

# Iona Public School Information Booklet

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*Learning Together in Harmony*

Iona Public School  
860 Paterson Rd  
Woodville NSW 2321



**Education**  
Public Schools

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# Principal's Message

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On behalf of the staff at Iona Public School, I extend a very warm welcome to your family as your children begin their journey of learning at our school. Our school has a long and proud history of providing quality education for the students in the Woodville area.

Iona Public School is committed to developing a spirit of co-operation among teachers, pupils and parents to create an environment where:

- Quality programs are provided to achieve optimum performance.
- Teaching strategies enhance learning and are responsive to individual needs, ranging from the basic skills to academic extension.
- A caring pastoral and physical environment is provided which encourages self-discipline, respect for each other and respect for the natural environment.

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

Our weekly school newsletters, annual school reports, skoolbag and other information sent home from time to time is an important tool to ensure clear communication. These documents are also available on our website ([www.iona-p.schools.nsw.edu.au](http://www.iona-p.schools.nsw.edu.au)). 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.

Learning is a partnership between home and school and, therefore, I welcome and encourage you to become involved in your child's schooling. Iona Public School enjoys the support of a hard working parent body and community partnerships. The success of our organisation depends on the support afforded by its community and the quality of interpersonal relationships. Our P&C meets in the school library on the second Wednesday of each month and everyone is welcome.

We are proud of the happy, caring and safe environment at Iona Public School and I am confident that your child's enrolment will ensure an enjoyable, successful and rich educational experience. Thank you for choosing to entrust us with your child's education.

Rachel Leary  
Principal

# School Details

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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. Iona Public School looks forward to a harmonious relationship with you. In partnership, we aim to provide a happy learning environment where children feel safe and secure and work towards reaching their emotional, social, physical and academic potential.

Phone Number	02 4930 1415
Fax	02 4930 1807
Address	860 Paterson Rd WOODVILLE NSW 2321
Email	<a href="mailto:iona-p.school@det.nsw.edu.au">iona-p.school@det.nsw.edu.au</a>
Website	<a href="http://www.iona-p.schools.nsw.edu.au">www.iona-p.schools.nsw.edu.au</a>

## School Times

Start:	9:00am
Finish:	3:00pm
Lunch:	11:30am to 12:15pm
Recess:	1:30pm to 2:00pm

Recess times vary a little allowing for our School Fitness Program.

## Staffing

Principal:	Mrs Rachel Leary
Classroom Teacher:	Miss Bianca Parr Mrs Melissa Bird Ms Alysha Tully
School Admin Manager:	Mrs Alison Mahony
School Admin Officer:	Mrs Anne Bettonzoli
School Learning Support Officer	Mrs Dianne Murphy
General Assistant:	Mr Rodney Crocker
School Cleaner:	Mrs Leonie Riemouldi

## Office

The school has a full-time School Administrative Manager and a part-time School Administrative Officer operating the office from 8.30am-3.30pm. It is a very busy place catering for the organisational, administrative and financial operations of the school, meeting the needs of staff and students as well as providing a service to parents.

# Student Learning At School

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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.

This area 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; and
- to use an integrated range of skills, strategies, media and technologies.



## Maths

Number and Algebra, Measurement and Geometry, Statistics and Probability

Maths 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; and
- recognising Mathematics as an important aspect of lifelong learning.



## **Geography and History**

This 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; and
- learning about cultures and languages.

## **Science and Technology**

This area 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; and
- 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; and
- learning appreciation and self-expression in visual and practical arts.

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

These involves:

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

# Educational Organisation

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The Principal works collaboratively with staff to manage all the school's educational programs and administrative and organisational procedures across the school. All staff are actively involved with 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 3 classes – K/1/2, 3/4 and 5/6. Teachers work together to plan and implement educational programs for the students in their classes. Our learning and Support Teacher works with teachers to assist students with additional learning needs.

## **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.

## **Learning & Support Team and School Counsellor**

The school has a Learning Support Team comprising the school executive and school counsellor that monitors 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.

A School Counsellor visits Iona Public School every second week and appointments are necessary - please contact the office for an appointment time.

## **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. Student learning is programmed and assessments reported in terms of learning outcomes across the six KLAs.

The formal reporting process will include:

- written reports prepared at the end of Term 2 and 4, based on student progress in relation to stage and grade syllabus expectations; and
- 3 way (student-parent-teacher) interviews being held at the end of Terms 1 and 3.

