process of children. The purpose of homework, like school work, is learning. Homework is important from Kindergarten onwards, as it helps students to build on what they have already learnt in the classroom, and prepares them for the next stage in their learning. Research shows that a clear link exists between the time spent by students on out-of-class study and student achievement. Homework also helps to bridge the gap between home and school.

AIM: The aim of regular homework is to assist in consolidating work done at school and to provide an opportunity for students to work independently. Students are encouraged to develop regular and effective study habits, while parents are encouraged to participate in their child's education.

IMPLEMENTATION: This policy needs to be read in conjunction with the Department of School Education Homework Policy and Parents Guide to School.

THE ROLE OF TEACHERS: Teachers are expected to:

- Implement this Homework Policy in accordance with its set procedures.
- Inform parents of their role in supporting and encouraging their children with homework.
- Use their professional judgement about the suitability and amount of homework tasks to be set.
- Balance homework across all curriculum key learning areas.
- Inform students of what is expected of them.
- Inform children of when work is due and how it will be assessed.
- Give students sufficient time for the completion of set tasks.
- Help parents understand what homework is required and when it is due.
- Communicate with parents about areas of concern related to homework.
- Assess homework to determine achievement by students.
- Maintain student homework records.

THE ROLE OF STUDENTS: Students are expected to:

- Work to standards of presentation expected at school.
- Complete homework within the given time frame.

THE ROLE OF THE HOME: Parents and caregivers can help by:

- Assisting students to establish a homework routine.
- Providing a quiet place for homework and study.
- Assisting teachers to monitor homework.
- Communicating any concerns with teachers regarding the homework.
- Aiding children to use libraries, local businesses and community members as valuable support resources.

HOMEWORK GUIDELINES

- In Early Stage One and Stage One (Kindergarten - Year 2), children may be involved in such regular homework activities as home reading schemes, library borrowing, language activities, numeracy and problem solving activities. These activities should not total more than 2 hours each week.
- In Stage Two (Years 3 - 4), further activities may include completion of work, additional formal bookwork and tasks, research, observation and data collection, designing, making and practicing tasks. These activities should not total more than 3 hours each week.
- In Stage Three (Years 5 - 6), consolidation of previous activities will be the major emphasis. These activities should not total more than 3 hours each week.

SCHOOL CREED

Uki is our school
Let peace dwell here
Let the rooms be full of contentment
Let love abide here -
Love of neighbours
Love of life itself
Let us remember -
As many hands build a house
So many hearts make a school

SCHOOL SONG

A green place of many ferns
And Uki got its name
The misty vales and mountains called
And many people came
Now like the many streams that merge
We are gathered here today
We'll strive to do our very best
Helping others on our way
Let's all be proud of this our school
And when its time to part
These happy days at Uki
Will be ever in our hearts

ADVANCE AUSTRALIA FAIR

Australians all let us rejoice
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page let every stage
Advance Australia Fair.

In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with heart and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.

In joyful strains then let us sing,
Advance Australia Fair.

SECTION 2

ALPHABETICAL LISTING OF UKI PUBLIC SCHOOL ADMINISTRATION AND PROCEDURES



ACCIDENTS AND AMBULANCE

In the case of a serious accident or injury, every effort is made to contact parents. If this is not possible, the school, at its discretion, will provide immediate medical or ambulance attention. The school subscribes to the NSW Ambulance Service, thus eliminating any cost to parents should a child need to be transported to hospital.

AFTER SCHOOL CARE - UKI KIDS CLUB OOSH (Out Of School Hours)

The P&C endorses an Out of School Hours child minding service that operates from 2.50 pm to 6 pm Monday to Friday. Students participate in organised activities, homework club and are provided with afternoon tea. Children may access this service on either a permanent or casual basis. Costs are set at an hourly rate, with families only having to pay their Centrelink Child Care Benefit percentage. More detailed information can be obtained from the school office.

ATTENDANCE AND ABSENCES

It is a legal requirement that absences from school be advised by means of a note directed to the home class teacher. The reason for the absence should be stated so that class rolls can be correctly completed. The Principal will be notified by teachers of any unexplained absences, and where appropriate, this information will be passed on to the Home School Liaison Officer.

