

NSW DEPARTMENT OF EDUCATION



RUTHERFORD PUBLIC SCHOOL

Established 1985

2020 PARENT INFORMATION BOOKLET



*Respect, Responsibility,
Personal Best*



PRINCIPAL'S MESSAGE

It is with great pleasure that I welcome new parents to Rutherford Public School. Our school has a long and proud history of providing quality education for the students in the Rutherford area.

Rutherford Public School is committed to providing a modern and innovative education while acknowledging the importance of the traditions and achievements of the past, and plan ahead for the challenges of educating children in an ever-changing world.

2020 brings new and exciting changes to our school. A major million dollar upgrade will finally be realised after years of planning and building. In 2020, we open with 19 new classrooms, new hall, admin and amenities. Students will enjoy modern, fully air conditioned facilities which will support their learning and educational experiences.

The purpose of this booklet is to provide some information about day-to-day organisation and administration processes at Rutherford Public School. It is important that the school and home communicate and work together to ensure the best possible learning outcomes for students.

Our online newsletters, annual school reports and other information sent home from time to time are important tools to ensure clear communication. These documents are also available from our website. (www.rutherford-p.schools.nsw.edu.au)

Rutherford Public School enjoys the support of a hard working parent body and community partnership. The success of our organisation depends on the support afforded by its community and the quality of interpersonal relationships and understandings we achieve between adult members of the community. I welcome and encourage all parents of Rutherford Public School to get involved in the life of the school and the educational journey of their children.

Our P&C meets in the school staffroom each second Tuesday of the month and everyone is welcome.

All teachers at Rutherford Public School are committed to ensuring the best possible learning experiences for children in a safe and challenging environment. Teaching and learning programs are responsive to individual needs and the school is well supported to help students who may be experiencing difficulty in their learning. The school is also committed to the education of gifted and talented students, and seeks to provide enrichment opportunities where appropriate.

Please contact the school should you require further clarification on the policies and practices of the school, or have further questions about how we can best support your child.

Andrew Brown

Principal

Rutherford Public School



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CONTACT DETAILS

The information presented in this booklet is intended to be helpful to you as your child enters our school. Rutherford Public School looks forward to a pleasant and harmonious relationship with you.

In partnership, we aim to provide a happy learning environment where children feel safe and secure and work toward reaching their emotional, social, physical and academic potential.

Phone Number	02 4932 5900
Mailing Address	PO BOX 312 RUTHERFORD NSW 2320
Street Address	Weblands Street RUTHERFORD 2320
School e-mail address	rutherford-p.school@det.nsw.edu.au
School Webpage	www.rutherford-p.schools.nsw.edu.au
Facebook	www.facebook.com/RutherfordPS

COMMUNICATION

FACEBOOK

Our school has a Facebook page which can be found at [**www.facebook.com/RutherfordPS**](http://www.facebook.com/RutherfordPS)

News and information are posted regularly on our Facebook page to keep parents up to date on events around the school.

If you need to contact the school for any reason, please do so by telephone or email.

NEWSLETTERS

Please note that the School Newsletter is published fortnightly on our website and Facebook page, and is also emailed to parents.

The Newsletter is an important means of communication between the school and home, so we ask that you ensure you receive a copy of the Newsletter each week, or view it online. This will ensure that you are kept up to date with school policies, procedures and activities, as well as having the enjoyment of reading about the wonderful efforts and achievements of our students, staff and parents.

Parents are able to access the school newsletter via the school website at:

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

SCHOOL UNIFORM

OFFICIAL UNIFORM

Girls

Maroon and white check dress with collar and sleeves
Maroon School Polo Shirt
Maroon Shorts
Maroon Skorts
White socks or maroon stockings
Black footwear
School Hat

Optional:

Maroon slacks in winter
Maroon tracksuit pants in winter

Boys

Grey shorts or long trousers
Maroon School Polo Shirt
Grey socks
Black footwear
School Hat

Optional:

Maroon tracksuit pants

Jumpers/Jackets

Maroon v-neck, zip-fronted Jacket
Track Jacket

Hats

Maroon Bucket Hat

Plain hats can be purchased from the school

Logo, reversible Maroon and sport house colour hats can be purchased from Lowes Greenhills

Sports Uniform

Maroon School Polo Shirt
Maroon shorts (Boys and Girls)
Pleated maroon skirt optional for girls
White socks
Sport socks – maroon with two white stripes (available through the P&C at the office)
Maroon tracksuit is an optional extra
School Hat

Please Note:

The sports uniform applies to children from Kindergarten to Year 6.

THE COMPLETE SCHOOL UNIFORM CAN BE PURCHASED FROM LOWES AT GREENHILLS



Short Sleeve Maroon Panelled Polo Top



Maroon Check Dress



Grey Blockers



Grey Long Blockers



Maroon Skort



Maroon Knit Shorts



Maroon Trackpants



Maroon Bucket Hat



Maroon Jacket



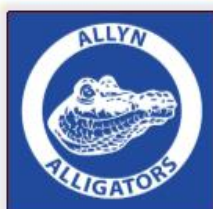
Maroon Zip Jacket



Maroon Sloppy Joe



Maroon Backpack



EDUCATIONAL PROGRAMS

CHILD PROTECTION PROGRAM

Child protection is a sensitive and challenging area for school communities. Because children and young people are relatively powerless in abuse relationships, they rely upon responsible adults to intervene and assist them. The NSW Department of Education (DoE), as an agency responsible for the care and welfare of students, has a charter to protect young people in its care from sexual, physical and emotional abuse and neglect, and from improper conduct of a sexual nature. The school is bound by legislation, to report any suspected abuse or neglect of children in cases where the school has reasonable grounds for such suspicions.

Through its schools, it is the role of the Department of Education to:

- provide educational programs in child protection
- protect students from abuse and neglect and assist in the recognition of suspected child abuse and neglect
- provide on-going support for students within the normal duties of school staff

Child protection education aims to assist students to develop skills in:

- recognising and responding to unsafe situations
- seeking assistance effectively
- establishing and maintaining non-coercive relationships and strengthening attitudes and values related to equality, respect and responsibility

Through child protection education, children will learn:

- about feeling safe and their right to feel safe
- to recognise appropriate touching and inappropriate touching
- that appropriate touching is an important part of positive relationships
- that they have a right to say no to a person who touches them inappropriately or who threatens their safety
- that it is important to tell trusted adults about such situations
- that they may have to keep on telling people until they are believed
- that help is available to them in their communities

Research supports the idea that effective child protection education:

- commences at the point of entry to school
- deals directly with relevant aspects of sexuality
- includes practice scenarios which deal appropriately and specifically with child abuse

There is a need to use correct anatomical names to label specific parts of the body. Mandatory units of work may be viewed by parents at any time. If you **do not** wish your child to take part in the program, you need to put this in writing and present it to your child's teacher.