Students in Years 3 & 5 sit for National Literacy & Maths Tests [NAPLAN] in May. Schools are notified of NAPLAN results and parents receive a copy of their child's results. This enables parents and the school to gain some indication of the child's performance in relation to other children in Australia.

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 is also available to discuss parent concerns. Working together, as parents and teachers, will ensure the very best welfare and learning outcome for your child.

## **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 or class teacher. 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 excursions and other 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**

Iona Public School has a well-equipped library which is widely used by teachers and students across the school. With the support of the P&C and through a variety of fundraising activities, 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 in order to borrow books. They are encouraged to take care of these books as they are expensive to replace if lost or damaged.

## **Sport**

Iona 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.

All students K-6 participate in school sport. The day may change from term to term depending on the activities organised. Sport during Terms 2 and 3 is run through specialist sports program such as Sporting Schools. All students participate in an intensive swimming program during Term 4. Children wear their sports uniform to school on Sport Day.

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.

Three days a week, usually Tuesday, Wednesday, and Thursday, (depending on which day Sport is programmed), for Physical Education (PE). All students do activities such as gross motor, games, circuit, aerobics and skipping.

## **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.

# Kindergarten Enrolment Procedures

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Children who turn five years of age before 31st July of the year they start school are eligible to enrol in our school. To register your child, you must go to the school office, where your details will be recorded. The application form will only be accepted at school when it is accompanied by:

- Application for Enrolment form (available from the office)
- Proof of Age (e.g. Original Birth Certificate);
- Immunisation details
- Proof of residential address (licence, rates notice)
- Court orders/documents (if applicable); and
- Health Care Plans (if applicable e.g. asthma, anaphylaxis, allergies etc.)

Kindergarten orientation occurs over three weeks during Term 4. This enables future students to acclimatise themselves to 'Big School' and make the transition to school the following year less daunting: they are familiar with the surrounding, know the staff they will be associated with and will be allocated a senior student as a 'buddy' to provide guidance and support during Term 1.

Please understand that class groups may be subject to change during the first few weeks of Term 1.

## **Years 1 - 6 Enrolment Procedures**

Parents seeking enrolments for their children in Years 1 - 6 should make an appointment to see the Principal. Students enrolling in our local school area will need to complete an "Application to Enrol Form".

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 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.

## **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.

# A-Z of School Routines, Policies and Procedures

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## **Attendance**

All children are required by law to attend school between the ages of 6 years and 17 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. A child who is absent for 10 days has effectively fallen 30 days behind the rest of the class. The Department of Education and Training accepts few reasons for absence.

Generally 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 family annual holiday – by arrangement with the Principal.
- Emergency Dental/Doctor appointments (although after school is preferred).

If your child is absent, you need to:

- Ring and advise the school of the absence or send a note with your child on the first day back; or
- Advise absence by Skoolbag.

If the absence is longer than 3 days, please contact the school to advise of the expected date of return, either by phone or skoolbag. If the absence continues beyond the expected date of return, please contact the school again.

Please note that it is a legal requirement that parents give an explanation for a variation in attendance within 7 days. A phone call, written note or Skoolbag absentee form from the parent or caregiver is required to explain any full day or partial absences from school.

## ***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.

## **Partial Absences**

If children arrive later than 9:00am, 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.

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

### **Annual Report**

Every public school in NSW is required to produce an annual report, detailing information such as major expenditure, academic achievement and progress on major targets each year. A copy of the current annual report for Iona Public School can be downloaded from the school's website.

### **Before and After School Parking**

The safety of all of our students is at risk whenever cars double-park when dropping off and waiting for children. Please co-operate by not driving over the levy and parking correctly, so that all children are easily visible to all traffic. All children require an adult to collect them from school gates in the afternoon.

### **Book Club**

Children may purchase a range of books from Scholastic Book Clubs managed by Mrs Mahony. Books are graded in interest and readings levels and are available to all children. Most prices are below \$10.00.

### **Canteen**

A P&C canteen operates most Fridays for lunch. Orders are to be placed in the letter box provided in the canteen, before Wednesday afternoon, with money inside the bag. We have a Healthy School Canteen - encompassing the guidelines from the NSW Healthy Canteen Strategy.