Parents who wish to remove their children from school for extended periods (e.g. holidays), should advise the Principal or class teacher in writing, stating the anticipated length of absence.

Children who arrive late to school should come to the office (accompanied by parent/caregiver), where they will be given a note for their classroom teacher, indicating time of arrival.

Similarly, students will only be permitted to leave the school grounds during normal school hours when a written note from their parents is provided, or parents personally pick up their children. If picking up your child during normal school hours, parents are requested to sign out students at the school office.

It is important for the smooth operation of the school that punctuality be encouraged by parents.

BELL TIMES

Uki Public School operates between 8.55am and 2.50pm.

Recess:	10.25am-10.50am
Fruit Break:	11.50am-12.15pm
Lunch:	1.15pm-1.40pm

No supervision can be provided for pupils prior to 8.25am or after 3.20pm.

Our Uki Kids Club OOSH (Out Of School Hours care) is available for students from 2.50pm - 6.00pm daily. Please contact the school office for details.

BICYCLE SAFETY RULES

It is the responsibility of parents who allow their children to ride bicycles to school to ensure the following:

- That children have an understanding of road rules and know the safest possible route for them to ride to school
- That bicycles are well maintained and that all parts of the bike would pass a safety check
- That a safety helmet is worn

Bicycles brought to school must be secured in designated areas and not ridden within the school grounds.

BOOK CLUB (SCHOLASTIC) and BOOK FAIR

Book Club order forms are distributed to interested children each term. Students may order any of the listed books by completing the attached order form and returning it along with correct money to the school office before the given return date. Approximately 21 days should be given for orders to be returned to school. Book Club resources are generally of excellent quality and value.

Book Fairs are usually conducted during Terms 2 and 3. This is an opportunity for students and parents to purchase good quality books from an extensive range on display. The school receives a commission on the number of items sold, which is then converted to books from the Book Fair to build on our reading resources for the library. Community support of this activity is much appreciated.

BUS TRAVEL

Students eligible for subsidised bus travel must make an application on an appropriate Department of Transport form, available from the school office. Should parents wish to vary regular travel routine contact must be made with the appropriate bus company. Such changes are only possible when seats are available. A fee may also be charged.

It is the duty of parents to ensure the good conduct of their children travelling to and from school. Students who endanger the safety of the driver or other students, or who misbehave during the journey may either be suspended from bus travel or have their bus travel cancelled.

It is the responsibility of children to:

- Obey the driver's instruction in relation to safety on the bus
- Remain seated at all times
- Show common sense and respect for property whilst on the bus
- Show courtesy to other bus passengers

Incidents of misbehaviour will be reported to the school by bus drivers and appropriate action may be taken.

CANTEEN

At present, our healthy canteen operates three days each week, on Monday, Wednesday and Friday. Students should place their lunch orders in the lunch box provided in their classroom before 9.00 am. Snack items are available at recess and lunchtime, with an emphasis on healthy food items. The canteen committee also conducts 'Special Days' during the term, focusing upon different themes and cuisines.

Canteen profits are returned directly to the school. It is hoped that our school community will support our school canteen on the two days it is open rather than purchasing lunch elsewhere.

Parent helpers are always needed to staff our canteen. If you are able to assist, please contact the school office or a member of the canteen committee. The canteen committee meets every month and everyone is welcome to attend.



CUSTODY and/or ACCESS

Where custody and/or access of children may be an issue, it is imperative that the custodial parent supplies the school with written details of access rights of the non-custodial parent. Should a court order be available, please supply a copy to the school Principal and make your child's class teacher aware of any issues or concerns. Under no circumstances will information regarding individual students be distributed over the telephone or in person to any unauthorized persons.

EXCURSIONS AND SCHOOL CAMPS

Educational excursions are regularly conducted as part of the six key learning areas studied at school. Excursion information will be provided by teachers as the need arises. Every effort is made to minimise the cost to parents. Student Assistance may be available in some circumstances.

Students who are not satisfactorily attired or whose behaviour is subject for concern, as outlined in our *EKIDNA* Program, will not be permitted to attend excursions.

