

Matong Public School

“Meeting Challenges”



Information Booklet

Welcome from the Principal

Welcome to Matong Public School.

You have chosen to send your child to a friendly, rural school, where students are provided with opportunities to achieve in all aspects of their education - academic, social, cultural and sporting. At Matong Public School, we believe small schools are great schools.

We encourage our students to take pride in their appearance and their school. Parents and community members take an active role in the resourcing, maintenance and beautification of the school and its surrounds in order to make the learning environment attractive, effective and well organised.

Our dedicated and experienced staff endeavour to provide all students with every opportunity to achieve to the best of their ability. Supplementary staffing, coupled with a variety of teaching strategies, is utilised to assist all students achieve at, or beyond, expected outcomes. The multi-age class structure at Matong Public School lends itself to extension and remediation groupings within and across classrooms, where children are able to learn in a caring and supportive environment.

Parents and community members are always welcome at our school and are encouraged to become involved in the P. & C. Parents who are actively involved are aware of school routines and programmes and, therefore, able to offer greater support to their children in achieving their potential.

We value open communication between families and the school. Should parents wish to speak with staff at any time throughout the year, they are encouraged to contact the school and arrange a mutually convenient time to meet.

I wish your family a rewarding, safe and happy time at Matong Public School.

Anne – Maree Moore
Principal

Statement of Purpose

Matong Public School aims to provide a quality learning environment in which students feel nurtured and empowered to become lifelong learners. We endeavour to achieve this by:

- recognising and responding to the learning needs of students
- encouraging students to do their best
- engaging students in Quality Teaching and Learning activities across the range of Key Learning Areas (K.L.A.s)
- providing a safe and caring environment in which to learn
- utilising human, material and community resources to provide a quality education
- valuing the input of all stakeholders - students, staff, parents and community - in the education process.

School Plan

A school plan is presented annually by the principal, following consultation with staff, students, parents and Department of Education personnel.

The plan follows the strategic directions of the Department of Education and Communities (D.E.C.) and sets school targets over a three year timeframe. Plans are continually assessed and evaluated by the school community and fine-tuned when necessary.

School Budget

An annual school budget is drawn up by the principal and School Administrative Manager (S.A.M.) following roll over on 1st December. This is a flexible document which helps resource and implement the school's financial goals and is closely monitored throughout the year. It is linked to the school plan and is presented to the P. & C. at the beginning of each school year.

Annual School Report (A.S.R.) and Annual Financial Statement (A.F.S.)

An Annual School Report and Annual Financial Statement are prepared by the principal and staff, following consultation and collaboration with all school stakeholders. These record achievements of the past year, target areas for future focus and give an in-depth account of all school income and expenditure. The A.S.R. is available on-line at the school website from June each year and the A.F.S. is available after December 1st each year.

School Times

8.45 a.m. Teachers on call
9.15 a.m. Bell for morning assembly
11.15 a.m. Lunch
12 Noon Classes recommence
2.00 p.m. Recess
2.30 p.m. Classes recommence
3.15 p.m. School dismissal



Matong Public School Staff

Mrs Anne- Maree Moore	Principal—Stage Two/Three Teacher
Mrs Natalie Murphy	Stage One Teacher (Relieving)
Miss Arnika Buchanan	Stage Two/Three Teacher
Mrs Leanne McGuiness	Stage Two/Three Teacher
Mrs Neena Evans	School Administrative Manager
Mrs Stevie Fisher	School Learning Support Officer
Mrs Ann Popple	School Chaplain
Mr Kevin Bryon	General Assistant
Mrs Lelia Smith	General Assistant
Mrs Sharon Slow	Cleaner

School Office Hours

Our school office is open during school hours on Monday, Tuesday and Wednesday.

Communication

Parents are informed of happenings and changes of routine in the school newsletter which is issued each week. Parents may include items for the newsletter by ensuring they are at the front office by Monday. The school newsletter, as well as a range of other up-to-date information about the school, can be accessed on our website—www.matong-p.schools.nsw.edu.au.

Except in cases of urgency, parents wishing to speak to students or staff during school hours should ring before or after school, or during recess or lunch, so as to avoid disrupting lessons.

Current Emergency Contact Information

For the safety of your children, please ensure that the school has **current** emergency contact names and numbers at all times. Please also provide your email address.

Sport

Sport is a compulsory part of the N.S.W. D.E.C. curriculum. Each week, students spend 3 x 20 minute sessions participating in fitness. Sport occurs on Fridays, in class groups, and caters for the different needs and abilities of our students.

