

ABERDEEN PUBLIC SCHOOL



SCHOOL INFORMATION BOOK

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Principal: Mrs Michelle Floyd



Goodness

Truth

Beauty

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Aberdeen Public School provides a learning environment where children are able to:

- grow as individuals
- acquire the knowledge and skills necessary for personal and social competence in today's society
- understand their rights and responsibilities as learners
- develop those attitudes necessary to live healthy lives in our Australian society
- develop as a person capable of coping with change and diversity

Education is a process which continues throughout life. Full co-operation between home and school is needed to achieve these aims. Parents are always welcome at Aberdeen Public School. Please feel free to discuss your child's education at any time with the Class Teacher or Principal. Just contact the school so that a suitable time can be arranged.



PARENT INVOLVEMENT IN THE SCHOOL

One of the best ways to get to know your school is to become involved in its activities and you can be assured that your help will be greatly appreciated. Some of the ways in which you can help at school are:

Reading: Parents provide invaluable help by listening to small groups of children in reading lessons. The children benefit because their work groups are smaller and supervised by an adult. Parents help in this way in all grades from Kinder to Year 6.

Library: Some parents give valued help in covering and repairing library books in conjunction with the school library. This also ensures that the books purchased by the parents are well protected.

Craft: Parents also assist teachers in this activity. Some parents do the teaching by passing on their special craft skills to the children.

School Banking: Parent helpers conduct the school banking each Monday. Children may open and conduct an account using this service. The deposits are made with the Commonwealth Bank and the school receives a commission on each transaction.

Canteen: Canteen Services are available each Monday and Friday. Drinks and food are also sold at recess (11- 11.30 am) on these days. Lunch bags are supplied and orders must be placed before school. This service is provided by volunteers who are placed on a roster, this enables food to be sold at a reasonable cost. Helpers are always welcome and will be rostered by contacting the School Office (Ph: 6543 7271). A price list of food available from the canteen is sent home to parents. The canteen is open on Wednesdays at lunch time to supply drinks and ice blocks.

Parents' & Citizens' Association (P & C): All parents are welcome to join this group, which actively supports the school. A nominal membership fee is charged, which entitles each member to participate in activities related to this organisation and its sub-branches, as well as providing insurance cover for voluntary workers at canteen, working bees and other school related activities.

GENERAL INFORMATION

Rules and Regulations: Our aim is to provide a safe, happy environment where children are encouraged to be responsible, thoughtful citizens. The school rules serve as a code of conduct for all. Children are regularly versed in the rules and copies are found in each classroom.

ABERDEEN PUBLIC SCHOOL RULES

- BE IN THE RIGHT PLACE AT THE RIGHT TIME DOING THE RIGHT THING
- BE HONEST
- ALWAYS BE POLITE AND USE GOOD MANNERS
- FOLLOW TEACHERS' DIRECTIONS
- RESPECT THE RIGHTS OF OTHERS
- PLAY SAFELY, WORK SAFELY
- LEARN AS MUCH AS YOU CAN
- LET OTHERS LEARN AS MUCH AS THEY CAN

School Hours: School hours commence at 8.55am and conclude at 2.55pm. A teacher is on duty from 8.30am to supervise students as they arrive at school. No supervision is provided for students who arrive prior to 8.30 am. Any students who arrive before 8.30 am must sit in the undercover area until the teacher commences duty at 8.30 am.

Recess: is taken from 11am until 11.30 am

Lunch: is taken from 1.15pm until 1.55pm

Voluntary School Contribution: Each year the Parents' and Citizens' Association sets a school levy or voluntary school contribution. It is a family levy and although voluntary it plays a major part in school funding. Parents are asked to pay this contribution to assist in the purchase of materials for use in the classroom such as art, craft and sport.

The amount of the voluntary school contribution is notified in the School Newsletter at the beginning of each year.