Volunteers are always needed to help staff the canteen. If you can assist either by serving in the canteen or being on the committee it would be most appreciated. Please leave your name at the canteen if you are able to help. Price lists and menus are available from the school office, canteen and the website.

Icees (frozen pure fruit juice) and poppers are available all terms each lunch time.

### **Choir and Music Activities**

The school Choir meets each week. They perform at school functions, as well as taking part in community activities. Private music lessons are offered to students in recorder, keyboard, flute and guitar. These occur on a weekly basis by Mrs Tuyl and Mrs Bithery. Please contact the office if you are interested.

### **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.

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 perspex locked box in the office. Although every endeavour will be made to do so, it may not always be possible to give change for money paid by parents at the school office. Likewise, it may not be possible to give a receipt on the spot. Receipts will be sent home at the earliest opportunity.

**POP** – Parent Online Payments is an online payment option 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.
- There is a \$10 minimum payment amount.
- Please ensure you send the receipt number to school to ensure your payment has been processed correctly.

### **Semester 1**

Term 1 Payment for textbooks, voluntary contributions and online resources used by students

Sport, requirements from time to time

Term 1 & 2 Craft contribution \$10 per term

### **Semester 2**

Term 3 & 4 Craft contribution \$10 per term

Term 4 Sport, requirements from time to time

**Throughout the Year** – incursions, excursions, competition fees, school camp.

### **Custody of Children**

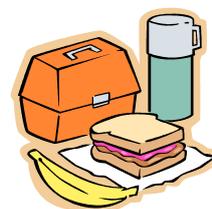
When children attending school are in the custody of one parent or guardian, a copy of the court orders outlining the conditions should be sighted by the Principal. It is important that this procedure be carried out in the interests of your child, so that the school is aware of the situation. The Department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

### **Food for Lunches etc.**

There is no strict policy on food at school; however, children are encouraged to bring healthy food for their lunch and snacks. One rule that is enforced is **NO CHEWING GUM** at school. We do ask that chips, sweets etc. are restricted to very special treats only.



### **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 on the verandah. Parents and children wishing to examine the lost property for missing items should look in the lost property box. Items unclaimed at the end of each term are placed in the school clothing pool and may be purchased for \$2.00 per item. Parents are encouraged to make use of this pool as the need arises.

### **Mobile Phone Policy**

Students are discouraged from bringing mobile phones to school; however a parent may request their child has a phone in their bag as an aid to personal security for before/after school use. Please ring the school if you have an emergency and need to contact your child or need a message to be given to them. Mobile phones should be handed to the office on arrival and collected at the end of the day. If a child is found using a phone, it will be taken from them and kept in the office until the end of day. For repeated offences, it will be taken from the child and must be collected by a parent. The sending of inappropriate text messages could lead to a suspension. Loss or theft of the handset is in no way the responsibility of the school.

### **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.

### **School Council**

The School Council meets once a term. Members of the Council include the Principal, P&C President, a Community Member and a Parent nominated by the P&C. The School Council's role is to assist the Principal in identifying school priorities and then to participate in forming the school plans and associated budgets.

### **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 Iona 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**

Visiting clergy and other volunteers conduct religious instruction for most classes every Tuesday. Children receive religious instruction in class groups, not by religious denomination. They are expected to attend these non-denominational lessons. Students are excluded from this program only on written instructions from parents.

### **Student Wellbeing Policy & Discipline Code**

In line with Departmental Policy, Iona Public School has developed a Student Wellbeing 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 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 Commonwealth Bank provides 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 hand their deposit book and money into the school office on Mondays, books are then returned to children in class.



### **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 and Equipment Levy**

School Contributions were introduced 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.

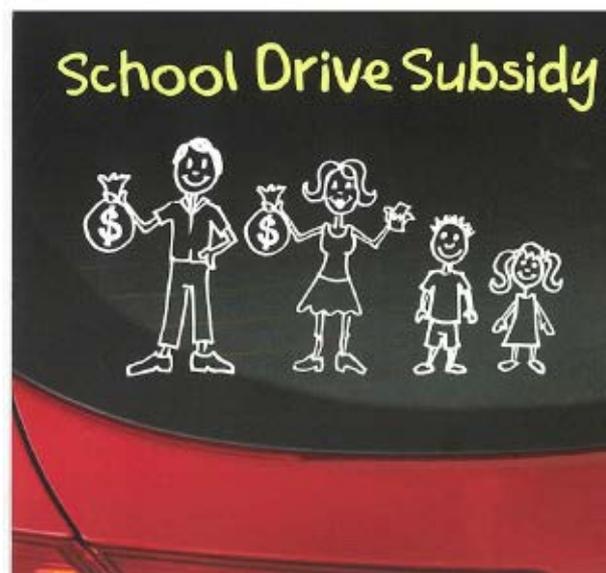
The School Contribution has been set by the school at \$47 per family to help offset these costs. Parents are asked to pay the levy as soon as possible after the start of the school year. Parents may elect to pay this amount over four terms in four equal instalments.