During Terms 1 and 4, sport is held in the morning. During Terms 2 and 3, sport is held in the afternoon. This is in line with the school's Sun Safe Policy.

Matong Public School is a member of the Coolamon – Ardlethan Primary Schools Sports Association Zone. Students turning eight years and over in the current year are eligible to participate in P.S.S.A. swimming, cross country and athletics carnivals.



Professional Development

Staff regularly attend professional development courses during the year. These assist teachers and support staff keep up to date with curriculum, administrative procedures, initiatives and teaching and learning strategies.

In addition, the principal is required to attend regular mandatory meetings, conferences and other training.

When a class teacher is away, a qualified, casual teacher is employed. This teacher follows the class programmes and routines, whilst also utilising expertise they may have in certain areas. It is expected that these teachers are afforded the same respect and courtesy given to the class teacher.

Key Learning Areas (K.L.A.'s)

Students are taught in six Key Learning Areas, from syllabi produced by the N.S.W. Board of Studies.

These are:

ENGLISH

(Talking and Listening, Reading, and Writing - including handwriting, grammar and spelling)

MATHEMATICS

(Number Patterns, Algebra, Space, Geometry and Working Mathematically.)

SCIENCE and TECHNOLOGY -

(Investigating, Designing and Making and Using Technology.)

PERSONAL DEVELOPMENT, HEALTH and PHYSICAL EDUCATION

(Child Protection, Road Safety, Health, Games Skills, Fitness and Sport.)

HUMAN SOCIETY and ITS ENVIRONMENT (H.S.I.E.)

(Social Studies and Environmental Education.)

CREATIVE ARTS

(Dance, Drama, Music and Visual Arts.)

Computer, Media, Aboriginal, Multicultural and Gender Equity Education studies are integrated wherever possible across all K.L.A.'s.

Library

Each class enjoys a library lesson once per week. Library days are Wednesdays for Stage One and Stage Two / Three. During these sessions, students are taught library skills and have the opportunity to borrow and return books. Each Stage One student is issued with a library bag in order to protect the books.

Computers

Matong Public School is very well equipped with current technology including computers (desktops and laptops), scanner, digital cameras and ipods. We also have an interactive whiteboard (I.W.B.) in each classroom and Connected Classroom facilities for video conferencing. This technology is integrated into class teaching and learning activities and computers are also available to students on a rotation basis during lunch times.

Parents and Citizens Association (P. & C.)

The P. & C. Association is of vital importance to the school and provides an avenue for staff and parents to work as a team to ensure the provision of quality education for all students.

The P. & C. assists in providing facilities, equipment and resources for the school to further enhance opportunities for students across all K.L.A.'s as well as organising social activities to promote interaction and cooperation amongst all stakeholders in our school - parents, community, students and staff.

We are always seeking ideas and suggestions for improvement. All parents are welcome and encouraged to attend meetings which are held in the staffroom at 7.30 pm on the third Thursday of the month each term.

Parent Involvement

Parent involvement in school activities is welcomed. Please let us know if you or any community members have an area of expertise which could be shared with us.

Excursion Transport Levy

As we are a small school, we often rely on parents to transport children on excursions and to sporting events. A transport levy has been introduced by the P. & C. This helps ease the burden for parents providing transport.

Voluntary Contributions and Fundraising

An annual voluntary contribution is requested from each family to help cover the cost of individual classroom stationery and textbooks provided by the school..

As part of the school's personal development programme, students and families are given the opportunity to support one charity each term. Stewart House, a facility specifically designed to benefit students from public schools throughout rural N.S.W. and mainly funded by donations, is supported by our school each year. Other charities to benefit from our support vary each year but include The Heart Foundation, M.S., Daffodil Day, Change for Change and Red Nose Day.

Fundraising takes various forms - mufti days, sponsorship, donations - and participation is voluntary.

Leadership

Elections are held at the end of each year for school captains. Our school captains have numerous opportunities throughout the year to develop and put into practice their leadership skills and have the chance to attend the GRIP Leadership Conference in Wagga. Other roles of responsibility are shared amongst students on a roster basis which operates each term. A peer support programme operates and senior students are trained for these leadership roles at the beginning of each year.

Student Support

School Counsellor

Matong Public School has the services of a qualified school counsellor who is available to assess students as well as discuss student performance and behaviour with teachers and parents. The school counsellor is also available to speak to parents about their children on such topics as discipline, self-esteem, getting along with others and other social, behavioural, academic and emotional issues.

Parental permission is sought before students are interviewed by the school counsellor.