Change of Address and Family Details: Parents are requested to please notify the school office in writing or by phone immediately upon change of address, telephone or custody. Copies of court orders etc should be brought to school as soon as practicable. They are filed in the office and a notation is made on the Pupil Information Card.

Absences: Whenever your child is absent from school, please send a brief note to the teacher to say why he/she is away and for how long. If it is a planned absence such as a visit, holiday, etc. it is best to advise us before you go. If absence is due to illness or injury which will involve some lengthy absence, please advise us as soon as possible. A phone message is adequate and it helps us greatly if you can do this during the first two to three days of the absence.

It is necessary to send a note to advise us if at any time your child is:

Late Arriving to School: If a student is late to school he/she should provide a note explaining the reason they were late and must:

- Report to the office to receive a late note (which is recorded)
- Take the late note to his/her teacher.

Leaving School Early: If a student needs to leave school early or leave the school grounds during school time, to purchase lunch, attend special lessons, medical treatment etc., it is necessary for the parent to report to the office and sign their child out. A note will be completed and forwarded on to the teacher.

First Aid at School: The school subscribes to the Ambulance Service and this covers all pupils attending the school for free ambulance travel during school hours and while on approved excursions with the school. This cover is only from school to hospital. Parents are to make their own arrangements for return from hospital to home. On occasions when pupils have accidents at school requiring medical attention, every effort is made to contact parents or others nominated before any child is transported to hospital. If contact cannot be made, the principal has the authority to seek medical attention as required. It is important to inform the school of any changes of address, phone number or contact person.

Lost Property: Parents are encouraged to clearly label all their child's property. We always endeavour to return labelled property to students. Anything unlabelled, if not claimed by the end of each term, is donated to charity. The students are responsible for their own property.

Assemblies: Assemblies are held regularly to pass on awards to children for school and class efforts. Each class has a turn in organising the assembly and providing an item for the entertainment. Assemblies are used to reinforce the school aims and reward children who have achieved success.

School Buses: Four school buses operate to transport children from country areas to Aberdeen. They serve the areas of Rouchel, Dartbrook, Blairmore Lane and Glenbawn. These buses arrive at school from 8.10 am and depart from school between 3.50 and 4.10pm. A bus also services the Retirement Village and New England Highway.

Three town buses operate morning and afternoon as a service for all children living in the township of Aberdeen. Two buses service the eastern side while the other one does the western side of the highway. Children are brought to school by 8.50am and taken home at 3.05pm. Town bus routes are shown at the end of this directory.

For further information on Bus Routes contact Osborn's Transport on 6543 1271.

Bus Conveyance: All children from K-2, are entitled to free bus travel. Primary age children who live within a 1.6 km radius, 2.3 km walking distance or less from the school, pay \$1 each way or \$7 per week. Students who live on the eastern side of the New England Highway are entitled to free bus travel.

Parents requiring bus travel for their children should contact the office so that application forms can be completed. It is also MOST IMPORTANT that parents advise the school when children stop travelling on school buses.

Car Conveyance: In certain circumstances when a child lives in excess of 1.6 km from the school and a school bus is not available, a Government subsidy is paid to parents for transporting their child to school. This subsidy is also available to those parents who need to transport their children in excess of 1.6 km from their home to a bus stop.

If you think you might qualify for this subsidy, please contact the Principal.

Open Days: Throughout the year there are a number of occasions when parents are invited to the school. These are organised to provide opportunities for parents to see at first hand some of the school activities.

Reporting to Parents & Interviews: The school is always seeking means of improving its reporting to parents. It aims for a two way flow of information that allows both teacher and parent to gain a closer insight into each child.

Twice yearly written reports are provided outlining your child's social, educational and general progress. In 2011 formal parent teacher interviews will be organised at the end of Term 1 & Term 3. Written reports will be sent home at the end of Terms 2 & 4. Interviews can be arranged at any time by parents or teachers when the need arises.