We believe that an equitable, varied and interesting excursion program is of great benefit to the students at Uki Public School. The cyclic stage based program we offer is based on the following principles:

- excursion program is stage based rather than class based.
- all students have equitable access to excursions.
- fundraising activities are held on a regular basis throughout the year to offset rising costs of out of school activities.
- students are exposed to a variety of venues and accommodation types e.g. camping, dormitory, etc.
- over a 7 year period, all children will have the opportunity to partake in a variety of experiences.

FEES AND LEVIES

Workbook Levy - At the beginning of each school year, parents are asked to pay a book levy, which covers the costs of a mathematics text for each child in the school as well as all the exercise books, copy paper, pencils, glue sticks etc.

This amount varies from year to year, depending on the cost of the text books. A note will be sent home at the start of term one each year advising parents of the cost. The levy also includes an amount to support the schools pottery program, which all students participate in during the year, to help cover the costs of clay, glazes etc.

Voluntary School Levy - At the beginning of the school year, the school sets a voluntary school fee for families to contribute. These funds may be targeted towards special projects or school resources, as well as the purchase of first aid supplies, tissues, sunscreen, etc.

FLOOD PROCEDURES

In the event of heavy rain, parents should exercise discretion in anticipating the possibility of pupils being isolated at school due to rising water. In this event, pupils should remain at home.

If the danger of isolation at school occurs suddenly, the Principal at his/her discretion may advise bus companies to convey children home earlier than usual. Every effort will be made to advise parents of this change by means of telephone. For this reason, it is vital that parents complete the Flood Procedures form at the beginning of each school year and keep our school office informed regarding any changes to contact details.

HIGH SCHOOL ENROLMENT / ORIENTATION / TRANSITION

Year 6 pupils are automatically entitled to enrolment at local in-area high schools. Most of our students are zoned to attend Murwillumbah High School, while some others may be in the Wollumbin High School area. Parents wishing to place children in other public High Schools must follow Out of Zone placement procedures. Forms for high school placement are sent home and must be returned to school by the end of term one each year. Parents wishing their children to attend Non-Government high schools must make individual arrangements with the school of their choice.

Individual orientation/transition programs are offered by the various local high schools. These days are designed to familiarise prospective Year 7 pupils with the layout of their high school, as well as procedures and teaching staff. Dates of these sessions will be forwarded each year to families, together with specific organisational matters.

INDUSTRIAL STOPPAGES

In the event of an industrial stoppage, a letter will be sent to parents advising them of the situation. It may only be possible to provide minimal supervision in the event of a stoppage.

INFECTIOUS DISEASES

In the event of your child contracting an infectious illness, please be advised of the recommended exclusion from school period, for the safety of other students. A list of illnesses and the exclusion period can be found at the back of this book.

INFORMATION AND COMMUNICATION TECHNOLOGIES

Our state-of-the-art technology centre, with purpose built computer benches, height adjustable seating, thirty computer terminals to cater for a whole class at a time, printing and scanning facilities, video conferencing facilities and an interactive whiteboard, is used daily by classes and is also used as a training venue for district teaching personnel.

Students also have access to our class set of iPads which are used on a daily basis in a variety of educational ways.

Every classroom has access to an interactive whiteboard. This technology has changed the way in which lessons and activities are delivered by our teaching staff and provide an engaging and interactive manner for students to learn.

The school is continually upgrading its computer and software resources. We aim to utilise these technology facilities to provide our students with a comprehensive approach to current teaching and learning methods, embracing the current 'digital age'.



KINDERGARTEN TRANSITION

A Kindergarten transition and information program is held each year during Term 4. During the transition days, seminars are held for parents of prospective Kindergarten children to provide them with all the necessary information to assist them in preparing their children for a smooth transition into school life the following year. Details of school procedures, teaching programs, etc. are provided and teaching staff are on hand to answer any questions that parents may have.

The transition sessions are also a valuable opportunity for pre-school children to familiarise themselves with other students, the school and classroom surroundings and the routines of a school day. Parents and children are urged to attend this important program. Year 5 Buddies play an important role in assisting the transition process of Kindergarten children.

Details about the Kindergarten Transition program are sent out to local pre-schools during September or October and advertised locally. An information pack containing forms required for enrolment are available from the school office at your convenience.



INFORMATION FOR KINDERGARTEN CHILDREN

The following information is provided for parents of students in their first year of school. It is hoped that some suggestions will help children to assimilate into the school system with a minimum of difficulty.

