



Kurri Kurri Public School

Information Booklet 2025



Address: 202 Lang Street KURRI KURRI 2327

Phone: 4937 1235

Email: kurrikurri-p.school@det.nsw.edu.au

Website: <https://kurrikurri-p.schools.nsw.gov.au/>

School and Home Communication: Sentral Parent Portal

Facebook: Kurri Kurri Public School

Instagram: kurrikurrips

School Office Hours: 8:30am – 3:15pm



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Welcome to Kurri Kurri Public School

School Vision Statement

Our school is about our children. The efforts of all adults within the school is to help improve the outcomes for these children each and every day.

We will help our children improve by knowing each child as an individual and working together to deliver well researched and well informed programs.

The school has commenced a new journey in explicit teaching, reflecting the current evidence base. The Strategic Improvement Plan reflects this new priority. Key initiatives for 2025 will include:

- Explicit teaching
- Curriculum reform
- Wellbeing
- Aboriginal education
- Attendance

The school is well supported by an active P&C and collaborates with the local Cessnock AECG - Korreil Wonnai. The school is committed to the values of public education and pursues excellence and equity for every child.

Kurri Kurri Public School encourages positive behaviour from students, staff, and community through the development of a shared language to promote positive behaviour expectations at school.

We are committed to developing responsible citizens and lifelong learners, by promoting:

“Learning, Safety and Respect”



Enrolling in a NSW Public School

Enrolment procedures:

All children must have commenced school before their 6th birthday. Parents of children who are enrolling in Kinder the following year are encouraged to complete enrolment forms early in Term 2. This allows us to plan staffing as well as carry out the necessary administrative procedures. Enrolment forms are available from the school office or electronically online via the school website.

An enrolment meeting will be organised with a member of the school team to meet you and your child as well as get to know your child's needs and suitable class placement.

Our Little Learners Program operates, for students enrolling into Kindergarten, 1 day per week commencing in Semester 2 and running for approximately 15 weeks with 2 sessions, a morning or an afternoon. This is a great opportunity for students and families to familiarise themselves with the school and for students to develop social skills vital for success in Kindergarten.

Kindergarten students complete a Best Start Assessment at the beginning of the school year to identify the learning needs of every child.

Immunisation

The Health Commission and Department of School Education recommends appropriate vaccinations for all children. Medicare Immunisation Certificates must be presented on enrolment.

Birth Certificates

Birth certificates are to be provided on enrolment at NSW Government Schools. The parent names listed on the birth certificate will be created on your student's registration. The student's name as it appears on the birth certificate is the legal name of your child and will therefore be the registered name on your student's enrolment. Court Orders or new birth certificates from Birth Deaths and Marriages are the only way these circumstances can be changed.

Court Orders

It is the responsibility of the parent or carer to provide any Court Orders relating to your child to the school office for records and procedures to be followed according to the orders. If court documents such as family custodial orders or apprehended violence orders are not presented at the school, they are unable to be followed by the school.

Transferring to other schools

Before enrolling at another school, it is important that you notify the school office. We will need to enter absence where required for attendance, check library loans and communicate with the new school your child will be enrolling at. Records and copies of reports will be sent to the new school on their request.

Change of Address and Family Details

Parents are requested to notify the school office by phone or in writing immediately upon change of address, phone, or custodial arrangements. In accordance with Departmental Child Protection Policy, copies of court orders etc should be brought to the school as soon as practicable to be kept with your child's file. We must have correct information for safety and legal reasons. It is important to update any changes to contact details as these details are used for all correspondence from the school as well as in emergency situations.

When completing the enrolment form, the school needs to be supplied with an emergency contact telephone number or alternative contact person that is effective. Injury or misadventure may require urgent attention. The school operates according to the documentation it is presented.

Support for your Student

Wellbeing Programs

Wellbeing is an important priority at Kurri Kurri Public School. The school endeavours to support all our students and their families through our various programs, coordinated by the School Learning Support Team.

Learning Support Team

Our School Learning and support team use department of education resources to personalise the learning for the individual needs of students. The team works together with classroom teachers to ensure teaching and learning can be adjusted in many ways, based on every student's unique needs. This to enables students with a disability and additional learning and support needs to enjoy the same opportunities and choices in their education as their peers.

School Wide Behaviour Expectations

School wide expectations reflect our values of Learning, Safety and Respect.

Financial Support

Families can request financial support in times of hardship by contacting the school. For support with excursions, please refer to the Excursions section.

Community Liaison Officer

KKPS is fortunate to have a dedicated CLO, Davina Dawes, as a member of our staff. This staff member is available to assist families through varying challenges and provides a link between the school and local services. Please contact the school office to get in contact with our CLO.

Aboriginal Education Officer

Aunty Judy, our AEO works fulltime to assist students and families engage with our school. Aunty Judy helps to build strong and meaningful connections with our Aboriginal and Torres Strait Islander families and students and the school. The AEO plays a vital role in enhancing programs across the school to build knowledge and understanding of Australia's Aboriginal heritage for all students.

Breakfast Club

Our breakfast club program operates every day out of the K/6H classroom from 8:40am-9am. School staff and volunteers support students K-6 with a healthy, nutritious free breakfast of cereal, fruit or toast to start the day.

Communication is key. Please be in contact with the school as soon as practical if you believe that we can assist, or you feel that your child may need some extra support. Your first point of contact will be your child's class teacher.

School Counsellor

The School Counsellor is a member of the School's Learning Support Team. The Counsellor is trained to assess and assist your child in a wide range of educational and social problem areas. School Counsellors are available to speak with parents and carers as well as students. Referrals to the School Counsellor are prioritised through the Learning Support Team.

