Introduction

Welcome to Point Pearce Aboriginal School. This handbook has been prepared to give you some basic information about the school. If there are things that we have left out that you feel should be included, please let us know so that they can be included in future editions. We hope that your children will enjoy coming to our school and Child Parent Centre.

Vision Statement

"WALKING TOGETHER ON A LIFELONG JOURNEY OF LEARNING"

MAR:A MAR:A

(Hand in Hand)

At Point Pearce Aboriginal School there exists a genuine cooperative partnership between the school and the extended community of Point Pearce. Point Pearce Aboriginal School has a safe, caring and challenging learning environment with a focus on celebrating success. At Point Pearce Aboriginal School there exists a pride in Aboriginal culture and heritage.

WORKING TOGETHER LEARNING JOURNEY CULTURAL PRIDE
Core Business

The core business of the school is teaching and learning for Aboriginal students in a supportive, safe and culturally relevant environment.

The school community emphasises clear, concise messages to students. The enthusiastic presentation of relevant programs is important. We value and encourage student participation in all areas of learning. Cultural knowledge, social skills such as communication, working and achieving as a team, and community involvement are all important aspects of the school’s core business.


Narungga language and culture are valued throughout the curriculum. These include fields of interest, relevance and importance such as sites of local significance, music, stories, technology, history and customs.

Strategic Directions 2009

The three main focus areas for the next three years are:

- Numeracy and Literacy
- Cultural Understanding and Heritage
- Information Technology

Values

At Point Pearce Aboriginal School we value:

<table>
<thead>
<tr>
<th>People</th>
<th>Quality Relationships</th>
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<tbody>
<tr>
<td>Culture</td>
<td>Caring</td>
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<td>Family</td>
<td>Honesty</td>
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<td>Individuals</td>
<td>Fairness</td>
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<td>Responsibility</td>
<td>Acceptance</td>
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<td>Excellence</td>
<td>Respect</td>
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<td>Equality</td>
<td>Trust</td>
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<tr>
<td>Commitment</td>
<td>Sharing</td>
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<td>Involvement</td>
<td>Participation</td>
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<tr>
<td>Cooperation</td>
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Staff Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Acting Principal</td>
<td>Les Johnson</td>
</tr>
<tr>
<td>Junior Primary Teacher</td>
<td>Cherida Hall</td>
</tr>
<tr>
<td>Child Parent Centre Teacher</td>
<td>Elizabeth Newchurch</td>
</tr>
<tr>
<td>Aboriginal Community Education Officer</td>
<td>Paul Sansbury</td>
</tr>
<tr>
<td>SSO Administration/Student Support</td>
<td>Amanda McCauley</td>
</tr>
<tr>
<td>SSO Student Support</td>
<td>Renata Miller</td>
</tr>
<tr>
<td>Groundsperson</td>
<td>Graham Johnson</td>
</tr>
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Contact Numbers

School (Phone): 88 367 210

School (fax): 88 367 234

Term Dates

Term 1  27th January - 9th April 2009
Term 2  28th April - 3rd July 2009
Term 3  21st July - 25th September
Term 4  12th October - 11th December

Public Holidays during School Times

- ADELAIDE CUP DAY - 9th March
- Anzac Day - 27th April
- QUEENS BIRTHDAY - 8th June

School Times

- 8:30 Play
- 8:55 Lessons Start
- 11:00 Recess
- 11:20 Lessons Start
- 1:00 Lunch
- 1:35 Lessons Start
- 3:05 Home Time

Children are not permitted in the school grounds before 8:30 am.
**Student Absences**

If your child is going to be absent, please let the school know as soon as possible. When your child returns to school, they must have a note signed by the parent giving a reason for the absence.

Students are only permitted home for lunch if permission is received from the Parent. Students may not leave the school during school hours unless permission is granted from the Staff or Principal.

**Wet or Hot Weather**

During wet or extremely hot weather, children will remain in the Library area during Recess and Lunch times.

**School Card**

Parents may be eligible to have their children approved as eligible for School Card. Information on this is available from the school at the start of the school year.

**No Hat, Play in the Shade**

Students must wear an appropriate hat if they wish to play in the sun during terms one and four. We encourage students to wear protective clothing (eg sunglasses, long sleeved shirts) and wear sunblock when playing in the sun.

**Grievance Procedures**

If students are being harassed in any way by other students we expect that they follow the following procedures:

- Tell the person to STOP! If it doesn't stop then . . .
- Ask another student to help you tell them to STOP If it doesn't stop then . . .
- Ask a Teacher to help you fix the problem If it still doesn't stop then . . .
- Ask the Principal to help If it doesn't stop then . . .
- Ask your Parents to come and meet with the Principal.

**Student Behaviour**

Students are expected to follow class and school rules. Teachers negotiate class rules and consequences at the start of each year. The class and school rules are included, so that you are clear about what our expectations are.
At Point Pearce Aboriginal School

Everyone has the right to feel safe at all times
And
Everyone has the right to learn without being disturbed

Point Pearce Aboriginal School
Rules / Expectations

1. I will come to school every day
2. I will do my best in all lessons
3. I will talk nicely to others
4. I will listen to others
5. I will not hurt or harass others
6. I will move safely inside the class room and in the yard
7. I will help keep our school clean
8. I will look after my own and others property

Our Class Rules

In Our Class we:

- Talk in an acceptable manner
- Follow instructions
- Work quietly and stay on task
- Talk one at a time
- Listen when others are talking
- Make up any time we have wasted
- Take care of equipment
- Move around the room in a safe manner
Classes

We have a Reception to Year 2 Class

Child Parent Centre

Children can be enrolled at the CPC from the age of three. In 2009 CPC will run for four morning sessions a week (Monday, Tuesday, Wednesday and Thursday), till 12pm. In the term before children turn five, a transition program is worked out with the Junior Primary Teacher to help your child get used to school. Legally, children do not have to start school until they turn six. In some cases, extra time in the CPC may benefit a child who may not be ready to start school. Decisions about this are made in consultation with Parents, Teacher and the Principal.