## Transport

On occasions parents are called upon to provide private transport for excursions. Any parent transporting students in their car is required to complete a volunteer induction and working with children form (if they do not have a Working with Children Check). Each student must have (and use) a seat belt.

There is a subsidy available for those parents who live more than 1.6 kms from the school and bring their children to school by car.

<https://apps.transport.nsw.gov.au/ssts/howToApplySchoolDrive>



If you live a long way from public transport and need to drive a student to a public transport pick up point or to school, you may be able to get financial assistance.

The School Drive Subsidy provides eligible parents and guardians twice-yearly payments to help cover some of the expenses of getting children to school.

To find out if you're eligible, and to apply online, visit [transport.nsw.gov.au/schooldrive](https://transport.nsw.gov.au/schooldrive)

### Can't get online?

Ask about the School Drive Subsidy at your school, or call **131 500**.

0754545454 TO 1845 11 2016



# Communicating With Parents and Community

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## Newsletter

A newsletter is sent home to families every Monday. Parents/carers are encouraged to read this each week to ensure that their children do not miss out on any important events. The newsletter can be downloaded from the school website ([www.ionap.schools.det.nsw.edu.au](http://www.ionap.schools.det.nsw.edu.au)) and on Skoolbag. Parents may also elect to receive the newsletter via email.

## Skoolbag App

To enable easy access to school information such as newsletters, permission notes, day to day variation of school routines, our school has made the Skoolbag app available to our parent community. This is available for all 'smart phones' by activating a search for the app and downloading. This app is updated according to need.



## Website

The school website is constantly updating. You are able to download a copy of the newsletter each week (uploaded every Monday). Information regarding school excursions, student achievement and student photographs are also available from the website. Student pictures are only placed on the internet with the permission of parents. This permission is granted or declined when students enrol at the school.

# Health and Medical

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## **ADMINISTERING PRESCRIBED MEDICATIONS AT SCHOOL**

The Department of Education policy states that all parents must sign an indemnity form regarding the administration of medication 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. Please see the office for a copy of this form.

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'. Please note - Panadol cannot be administered by staff.

Where students have acute health needs, individual "Health Care Plans" will 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.

### **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.

### **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 Record Card and SENTRAL. 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 require 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.

### **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.

**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.

# Health Guideline

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The recommended minimum periods of exclusion from school for communicable disease cases and contacts are as follows:-

<b>DISEASE</b>	<b>CASES</b>	<b>CONTACT</b>
Chicken Pox (Varicella)	Exclude for at least 5 days after the first spots appear or when blisters have all crusted.	Not excluded
German Measles (Rubella)	Exclude till fully recovered. <u>Minimum exclusion</u> 4 days after rash appears.	Not excluded
Measles	<u>Minimum exclusion</u> 4 days after rash appears.	Not excluded Vaccine preventable
Mumps	Excluded till fully recovered. <u>Minimum exclusion</u> 9 days after swelling occurs.	Not excluded Vaccine preventable
Ringworm, Scabies	Re-admit when appropriate treatment has commenced.	Not excluded Class contacts should be inspected for any signs
Head lice (Pediculosis)	Re-admit when treatment with anti-lice lotion or shampoo has been undertaken.	Sibling contacts may require simultaneous treatment
Whooping Cough (Pertussis)	Child should be kept at home for 14 days from start of illness or until they have had 5 days of a 10 day course of antibiotics	Not excluded
Trachoma Conjunctivitis	Until discharge from eyes has ceased.	Not excluded
Diarrhoea	Give child plenty of drinks – not fizzy. Keep child at home until diarrhoea has stopped.	Not excluded
Glandular Fever (Infectious Mononucleosis)	It is not necessary to keep your child home but some children with glandular fever are too sick to attend school.	Not excluded
Infectious Hepatitis (Viral Hepatitis Type A)	Until child has recovered usually 7 days from the first signs of jaundice.	Not excluded Only family contacts are recommended to have injections to protect them.
Impetigo	If the sores are properly covered by a clean dressing, children are allowed to attend school. If not covered and are on exposed parts of the body (scalp, hands, legs) then exclusion is necessary.	Not excluded