Allied Health Professionals

Our school makes every effort to meet any additional needs our students require to support their learning and wellbeing. The department of education and the NDIA recommend that therapy services funded through

a child's NDIS support plan are best delivered outside of school time. This allows for the school to focus on teaching your child and all other students, and ensures that your child does not miss out on important learning time.

Requests for your child to have an NDIS-funded service delivered at school are at the Principal's discretion based on your child's specific needs, benefits to your child and the disruption to learning for your child and all other students. If you would like to have a service delivered at school, please contact the school office on 4937 1235 for further information and for the parent and carer information to be emailed or sent home with your child.

A consent for exchange of information may be requested so that information may be shared with external professionals working with your student, including therapists and medical professionals.



Communication

Communication with families is important at our school. There are a number of ways we communicate.

Contacting the class teacher, School Executive and Principal

Email or phone calls to the office (4937 1235), are the best ways to contact the school. If you have a concern or a problem which needs to be resolved, in the first instance, it is always best to contact the class teacher. He or she is best placed manage the concern as it relates to your child. After communicating with the teacher, if there is a matter which requires further resolution, the best person to contact is the Assistant Principal for the Stage. If there is a further need, the Deputy Principal and then the Principal, may play a role in issue resolution.



Platform	Use
Sentral Messaging	Important alerts and notifications for parents/carers. (Please ensure notifications are switched on)
Email/phone calls	This is the best way for families to contact the school or the child's teacher. If a message is left at the office with a phone call or email, the teacher will respond as soon as possible. (Usually that day, or the following day, depending when the message is sent) kurrikurri-p.school@det.nsw.edu.au
Facebook	This will be the school's primary channel for promoting the school's events and activities. We love to share and celebrate what is happening across the school. (Instagram will also be used for this purpose)
Newsletter	The newsletter will continue to be provided, but with less frequency – two or three times each term.
Seesaw	Seesaw will be used as a platform to promote what is happening in our classrooms. Communication with the teacher is best done through phone calls or email.
Website	The website will include some updates during the year, as school policies are updated, but it will not be a primary channel for communication.

We recommend all families have access to all these programs to ensure that you are kept up to date and give permission for your child to participate in excursions and events. Please like and follow our Facebook page as this is where we share pictures of our students, special events and information going on in our school. School newsletters are electronically published fortnightly via our communication platforms Sentral Parent Portal and Facebook. Our platforms can be accessed through the Apple Store and Google Play App Store. Below is a brief outline of what each system provides and how to obtain access specific to your student.

School staff will respond to messages as soon as possible and within 48hrs. Teachers are unable to access emails and the Parent Portal when they are teaching as their priority is on the students. If the message needs to be given to the teacher during the school day, contact the front office.

Sentral Parent Portal

The Sentral Parent Portal is the main platform for communication at KKPS. Sentral Parent Portal is used for school notifications, student absences, excursion permission, school calendar, school links (POP & Flexischools – Canteen order), newsletters, parent/teacher interview bookings, student report cards and relevant forms that parents may need to access such as canteen menu or permission to administer medication at school.

- You can download the "Sentral for Parents" App through the Apple Store or Google Play App Store.
- Register for access to our Student and Parent Portal using the link: <https://kkps.sentral.com.au/portal/register>
- Once you have downloaded the app you will need to do a search for our school and add an access key (provided by the school). If you have any further questions or need support setting up, please contact the school office by phoning 4937 1235.



Education – Teacher and Parents Coming Together

Reports

School reports are completed twice yearly. Written reports are sent home at the end of Terms 2 & 4 via the Sentral Parent Portal.

Parent Meet-and-Greet

The school holds a Meet and Greet afternoon at the beginning of each school year. This is an informal afternoon where parents and carers can meet their child's teacher.

Interviews

Parents are most welcome to discuss their child's progress with school staff at any time during the school year. Appointments should always be made via the school office where a convenient time can be made. Formal interviews are also held at the end of Term 2 each year. Teachers may request an interview with parents if they feel it is in the educational interest of any child. Teachers or School Counsellors may request that a parent come to the school to discuss a child's progress or conduct. In these cases, a day and time will be suggested for the interview, but if these are unsuitable, alterations can usually be made by telephone.

Open Days

Throughout the year there are several occasions when the school community are invited to the school. These are organised to provide opportunities for you to see firsthand some school activities. All parents are urged to come along whenever possible to join in activities with their child.

Assessment

Students are assessed continually throughout the year by their teachers. External standardised tests, as well as school-based testing, form part of student overall progress of learning. NAPLAN online testing is conducted in Semester 1 for students in years 3 and 5 with results available to parents later in the year. Additionally, all students in years 3 to 6 complete online Reading and Numeracy Check-In Assessments twice a year to measure progress and growth in these areas. These results can be obtained by contacting classroom teachers.

Curriculum

The curriculum presented at Kurri Kurri Public School is aligned with the requirements of the NSW Department of Education syllabus and the documents of the Board of Studies. It includes all content with each key learning area.



Attendance

Regular attendance at school is essential for students to achieve quality life outcomes. Our school, in partnership with parents/carers and the community, is responsible for promoting the regular attendance of all students. Parents or carers of children of compulsory school age are responsible for ensuring their child attends school every day.

As a school we:

- have high expectations for attendance
- ensure that students feel a sense of belonging to their school, are committed to working collaboratively with all members of the school community to plan individualised and culturally authentic approaches to addressing attendance
- collect detailed attendance information to ensure we are better equipped to support student engagement.

Our school goal is to have 85% of students attending school 90% of the time or more. What can you do to help us achieve this goal?