School Counsellor: Help is available for concerns that you may have about the development of your child. Our School Counsellor is at school each Wednesday, testing children referred by teachers/parents for assessment of learning difficulties, behaviour and or social adjustment problems. Parents are informed by note when the School Counsellor is going to work with their child. The Counsellor contacts parents after pupil assessment.

Dental Facilities: A free dental service is available at Scone Dental Clinic for all children to Year 6. Appointments are necessary. Phone 6545 2427.

School Equipment: Almost all of a child's school needs are supplied at school – books, paper, paints etc. Class teachers will advise parents of any extra items they feel will help their child at school.

Newsletter: An important means of the school communicating with home is by regular fortnightly newsletters and notes home on other occasions. Please check your child's bag or pockets for any information we may have sent home. Our newsletter, items of interest and information about our school can be found on our school website:

www.aberdeen-p.schools.nsw.edu.au .

Sport: Children have sport each Friday and take part in regular fitness/skills sessions. These activities form part of our PE/Health/PD program which all children are required to participate in. Our Intensive Swimming School is held each year with all of year 2 attending as well as students from 3 – 6 who still need help with their swimming.

School Photographs: Class, individual and family photos are taken each year by a commercial photography company. The Parents & Citizens Association make the decision as to which company is used. Parent feedback is sought before any decision on the forthcoming year is made.

Fundraising: Fundraising functions are organised by the P & C for the school each year. These funds greatly assist the school in its financial planning. P & C fundraising in 2010 was used to purchase portable shade shelters for use at athletics carnivals, walkathons and other school events.

Excursions: Class teachers organise a variety of excursions for children. These may range from walking and half-day excursions to five day (four night) excursions for senior pupils. All excursions have an educational purpose whether it be for academic or social reasons. The cost of the excursions are kept to a minimum and parents experiencing financial hardship are requested to contact the principal as financial support for student attendance can often be available. It is important that all children in the various groups participate in these excursions.

Visiting Performers: As a means of adding to the cultural experiences of the children, visiting performers are invited to give performances at the school.

Generally these are limited to one performance per term, unless something exceptional is offered. Costs are set by these performers and some offer a family rate. As these programs are of value children should be encouraged to attend.

As with excursions parents experiencing financial difficulties should contact either the class teacher or principal. No child should be disadvantaged for financial reasons.

Hunter Life Education: The school participates in the Hunter Life Education program as part of the School Personal Development (Drug Education) Program.

Children from K – Yr 6 visit the centre and receive workbooks and worksheets.

This valuable experience is funded through the generosity of Mt Arthur Coal.

Library: The library is the focal point of the school and one of which we are proud. Children may borrow fiction and non fiction material. Parent bodies are constantly working to provide additional resources for our library. As well as attending library lessons, children are encouraged to make use of the library at lunch times.

Library Bags: Children should use library bags for the safe keeping of books taken on loan. Infants children are required to have a library bag before being allowed to borrow books. A plastic shopping bag is acceptable.

Book Club: Each month the school conducts a Book Club through Ashton Scholastic. The club enables children to purchase books and materials including posters, stickers and computer programs at a cheap rate. This encourages children with their reading. Order forms are sent out monthly to each family.

Book Fair: Usually held once a year. Children may peruse books sent to the school and order or purchase on the day.

NEW KINDERGARTEN ENROLMENTS

Children who have their 5th birthday before August 1st are eligible to commence Kindergarten.

A Birth Certificate and Immunisation Certificate must be shown on enrolment.

Early Birds Program

The school conducts an Early Bird Program for students entering Kindergarten. It is held over a period of weeks in the last term of the year prior to the student commencing Kindergarten.

Immunisation of Children Commencing Kindergarten

Extract from the NSW Health Department's "An Essential Guide to the New School Entry Requirements"

There have been changes to the NSW Public Health Act 1991. This means that parents, with children starting in Kindergarten, are required to present an Immunisation Certificate at the time of school enrolment.

Does this mean my child has to be immunised?