COMPUTERS

There are computers in each classroom across the school.

Students have access to the Internet via the DoE Portal login protocol. Once enrolled, students are issued with an individual e-learning account and password. Children have access to the Internet and an individual email account through a safe DoE browsing filter. This means that a wide range of programs are available for students and teachers to use. Students are taught diverse technological skills from Kindergarten to Year 6. These skills include advanced keyboard, word processing and document enhancement skills, management of databases, spreadsheets and tables, research processes using CD ROMs, encyclopaedias and the Internet, email communication, power point presentations and interactive games skills.

CURRICULUM: KEY LEARNING AREAS

The Board of Studies sets the syllabus standards that all NSW schools must follow. There are syllabus documents in six Key Learning Areas that primary schools are mandated to teach. All syllabus documents are organised into a framework of learning outcomes and indicators within the four developmental stages: Early Stage 1 (*Kindergarten*), Stage 1 (*Years 1 and 2*), Stage 2 (*Years 3 and 4*) and Stage 3 (*Years 5 and 6*). Your child's class teacher is available to discuss in detail the standards and content of the teaching/learning programs of the stage at which your child is working.



The six Key Learning Areas (KLAs) are:

English

Speaking and Listening, Writing and Representing, Handwriting and using Digital Technologies, Reading and Viewing, Spelling, Thinking Imaginatively, Creatively and Interpretively, Expressing themselves, Reflecting on Learning, Responding and Composing and Grammar Punctuation and Vocabulary

Involves the development of skills needed:

- to listen and communicate effectively in a variety of contexts
- to identify and consider different viewpoints
- to read widely with understanding and enjoyment
- to spell accurately
- to write grammatically in a variety of forms for different purposes
- to critically analyse and share responses to a range of texts
- to use an integrated range of skills, strategies, media and technologies

Maths

Number and Algebra, Measurement and Geometry, Statistics and Probability Involves:

- learning the basics of number, space and measurement concepts
- developing skills of calculating, reasoning, predicting and verifying
- gaining a foundation for future study in Mathematics
- being confident, creative users and communicators of Mathematics
- learning to investigate, represent and interpret situations
- developing an understanding of mathematical concepts and fluency with mathematical processes
- being able to pose and solve problems and reason in Number and Algebra, Measurement and Geometry, and Statistics and Probability
- recognising connections between Mathematics and other disciplines
- recognising Mathematics as an important aspect of lifelong learning

Geography and History

Involves:

- developing investigation, communication and social skills
- gaining knowledge and understanding about the history of Australia, its geography, social institutions and place in the world
- developing a commitment to maintaining and improving the environment
- exploring, comparing and appreciating religious and moral beliefs and values
- learning about cultures and languages

Science and Technology

Involves:

- learning skills of enquiry, investigation, design and problem solving
- gaining knowledge and understanding about natural and built environments, and people's interaction with them
- acquiring a knowledge of design process
- understanding the interaction of technology and society

Creative and Practical Arts - Music, Visual Arts, Dance, Drama

Involves:

- developing technical competence and skills in designing and performing
- learning appreciation and self-expression in visual and practical arts

Personal Development / Health / Physical Education (PD/H/PE)

Involves:

- learning to develop an active and healthy lifestyle
- developing skills in interpersonal relationships and positive values, attitudes and beliefs
- participation in regular physical activity including exercise, sports, games and gymnastics

EDUCATIONAL ORGANISATION

The Principal and Deputy Principals manage all the school's educational programs and administrative and organisational procedures across the school. They are actively involved with teachers and students in the educational, cultural, environmental and sporting programs at the school. They are available to discuss the welfare and learning needs of all students.

Currently the school is organised into 36 classes from Kindergarten to Year 6, spread out across the school site. Teachers work together in grades and stages to plan and implement educational programs for the students in their classes. The classes are organised into grades within the four stages of learning. Kindergarten is Early Stage 1, Year 1 – 2 is Stage 1, Year 3 – 4 is Stage 2 and Year 5 – 6 is Stage 3.

The Executive Staff supervise each learning stage and support and mentor the teachers in those stages. Executive teachers are available to discuss the learning and welfare needs of the students in the classes of the teachers that they supervise.

Support Teachers work with teachers to assist students with additional learning needs.

EXCURSIONS



Educational excursions or performances are planned as experiences to supplement and extend class and school programs. Our excursions are planned for the whole school, classes or stage groups.

If, for some particular reason, a parent does not wish his/her child to participate in any excursion, visit or performance, this information can be conveyed to the Principal. It is realised that at times the cost factor of excursions can cause some difficulty. However, our aim is that all students participate in what is often an integral part of the learning process. Please contact the Principal if there is a financial concern so that arrangements can be made for part-payment or deferral of payment.

A permission note signed by a parent or guardian will be obtained and is necessary for all other excursions and activities.

The school (through the Principal) reserves the right to exclude a student from any excursion, visit or any activity if there is considered to be some safety or behaviour problem which could create difficulties. Parents will always be involved in this decision.

HOMEWORK

The school's Homework Policy has been designed to encourage students to undertake a reasonable amount of homework from Monday to Thursday commensurate with their age and developmental level. Homework is an experience whereby each child should reach a stage of responsible self-direction and is designed to support work in class.

Homework is set by class teachers and will be outlined to parents by the teacher at the beginning of the school year. The focus of homework and the time to be taken to complete activities will vary through the stages. Please discuss homework issues with the class teacher.

LIBRARY

Rutherford Public School is to receive a new library upgrade in 2020. The Library is well-equipped and is widely used by teachers and students across the school. The school continues to purchase quality books and resources for teachers. The Library also has a range of computers which are used for research activities and technology tasks. Children require a library bag, which is available from the office, in order to borrow books. They are encouraged to take care of these books as they are expensive to replace if lost or damaged.

The library is also open to students during lunchtimes.