School Chaplain

Ann Popple joined us in 2015 as our School Chaplain. Ann is available every Thursday and Friday to meet with students and other members of the school community to provide pastoral support and guidance regarding relationships, life choices, values and spiritual matters.

Ann is also available outside of hours, by appointment, or in an emergency.

Medical and Health

Children who are sick before they leave home should be kept at home as the school does not have the facilities or staff to cater for ill children. If a child becomes ill at school, they will be kept as comfortable as possible until their parent or carer is contacted and arrangements made for their withdrawal from the school.

All staff are qualified in cardio-pulmonary resuscitation (C.P.R.) and first aid and regularly update these qualifications. In the case of injury, first aid is administered and a parent or carer is contacted if injuries are serious. If parents, carers or emergency contacts are not available, medical attention will be secured and parents/carers notified at the earliest opportunity. For the ongoing safety and wellbeing of students, parents are required to ensure their emergency contact details are current at all times.

Medications will only be administered at the school with the written permission of the parent or caregiver stating dosage and times to be administered.

MEDICATION IS TO BE BROUGHT TO SCHOOL BY THE PARENT/CARER AND HANDED TO THE OFFICE STAFF OR CLASSROOM TEACHER WITH ADMINISTRATION DETAILS. Students are not permitted to handle or carry their own medication at school, with the exception of asthma relievers.

The school must be informed of all injuries, illnesses, allergies and medication of students. An individual health care plan is to be provided for students with serious or ongoing health issues.

Infectious Diseases

For information regarding common infections and their symptoms, please contact the school office. Visit <http://www.schoolatoz.nsw.edu.au/wellbeing/health> for additional health information.

Head Lice

Head lice are a fact of life at every school and they require careful monitoring and prompt action when detected. Regular checking of your child's hair is a necessity.

Dental Clinic

Students at Matong P.S. have access to the School Dental Clinics in Narrandera and Leeton. Treatments at these facilities are free and further information can be obtained from the front office.

Travel Information

If you are late:

If you are going to be late in picking your child up after school, you must contact the school office on (02) 69 277 824 so that alternative arrangements can be made.

Setting a good example

Safety of students as they travel to and from school each day is important. It is expected that parents and carers will support the school through modeling safe road use behaviours. These include:

- Using footpaths or walking in areas away from the road
- Holding their child's hand and actively supervising all children as they walk to and from school
- Teaching children to "Stop Look Listen Think" every time they cross the road
- Walking with children to cross roads (do not call children across the road)
- Crossing roads away from parked cars
- Parking correctly in areas that allow parking
- Getting children in and out of the car on the footpath side
- Using seatbelts or child restraints for all passengers before driving away.

Coming to and from school

Where appropriate, parents are encouraged to walk with their child to school. This helps children to be more physically active and provides an opportunity to teach children how to be road safe.

There are two main entrances to Matong Public School. Both entrances are located on Canola Way. The pedestrian access gate which opens onto the pathway leading to the school buildings is the preferred point of entry for students, parents and other community members. Students are not permitted to walk through the staff car park, as this is not a safe pedestrian area.

Parents need to teach their child to:

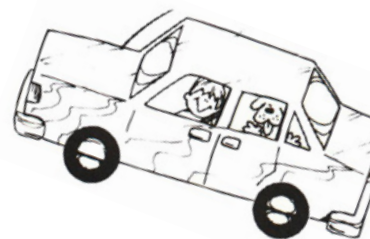
- “Stop, Look, Listen, Think” before crossing the road
- use available pedestrian crossings to cross the road
- cross in an area away from parked cars
- walk quickly and directly across the road



Parents are strongly advised to not call students across the road. Instead the safest action is to park on the side of the street closest to the school. If this is not possible, please meet your child at the school gates and walk with them across the road.

Arrival and departure by car

For those parents who need to drive their child to school, there are limited car parking spaces available at the front of the school in Canola Way. The school buses stop in the area directly between the car parking spaces and the school car park gate. This bus zone is defined by thick white lines painted on the roadway. Drivers must not stop or park in the bus zone area.



The school is located in a 40 km/h school zone where a 40 km speed limit applies from 8.00 - 9.30 a.m. and 2.30 - 4.00 p.m. on school days. The speed limit is lowered to 40 km/h during these hours to increase the safety of students coming to and from school. Drivers must not exceed 40km/h at these times.

Wet weather days are more dangerous for children, as traffic increases. Children are hard to see and slippery roads make driving more dangerous. Lower your speed, park correctly and walk with your child from the school gate to your car.