- Talk positively to your child about school. Let them know that they will meet new friends, play, sing, learn and make things.
- Encourage independence, e.g. teaching your child to put on own shoes and do up shoelaces.
- Clearly label all possessions with your child's name; including all clothing, hat, lunchbox and lid, school bag, drink bottle, etc.
- Send your child to school on time each day, where possible.
- Give your child simple duties to do around the house. This will help to develop confidence in performing tasks.
- Allow your child to stay with relatives and friends for short periods so that an acceptance can develop that it is not always possible to be with parents.
- Encourage your child by admiring work when it is brought home. Give paintings and handiwork a place of honour for a few days at least.
- Select quality stories, picture books and TV programs for your child.
- Warn your child against loitering on the way home, visiting friends without permission or going anywhere with strangers.
- Make sure your child knows their name, address and phone number, and can repeat details when necessary.
- Check pockets and bags for notes. If something needs to be returned to school, do so promptly to assist the school staff.
- Advise the school office and class teacher in writing of any change of routine, including change of daily travel arrangements.
- The separation anxiety for kindergarten students does not last for long.
- Don't make school or the teacher a threat. Encourage a positive attitude to school.
- Children often bring special toys, gifts or objects to school to share with their classmates. While all possible care will be taken, children bring items to school at their own risk. Thus, parents need to closely monitor which items are brought to school and be mindful that accidental breakages and loss of items does sometimes occur.

LIBRARY

Uki School is fortunate to have a wonderful state-of-the-art, well-organized library, housing an extensive range of educational and recreational resources for both staff and students. The library is open for use 3 days a week and loans may be made during lunchtimes or the weekly library lesson. The teacher/librarian provides a weekly library lesson to each class.

Children who wish to borrow from the library should have a material bag to assist in protecting the books. These may be made by parents or purchased from the school office. Library monitors, students from senior grades, are on duty each day to assist younger children with borrowing and developing skills on computers.

LOST PROPERTY

Lost property is located on the verandah outside the OOSH room next to the administration block. Parents are requested to carefully label all clothing items with your child's name to assist in locating owners. Unclaimed items are periodically donated to charitable organisations or go into the clothing pool of secondhand uniforms.

'MEET THE TEACHER' INFORMATION SESSION

Within the first few weeks of a new school year, a time will be allocated for teachers and the parents of children in their classes to meet for an information session. During this time, teachers will explain school and class routines and policies, philosophies and educational programs that will occur in their classrooms during the year. Questions are most welcome at this time. Meeting dates will be notified in the school newsletter in term one.

MONEY AND PERMISSION NOTE COLLECTION

It would be appreciated if any money required for educational programs, excursions, etc. could be returned to class teachers as promptly as possible. Money should be enclosed in an envelope, supplied with student name, amount enclosed and event clearly written on the front. If applicable, the accompanying permission note should be included. For whole school events, it is possible to make a payment for more than one child, by forwarding the total amount to the teacher of the youngest child. Where possible, parents should not send large denomination notes to school, as very little change is kept on the premises.

The school Principal is always willing to discuss cases of genuine financial difficulty, if assistance will allow a child to participate in an educational program. Please contact the school office for a Student Assistance Scheme application form if required.

NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN)

In accordance with the policy of the Department of School Education and the Federal Government, all students attending school in Years 3, 5, 7 and 9 are required to undertake a national assessment, the National Assessment Program Literacy and Numeracy (NAPLAN) which tests students' skills in reading, writing, spelling, grammar, punctuation and numeracy. Information obtained from these examinations allows the school to:

- Measure the progress of individual students.
- Compare the performance of students against state averages.
- Identify specific weaknesses in school academic programs.
- Evaluate the effectiveness of teaching programs at the school.

Parents will receive a student profile report, outlining progress in each area, as soon as results are made available to schools. Year 3 and 5 NAPLAN tests are held in early May each year, usually week three of term two.

NEWSLETTERS AND NOTES

A weekly school newsletter is produced, usually on a Tuesday, to keep parents informed of what is happening at the school. This is provided to the **youngest** child in each family. Additional notes for sporting visits, carnivals, excursions, visiting performers, special events, etc. are forwarded by class teachers as the need arises, but will usually be sent out with each weeks newsletter as an insert. These notes will outline relevant information and generally have an attendance permission slip attached. It is strongly recommended that parents regularly check pockets and school bags for any school correspondence.