# Parent Involvement

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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 Iona Public School, parent assistance is welcome:

- as a member of the Parents and Citizens' Association or School Council;
- in the classroom as a parent helper;
- on excursions;
- at special days;
- at Athletics, Swimming Carnivals and Cross Country, as officials;
- at social events;
- on working bees ; and
- in the 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 '100 point or Working with Children Check '. 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 Wednesday of each month in the library 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. All parents are most welcome at the P&C meetings. Please come along and support the school and help provide the best possible education for your child. The Annual General Meeting of the P&C is held each February when office bearers are elected. P&C membership only costs \$1 per year and entitles members to vote for the parent representatives on the School Council.

**NEW MEMBERS ARE ALWAYS WELCOME**

# Our School Uniform

## Girls

### Summer Uniforms

Blue and white checked short sleeved tunic *or* Navy shorts / culottes with blue polo shirt  
White / navy socks  
Black shoes



### Winter Uniforms

Navy blue track suit  
*Or* School Tunic  
Light blue skivvy or polo shirt



### Sports Uniforms

White & Red polo shirt  
Red pleated skirt or Red shorts  
White socks  
Joggers  
Red Tracksuit  
Red/white swim shirt



## **Badges**

Metal school badges (\$4.40 each), cloth school badges (\$3.30 each) and iron on badges (blue, red and white - \$2.20 each) are available for purchase at the school.

## Boys

### Summer Uniforms

Blue collared short-sleeved polo shirt  
Navy drill shorts  
White / navy socks  
Black shoes

### Winter Uniforms

Blue track suit  
Light blue skivvy or long sleeve polo shirt

### Sports Uniforms

White & Red polo shirt  
Red shorts  
White socks  
Joggers  
Red Tracksuit  
Red/white swim shirt



### **MOST UNIFORM ITEMS ARE AVAILABLE AT SCHOOL**

**Hat** – Compulsory. The school hat or a Cancer Council approved hat to be worn whenever outdoors. Hats may be purchased from the school office at a cost of \$6.00 - \$10.00.



# Canteen Price List 2017

Canteen Day – Friday. Orders **MUST** be in by Wednesday.  
 Helpers are always welcome, canteen roster is in the office  
 See Mrs Mahony for any special dietary requirements  
 Place orders with money in brown paper bag (available in kitchen) in the letterbox

FRESH / TOASTED SANDWICHES ON WHOLEMEAL BREAD		PRICE	SALAD	PRICE
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Salad (cheese, tomato, lettuce, carrot, cucumber & pineapple)	\$2.50	Salad on a plate (cheese, tomato, lettuce, carrot, cucumber, pineapple)	\$2.50
Ham & Salad	\$3.00	Ham, Salad plate	\$3.50
Silverside & Salad	\$3.00	Silverside, Salad Plate	\$3.50
Egg, Lettuce & Mayo	\$2.00	Chicken, Salad Plate	\$3.50
Ham or Silverside	\$1.50	<b>Extras:</b> - egg or avocado	\$1.00
Tuna	\$1.50		
Vegemite or Honey	\$1.00		
Cheese	\$1.20		
Ham & Cheese	\$2.00		
Silverside & Cheese	\$2.00		
Baked Beans	\$1.50		

HOT FOOD		PRICE
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Nemo Burger (fish fingers, lettuce, mayo on a roll)	\$2.50
Lean Beef Burger (lettuce, cheese, carrot, tomato & sauce)	\$3.00
Chicken Burger (lettuce, mayo)	\$3.00
Chicken Burritos	\$3.00
Beef Burritos	\$3.00
Lasagne	\$2.80

EXTRAS	PRICE
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wraps, egg or avocado	\$1.00
tomato, pineapple, cheese	\$0.50
Sauces:- tomato, BBQ, mayo or pickles	Free

DRINKS		PRICE
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Small Milo	\$1.50
Large Milo	\$1.80
Popper	\$0.90