Arrival and departure by bus

Parents are asked to walk with their child to the bus stop in the morning. In the afternoon, parents should wait at the bus stop, nearest to their home, to collect their child.

Students must follow the rules of the *Department of Transport Code of Conduct*. These relate to travel on buses. Students must follow the directions of the bus driver when getting on the bus, travelling on the bus and getting off the bus.

Arrival and departure by bicycle

The RTA (Roads and Traffic Authority) and NSW Department of Education and Communities recommend that students under the age of 10 do not ride bicycles to or from school, unless accompanied by an adult bicycle rider.

Students who do ride a bicycle to and from school must correctly wear a Standards Approved Australia helmet. This is a NSW government law enforceable by the NSW Police Service. Students must ride in a safe manner and follow the NSW rules for bicycle riders.

Once at school, students must walk bicycles on site and place them in the bicycle rack provided.

Students riding skateboards, scooters or similar to school must follow the same safety rules as for bicycle riders – wear a helmet and protective gear such as knee pads and elbow pads. It is best to ride scooters away from roads. Children under 12 may ride a scooter on the footpath unless specifically prohibited by signs. Powered scooters cannot be registered and, therefore, can only be used on private land.



Changes to Regular Transport Arrangements

When you need to alter your child's transport arrangements, it is very important that you **DIRECTLY inform BOTH the school and any relevant transport providers (i.e. the bus driver).**

Bus Transport

Two school buses service our school. All K – 2 children, and Years 3 - 6 children on bus routes beyond 1.6 km from the school, are eligible for free travel. Conveyance subsidies are available to parents who have to transport their children from home to the nearest bus pick up or to school where this distance exceeds 1.6 km. Application forms for this subsidy are available from the school.

Bus rules apply for all school buses. Our students have developed the following Code of Conduct when travelling in school buses:

- Keep all of our body inside the bus at all times.
- No eating on the bus.
- Find a seat and stay in it.
- Walk and don't run to the bus.
- Keep bags in a safe place.
- Do not throw things in or from the bus.
- Talk quietly and keep calm.
- Do not stand or kneel on the seats.
- Do not disturb the driver.
- Listen to and obey the bus driver and these bus rules.



Attendance

All absences from school must be explained in writing from a parent/carer. Verbal notifications of absences must be followed up by a written notification. Rolls are marked to show even partial absences, so that a child arriving late or leaving early is marked as having missed part of that day. (This is part of the legal requirements relating to attendance at school.)

Our rolls are regularly monitored by the Home School Liaison Officer and part of that role is to visit homes where there is an attendance problem. When you know in advance that your child is going to be absent, we would appreciate being notified.

Lunch and Recess

Lunch is from 11.15 a.m. – 12 noon and Recess is 2.00pm p.m. - 2.30 p.m. Students are seated at the tables under the B.B.Q. shelter to eat lunch. Matong P.S. is a health promoting school. Children require a healthy, packed recess and lunch each day. In warmer months, a frozen drink bottle or ice pack in an insulated lunch bag will help to keep foods cool and fresh. Students are encouraged to bring a drink bottle full of water to class each day. A hydrated brain is an active brain!



Lunch Orders

As no canteen facilities are available at our school, lunch orders from the Ganmain Bakery are offered on Fridays. Orders written on a paper bag with correct payment, must be placed in the box at the front office on Thursday. Orders will be filled on Friday and delivered to school.

Supervision

The school offers supervision from 8.45 a.m. until departure of the last bus at approximately 3.30 p.m.

- Students should not be in the grounds before 8.45 a.m. unless prior arrangements have been made.
- In the period after the children arrive at school and before the 9.15 a.m. bell rings, students should play quietly in the school playground. NO sports equipment will be issued in the period before school. Handball on the concrete area is allowed.
- Students have been instructed NOT to play in out-of-bounds areas: behind the classrooms; behind the weather shed, library and toilet block; out of the school grounds, and, in the old tennis courts.
- In wet weather, children are to play in classrooms, the weather shed, C.O.L.A. or lunch area under staff supervision.
- A duty roster for staff operates for times students are in the playground.
- At 3.10 p.m., all children line up under the C.O.L.A. and are dismissed by the teacher on duty. Children who live in town should go straight home via the footpath (not the main road) after being dismissed.

Religious Instruction

Religious Instruction is held each Wednesday morning from 1 p.m. to 1.45 p.m. Two groups operate. Teachers include visiting clergy, parents and community members.