No, you will always have a choice. But, if there is an outbreak of an infectious disease, such as measles or whooping cough in school, children who are not immunised will have to stay home during the outbreak. This is for their own protection and protection of family and friends.

Where do I get an immunisation certificate?

You can get an Immunisation Certificate from:

- Your doctor (General Practitioner)
- Senior Health Surveyor of your Local Council
- Medical Officer of Health of your nearest Public Health Unit
- Community Health Staff

These people will give you a completed Immunisation Certificate if you can provide written proof that your child has been immunised. If your child is not fully immunised they will issue an incomplete Immunisation Certificate.

If immunisations have been given by a number of different doctors or health care workers, then parents must obtain the immunisation information in writing from **all** of them. All the collected information should then be taken to any **one** of the listed health professionals who will issue an Immunisation Certificate.

The following table indicates periods of exclusion for **Children Who Have the Disease and for Unimmunised Children.**

DISEASE	CHILDREN WHO HAVE THE DISEASE	UNIMMUNISED CHILDREN WHO ARE IN CONTACT WITH THE SICK CHILD
DIPHTHERIA	Stay at home until a doctor has given a certificate of recovery.	Keep household contacts at home until cleared to return by Medical Officer.
TETANUS	Stay at home until fully recovered.	Can attend school.
PERTUSSIS (WHOOPIING COUGH)	Stay at home for 14 days from the start of illness or until 5 days of a 14 day course of antibiotics have been completed.	Keep Unimmunised household contacts at home for 14 days from exposure or until they have had 5 days of 14 day course of antibiotics, if they go to preschool. Unimmunised contacts in Primary School (K-6) need not stay home.
MEASLES	Stay at home for at least 4 days from the appearance of the rash.	Unimmunised contacts should stay at home for 14 days or, if they are immunised within 72 hours of exposure to measles, they can return to school immediately.
MUMPS	Stay at home for 9 days after the appearance of swelling.	Can attend school.
RUBELLA	Stay at home for at least 4 days after the rash appears.	Can attend school.
POLIOMYELITIS	Stay at home for at least 14 days from start of illness & until a doctor has issued a medical certificate of recovery.	Can attend school.

UNIFORM POLICY

It is the Aberdeen community's expectation that every child wear correct uniform at all times, unless a letter has been sent home from school offering an out of uniform day. The wearing of school uniform encourages good school tone, pride in oneself and a sense of belonging to the school.

NEW SCHOOL UNIFORM:

Our uniform caters more appropriately for the needs of today's students. This uniform is bright and attractive, and truly reflects the school colours of black and gold. The image of the school can only be enhanced by such an attractive uniform, worn proudly by our students.

Uniforms can be purchased from the Uniform Shop located at the canteen on:

Monday	8.30am – 9.15am
Friday	8.45am – 9.30 am

This will be every week except during school holidays.

Additional hours are advertised in our newsletter.

If there is a problem getting to the uniform shop at these times please call the office for assistance.

Jewellery: Jewellery can be a safety issue at school and depending on the item can affect a child's attitude and behaviour. Plain silver or gold studs or small sleeper ear rings only to be worn at school. Dangly large items of jewellery are not acceptable.

Labels: As you know students often misplace personal items. To help ensure our ability to return lost items to students, please label all property with your child's name.



UNIFORM PRICELIST

Unisex Summer Uniform – Monday to Friday

Embroidered Polo Shirt	\$30
Girls 2 tone Culotte (Black with yellow panels)	\$35
Plain Culotte with flat panel (black)	\$25
Boys Black Cargo Short	\$20
Black Micro fibre Short	\$20

Unisex Winter Uniform – Monday to Friday

Black Micro fibre Track pant	\$25
Two Tone Embroidered Micro fibre Jacket	\$30
Rugby Jumper – Embroidered	\$35
(Note – Polo Shirt can also be worn)	
Vest Black with Gold “A” Embroidery	\$25
Black Polar Fleece Scarf Plain	\$5.00
Embroidered “A” Scarf	\$9.00