The newsletter and other reminders are also issued by email. Please contact the school to be placed on our distribution list. Our webpage is also regularly updated with news and event information.

PARENT HELPERS

Parents and community members are always welcome to participate in educational programs at the school. Help is frequently sought in many areas including: reading, story writing, mathematics, science, environmental and sustainability projects, music, speech therapy, excursions, physical education and sport, and art and craft.

Offers of assistance may be made by responding to requests, school or class newsletters, or by approaching class teachers to discuss your area of interest or expertise. Parents who do not wish to participate in educational programs can offer assistance in other areas including: gardening activities, fund raising events, working bees, transportation of students to different events, canteen and P&C activities.

If you feel that there is any other area in which you can help the school, please contact the school office or Principal.

PARENT / TEACHER INTERVIEWS

The following information has been included to assist parents in preparing for an interview with the class teacher or school Principal.

It is important to remember that teachers and parents are working for a common goal and a 'chat' as friends can often prevent simple problems becoming major issues. Teachers and the Principal are available by appointment through the school office by phone or note. If you simply drop in after school, you may catch the teacher at a time where they are committed to meetings, in-service courses, etc. Dropping in during school is never very satisfactory, as it is difficult to interrupt a class lesson to speak. A phone call before a visit will show a teacher that you treat them as a professional.

BEFORE THE INTERVIEW

- Don't be afraid to discuss school problems thoroughly with your child. If you don't know exactly what the problem is, it is difficult to discuss details and specifics with the teacher.
- Don't criticise your child's teacher in front of them. Remember your child is with the teacher six hours a day. Divided loyalties can be a major problem.
- If you believe that there is a real problem at school, then do not hesitate to intervene. Problems tend to grow when they are left unattended.
- Keep the issue clear in your mind. It is not your ego at stake. It is what is best for your child that you are striving for.
- Remember that there is always two sides of the story, so take the time to hear both sides before reacting to one version of events.
- Avoid running from friend to friend to get advice. It may help to talk over your concerns with a friend but it is best to go right to the source, i.e. the classroom teacher or Principal.
- Keep in mind that there may be legitimate, honest differences of opinion and judgement about how children should be educated and handled. It is often useful to share the basic assumptions and beliefs that you hold.
- Never try to set up a pressure group against a teacher with other parents. The problem is in the hands of you and the teacher. It should not become a public 'scandal'.

DURING THE INTERVIEW

- Be yourself in your communication. Don't be aggressive, demanding, apologetic or uncomfortable. Be yourself - a responsible, concerned parent with some questions to present.
- Express a willingness to help and to share in solving the problem. "What can I do?" "How would you like me to help?"
- Focus on how the problem can be resolved rather than waging a personal battle against the teacher or the school.
- Don't dwell on past problems or complaints.
- You should not criticise past teachers to your child's present teacher. You are placing the teacher in an awkward professional position.
- Don't criticise or verbally attack a teacher personally. Strive to help both you and the teacher to avoid defensiveness and hostility.
- Don't attack a teacher's intentions and feelings about your child. Teachers are caring professionals.
- Be prepared to share with the teacher, constructive information about your child's interests and abilities. This is always helpful.

If you are still dissatisfied at the end of an interview, there are many other people such as the Principal, school counsellor, etc. who will be happy to help you.

PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens Associations (P&C), is a group of parents and community members who share a common interest in assisting the education of children at Uki Public School. In addition to actively raising funds for school resources, the P&C provides a framework of support for many school activities.

Involvement in a school P&C allows parents to express opinions and wishes about the overall operation of the school. It also provides a marvellous friendship network amongst people within the community with a common interest.

New members are always welcome at P&C meetings, which are held at the school on the second Monday of each month. Meeting dates are notified through the school newsletter, and are usually held in the staffroom, commencing at 6:00pm.

PERFORMANCES

An annual performance evening is held each year. Every student has the opportunity to participate in these events, which are a major highlight of the year. Every second year, we will produce a major stage performance, while alternate years will see students participate in the Small School's Stewart House Concert.