Groups are:

- | | |
|----------------------|--|
| 1. Roman Catholic | Mrs Bridget Jacht and Father Justin Darlow |
| 2. Junior Protestant | Mrs Helen Hatty |
| 3. Senior Protestant | Mrs Neena Evans |

Homework

Homework can be sent home each week. A consistent homework routine helps to establish good work habits for later study.

The aim of homework is to consolidate, extend and enrich the school's teaching programme. It encourages self-discipline, self-reliance and a routine for future learning. Homework will assist the development of the children's interests, knowledge and skills through the setting of carefully planned activities linked to what is being taught in class.

The amount of homework set is based on the experience and age of the children.

Generally homework will consist of activities that relate to current class work or revision. In addition, ALL children should READ each night.

School Uniform

The P. and C. is responsible for the supply and sales of the school jacket, sports uniform, school hats and school jumpers. Money and an order may be sent into the school **at any time** during the week. A P. and C. representative will contact you if there is any problem with sizing or availability, otherwise the uniforms will be sent home with your child on **Monday or Wednesday** each week. A price list for uniform orders through the P. and C. is printed in the school newsletter on a regular basis. P & C operates a clothing pool with a limited range of items and sizes available.





Girls' Uniform

Summer Uniform

- Dresses are available from Lowes in Wagga (Wagga Wagga Public School dress).
- Navy shorts and blue polo shirt with the Matong logo available at Robinson's in Narrandera.
- Plain brown sandals of sturdy construction, with an ankle strap OR black school shoes with white socks.
- Navy school jumper, if necessary.

Winter Uniform

- Navy tunic or slacks are available from Robinson's in Narrandera or Lowes in Wagga.
- Blue school shirt, long sleeved polo shirt or skivvy.
- Navy, fleecy jumper with school logo.
- Black school shoes with white socks or navy stockings.
- School jacket - orders are placed by P. and C. at the start of each year.

Sports Uniform

Available at school

The sports polo shirt, trackpants and shorts are ordered through the P. & C. twice a year.

- Gold and navy polo shirt with the school logo – a gold skivvy may be worn in winter.
- Navy shorts with gold MPS embroidered on leg
- Navy trackpants with gold piping.
- Clean joggers or track shoes with white socks - joggers are only to be worn on sports days.
- Navy, fleecy jumper with logo
- School jacket - orders are placed by P. & C. at the start of each year.
- School hats

BLUE SCHOOL HATS MUST BE WORN DURING OUTSIDE PLAY ALL YEAR ROUND.

Boys' Uniform

Summer Uniform

- Grey shorts.
- Blue polo shirt with Matong logo available at Robinson's, Narrandera.
- Plain, brown sandals of sturdy construction with an ankle strap OR black, school shoes/boots with grey socks.
- Navy, fleecy jumper if necessary.

Winter Uniform

- Grey trousers or shorts.
- Blue long/short sleeve polo shirt with Matong logo available at Robinson's, Narrandera or blue skivvy.
- Navy, fleecy jumper with school logo.
- Black, school shoes with grey socks.
- School jacket - orders are placed by P. & C. at the start of each year.

Sports Uniform

Available at school

The sports polo shirt, trackpants and shorts are ordered through the P. & C. twice a year.

- Gold and navy polo shirt with the school logo – a gold skivvy may be worn in winter.
- Navy shorts with gold MPS embroidered on leg
- Navy trackpants with gold piping.
- Clean joggers or track shoes with white socks - joggers are only to be worn on sports days.
- Navy, fleecy jumper with logo
- School jacket - orders are placed by P. & C. at the start of each year
- School hats

BLUE SCHOOL HATS MUST BE WORN DURING OUTSIDE PLAY ALL YEAR ROUND.

Assemblies and Merit Awards

A whole-school assembly run by senior students is held every Friday afternoon. Merit Awards and a Principal's Award are presented, acknowledging student achievement, effort, attitude and behaviour. These awards form part of our positive behaviour programme and can be converted to higher awards;

- Three Merit Awards/Principals Awards entitles a student to one Matong Merit
- Three Matong Merits entitles a student to a Book Club voucher

Book Club

Scholastic Book Clubs catalogues are distributed twice each term to each family. Simply select any books your child would like and return the order form to school, with correct payment, by the closing date. The date will be stamped on the back of one of the booklets. The school sends all the orders in together, and then the books are delivered to the school. The books will then be delivered to your child to take home.

Furthermore, the school also receives free books and/or teaching resources from Book Clubs that allow us to regularly update our class and school libraries with just published and favourite books.