What do I need to do if my child is absent from school?

If your child is absent from school, it is very important that you inform the school so we are aware of students absent from school to comply with child protection regulations.

- You can go onto the Sentral Parent Portal App and mark your child absent prior to or the morning of the absence.
- SMS alerts are sent out by 10am each day notifying that an absence has been recorded for your child. Preferred response is by SMS with short explanation as soon as possible on the day of an absence or shortly after. Absences that are not explained within 7 days (including weekends and school holidays) are recorded as an 'unexplained and unjustified absence' on school records.

Give an explanation that details the absence. Eg: *Molly Brown is absent today, 28/3/23, as she is unwell with a migraine.*

Important points to remember:

- Families should try to arrange holidays during school vacation breaks
- A child must be at school every day unless he/she is too sick to attend school, has been injured and can't attend school, needs to attend a cultural ceremony, has an infectious illness, or is absent for family bereavement

Please provide a medical certificate or medical note for all appointments.

Whilst the Department of Education prefers student medical/therapy appointments to be scheduled outside of school hours, those that do occur during school time require a medical certificate or practitioners note detailing appointment dates, times, and reasons for appointments. Please supply us with a certificate/note prior to or as soon as possible after the appointment.

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...	they miss weeks per year	and years over their school life
1 day per fortnight 	= 4 weeks 	= Over 1 year missed
1 day per week 	= 8 weeks 	= Over 2.5 years missed

education.nsw.gov.au

Minutes lost = days lost per year

A couple of minutes here and there doesn't seem like much, but...

When your child misses just...	they miss days per year
5 mins per day 	= 3 days 
30 mins per day 	= 18 days 



Patterns of lateness can have a serious impact on your child's education.

education.nsw.gov.au

Late for class or leaving school early

As a part of our whole-of-community approach, we ask all parents and carers for a commitment to their child's learning by having children at school, each and every day, on time and ready to learn by 9:05am.

If your child is late to school, please accompany them to the school office and explain their absence.

If a child is unaccompanied when signing in, the absence will be recorded as an unexplained and unjustified absence on school attendance records. Please note, the Department of Education will not accept 'slept in' or 'running late' as a valid reason for being late to school. This is recorded as an 'unjustified' reason on school records.

If your child is to leave earlier than 3.10pm, parents and carers are required to report to the school office to sign their child out of school.

This is also recorded on school attendance records. An acceptable reason must be given for the need to leave early, otherwise the absence will be recorded as 'unjustified'.

We request that parents and carers contact the school office to notify them of their child needing to leave school early so that the child can be waiting at the front office when you arrive. This ensures minimal disruption to the classes learning and also prompt collection of your child.

What do classroom teachers do to monitor attendance?

Roll checks are conducted regularly at school by classroom teachers to monitor student attendance. Class teachers will:

- call to check in with you if your child is absent for 2 or more consecutive days.
- send home unexplained absence notes for you to complete and return to school if you haven't already explained an absence. Please note that replying to the Attendance SMS is the preferred way to explain your child's absence.
- refer attendance concerns to the Deputy Principal who liaises with the school Learning Support Team and the Home School Liaison Officer.

Can we help with attendance?

Please contact the school on 4937 1235 so that we can support you in getting your child to school on time each and every day, ready to learn.

Excursions and Payments

Excursions

All excursions have an educational purpose whether it is for academic, cultural, or social reasons. Class teachers organise a variety of excursions for the children. These may range from half-day excursions, to overnight excursions for primary students. The cost of excursions is kept to a minimum and parents experiencing financial hardship are requested to contact the school office to support with the process of limited financial assistance. Where there is a change of circumstances and a child is not able to attend an excursion, there may be occasions when a full refund cannot be given due to costings and payments made on nominated student numbers. Deposits cannot be refunded after numbers are confirmed at the venue. Please contact the school office to seek a decision when this arises.

Financial Assistance

Generally, we offer the following plan to assist families who require financial assistance:

The school pays 1/3 of the total cost excursion upon approval of Student Assistance, this includes the deposit where required. Parents and carers then pay 2/3 or the cost in regular payments. The general rule is to support as many families as possible. To process payments in time for final payment for excursions, we ask for financial assistance forms to be submitted 2 weeks prior to the excursion.

Cut off dates for excursions are required due to the excursion planning and financial constraints placed upon the school from external companies and organisations. Please inform the school office if you require financial student assistance so your child does not miss out. Please ensure your notes as well as payments are returned by due cut off dates. The school will send out a reminder about cut off dates in the newsletter and on the Sentral Parent Portal.

Money Collection

Money brought in by students for excursions, performances can be paid electronically via Schoolbytes or the payment portal, or at the school office. Students and family members should come to the school office to make payments, rather than giving the payment to the class teacher.

Parents can pay for all activities at the school office during office hours (8:30am – 3:15pm) by cash or EFTPOS. To reduce cash taken at our school please consider using the payment link on the App or Eftpos at our school office.

Photographs and Video Consent

Parents and Carers give consent for their child to be photographed and videoed each year. Kurri Kurri Public School has a Facebook page and Instagram Account where we share photos and information with our community. We also share photos during whole school events and for staff development activities.

A commercial photography group is engaged to take school photographs once a year. Class photographs as well as individual and family photographs in colour may be obtained. Parents are notified of dates via our communication platforms. All students have an official photograph taken. It is up to parents as to whether they choose to purchase the photo packages.



Kurri Kurri Positive Behaviour Expectations

Our school has high expectations for student behaviour. We are committed to developing our values throughout all aspects of school life:

- Learning
- Safety
- Respect

Our anti-bullying policy sets our procedures for supporting and managing student behaviour.