Students may also be given the opportunity to join our school dance group, and take part in the Far North Coast Dance Festival, which is usually held during the middle of the year.

Our school band performs regularly at different events, with a highlight being the Murwillumbah Performing Arts Festival. Our school choir auditions regularly to perform at the Sydney Opera House, as well as performing at many venues around the Murwillumbah area. The school also has an end of term whole school assembly each term, to showcase performing arts items.



PHONE CALLS AND MESSAGES

Telephone messages of an urgent nature will be relayed to students, provided they are made to the school office before **2.30 pm**. At the discretion of school staff, students may be allowed to use the telephone for urgent personal calls, if it is deemed to be important.

PRESENTATION DAY

At the conclusion of Term 4 each year, students who have displayed achievement in a wide range of academic and non-academic areas are acknowledged at a presentation ceremony. Parents of all children are encouraged to attend the ceremony in appreciation of the many fine achievements that are made by students at Uki Public School. The time, venue and date for this day will be notified each year, early in term four.

PRIVATE VEHICLE CONVEYANCE

The NSW Government Department of Transport is able to provide a subsidy to eligible school students where there is no public transport available for all or part of the journey to school. This subsidy is called Private Vehicle Conveyance (PVC) and is paid based on the distance between the home and the nearest transport pick up point or school. It may also be available on medical grounds. Please call at the school office to enquire about eligibility and collect an application form.

REPORTING TO PARENTS

Written assessment reports are prepared for parents on a half yearly and yearly basis. Reports are designed to give an indication of academic development and achievement in key learning areas and the amount of effort that has gone into achieving this standard. Individual progress in personal, social and emotional areas are also included in this written report.

Parents are invited to make an interview appointment with teachers if they should wish to discuss progress at any time throughout the year. An attempt will be made at the end of semester one to discuss your child's progress in the mid year report with an invitation to hold an interview.

SCHOOL BANKING

Students holding accounts with the Commonwealth Bank are able to make deposits each week, through the School Banking Service. A computer link is available from the school, direct to the bank. Bank books should be brought to school each Monday, with a completed deposit slip and the amount for deposit enclosed in the plastic wallet provided. Bank books will be collected from the classrooms and money banked every Tuesday. Books will be returned during the week.

Anyone wishing to open a student banking account can obtain a new account package from the school office. Account enquiries should be directed to the nearest branch of the Commonwealth Bank.

SICKNESS & MEDICATION

Children who are unwell should not attend school. If a child should become sick during the day, he/she will be referred to the school sick bay until parents or an emergency contact person can be contacted.

It is important that parents notify the school in writing of any allergies or pre-existing medical conditions so that appropriate medical attention can be sought if necessary.

Prescribed medications will only be administered to a student when a note from the parent is received by the Principal. Under no circumstances will non-prescribed medications be administered to a child.

SPECIALIST TEACHING STAFF

Each class receives specialist teacher support from a number of additional teachers who are employed to provide instruction in specific subject areas. Staff in these areas are often utilised to provide preparation release time for regular class teachers.

Specialist teaching is provided for areas such as Art, Music, Band, Enrichment, Information Technology and Pottery. Uki Public School has a reputation as a School of Excellence in Creative and Practical Arts.

Apart from regular music and art lessons, programs are also offered for students with particular interest in visual art and music. Special lunch time and afternoon classes are offered for visual arts and the learning of musical instruments.

SPORT

Daily fitness sessions and sporting activities are provided within the structure of each stage. Students who wish to participate in competitive sport may do so by seeking placement in school and district PSSA representative teams which participate in state knockouts and selection trials throughout the year.

DAILY FITNESS

Stage groups participate in a comprehensive daily fitness program four days a week for a 20 minute session. Activities vary each term and are aimed at developing skills in activities like ball games, athletics skills, long distance running, gymnastics, fundamental movement skills, traditional dance and small games.

SPORT CARNIVALS

We hold two sports carnivals each year. These are:

- Cross Country Carnival at Uki Public School or Uki Sportsground in term 1 or term 2
- Athletics Carnival at Uki Public School and Uki Sportsground in term 2 or term 3

Students who meet minimum qualifying standards at school carnivals are eligible to compete at the Murwillumbah District PSSA and Far North Coast PSSA carnivals. Successful athletes may then continue to Regional, State and Australian representation.