Socks	Plain Gold	\$5.00
	Football (Black & Gold)	\$7.00

Joggers – Black only

(available from Town n Country, Payless and Williams)

Hats – (Black with Gold Embroidered “A”)	\$12.00
(available at front office – cap or bucket style)	

Hair Accessories

Gold or Black Headband Satin/Solid	\$4.00
Gold or Black Stretch Headband	\$4.00
Scrunchie – Gold or Black	\$2.00
Pony Bands (6 pack) Gold or Black	\$3.00
Hair Clips (4 Pack) Gold or Black	\$3.00

CASH ONLY AT TIME OF PURCHASE

HOMEWORK POLICY

RATIONALE

- Homework is a purposeful learning experience which may consolidate, extend and/or enrich the school's programs.
- Homework is to be relevant to the needs of the children.
- Homework has the potential to further the school/home partnership in the education of a child.

GUIDELINES:

- Regular homework will be set on week nights, Monday to Thursday. Additional tasks may be set according to the needs of the class program.
- Children will be expected to complete homework unless parents request otherwise.
- When homework is consistently incomplete, over a 3 week period, the classroom teacher will notify parents.
- Parents will be notified by the class teacher at the beginning of the year as to the amount and type of homework that will be appropriate for each child at their stage level.

PARENT'S RESPONSIBILITY

Parents can enrich the homework experience through active interest and involvement.

- Make sure homework is completed satisfactorily.
- Contact the class teacher if difficulties are experienced.

STUDENT'S RESPONSIBILITY:

Students can gain revision, consolidation and extension by completing homework tasks.

It is the student's responsibility to:

- Complete set homework and return it to school on the correct date.
- Complete set homework neatly.
- Inform class teacher if experiencing any difficulties with their homework tasks.

TEACHER'S RESPONSIBILITY

Teachers believe homework is an ideal way to extend the teacher/parent partnership.

It is the teacher's responsibility to:

- Set homework according to the child's stage and development level.
- Mark or follow up all activities that have been set for homework.
- Notify parents when homework is incomplete.

SUN PROTECTION POLICY

RATIONALE:

- Most skin cancer occurs during childhood and adolescence.
- Australia has the world's highest rate of skin cancer.
- Children start experiencing sunburn after just 10 minutes exposure to ultra violet when levels are highest between 11am and 3pm.
- Most children spend an average of 1 to 2 hours in the sun at school every day.

WHAT CAN BE DONE?

- Use a 30+ broad spectrum sunscreen on all exposed skin.
- Remain in the shade if possible, particularly during the hottest part of the day.
- Wear a school hat or cap.

POLICY

1. Children will be encouraged to wear a hat or cap in school colours.
2. Children who do not wear an approved hat or cap will be located in a sun protection area which means:

NO HAT NO PLAY

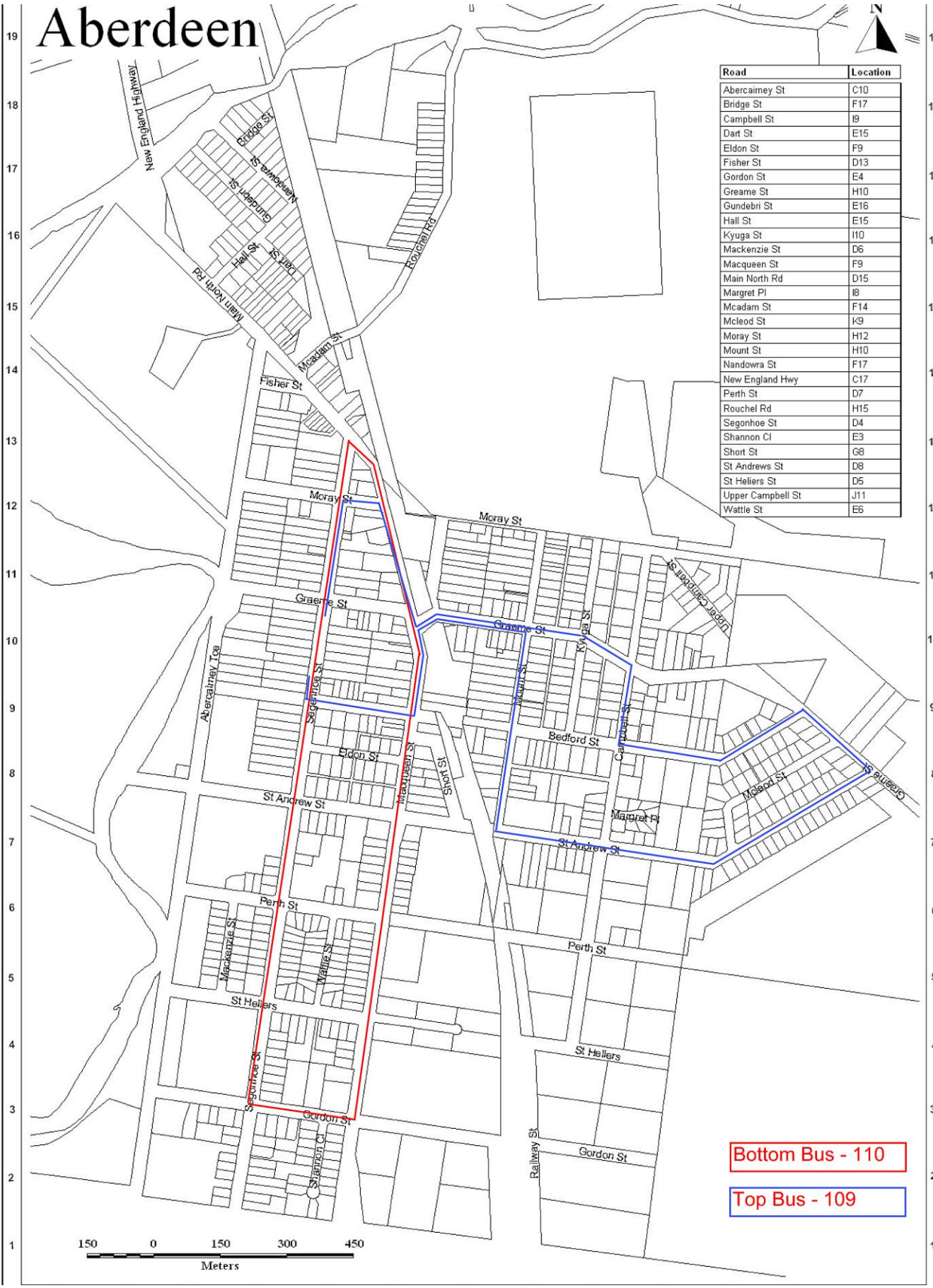
Parents not wishing their children to wear hats are requested to respond in writing exempting their child/children from this policy. It is in the safety and future health of our children that this policy has been allowed to operate successfully.



Aberdeen



Road	Location
Abercainey St	C10
Bridge St	F17
Campbell St	I9
Dart St	E15
Eldon St	F9
Fisher St	D13
Gordon St	E4
Greame St	H10
Gundebri St	E16
Hall St	E15
Kyuga St	I10
Mackenzie St	D6
Macquhen St	F9
Main North Rd	D15
Margret Pl	I8
Mcadam St	F14
Mcleod St	K9
Moray St	H12
Mount St	H10
Nandowra St	F17
New England Hwy	C17
Perth St	D7
Rouchel Rd	H15
Segonhoe St	D4
Shannon Cl	E3
Short St	G8
St Andrews St	D8
St Heliers St	D5
Upper Campbell St	J11
Wattle St	E6



Bottom Bus - 110

Top Bus - 109

ABERDEEN PUBLIC SCHOOL

Graeme St.

Segenhoe St