<https://kurrikurri-p.schools.nsw.gov.au/supporting-our-students/student-health-and-safety.html>

Awards

Classroom Awards

As part of classroom management and organisation, teachers may use individual class awards for students who achieve a high standard in a once off situation or as an incentive. There are different reward systems in place in every classroom that teachers' implement individually. They may use dojo points, marbles in a jar, whole class rewards, smiley faces on the board, star charts, etc.

K-6 School Awards

Awards at KKPS recognise student achievement and citizenship. The awards add up over the schooling of each student. Typically a student who works consistently to follow school expectations from Kindergarten to Year 6, receives their school medallion in Year 6.

Gold Awards: Presented at assemblies to recognise a range of classroom behaviours eg: excellence in an academic area, consistency, improvement or citizenship. These awards are presented at Stage Assemblies.

Principal Awards: Received when a child has 5 Gold Awards. These awards are presented at the whole school assemblies.

School Medallions: Received when a child has 5 Principal's Awards (Engraved medallion) School Medallions are presented at the end of year Presentation Day. Students are responsible for collecting these awards and present them to the school office when they have collected all 5.

At the end of each year, an assembly is held for the presentation of major class and school awards. Parents and Carers are encouraged to attend. Numerous awards are presented including class awards for academic progress, citizenship and school sport awards.

Medication, First Aid and When Your Child is Sick at School

First Aid and Sick Bay Procedures

The Sick Bay at Kurri Kurri Public School is located in the school office building. Sick bay is cleaned as per departmental guidelines by school cleaners in accordance with contractor policy. Intermediate spot cleaning is performed by school staff as time allows. Every effort is made to keep the sick bay in a clean and tidy state.

The Sick Bay is a safe **transit area** in which students may either

- be treated for minor injuries
- after being assessed by classroom teacher rest for a short period, then sent to Sick Bay to be assessed and sent home
- wait to be collected by a parent or carer or ambulance as determined by the school



During class time, the student is assessed by the classroom teacher and sent to the school office with a sick bay note. Office staff will contact parents and carers via SMS if the child is treated for an injury that requires more than ice for something like an itchy bite or a small cut that requires a band aid. You may be requested to collect your child or your child may have been treated and returned to class. All care and consideration is given to students based on individual circumstances. Minor injuries are treated by staff as required and a first aid officer is called in to assess and treat more serious illnesses and injuries.

All staff have first aid qualifications in CPR and emergency care, but they are not trained first aid professionals able to diagnose student illness and/or injuries. There may be occasions that you are called and think that your child is not sick enough to go home – our judgement is made on their ability to be operational within the classroom considering our duty-of-care and our responsibilities to other members of the class.

All students who have received an injury involving their head, will be sent to Sick Bay for first aid treatment. Parents will be contacted for all head injuries. If there are concerns of a concussion, parents will be requested to take the child home to seek further medical advice if required.

Teachers on playground duty are supplied with a small pack which includes items for treatment of minor injuries and scrapes. If your child feels sick or is injured during lunch and recess breaks, the student must report to the teacher on playground duty who will assess the situation and either;

- treat your child on the spot
- send the child to the school office for ice or further treatment
- in the case of a more serious injury, send a messenger to the school office or staffroom for the first aid officer to attend the injured person at the site

After initial assessment of an injury and when circumstances warrant, a member of the executive or first aid officer may authorise an ambulance to be called in to assist.

The school subscribes to the Ambulance Service, and this covers all students 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.

Administration of Prescribed Medication Procedure & Diagnosed Conditions

Please inform the school office staff if your child has been diagnosed with a medical condition as it may require an Individual Health Care Plan. Our staff will assist you with the process to ensure your child is supported at school. Student information is uploaded and filed in the school office for ready access, if necessary. Indications of special needs, allergies, asthma, and other medical conditions are made aware to staff as well as home phone numbers and emergency phone numbers. This information is kept confidential, however it will be shared as part of the WH&S duty of care procedures to support your child and their medical needs at school.

Asthma

All students with asthma need to provide the school with their Asthma Management Plan from their Doctor to develop an Individual Health Care Plan.

Students in our school carry their own asthma medication in their bags to and from school. Monitoring of your student's asthma medication expiry date, and the replacement of new puffers is the responsibility of parents and carers.

- Asthma medication that your child carries themselves is within the expiry date and clearly labelled with their name.
- Student carries their medication with them to and during school each day.
- Student carries their medication with them on all school excursions.
- Students keep their medication with them in an easily accessible and identifiable spot.
- Students are to tell a teacher immediately if they start to feel unwell or sick at school.
- Parents and Carers are responsible if students' medication is used, lost, or misplaced.
- A copy of their Asthma Action Plan is kept with their asthma reliever medication.

Please keep the school office informed if your child's health condition and/or treatments change. The school will continue to work with you to support your child in managing their health condition. If you have any questions, please contact the school office on 4937 1235.

Administering Medication at School - Short Term Medication

If you require our staff to administer medication to your student whilst at school for a short period of time, please fill out 'Prescribed medication at school form' (found on Sentral Parent Portal or available at the school office). Please ensure the medication is provided with the details below.

Medication must be brought to the front office by a parent and not the student. Please ensure it has a prescription label and/or pharmacy label.

You must enclose it in a snap-lock plastic bag, clearly labelled with the following:

- Name of child
- Name of medication
- Dosage required
- Frequency of dosage and specified times if applicable

Any medication that is not used at the end of the period of request will need to be collected by the parent.

Administering Medication at School - Long Term Medication

Parents are required to sign a consent form for staff to administer medication to students. Long term medication should be given to the front office by parents and carers and should not be carried to school by the student.