SPORT HOUSES

New enrolments to the school will be allocated a sporting house upon acceptance of enrolment. Siblings will automatically be placed in the same house as others in their family.

House groups have the following colours allocated for carnival days:

Mountain	-	Green
River	-	Blue
Valley	-	Red



SCHOOL DEVELOPMENT DAYS

School development days (SDD) are set aside by the NSW Department of Education and Communities for school staff to undergo mandatory training and other professional learning opportunities without the students at school. These days are also vital for staff for the organisation, planning and implementation of new curriculum documents and educational programs, as well as future planning for school programs.

There are five SDD's within a year, the first three usually held on the first Monday of Terms 1, 2 and 3. Sometimes these dates may be changed but parents are always informed in advance if this occurs. The last two SDD's are set for the last two days of the year.

SUPERVISION OF PUPILS

Parents are advised that formal supervision of students cannot be provided before 8.25 am and after 3.20 pm. Parents should ensure the safe conduct of students who must be at the school outside of these hours. Supervision of students is provided at all other times.

UNIFORM

School uniform items are conveniently available directly from the school office at reasonable prices.

Girls Uniform - Blue and white check school dress or blue and white check button blouse, royal blue skirt or shorts, white socks, black shoes. Broad brimmed hat.

Girls Sports Uniform - Royal blue pleated sports skirt or royal blue sports shorts, red polo shirt with school emblem, white socks, sports shoes. Broad brimmed hat.

Boys Uniform - Royal blue stretch knit collared shirt with school emblem on pocket. Grey shorts or trousers, grey socks, black school shoes. Broad brimmed hat.

Boys Sports Uniform - Royal blue sports shorts, red polo shirt with school emblem, white socks, sports shoes. Broad brimmed hat.

Winter Uniforms – Royal blue v-neck polo jumper or zip jackets with the school emblem and royal blue track pants.

Please note: We do not stock boys grey shorts, sports skirts, socks, shoes and royal blue winter track pants. These items can be purchased from any of the large department stores.

Hats - It is a policy of the school that children are actively discouraged from activities in the sun when not wearing hats. Parents should ensure that students wear broad brimmed hats to school. Broad brimmed hats with the school emblem are available from the school office.

Jewellery - For reasons of safety, jewellery is limited to items of a personal nature. Earrings should not be of the hanging variety. Studs and small sleepers are permissible. Coloured nail polish and makeup are not permitted.



TERM DATES

2016

Term 1 -	Commences	Wednesday 27 January 2016 Thursday 28 January 2016 Monday 1 February 2016	Staff Commence - Pupil Free Day Students Years 1 - 6 commence Kindergarten commence
	Concludes	Friday 8 April 2016	All staff and students
Term 2 -	Commences	Tuesday 26 April 2016 Wednesday 27 April 2016	Staff Commence - Pupil Free Day All students commence
	Concludes	Friday 1 July 2016	All staff and students
Term 3 -	Commences	Monday 18 July 2016 Tuesday 19 July 2016	Pupil Free Day All students commence
	Concludes	Friday 23 September 2016	All staff and students
Term 4 -	Commences	Monday 10 October 2016	Staff and Students
	Concludes	Friday 16 December 2016 Tuesday 20 December 2016	Final day for Students Final Day for Staff

2017

Term 1 -	Commences	Friday 27 January 2017 Monday 30 January 2017 To Be Advised	Staff Commence - Pupil Free Day Students Years 1 - 6 commence Kindergarten commence
	Concludes	Friday 7 April 2017	All staff and students
Term 2 -	Commences	Monday 24 April 2017 Tuesday 25 April 2017 Wednesday 26 April 2017	Staff Commence - Pupil Free Day Anzac Day - Public Holiday All students commence
	Concludes	Friday 30 June 2017	All staff and students
Term 3 -	Commences	Monday 17 July 2017 Tuesday 18 July 2017	Staff Commence - Pupil Free Day All students commence
	Concludes	Friday 22 September 2017	All staff and students
Term 4 -	Commences	Monday 9 October 2017	Staff and Students
	Concludes	Friday 15 December 2017 Tuesday 19 December 2017	Final day for Students Final Day for Staff