Newsletters

These are sent home every second Thursday to share with families. Content includes children’s work and coming events, important information and Community News. All community members are encouraged to read them, and contribute to them as well.

Early Years at School

Children at Point Pearce can start school after their fifth birthday. The Early Years Policy gives a guide to the amount of time that a child will spend in Junior Primary - this depends on a number of factors.

Children starting school in

- Term 1 will have 12 terms in Junior Primary
- Term 2 will have 11 terms in Junior Primary
- Term 3 will have either 10 or 14 terms in Junior Primary - depending upon the Students maturity and development.
- Term 4 will have 13 terms in Junior Primary

Transfers

When a child transfers out of Point Pearce to another school, their school records are sent to the new school.

Enrolment

When your child is enrolled at our school you will be asked to fill in several forms including an enrolment form (which includes medical information and emergency contacts) and a local excursion form.
Medical and Emergency Contact Information

The school gets its medical information about children from the enrolment form. However if there is any change to your child(ren)'s medical conditions or emergency contacts you need to let us know so that we can update our records.

First Aid and Accidents

Students must see a teacher if they are hurt or injured in any way. Staff will treat minor injuries. If the injury requires further treatment, we will contact you or, if you are unable to be contacted, your nominated emergency contact person. In the case of serious injuries an ambulance will be called. All staff are trained in Basic First Aid and update their training every three years.

Emergency Procedures

All schools have emergency procedures to deal with situations that hopefully never arise eg fire, earthquake. These procedures are placed in every room of our school. Our school practices an evacuation at least once per term.

Emergency Action Guides

cover areas such as:
Siege/Hostage situations,
Water Supply Stoppage,
Severe Storm,
Flood, Earthquake,
Toxic Emissions / Spill (gas, fuel, chemical),
Managing a violent incident or
Bomb Threat
and what to do in the event of these happening.

EMERGENCY EVACUATION PROCEDURE

1. If fire is in your room advise office.
2. On hearing three rings of the bell:-
3. Class teacher - settles and assembles children in a line by exit.
4. Class teacher takes roll book and leads children on to grassed area.
5. Class teacher to alert Principal of any missing students.
6. Class teacher stays with students until situation cleared.
Infectious Diseases

In the case of some illnesses, students are not permitted to be at school for a certain period of time. Students with the following illnesses should be kept home until the infectious period is past and they have made a full recovery.

Please contact the school if your child has contracted a disease which others may catch. Some common childhood illnesses and the time needed away from school are:

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>TIME AWAY FROM SCHOOL</th>
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<tr>
<td>Chicken Pox</td>
<td>5 days from the start of the rash</td>
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<tr>
<td>Conjunctivitis</td>
<td>Until there is no discharge from the eyes</td>
</tr>
<tr>
<td>Foot and Mouth</td>
<td>Until blisters dry</td>
</tr>
<tr>
<td>German Measles</td>
<td>5 days from the start of the rash</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until effective treatment is given</td>
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<tr>
<td>Infectious Hepatitis</td>
<td>Until a medical certificate is given</td>
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<tr>
<td>Measles</td>
<td>7 days from the start of the rash</td>
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<tr>
<td>Ringworm</td>
<td>Until effective treatment is completed</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until effective treatment is completed</td>
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<tr>
<td>Scarlet Fever</td>
<td>Until effective treatment is completed</td>
</tr>
<tr>
<td>School Sores</td>
<td>Until effective treatment is completed</td>
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<tr>
<td>Whooping Cough</td>
<td>4 weeks</td>
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Please see a Doctor or The Aboriginal Health Team for information of treatment of these diseases.

School Dental Service

In the Maitland Area School grounds there is a free School Dental Clinic for our students to access. Appointment and reminder notices are sent out from the clinic. You can contact the Clinic on 88 322 254.

Medication at School

If your child needs to have medication whilst at school, you will need to negotiate this with the Principal. Medication will be kept in a secure place and will be given under adult supervision. Medication must not be left with the child and will not be administered without parental permission.
Students with Special Needs

If staff believe that extra support for your child is needed, we will ask your permission to have them assessed by the Department Guidance Officer or Speech Pathologist. We also have limited access to Social Workers. The Guidance Officer will make recommendations as to the eligibility of students for additional support.

Negotiated Curriculum Plans (NCP)

Students who have been identified by either a Speech Pathologist or Guidance Officers as eligible for additional support are required to have a Negotiated Curriculum Plan. This document outlines the teaching and learning priorities for the student and is reviewed at least every year.

Progression of Students

As a general rule, students move on to the following year level at the end of each year, whatever standard has been reached. Occasionally, we advise parents that their child may benefit from extra time in a particular year level. Please come and see us if you wish to discuss your child’s progression to the next year level or any aspect of your child’s progress.

Transition

Students in year 2 undertake a transition program to Maitland Area School in the last half of the year to help make their transition to high school easier.

Reporting to Parents

Currently student reports are given to parents at the end of Terms two and four. Reports contain examples of the student’s work in each of the areas of study - English, Mathematics, Society and the Environment, The Arts, Health and Personal Development, Science and Technology, and comments by teachers about student’s progress and behaviour. You should contact your child’s teacher if you have any concerns about their progress at school.