- Please provide medication in a Pharmacy Webster packaging.
- Medications are stored centrally in a locked cabinet.
- Parents need to provide written letter with directions from your child's doctor.
- All medication will be given at set times and if there is a reason the medication is not given at the time specified by the Doctor, parents will be contacted.
- Any changes to medication times, dosage or discontinued use must be accompanied by a letter from the Doctor. Parents cannot request this without a Doctor's letter.

Anaphylaxis

Anaphylaxis is best managed in partnership between the school, parents and carers, students and doctors. The school will develop an Individual Health Care Plan informed by the ASCIA Action Plan (Australasian Society of Clinical Immunology and Allergy Action Plan). The plan needs to be specific to your child and the adrenaline injector they are prescribed and is completed and signed by the child's treating medical practitioner.

Parents are responsible for providing an adrenaline autoinjector to the school. Severe allergic reactions can be caused by many different things such as nuts, eggs, chemicals and insect stings. To assist all students and staff we ask that lunches do not include nut products or eggs. At least one member of our school community has severe reactions (life threatening) to these products.

School Bell Times

School commences at 9:05am each day and ends at 3:10pm. Students are supervised in the school grounds from 8:40am. Students are encouraged to arrive at school between 8.40am and 9.05am when there is playground supervision. They are also encouraged to travel directly to and from school. If your child arrives at school late, you must sign them in through the school office. For the safety of all our students, the school gates are locked as soon as practicable after 9.10am and unlocked at approximately 3.00pm. Entry to the school grounds after 9:10am is only through the gate at the front of the office on Lang Street. ***Students should not go to Coles Shopping Centre before school.***

8:40am Morning duty

9:02am Morning music (students to go to toilets and line up)

9:05am Morning bell (students go into class)

11:05am BREAK 1 (Eating time)

11:25am BREAK 1 (Play)

11:42am End of Play music (students to go to toilets and line up)

11:45am Middle session bell (students go into class)

1:10pm BREAK 2 (Eating time)

1:30pm BREAK 2 (Play)

1:47pm End of Play music (students to go to toilets and line up)

1:50pm Afternoon session bell (students go into class)

3:10pm End of school day bell.

Playground Supervision

Prior to 8.35am there is no supervision of students by staff. After 8.35am a teacher is on direct playground



supervision in the playground. Children must not be in rooms prior to 9.05am without their teacher or a teacher's permission.

To enable staff to view and manage all students, we ask you to teach your student to walk into school independently carrying their own school bag. This is a quiet time for students to meet with friends, drop off lunch orders and mingle near line up areas ready for school. Older siblings may drop off younger ones and move to the primary area.

Afternoon Collection

The school gates open at 3.00pm. We ask that parents and carers wait outside the school grounds to collect their students at their designated gate. Designated gates are related to student house groups. (See Sport section of this booklet). When the bell goes, teachers walk students to the gates for pickup by parents. Preschoolers and students are requested not to play on any fixed equipment before or after school hours. As this is a busy time we ask if you wish to speak to a staff member, please phone the school office for an appointment.



Children Leaving After School

Parents should insist that students go straight home after school. With concern for students' safety, teachers at this school supervise children boarding the buses in the afternoon. Please assist us in the matter of road safety by continually stressing the need for care on all roads along the way home. Occasionally somebody will miss a bus home. Please ensure that your student knows what to do in these circumstances. Staff are available after classes are dismissed, staff can phone parents and carers if students miss their buses for you to collect as soon as possible. Please call the school office if you normally collect your student but have been delayed.

Children Leaving School with An Adult

We do not permit students to leave the school with an adult friend or relative unless we have a specific written request from the parent. When parents are separated, and a Contact Order for the student has not been legally decided, parents are asked to show understanding by avoiding the emotional distress of students leaving the school with one parent who may be acting without the knowledge or approval of the other. These are situations in which the school should not be involved in. When a Contact Order has been made, a copy of the order should be brought to the school office, so that a record can be made of the details. Please advise us of any likely problems.

Afternoon School buses

Children who catch a bus in the afternoon are supervised at bus lines under the Stage 1 COLA area.

Out Of School Hours

Students who require OOSH before and/or after school attend the Kurri Kurri OOSH. The OOSH is located at the Ambulance Hall in Lange Street Kurri Kurri (opposite the Fire Station). If you need placement for your child, please phone 4936 2030.

School Terms

NSW Department of Education has 4 school terms a year. Terms 1 and 2 (Semester 1) and Term 3 and 4 (Semester 2) are often referred to as Semesters.

Term 1 – Tuesday 4 February - Friday 11 April 2025 (Kindergarten starts Monday 10 February)

Term 2 – Wednesday 30 April - Friday 4 July 2025

Term 3 – Tuesday 22 July - Friday 26 September 2025

Term 4 – Monday 13 October - Friday 19 December 2025

Years and Stages

Early Stage 1: Kindergarten

Stage 1: Year 1 and 2

Stage 2: Year 3 and 4

Stage 3: Year 5 and 6

Support Unit: Special Education for students K-6

Getting To and From School & Safety Information

To be eligible for a school Opal card, students may need to live a minimum distance from their school. K-2 (Infants) - no minimum distance. Years 3-6 (Primary) 1.6km straight line distance or 2.3km walking. Applications are to be completed online by googling 'transport NSW student opal card.' Once an application is submitted, the school then endorses it at the request of NSW Transport. There are several bus routes that service our school. Parents and carers can call Rover Coaches on 4990 1699 to find out which route suits your needs. For further information phone 131 500.

