



KOTARA SCHOOL

Information Handbook 2014

Welcome to Kotara School

Welcome to Kotara School and thank you for selecting our school for your child. It is hoped the time spent with us will provide a worthwhile learning experience through the programs we offer. At Kotara we have a strong tradition of over twenty years of providing quality education for the children placed in our care.

This handbook is designed to inform new parents and caregivers of the day to day life at Kotara School.

I look forward to having a happy and successful association with you and your child.

Brendan Rodd
Principal (Rel)

School Information:

School Contact Details:

Phone: (02) 49573274
Facsimile: (02) 49561734
Email: kotara-s.school@det.nsw.edu.au
Webpage: www.kotara-s.schools.nsw.edu.au

School Staff:

Principal (Rel)	Brendan Rodd
Assistant Principal (Rel)	Chad Brown Lisa Pacey
Teachers	Trish Brooks Emma Smurthwaite
School Learning Support Officers	Andy Breen Leslie Finn Karen Huizing Amanda Stever Lynda Jarvis Paul Hickey
School Administration School Counselor	Erica Cooper

School Times:

8.45am	Playground supervised by teachers.
9.05am	Assembly.
9.10am	Classes begin.
11.00am	Break 1
11.20am	Class time.
1.00pm	Break 2
1.30pm	Class time.
2.30pm	Students leave for home.

Official responsibility for the welfare of the children commences at 8.45am and concludes at 2.30pm, or as soon as buses have departed. No responsibility can be accepted for children in the school grounds outside these hours.

Attendance at School:

All children are expected to be in attendance on all school days except in the case of illness or special circumstances. Any absence is to be explained by a parental note, presented to the class teacher within seven days of the child's return to school. If it is anticipated that your child will be absent for a lengthy period of time, e.g. family holidays or sickness, could you please notify the school prior to the absence or the child's return.

Early departures/late arrivals:

LATE ARRIVAL

For parents/caregivers with students who arrive at school after 9.15am

- Report directly to the school office where you will be requested to sign the "ATTENDANCE" register.
- You will be issued with a "late to school" note.
- Students may then be taken to their classroom.
- The "late to school" note must be given to the class teacher who will record the note in the class attendance register.

LEAVE SCHOOL EARLY

For parents/caregivers who wish to take a student early from class or who take a student early due to illness (before 2.00pm)

- Report directly to the office in order to sign the "ATTENDANCE" register.
- You will be issued with a "leave early" note.
- The "leave early" note must be given to the class teacher who will record the note in the attendance register.

Child Protection:

At Kotara School we take the safety of your child seriously. If under any circumstances the normal routine for collecting your child from school changes, please notify the classroom teacher and / or office of these arrangements.

Change of address:

Notification of change of address is critical, especially if the school needs to contact a parent urgently. Please advise the Office as soon as you are aware of a new address or telephone number including emergency contacts and mobile phones.

Communication:

Our school wishes to promote communication so that the school, home and community can work together in the educational process. A school term newsletter is sent home outlining important news and events for the whole school. This newsletter also keeps you up to date on your child's class activities. The newsletter is distributed to all parents through the students. These are important sources of information - look out for your copy! Parents and teachers are also encouraged to make regular contact regarding student progress and welfare. If you wish to discuss any issues with your child's teacher, an interview time can be arranged through the Office. Matters of urgency can be directed to the Principal via the Office.

Parent Interviews and Reports:

At the end of each school year a report will be issued for all students. Learning Support Team Meeting interviews are held each year with parents, class teachers and therapists.

School Counselor:

A School Counselor is in attendance once a week and provides a positive way of solving a child's problem. The Counselor can provide information that parents can utilize for the benefit of their child. Parents can see the School Counselor by telephoning the school for an appointment or making a request through your child's teacher.

Staff Development Day:

The Development Days enable whole school staff to participate in a range of activities aimed at the overall development of the school. Schools are entitled to five Staff Development Days per year they have now been standardised throughout NSW.

Excursions:

Our school participates in excursions to enhance and support classroom studies. All excursions require a permission note and will be conducted and supervised to Department guidelines. Parent involvement in excursions is encouraged where appropriate. Money is to be paid to class teachers.

Consent Notice:

For students to participate in excursions / school visits it is necessary for parental permission to be granted - otherwise the child cannot participate. If money is required for the excursion / visit it should be given to the class teacher or put in the communication book in an envelope.

Classroom Procedures:

At the beginning of each year each class will establish classroom routines and rules to ensure an effective and safe working environment within the classroom.

Assemblies:

Assemblies are a very important part of the school organization. Whole school assemblies are held every Monday at 11.30am.

Medication at School:

When a child being enrolled at the school has a serious medical problem, this needs to be discussed with the Principal at the time of enrolment. If a child requires regular medication during school hours, then the following procedures are observed:

- non-prescriptive medicines cannot be administered
- prescription medicines are to be given to the classroom teacher in the original clearly labeled container; and

a medical form must be filled out by the parent for long-term medications. All medications are to be handed to the classroom teacher in an appropriate container with the name of the medication, dosage and time the medication is to be given.

Children ill or injured at School:

If your child is injured at school, every effort will be made to contact you at the telephone numbers recorded on the student welfare card. In case of illness where the parents or emergency contacts cannot be contacted, the only facilities we have are day beds on which the children can rest. Should your child seem unwell before leaving for school, it may be advisable to keep him / her at home and advise the school. In the case of serious injury (if you cannot be contacted) an ambulance will be called to transport the child to hospital.

Infectious Disease:

Children need to rest at home if parents suspect they have contracted an infectious disease or illness to aid their own recuperation and prevent spreading the illness to class mates (see the Department of Health guidelines at the rear of booklet). Some of these include: german measles, impetigo, head lice, ring worms, hepatitis, diphtheria, measles, chicken pox, encephalitis, eye infections, mumps, meningitis, whooping cough. If in doubt, please consult your doctor.

Money Collections:

When money is brought to school for various purposes, the correct amount should be placed in an envelope which clearly states the child's name, class and purpose for money. All money is to be given to your child's teacher. Teachers will return receipts as soon as the office has receipted money.

Special Transport:

To assist you with transport for your child to and from school you may be entitled to special transport, OR if you privately transport your child to school you may be entitled to a transport allowance. Please see the school office for details.

Canteen:

Kotara School does not have a canteen.

Students are required to bring:

- > Recess
- > Lunch
- > Drinks (no soft drinks)

Parents/carers are asked to support Kotara Staff in **providing a balanced and nutritional diet** to students attending the school, including fruit and sandwiches, fruit drink, cordial or water. A minimum of snacks and sweets are recommended and students are not allowed to share or swap food with other students.

Breakfast Club:

Students are able to attend breakfast club before school begins at 9.10am. Toast and a fruit drink will be available for students every morning.

What not to bring to school:

Students attending Kotara School **should not bring any personal belongings** (video games, ipods, mobile phones, toys, cards, etc.) or sporting gear as these have tended to cause problems between students in the past. In the case of any such personal possession being required to be brought to school, this must be approved by the Principal and class teacher and deposited/held in safety in the Office/Staffroom area

Uniform:

Students are required to attend Kotara School in their home school uniform. In the case of this uniform not being available students are required to wear:

- plain shorts or pants and
- a plain polo shirt

Kotara School also has a 'No Hat No Play' policy, where hats are required to be worn by students on the playground.

Computers:

Our school gives students access to the latest technology in the classroom. We are very careful to ensure students use the internet responsibly and ask parents to sign an agreement to reinforce this.

Evacuation Drill:

In the event of fire, earthquake or other crisis, staff are instructed in the school's evacuation procedures. Students and staff are walked through it in first term and surprise evacuation drills are conducted at least once each term for practice.

Property:

Parents are strongly requested to clearly mark their child's name on every item of property belonging to the child. By doing this, it will help alleviate the problem of lost property accumulating at school.

Traffic and Parking:

Children's safety is paramount in the streets near our school and illegally parked cars endanger this safety.

- 40km speeding signs near school should be observed.
- parking on or near a pedestrian crossing, or within 6 metres of a corner is illegal.
- parking across a driveway is both inconsiderate and illegal.
- please observe the "Parking" and "No Standing" signs around the school.
- double parking endangers the safety of children as visibility is obscured.

Elective Afternoons:

During 2014 students will have the opportunity to participate in an elective activity on Monday and Friday afternoons. Participation will depend on their behaviour and activities will aim to improve life and social skills for students. Parents/carers will be notified of elective choices.

Complaints:

Parents have the right to register any concerns they might have about any aspect of school life. Complaints or suggestions can usually be resolved at a school level.

Complaint resolution procedures are available to all parents from the Principal (Rel).

However, if you do have a concern you are always encouraged to discuss this with your child's teacher.