RELEASE FROM FACE TO FACE TEACHING PROGRAMS

Across the school there are a range of quality educational programs in which students participate, interwoven into the school's organisational structures to enhance learning opportunities and outcomes for students.

Each week, class teachers have two hours of release from face to face (RFF) teaching, to program and develop resources for teaching/learning activities, complete administrative duties and meet with parents. RFF Teachers are employed to take classes from K-6 and implement stage programs in Key Learning Areas to complement class teacher programs. All RFF teachers address outcomes and indicators from syllabus documents and complete assessment tasks in these areas.

REPORTING TO PARENTS

In line with updated Department of Education policies, the school has a reporting system to show parents their child's progress in relation to the expected stage outcomes in the six Key Learning Areas. A variety of assessment tasks and tests are designed throughout the year, as part of the regular class program, and work samples will be collected to demonstrate the level of attainment towards the outcomes.

At the beginning of the school year, class teachers will outline their class routines and teaching programs to parents in an information session. Stage outcomes, class priorities and teaching/learning strategies will be discussed and assessment processes explained.

The formal reporting process will include:

- Written Student Reports at the end of Term 2 and Term 4, based on student progress in relation to stage and grade syllabus expectations
- Parent-Teacher Interviews towards the end of Term 2 to discuss students and report on progress

Parents can make appointments with teachers at other times to discuss their children's welfare, performance and progress. As teachers have a range of teaching, school management and student supervision responsibilities, it is more convenient if the appointment times are negotiated with teachers. The Principal or Deputy Principal are also available to discuss parent concerns. Working together, as parents and teachers, will ensure the very best welfare and learning outcome for your child.

SCHOOL ASSEMBLIES

Assemblies are held regularly for Early Stage 1, Stage 1, Stage 2 and Stage 3 in the school hall. These assemblies are run by the students, with the student presenters reporting on school activities. Teachers are invited to speak to the assembly about any matters they wish to discuss with the students. Classes regularly present some aspect of their schoolwork to the assembly. Student awards are also presented at these assemblies.

Assemblies are a time to recognise the fine achievements of individuals and our school in general over the week. The School Pledge and School Song, along with other important songs, are a feature of the assemblies.

Please see newsletters for dates and times, as our assemblies have to be flexible to allow for changes in routines. Parents are always welcome to attend.

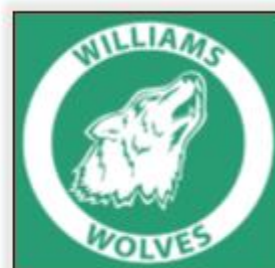
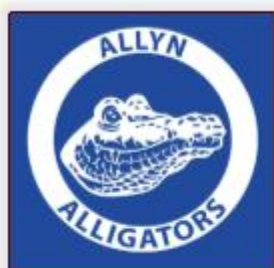
SPORT

Rutherford Public School has a long history of sporting success. We celebrate our students' successes and encourage the qualities of fair play, sportsmanship and consistent effort. All classes from Kindergarten to Year 6 participate in organised sports programs. All students are encouraged to enjoy sporting activities and participate at their own level of expertise.

Please see the Newsletters for times and days for Sport. Students are organised into four sporting houses and compete in a range of in-school activities. The school also has sporting teams that participate in interschool activities at district, zone and regional level. You will be advised of these activities as they occur.

Sporting programs for K-2 classes are organised by class or stage teachers and generally take place on Friday mornings, unless otherwise advised. Students wear joggers on nominated sports days.

The sporting houses and colours are:



Parents of Kindergarten children will be advised before their child begins school as to which house their child has been placed in, in order to purchase a sport house hat from Lowes at Greenhills.

House point competitions are held at Athletics Carnival, Swimming Carnival and Cross Country.

In Term 1, a Swimming Carnival is held for students from Years 3 to 6 and students in Year 2 turning 8. In Term 2, a whole-school Athletics Carnival is held. Older students have the opportunity to qualify for participation in Zone, Region and State Carnivals.

A School Swimming Scheme is available for all Year 1 and 2 children in Term 3 at Maitland Pool.

STUDENT LEADERSHIP

School Leaders are elected from among Year 5 students at the end of each year. These students perform many important tasks in a variety of school functions, lead school assemblies, welcome and thank visitors and represent the school at functions outside the school. They are chosen by popular vote of the student body and are expected to provide an example of appropriate behaviour and attitude to the rest of the school.



ENROLMENT PROCEDURES

KINDERGARTEN ENROLMENT

Children who turn five years of age by 31st July of the year they start Kindergarten are eligible to enrol at our school.

My child will start Kindergarten in....

2021
2022
2023

Registrations Open....

Term 1, 2020
Term 1, 2021
Term 1, 2022

To register your child, you must go to the school office, where your details will be recorded. You will be given an "Application for Enrolment" form, which must be completed and returned to the office in order for your child to attend the Little Dragons program.

The application form will only be accepted at school when it is accompanied by:

- Proof of Age (eg Original Birth Certificate);
- Immunisation history; and
- Proof of Address (100 points of ID may be required). Acceptable forms of evidence include:

- Maitland Council rates notice with the homeowners name
- A signed lease/rental agreement
- A statutory declaration confirming their permanent residential address
- An Australian Passport

Please Note: Parents who are found to provide false or misleading documents will be referred to the Director of Public Schools for possible prosecution, investigation or action.

PRE-K PROGRAM – LITTLE DRAGONS - KINDERGARTEN READINESS PROGRAM

In 2015, we introduced our Pre-K Transition/School Readiness Program. Future students are able to acclimatise themselves to 'Big School' over a significant period of time. 'Big School', when they actually commence school the following year, is no longer daunting: they are familiar with their surroundings and intricately know the staff they will be associated with.

There are many other advantages for the children educationally by joining the program. We are also able to potentially identify learning concerns well before commencing school, such as hearing, sight and speech issues.

The program runs during Terms 2, 3 and 4, and costs \$30 per child.

In order to participate in this program, your child **MUST** be formally registered with the office, enrolment forms completed and returned, and the fee paid.

Registrations can be made by coming to the school office and providing your details.



GRADES 1 - 6 ENROLMENT PROCEDURES

Parents seeking enrolments for their children in Grades 1 - 6 should make an appointment to see the Principal or Deputy Principal. Students enrolling in our local school area will need to complete an *"Application to Enrol Form"*. Students are placed in a provisional class for up to three weeks to determine their social and academic suitability to the class.

Students seeking enrolment from out-of-zone areas will need to complete a *"Non-Local Primary School Application"* form. All non-local enrolment applications will be assessed by a school panel on a case by case basis. A place for out-of-zone applicants depends on availability of places and the individual merits of the application.

NON-LOCAL ENROLMENTS

The schools' current enrolment policy is currently available on the school website. Non-Local enrolments are considered on a case-by-case basis.

Currently our school is at capacity and cannot consider any out of area enrolments.

TRANSFERS TO ANOTHER SCHOOL

Parents should notify the school in advance either personally or by letter if a child will be leaving the school. The intended new address and school should be available if possible. On the child's last day of attendance, parents are asked to come to the school to collect a transfer certificate for presentation at the new school.



GENERAL SCHOOL INFORMATION

BEFORE / AFTER SCHOOL AND VACATION CARE

The Maitland Baptist Church Child Care Centre is adjacent to the school. Supervision is available from 6:15am until 6:00pm daily. Vacation Care is also available. Maitland Baptist Church Child Care, offer a drop off and pick up service for children at Rutherford Public School.

For further information, contact the centre on 4939 1840 (office) or 4939 1849 (after hours).

CAR PARKING

Parents are requested to use kerbside parking in Weblands and Dunkley Streets when calling for their children. A 'Kiss and Drop Off' zone has been created on Weblands Street, directly in front of the staff car park from 8:00am to 9:30am. During this period this is a No Parking zone, and parents should be aware that Rangers do patrol schools in our area and will book anyone they see parked in the 'Kiss and Drop Off' zone during 8:00am and 9:30am.

Children and parents **should not** walk through the teacher's car park.

The staff car park is for **staff and disabled parking** only and is not available to parents because of congestion and safety concerns for our students. Should you need to use the disabled car parking spaces, you must arrange this with the principal before doing so.

DISABLED PARKING

We have three disabled car parking spaces available for students with RMS Disabled Parking Permits. The parking spaces are situated just inside the car park entrance. Please contact the office if you have a Disabled Parking Permit and have a need to park in the Staff Car Park.

School Learning Support Officers monitor the disabled car parking spaces during peak drop off and pick up periods, and it is expected that parents drop children and vacate the disabled car park as quickly as is practicable.

We would like to ask that if you hold a Disabled Parking Permit and you do not need to get out of your car and come into the school, please park on the road and make arrangements for your child to meet you at your car.

The entrance to the ramp must be kept clear at all times.

CHANGE OF ADDRESS

Please notify the school of any change of address, together with contact phone number, as soon as your details have changed. It is imperative that we have updated information in case of accident or emergency.

CLASSROOM REQUISITES

Each classroom teacher will provide parents at the beginning of the year, or on enrolment, with a list of books, writing implements and other equipment needed by the children in that class.

COLLECTION OF MONEY

Throughout the year, money is frequently collected at school as payment for student participation in excursions, visiting performances, sporting events and other educational programs. All permission notes and money for school activities and excursions are due as stated on the note supplied.

Money should be paid by the due date listed on notes, to ensure your child does not miss out.

When money is brought to school for various purposes, the correct amount should be placed in an envelope which clearly states Child's Name, Class & purpose for the money. All money should be placed in the money slot in the Admin office on your way in to school.

Although every endeavour will be made to do so, it may not always be possible to give change or receipts for payments at the time of the transaction. In this case, receipts and change will be sent home at the earliest opportunity.

POP – Parent Online Payments is the preferred payment option, and is available through our website. Some guidelines are provided below:

- Only one child can be paid for during each transaction, but you can pay for multiple excursions/events for each child in a single transaction.
- Please ensure you send the receipt number to school to ensure your payment has been processed correctly.
- Payments should be made a couple of days prior to payment cut off dates to allow for bank processing times.

EFTPOS is available at the school office. As set out by the Department of Education Finance Directorate, guidelines must be adhered to. These include:

- No cash refunds or withdrawals
- Card must be presented

School Guidelines and Policy:

- EFTPOS is available until approximately 2:00pm. Our banking procedures require us to close the till and process the days transactions.
- NO over the phone transactions
- No P&C transactions (hats, skorts, socks, stockings, fete, etc)

COMMUNITY USE OF BUILDINGS

The School Hall is used by a number of community groups to run activities. The hall or school facilities are available to hire. Please see the Principal if you are interested in any leasing of school buildings.

CUSTODY OF CHILDREN

When children attending school are in the custody of one parent or guardian, a copy of the court orders outlining the conditions should be provided to the Principal. It is important that this procedure be carried out in the interests of your child, so that the school is aware of the situation. The Department of Education has guidelines that we are required to follow.

For the benefit of the children, and in the interest of keeping things comfortable for children at school, it is our expectation that when one parent receives a permission or information note, that information is shared with the other parent, or that you advise them that the information is readily available on the school's webpage.

EMERGENCY CONTACTS

It is essential to advise the school of all up to date emergency contact details. It is imperative that we be able to contact someone for your child at all times.

INTERNET ACCESS AND EMAIL

Students are provided with an Internet and email account to enable learning opportunities. Parents will need to inform the school in writing if they **do not** want their child to have access to the NSW Department of Education (DoE) Internet and email facility.

LOST PROPERTY

Some children lose items of clothing and other property. If this property has no name on it, it is difficult to return.

PLEASE CLEARLY MARK ALL EQUIPMENT/CLOTHING.

Items found but not claimed are placed in the lost property box located outside the Community Room or in the Infants COLA area. Parents and children wishing to examine the lost property for missing items should look in the lost property boxes.

PHOTOGRAPHS AT SCHOOL

Occasionally photographs are taken of students at school and may be used for Newsletters, school website, social media such as Facebook and Twitter, newspapers, video, television or DoE promotion. If you **DO NOT** wish your child to be photographed, please indicate this on your child's enrolment form. If your child is already enrolled at our school and you would like to change their level of permission, please supply the office with a written request.



PROTECTIVE CLOTHING

Children, particularly in Year 1 and Year 2, are encouraged to have an old garment to put on over their school uniform when undertaking Art and Craft activities. A large shirt is suggested.

Kindergarten's painting shirts are supplied.

ROAD SAFETY MESSAGE

With more than a million young people heading off to school each day in NSW, school road safety needs to be in the minds of parents and other road users. Travelling in a car, walking across the road and riding on a bicycle are all ways that people can get seriously hurt on our roads. Children under 10 years do not have the skills to be safe in traffic environments. They should be accompanied to and from the school or bus stop and should not ride a bike to school.

Please take note of the following recommended guidelines:

- Only children in Years 3-6 are to ride a bike to school. (Permission will be granted to younger children in **exceptional** circumstances and on application to the Principal)
- Park outside the school gates and in the correct areas
- Pick up children on the same side of the road as the bus stop or school
- Cross at the marked School Crossing
- Never call your child across the road
- Make sure all children travelling by car are correctly restrained
- Make certain children use the kerb side door to alight from the car
- If your child rides a bike, ensure he/she wears a helmet at all times and in all places
- Do not allow your child, who is under ten years, to ride a bike on the road
- Helmets **must** be worn. Bikes **must** be walked in and out of school grounds and locked in the bike lock-up area provided

Please note: We discourage children riding scooters to school. If your child must ride a scooter to school, they are subject to the same rules as a bike rider, and must wear a helmet.

SAFE TRAVELLING TO AND FROM SCHOOL

If there is to be any change in after-school arrangements for young students, please write the teacher a note. This can prevent unnecessary upsets. Should you need to make last minute changes, please phone the school on 4932 5900 and your child will be notified. This is especially important in the case of separated/divorced parents and differing access arrangements.

Please travel to and from school with your Kindergarten child. If this is not possible, please arrange for them to be accompanied by a responsible and reliable older brother, sister or neighbour. Small children feel secure when accompanied by someone they feel they can depend on.

SCHOOL ADMINISTRATION OFFICE

The school administration staff work from 8:00am to 4:00pm daily, with the office being operational for business from 8:30am to 3:30pm. Whilst these are our operational hours, we try to have someone available for your enquiries.

SCHOOL HOLIDAYS

The school holidays for the next two years are:

	2020	2021
Summer Break	Tue 28/01/20 – Staff Development Day Wed 29/01/20 – Year 1 to Year 6 commence Mon 3/02/20 – Kindergarten commence	Wed 27/01/21 – Staff Development Day Thu 28/01/21 – Year 1 to Year 6 commence Mon 1/02/21 – Kindergarten commence
Autumn Break	Mon 13/04/20 to Friday 24/04/20 Mon 27/04/20 – Staff Development Day	Fri 2/04/21 – Good Friday Public Holiday Mon 5/04/21 to Fri 16/04/21 Mon 19/04/21 – Staff Development Day
Winter Break	Mon 6/07/20 to Fri 17/07/20 Mon 20/07/20 – Staff Development Day	Mon 28/06/21 to Fri 9/07/21 Mon 12/07/21 – Staff Development Day
Spring Break	Mon 28/09/20 to Fri 9/10/20	Mon 20/09/21 to Fri 1/10/21 Mon 4/10/21 – Labour Day Public Holiday
Summer Break	Thu 17/12/20 & Fri 18/12/20 Term 4, 2020 Staff Development Days Mon 21/12/20 to Tue 26/01/21 Christmas Holidays	Thu 16/12/21 & Fri 17/12/21 Term 4, 2021 Staff Development Days Mon 20/12/21 – Christmas Holidays

SCHOOL PHOTOS

During the year we arrange for individual, class and special group photos to be taken by specialists in school photography. Generally, the photos are taken in Term 3 and are distributed early the following term.

SCHOOL SONG

Together your hand in mine
With friendships true our day will shine
I'll help you reach your goal
And I'll be helped in my chosen role
As we journey on each day
I'll stand by you for all the way

Chorus:

For Rutherford so fair and true
Side by side in all we do
We will hold our banner bright
Loyal to maroon and white
Yes, we'll hold our standard high
For Rutherford we'll always try
So to keep our goal alive
Together, together
Forever we will strive

Words and Music by David Hartnett (Principal 1985) and Ruth Davis (Teacher)

SCHOOL PLEDGE

Our days will be happier if
Together We Strive
To make Rutherford Public School
A happy and safe place
To work and play
And realise that
We are responsible
For our actions
Let us work to make our School
The best place to be in...

SCHOOL STUDENT TRANSPORT - OPAL CARD

The School Opal card replaces the old paper School Student Transport Scheme (SSTS) travel passes for travel in the Opal network.

The School Opal card gives eligible school students free or subsidised travel on public transport between home and school on trains, buses, light rail* and ferries.

Please visit: New Applications <https://apps.transport.nsw.gov.au/ssts/applyNow>
Update Details <https://ssts-apply.transport.nsw.gov.au/ApplySSTS/UpdateEntitlement.html>
Lost/Stolen Passes <https://ssts-apply.transport.nsw.gov.au/ApplySSTS/ReplaceCard.html>

SCHOOL UNIFORM POLICY

All students are expected to wear full school uniform at all times, in accordance with the school's uniform policy developed and endorsed in collaboration with our parent organisations. Support of parents is sought in this matter.

The wearing of the school uniform at Rutherford Public School is seen as a valuable agent in the development of the child as a total, contributing member of a special social group – the school family. Exceptions to the wearing of the uniform would be rare and it would only be on those occasions where it would be impractical because of the type of educational experience being undertaken at the time.

A good deal of thought has been given to the design, material types, availability, durability and costs so that families will not be disadvantaged.

SPECIAL RELIGIOUS INSTRUCTION

A feature of the public education system in NSW is the opportunity to provide time in class for education in ethics, faith and morality from a religious or non-religious perspective at the choice of parents.

The school website:

<https://rutherford-p.schools.nsw.gov.au/learning-at-our-school/religion-and-ethics.html>

provides information on these options to support parent/carers choice.

A parent/carers may at any time notify the school in writing that they wish to change their decision. **Students will continue the same arrangement as the previous year, unless a parent/carers has requested a change in writing.**

For more information about Special Religious Education (SRE) and Special Education in Ethics (SEE), including the list of approved providers, please visit:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/religion-and-ethics>

If your preferred SRE or SEE option is not available, please contact the approved provider. Students not attending SRE or SEE are given supervised alternative meaningful activities.

At Rutherford Public School, the SRE options are Non-denominational Christian Scripture for 30 minutes per week or non-SRE attendance and children will participate in alternative meaningful activities.

STUDENT ASSISTANCE SCHEME

In the case of financial difficulty, parents can apply for assistance from the Student Assistance Scheme. This scheme serves to provide financial assistance for excursions, events, competitions, performances, textbooks and uniforms.

If you are experiencing financial difficulty, please do not let this preclude your child from participating in valuable educational events. The process is confidential and the funding is provided within the school budget to ensure equal access to educational programs and opportunities for all of our students.

Student Assistance can only be granted once the appropriate form has been completed and the parent contribution to the cost of the activity has been made.

The school has limited funding so please seek assistance in Term 1.

STUDENT BANKING

The Maitland Mutual provide a school banking service for our students. Account application forms will be sent to all Kindergarten students in their information packs, and forms are also available from the front office.

Students place their deposit book and money into a Safety Deposit Box in the school office. The money is then collected on Thursdays by The Maitland Mutual, and bank books are then returned to school after being updated with the banking details. Children then come to the office to collect their completed bank books.

SUN SAFE POLICY

As part of the school's sun safe policy, we have a NO HAT, PLAY IN THE SHADE rule. It is expected that all students will wear a school hat when they are outside in order to reduce the risk of sun exposure. Students without hats are directed to play under the shaded COLA (covered outdoor learning areas).

VOLUNTARY SCHOOL CONTRIBUTIONS

Voluntary School Contributions

School Contributions were introduced by the Department of Education in 1991 to cover photocopying costs, paper, art and craft equipment, etc. Money collected is used to buy equipment for your children to be used in classrooms and the large quantity of copy paper. The school uses a very large quantity of paper for use by the children.

The School Contribution has been set by the P&C at \$45 per child or \$90 per family per year to help offset these costs. Parents are asked to pay the levy as soon as possible after the start of the school year. Parents may elect to pay this amount over four terms in four equal instalments.

HEALTH AND MEDICAL

ADMINISTERING PRESCRIBED MEDICATIONS AT SCHOOL

Parents of children who require prescribed medication to be administered at school must complete a REQUEST FOR SUPPORT AT SCHOOL OF A STUDENT'S HEALTH CONDITION.

The Principal will provide the form to the parent.

Students must not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support, and must be supported in writing by a medical professional. Except in an emergency, only individual staff members who have volunteered and been trained, will administer prescribed medication to students. The Principal will oversee the implementation of the course of action that has been determined as necessary for the support of the student's health needs.

Medication must be handed immediately to the office staff upon arrival at school. Parents should supply correct dosage of the medication, where possible, on a weekly basis in a container dispensed by a Chemist, labelled with the student's name, details of medication and dosage including time to be administered and storage conditions. Most Chemists will print an additional label and put it on a small plastic bottle to be used as a school dosage container. Medication will be kept in the Office until the required time. It is the child's responsibility to report to the office when medication is needed.

Schools do not administer medication which has not been specifically requested in writing by a medical practitioner for an individual student for a specific condition. In some cases, the medical practitioner may not write 'a prescription' for such medication because it may be available 'over the counter'. NSW Health advises that this does not mean that the medication is not potentially harmful and that schools should follow the same procedures for such medications as for 'prescribed medications'.

Where students have acute health needs, individual "Health Care Plans" may be developed for students. Health care plans must be developed for students who:

- are diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis and/or
- are diagnosed as being at risk of an emergency and/or
- require the administration of health care procedures

Asthma kits containing Ventolin are kept at school as part of our first aid kits. Ventolin, is given to known asthmatics who have forgotten their medication and whose condition is documented on the Student Welfare Card. Parents are contacted by phone, where possible, before the medication is administered.

ALLERGIES, DISABILITIES, SPECIAL MEDICAL CONDITIONS

It is very important that all information about special medical conditions, allergies, physical disabilities or other health concerns is given in written form to the school. Information is recorded on the Student Welfare Card. If we do not know about these issues, your child's health and safety could be jeopardised. Some students may require an individual health plan to ensure the safety of the student during school hours. An overview of all children with medical problems or special family circumstances is provided to classroom teachers in a 'Notification Folder'.

If medical or health circumstances change, please notify the office to ensure all information is current.

ASTHMA MEDICATION

It is especially important that the school has a record of all students who suffer from asthma. An Asthma Management Plan needs to be worked out and documented in the event of an asthma attack at school. An Asthma Plan, completed by your child's doctor, must be provided to the school in order for us to administer medication.

We understand that asthma medication should be immediately accessible to students, but student use needs to be monitored.

We advise that a clearly labelled “puffer” and “spacer” be provided and left at school along with written instructions by parents on how it is to be used by the student at school. All puffers are to be kept in the school’s first aid cabinet and not in the student’s bag. Puffer usage by students must be supervised by a staff member.

In older students, we encourage immediate access and responsible use of asthma puffers, but staff must be notified by students when they use the puffer so that usage can be monitored. It is advised that parents regularly instruct their children on the correct and responsible use of asthma medication.

As an Asthma Friendly School, and as advised by Asthma NSW, puffers are administered at a rate of one puff to four breaths, and repeated according to the number of puffs required. Asthma medication is administered through a spacer.

ACCIDENT/ILLNESS AT SCHOOL

Please provide the school with current emergency contact numbers, should you be unavailable in the event of your child becoming too ill to remain at school. In the case of separated parents, please ensure that access details are clearly defined so that staff can contact the designated parent. These contact phone numbers need to be updated regularly. If your child is ill before school, it is better for him/her to stay at home to avoid the spread of infection. When a child becomes seriously ill, or is seriously injured in an accident at school, medical attention will be immediately sought by the School Principal or his nominee. Parents are notified as soon as possible.

At other times a child may feel ill, but respond to a rest period in the sick bay, before returning to class. If your child becomes ill at school and needs to go home, we will contact you to collect your child. You will need to sign a form at the office before collecting your child from the sick bay area or classroom. The signed form needs to be presented to the class teacher to fulfil the legal requirements of attendance.

Ambulance Cover

The school pays a comprehensive ambulance subscription which covers all children while in attendance at the school and on school excursions. This covers transporting injured students from the accident scene to hospital only and does not cover the return trip home.

Infectious Diseases and Minimum Exclusion from School

Chicken Pox	7 days after first spots appears. Sores must be scabbed over
German Measles	7 days after first spots appears
Measles	5 days after rash appears
Mumps	10 days after swelling appears
Glandular Fever	Exclude till fully recovered, or on receipt of medical certificate
Hepatitis	Exclude till subsidence of symptoms, or on receipt of medical certificate of recovery. Minimum 7 days after onset of jaundice
Head Lice	Hair must be treated with special anti-lice lotion or shampoo, available from a chemist and lice and eggs removed
Conjunctivitis	Exclude until discharge from eyes has ceased
Impetigo	Exclude until sores have healed. Child may return if treatment is being carried out and if sores are completely covered with a dressing
Ringworm	Exclude until treatment completed, supported by a medical certificate
Scabies	Exclude until treatment completed, supported by a medical certificate

Please note:

In all cases children must be fully recovered before returning to school.

IMMUNISATION

The Department of Health recommends that children entering school be fully immunised. This is particularly important because your child will be coming into contact with many children and infection can spread easily.

Children starting school who have not already had booster immunisation should have those immunisations outlined by the National Immunisation Program. Please contact the Community Health Centre or your family doctor for details. Dates and times of clinics can be obtained from the local Council. Please keep a written record of your child's immunisation as it must be presented to the school upon enrolment.

Please note:

Children who have not been fully immunised may be excluded from the school should an outbreak of an infectious disease occur.



PARENT INVOLVEMENT

Research indicates that the link between home and school is a vital one for the child. Parental interest and involvement contributes greatly to the creation of an optimal learning environment for children. At Rutherford Public School, parent assistance is welcome:

- as a member of the Parents and Citizens' Association
- in the classroom as a parent helper
- on excursions
- at special days
- Athletics, Swimming Carnivals and Cross Country, as officials
- social events
- working bees
- canteen

If you are able to help in this way please contact your child's teacher. The Department of Education requires all volunteers to complete a *'Request for Criminal Record Check, Declaration by Applicant'* and a *'Prohibited Employment Declaration'*.

These forms are available at the school office.

PARENTS & CITIZENS ASSOCIATION

Parents are encouraged to participate in a range of school activities. One way to participate is to support P&C activities and regularly attend meetings. The school has an active Parents and Citizens Association that supports the school in a wide range of activities. The P&C works to raise money for the school for the direct purchase of equipment for classrooms and improvement to school grounds. P&C meetings are held on the second Tuesday of each month at 6:30pm during school terms and provide a forum for parent discussion. The P&C attempts to keep parents informed on school issues related to their children as well as increasing understanding of wider educational issues.

NEW MEMBERS ARE ALWAYS WELCOME

SCHOOL CANTEEN

The school canteen operates five days each week, catering for children's needs at lunch and afternoon tea times. The canteen operates on the principles set down by the Department of Education for the provision of healthy food. The canteen operates as an arm of the P&C and is staffed by volunteer labour from within the parent body. Volunteers are in constant need. If you can help for a couple of hours every few weeks, please ring the school or contact the Staff at the canteen.

Children should not bring large sums of money to school. The canteen will refer any child carrying large sums of money to the Office.

If you wish your child to have lunch or afternoon tea order, they **must** be ordered via flexischools.com.au (you must register your child to be able to place orders).

Kindergarten to Year 2 students do not go to the canteen during the first five minutes of Afternoon Tea eating time. An Afternoon Tea order can be placed in the same way as a lunch order. Credit orders and phone orders will not be accepted.

SCHOOL HOURS & SUPERVISION

LATE ARRIVAL / EARLY LEAVING

Infants school hours are from 9:00am to 3:00pm, and Primary school hours are from 9:10am to 3:10pm. It is a legal requirement that parents give an explanation for a variation in attendance.

If children arrive later after the start of the school day, parents are requested to accompany them to the office, where a late note will be printed for you. The form is then taken to the class teacher. An occasional late absence is understandable, but continual late absences impact upon the learning of children.

Similarly, if children leave early, parents are requested to go firstly to the office, where the reason for leaving early is recorded and the child called to the office. Generally, after 2:30pm parents are required to go to the classroom to collect the children.

We thank you for your ongoing support of this very important procedure as we have strict regulations governing the monitoring of student attendance.

MORNING AND AFTERNOON ROUTINES

Morning Routines

- Parents are requested to ensure students **do not arrive at school before 8:40am** when teacher supervision commences, unless attending teacher-determined sport training or cultural rehearsals.
- Students arriving before 8:40am are to remain seated in the quadrangle area.
- No ball games commence before 8:40am.
- On the 8:40am bell, students put their bags in designated areas near their classrooms and move to the supervised areas to play.

Afternoon Routines

- Infants students are dismissed at 3:00pm and if parents do not collect them, they assemble under the Infants COLA until the 3:10pm bell to go to bus lines, leave with siblings, or walk out of the school grounds.
- Primary students are dismissed and at 3:10pm leave the school immediately by the most suitable gate, walking directly home.
- Students crossing the road to walk home are assisted by the crossing supervisor.
- It is illegal to park across the school driveways.
- Parents are requested to observe the limited parking signs in front of the school.
- A teacher is on duty until the last school bus leaves.
- In the event of a parent being late, students will be supervised in the administration block or in bus lines. Parents or emergency contacts will be notified if delay is prolonged. Please make sure your contact details are correct.

SCHOOL HOURS

Bells Bell times are following: **INFANTS**

TIME	BELL	NOTES
8:40am	Morning Supervision (18 minutes)	Supervision commences Children allowed to play in Primary Quad and Infants Cola Area (handball and skipping) Grassed area and hardball court open for play 8:58am - Warning Bell for children to go to toilet, have a drink and assemble
9:00am	Morning Session 120 minutes	Children move to lining up area and wait for teacher
11:00am	Lunch Eating Time 10 minutes	Children to eat with their class teacher to supervise. Classes not to be allowed to go before the lunch bell.
11:10am	Lunch Bell 30 minutes	30 minute play period. Children allowed to move to all areas with teacher direction/supervision 11:38am - Warning Bell for children to go to toilet, have a drink and assemble
11:40am	Middle Session 95 minutes	Children move with teacher to class
1:15pm	Recess Eating Time Bell 5 minutes	Children to eat recess with their class teacher to supervise. Classes not to be allowed to go before the play bell.
1:20pm	Recess Bell 30 minutes	30 minute play period. Children allowed to move to all areas with teacher direction/supervision 1:48pm - Warning Bell for children to go to toilet, have a drink and assemble
1:50pm	Afternoon Session 70 minutes	Children move to lining up area and wait for teacher
3:00pm	Dismissal Bell	Children dismissed from classes. NO early marks!

PRIMARY

TIME	BELL	NOTES
8:40am	Morning Supervision 18 minutes	Supervision commences Children allowed to play in Primary Quad and Infants Cola Area (handball and skipping) Grassed area and hardball court open for play 9:08am - Warning Bell for children to go to toilet, have a drink and assemble
9:10am	Morning Session 150 minutes	Children move to lining up area and wait for teacher
11:40am	Lunch Eating Time 10 minutes	Children to eat with their class teacher to supervise. Classes not to be allowed to go before the lunch bell.
11:50am	Lunch Bell 30 minutes	30 minute play period. Children allowed to move to all areas with teacher direction/supervision 12:18am - Warning Bell for children to go to toilet, have a drink and assemble
12:20am	Middle Session Bell 95 minutes	Children move with teacher to class
1:55pm	Recess Eating Time Bell 5 minutes	Children to eat recess with their class teacher to supervise. Classes not to be allowed to go before the play bell.
2:00pm	Recess Bell 30 minutes	30 minute play period. Children allowed to move to all areas with teacher direction/supervision 2:28pm - Warning Bell for children to go to toilet, have a drink and assemble
2:30pm	Afternoon Session 70 minutes	Children move to lining up area and wait for teacher
3:10pm	Dismissal Bell	Children dismissed from classes. NO early marks!

STUDENT WELFARE

ATTENDANCE

All children are required by law to attend school from the age of 6 years. Some children attend school below the age of 6 years. Once a child is enrolled, it is expected that he/she will attend school every day.

From the first day, regular attendance is important. Friendship groups are formed and play activities teach social skills that are very important for later learning.

Research has shown one day away from school is equivalent to three days away, because of the catching up that has to be done, in addition to the present day's work. So, a child who is absent for 10 days, has effectively fallen 30 days behind the rest of the class.

The Department of Education accepts few reasons for absence. In general, they are:

- The child is too sick to leave the house
- The child has an infectious disease
- The child is incapacitated by injury and unable to move around the school
- Religious commitment or annual family holiday by arrangement with the Principal
- Emergency dental or doctor appointments (although after school is preferred)

If your child is absent from school, you need to:

- Ring the school if the period will be longer than three days
- Send a note with your child, on the first day back, to explain the reason for the absence

Please note:

It is legal requirement that all absences be notified to the school within 7 days.

Written notes are also required for:

- Any absence (whole or part days) including arriving late or leaving early and leaving the school grounds
- Indicating a change of address/phone number or changes to living circumstance
- Medical problems and administration of medication
- Travel variations e.g. if someone different is collecting your child

Exemption from Attendance

Applications may be made for exemption from attendance at school for long-term absences due to medical reasons. Principals, School Education Directors and Regional Directors are able to grant exemptions.

Applications should be made in advance where possible, and forms are available at the school office.

Home and School Liaison

Attitudes to learning and values are formed at home. Parents are the first and most important teachers. Don't underestimate your value as a teacher and take an active interest in your child's school life.

Your children are very important to us and we will do our best to give them a good start to school life. The quality of relationships established between adult members of the school community will impact positively upon the quality of life and learning within the school.

To help children achieve their best, it is helpful for us to know as much as possible about them. We ask you to communicate frequently with us and let us know about any situation at home which may affect their learning or behaviour at school. Changed situations like family illness, a parent being away or changes in family living

arrangements or circumstances may affect the emotional wellbeing of children and thereby impact on their learning. If we know about these issues, we can understand your children's needs and support them while they are at school. Send a note to your child's teacher or arrange a meeting to discuss issues of concern. If talking about your child to any of the staff, it is preferable if you do so when your child is not with you.

Maintain a positive attitude to school and build up supportive relationships with staff and other parents. Contact us early if you have any concerns about your child at school or incidents that happen. When we work together, we can sort things out much more quickly to the satisfaction of all concerned.

SMS Absence and Message System

Rutherford Public School uses an SMS Absence and Message Notification System. If your child is marked absent from school or arrives late at school with no explanation from a parent/carer, you will receive an SMS notification.

Parents should reply to these messages with an explanation of the absence, otherwise the absence will be recorded as unjustified.

There are a number of guidelines to ensure your child's absence is recorded correctly.

- You will receive a text message for each of your children that are away. You must respond to each message individually. You cannot explain two children's absences in one message.
- Absences cannot be notified in advance via SMS. You can only explain the absence for the day indicated on the text message. Paper notes or phone calls to the office are acceptable means to communicate extended absences.
- A separate SMS reply must be sent for each message received.
- If you wish to query an absence message, you must call the school on 4932 5900. Responding with a question or query will result in your child being marked unjustified.
- Please ensure your mobile phone number is kept up to date.

LEARNING & SUPPORT TEAM AND SCHOOL COUNSELLOR

The school has a Learning Support Team comprising the school executive and school counsellor that monitor student performance, welfare and behaviour across the school. When students are experiencing difficulty in learning or their behaviour is causing concern, a referral can be made to the school counsellor by teachers or parents. Referrals can also be made in response to critical situations requiring sensitive counselling and support.

When a problem has been identified, the school counsellor meets with the student and conducts a range of diagnostic tests to determine his or her needs and abilities. Parents and class teachers then meet with the school counsellor and decide what action needs to be taken in response to the information gathered and resources available. The student's needs are then met within the school's programs and resources but some students are eligible to access district or state program options.



PBL CORE VALUES AND INDICATORS

RESPECT

At Rutherford Public School we:

- Follow instructions
- Have good manners
- Encourage others

RESPONSIBILITY

At Rutherford Public School we:

- Are organised
- Are always safe
- Own our choices
- Allow others to learn and play

PERSONAL BEST

At Rutherford Public School we:

- Always strive to do quality work
- Are learners
- Always strive to do our best



STUDENT WELFARE POLICY & DISCIPLINE CODE

In line with Departmental policy, Rutherford Public School has developed a Student Welfare Policy and Discipline Code. This was achieved after much consultation with the community, P&C and staff in the school, to reflect the views of staff and parents at this school. The policy has as its main aim to recognise, value and develop each student as a complete and unique person in the context of society. The policy is regularly updated to reflect current procedures.

STUDENT EMERGENCY CONTACT DETAILS

The Student Emergency Contact Details form documents relevant information on each student. It is used as the first point of contact in the case of emergencies, illness or notification of incidents at school. We request that it be updated regularly by parents. Please ensure that you keep the school informed of changed circumstances so that all information is current.

Together We Strive