We ask if parents and carers notify the school office of any issues or concerns regarding bus travel. Communication is the key. Any notifications received are communicated to the bus company and addressed collaboratively.

Private Vehicle Subsidy

If you transport your child to/from a bus stop each day due to residing out of the bus zone, you may be entitled to Private Vehicle Subsidy. If you live more than 1.6km straight line distance or 2.3km walking distance from a bus route and drive your child to the bus by car or if you drive your child to school because buses are not available, you may be entitled to a subsidy. For more information go to Service NSW website: www.service.nsw.gov.au/transaction/apply-private-vehicle-conveyance-pvc-subsidy.

Bikes & Scooters

Before you allow your child to ride a bicycle or scooter to school, please ensure all road rules are understood and obeyed. It is advisable for parents and carers to select the safest route to and from school and insist that this is the only route to be used. Years 3 to 6 students are permitted to ride bikes and scooters to and from school wearing helmets and obeying road rules. Bikes and scooters are to be walked in the playground and are parked in bike racks. It is recommended that bikes be chained and locked in the racks. Parents are asked to maintain bikes in a safe working order. Stage 3 students must use the Alexander Street gate and store their bikes and scooters in the designated area adjacent to the gate. Kindergarten - Year 2 students are encouraged not to ride bicycles or scooters to school for safety reasons.

Visitor Parking

Parking for parents and community members is on-street strictly as sign-posted. The safety of all our students is at risk whenever cars are double parked. Please cooperate by parking correctly to ensure all areas are easily visible to all traffic. Rangers regularly patrol the area enforcing correct use of bus parking areas and 'kiss and drop' zones. If you are parked opposite the school, please ensure that your student uses the crossing. Please check parking signs for areas with time limits. Fines in excess of \$300 are being enforced. Please be considerate of our neighbours including use of the Coles carpark.

Pedestrian Crossings

Children entering and leaving the school and crossing the streets are to use the marked crossings in Lang

Street, Allworth Street and Rawson Street. The crossings in Lang Street and Rawson Street are manned by School Crossing Guards ½ hour before school and ½ hour after school.

Mobile Phones and Devices at School

Students are encouraged not to bring devices to school. We understand that students may need to have a mobile phone for safety when walking to and from school. Students bring these devices to school at their own risk – the school and school staff members will not accept any responsibility for any loss or damage to mobile phones or smart watches or for investigating loss or damage.

Students must complete a mobile phone agreement and comply with the guidelines of bringing a mobile phone or smart watch to school. Mobile phones are stored in a locked cabinet in the office during school hours. Smart watches must have GPS trackers turned off during school hours. Mobile phones and smart watches are not permitted to be used at any time on school grounds, including in bus lines. As excursions are part of school activities, mobile phones and smart watches are not permitted on any school excursion. All other electronic devices are not permitted to be brought to school.

Support Unit classes

Kurri Kurri Public School has various support classes which are filled through District Placement Panels. These support classes are for students with moderate to high learning and support needs – as defined by the Department's disability criteria.

If you have further questions regarding these classes, please contact the school to discuss these with the Learning and Support Team Coordinator.

Assisted School Transport

Vehicles drop off children at 8.50am and pick up at 3pm from the designated parking area on Rawson Street. These drivers have permission to park in the taxi zones. Students of support classes are able to apply for special student transport if the criteria is met. This operates externally of Kurri Kurri Public School. Information can be found on the Department of Education website <https://education.nsw.gov.au/public-schools/astp>

Volunteers

Volunteering is a great way to get involved in your child's education as well as support the schools' learning programs, extra curricula activities and the P&C activities and canteen. The role of the volunteer is to support student learning as directed by the classroom teacher. Volunteering in the canteen or during P&C events is directed by the P&C and Canteen Supervisor.

As a volunteer you will need to complete a relevant declaration, show a form of identity document and depending on the role a working with children's check may be required. If you would like to volunteer at the school, please contact the front office and a staff member will contact you about this.

Parents, Carers and Volunteers Code of Conduct

Kurri Kurri Public School has parent, carers and volunteers code of conduct policy which has been supported by the P&C.

Confidentiality

Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the principal. Any parent or volunteer helper not fulfilling these requirements may be excluded from the volunteer program. Your cooperation is sought and appreciated in maintaining a safe and happy school, for together we will all make a great school, even better.

Parents, Carers and Volunteers are expected to:

- be outstanding role models for all students
- model the school's values at all times
- work under the professional direction of staff, following school policies
- speak in a kind and friendly way to all students
- ensure confidentiality
- report any issues of concern to teachers (and not directly intervene)
- keep a safe and professional distance from all students

As Parents and Community members we expect:

- our children to be respected
- our children to be safe and to feel secure
- our children to be protected from inappropriate behaviours and language

Kurri Kurri Educational Programs

Library

Students at Kurri Kurri Public School access the school library and the Kurri Kurri Library. As well as having library lessons, all students can go to the library and computer room areas at break times. Students may borrow fiction and non-fiction material. The librarian maintains the individual borrowing details and when books are overdue a reminder will be given. It is necessary for parents to replace unnecessarily damaged or lost books. An upper limit of \$10 will apply although many cost more than this.

Library Bags

Each student in kindergarten and new students are gifted a library bag to protect the books borrowed from the library. This is a durable bag ideal to help protect our library resources at school, home and in transit. All students are encouraged to have a library bag to borrow books, so they are protected between school and home. Library bags can include reusable shopping bags, pillowcases or draw-string bags.



Book Club

Scholastic Book Club brochures are sent home with the students throughout the year. Books are graded in interest and reading levels and are available to all students. Ordering is done online only via the Scholastic website, and books are delivered to the classroom when they arrive at the school.

Computer Lab

Our school has two dedicated technology learning spaces or computer labs. These resources are utilised daily by students across the school to enhance their knowledge, skills, and use of technology as a tool for learning. They are also used in the regular assessment of student knowledge. Additional portable devices, including laptops and i-pads are also located throughout the school to enable students and staff to access technology to integrate ICT in classrooms.



Reading Challenge

The blue envelope your student receives on enrolment will become your students Home Reading Folder. Your student will also be given a Home Reading Log to record their nights of reading. This log along with home readers should be stored in this envelope to ensure they are protected. Each student in kindergarten is gifted a button wallet to protect books and keep their home reading together. Your student's teacher will send home activities and books for home reading. If your student is in Kindergarten, Year 1 or Year 2 they should take their Home Reading Log to school weekly to change their reader over. Their classroom teacher will inform them of the changeover day. If your student is in Year 3-Year 6 their Home Reading Folder should go to school daily. We look forward to sharing in the joy of teaching your student to read. Thank you for your support and interest in your students' learning.

Public Speaking and Debating

All classes participate in public speaking competitions where the winners advance to zone, regional and state finals. Debating teams are selected and compete against other schools in the area.

Special Religious Education (SRE) and Special Education in Ethics (SEE) Classes

When community volunteers are available, parents can choose for their child to participate in Special Religious Education (SRE) and Special Education in Ethics (SEE) Classes. Parents complete permission for this during their child's enrolment. Any changes to this need to be notified in writing by parents and carers.

Aboriginal and Torres Strait Islander Education

Kurri Kurri Public School is committed to improving the educational outcomes and wellbeing of Aboriginal and Torres Strait Islander students so that they excel and achieve in every aspect of their education and training. We also endeavour to support our Aboriginal an/or Torres Strait Islander students to make

Kookie's 2023 Home Reading Rewards

Enrolment Date	Nights	Award	Responsibility
23/2	10 nights	Recognition at a Stage Assembly Zooper Dooper	Classroom Teacher Stage Assistant Principal
9/3	25 nights	Kookie Super Reader Certificate	Classroom Teacher
3/4	50 nights	Gold Award	Classroom Teacher
29/4	75 nights	Kookie Super Reader Certificate	Classroom Teacher
24/5	100 nights	Gold Star in the Library and Book Award	Davina Dawes/Executive Staff
18/6	125 nights	Kookie Super Reader Certificate Gold Award	Classroom Teacher Classroom Teacher
13/7	150 nights	Kookie Super Reader Certificate \$5 Canteen Voucher	Classroom Teacher Davina Dawes
7/8	175 nights	Kookie Super Reader Certificate \$10 Reading Cinema Voucher	Classroom Teacher Davina Dawes
1/9	200 nights	\$20 Harry Hartog Voucher	Davina Dawes
26/9	225 nights	Gold Award	Classroom Teacher
21/10	250 nights	Excursion to the Cinema	Davina Dawes/ Kirsty Brown

Facebook recognition will be provided at all award levels.

Congratulations!

meaningful and authentic connections to their culture and develop a greater sense of belonging and identity through a range of community wide programs and opportunities. Aboriginal Education programs are embedded into many curriculum areas. The school employs an Aboriginal Education Officer work closely with teachers to develop culturally appropriate resources and programs, promote Aboriginal education, encourage students and support parents. The AEO works with teachers to assist Aboriginal students achieve their potential and keep the Aboriginal community informed of students' progress and achievements, and of things like parent meetings, school activities, new programs and other changes.

Awabakal language program

At Kurri Kurri PS, classes are involved in The Awabakal Language Program which is a resource initiative of Minimbah Aboriginal Education Consultative Group (AECG). Although we acknowledge and recognise three countries (Awabakal, Darkinjung, Wonnarua), we honour this area by learning the Awabakal language. At the commencement of each year, an information note will go home to families with more information. Every classroom will introduce a new word each week.

Mighty Burras Junior Aboriginal Education Team (JAET)

Our Mighty Burras Team is a student committee that is established by our local AECG. The purpose of our Junior AET is to work within the Aims and Objectives of the Association. Throughout the year JAET representatives will be invited to their LAECG committee meeting to share and report on JAECG activities within their school. It provides a platform for student voice and agency within their school community.

Student Representative Council (SRC)

The SRC is elected by their peers. It consists of two representatives from each class in years 3-6 as well as including our school captains and councillors. Meetings are carried out where students are responsible for organising, negotiating, and reporting on various topics or issues. We encourage the qualities of an effective leader through several programs, excursions and workshops.

Students nominated for election to the senior leadership group may also attend a leadership conference. We believe that every student has leadership potential, and we strive to develop this where we can.



School Sport Houses

Students are divided into four houses. The names of these houses are derived from former members of the Australia Parliament. Students are placed in houses according to their surname. Families where siblings have different surnames can be placed in the same house if requested. Once a student is allocated to a house, they remain in this through Primary School.

PARKES (A-D): Red

DEAKIN (E-K): Green

BARTON (L-Q): Yellow

HOPETOUN (R-Z): Blue

Sport

A variety of sports are offered to students both on and off school site and vary from summer to winter. Some sports incur a cost. Primary (3-6) sport is on Fridays and may involve walking to local venues. Infant (K-2) students participate in sports programs on various days of the week. The teacher will notify parents of the day sport is on for the K-2 classes at the beginning of the school year.

PSSA Sport (Primary School Sport Association)

Students, aged 8 years and over, can participate in PSSA sporting competitions based on results from the school athletic, cross country and swimming carnivals. Students who qualifying from the school events have the opportunity to advance to zone, regional, state, and national levels.

The school enters selected PSSA teams into the PSSA competition each year. Students also have the opportunity throughout the year to attend zone and region trials for a range of sports.

Swimming

Students in Year 2-6 can attend a 10-day intensive swimming scheme each year. Priority is given to year 2 students with spaces offered to others based on age. This is conducted by teachers and qualified AUSTSWIM personnel. Parents of younger children are also urged to utilise the Vacation Swimming Scheme which is conducted by the Office of Communities Sport and Recreation in their summer vacation.

Creative & Performing Arts

The school offers many opportunities in the area of Creative and Performing Arts.

Students in Years 3-6 are invited to audition for Dance Troupes & Vocal Groups. These groups have the opportunity to participate in community events, competitions and perform at special events at KKPS.

Students participating in groups for competitions and major community events will be required to commit to the group and may also need to attend rehearsals in their break times.



Uniform

Schools expect students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours.

Wearing a school uniform supports our students to develop a strong sense of pride, connection and belonging to our school and creates a clear identification of our school within our local community.

Supporting your student to wear full school uniform each day is a great step in developing the skill of following rules in different settings, which starts the cultivation of good habits for your student's future.

Wearing full school uniform also assists with creating a sense of equality at KKPS.

Should any families need assistance with providing a school uniform for your student, please contact our school on 4937 1235. All enquiries will be handled respectfully and discreetly.



Navy shorts, navy skorts, navy track pants, navy jumpers or navy jackets are all part of our school uniform along with black shoes and socks. Students can still choose the option to wear our school tunic. Flanagans supply our school shirt, tunic and logo jumpers and jackets. Orders can be made over the phone on 49906388 or in store at 90 Vincent St Cessnock. Navy shorts, skorts, track pants and jumpers can also be purchased from other department stores such as Lowes, Big W and Kmart.

Shorts and skirts are expected to be an appropriate and acceptable length for school. Students will be expected to be able to undertake everyday activities as well as sit on the ground comfortably.

Our school hats are compulsory and can be purchased from our school office for \$10. Students are not permitted to wear caps.

Items of clothing that are not part of our school uniform are not permitted to be worn at school. Examples of these are; clothing that are labelled with a brand, non-school logo or picture. Black leggings, brightly coloured shoes.

Clothing Pool

A limited school clothing pool exists. Donations of school uniforms for the clothing pool are always appreciated.

Sun Protection

We are very conscious of the need for protection from the sun in our hot climate. Parents are urged to ensure their student wears a wide brim, blue school hat. Students will be required to remain under the COLA during recess and lunch if they don't have an approved hat. An appropriate sunscreen lotion is necessary as well for extended outdoor activities.

Our school hats are compulsory as part of our sun safety policy. Students are not permitted to wear caps.

Lost Property

Please assist by making sure ALL items of clothing are clearly marked with your student's name.

When items are found and they are labelled, it makes it easy to return items to students. Lost property is displayed on the foyer of the school office building. Parents and students are welcome to look through for their belongings.

Canteen

Our canteen is operated by the Kurri Kurri Public School P&C. It has been certified by the Department of Education's Department of Health as part of the healthy canteen strategies. Our canteen operates daily offering a service where children receive healthy wholesome lunches, foods, and snacks. Parents and Carers are encouraged to volunteer to join the canteen duty roster.

This can be done by contacting the Canteen Supervisor via the school office on 4937 1235.

The Canteen sells nutritious lunches at reasonable prices with any profit made, being used to purchase resources for the children.

We have provisions within the school to cater for students without lunches. We have Flexischools available for online lunch ordering convenience.

Please follow the link (<https://www.flexischools.com.au>) to create an account.

The logo for Flexischools, featuring a green leaf-like icon to the left of the word "flexischools" in a green, lowercase, sans-serif font.



Parents & Citizens Association (P&C)

Parents and Citizens operate in assisting our school with fundraising and school events. The P&C have subcommittees to assist in the organisation of various programs running within the school and for specific fundraising events. These events include Mothers and Father Day events, the annual Nostalgia Festival and Grandparents Day. Our P&C operate our school canteen.

P&C supports the nomination of a parent and citizen representative on all merit selection panels at the school for the employment of permanent staff.

All parents are encouraged to take an active role in the functioning of the school.

Parents and Citizens Meetings are held regularly during each term on the 3rd Tuesday of each month at 6pm in the staff room. The aim of the P&C Association is to provide involvement for parents and assistance to the school.





P&C

KURRI KURRI PUBLIC SCHOOL P & C

Why join the P&C?

Improve school facilities
Provide new resources & equipment
Encourage community participation
Meet new people

Meetings 3rd Tuesday of each month at school library or via Zoom

Find us on Facebook- Kurri Kurri Public School P & C

Or email- kkpspandc@gmail.com



How do you get involved

VOLUNTEER IN OUR:

Canteen, Fundraising and General Events

Giving a small amount of your time throughout the year has a huge impact on our school and your child. It's a great place to meet new people and create friendships you might not normally get the opportunity to make. Your children will like that you are involved in their school life and they absolutely love seeing you helping out at the occasional stall, event or working bee around the school.

School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

We treat
each other
with
respect

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 - 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We
prioritise
the wellbeing
of all students
and staff

**Unsafe
behaviour**
is not acceptable
in our schools

We work
together
with the
school

Ensuring respectful learning environments for all members of NSW Public Schools communities.



We create **collaborative** learning environments

We all play **our part**

We work **in partnership** to promote student learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process:

education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



Collaborative.
Respectful.
Communication.

School Community Charter

education.nsw.gov.au

Notes:

