

**Newlyn Primary
School**
No 453



NEWLYN PRIMARY SCHOOL
EST. 1858



Handbook

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Dear Parents and Children

On behalf of our school community, I extend a very warm welcome to you. Thank you for choosing Newlyn Primary School.

At Newlyn Primary School we are committed to providing the best educational outcomes for all students. We provide all the programs that big schools can offer and our size gives us the ability to nurture every child as an individual. Our students form lifelong friendships as they learn together in a caring, fun and stimulating environment.

The school is well known for our comprehensive Performing and Visual Arts program. At the end of each year the children participate in a high quality performance for the Newlyn community that is also a much-anticipated social event.

We provide wonderful facilities with plenty of open space including well-appointed playground areas, vegetable garden, oval and library. Together we look after and maintain our school so that it reflects the pride that we feel in our community.

Students are currently enrolled from Foundation to Year 6 and we offer a weekly Playgroup session for preschool students.

At Newlyn Primary School, we look forward to working with families to ensure all children reach their full potential. For more information or to organise a tour please contact the school.

Samantha Vella
Principal

Vision

A caring community empowering students

Mission

To achieve our vision we:

- Enhance student wellbeing in an inclusive, safe and stimulating environment
- Develop self-motivated learners with strong academic skills that enable them to connect with the local and global community
- Enhance the learning experience of each student through high quality, consistent teaching practices
- Strengthen partnerships with the community to promote the learning growth, engagement and achievement of every student

Values

Respect: We care and have consideration for ourselves, others and the environment (We care for all)

Responsibility: We are responsible for our own actions (We accept responsibility)

Excellence: We strive to do and be the best we can be (We do our best)

Community: We value working together (We work together)

Statement of Commitment to Child safety

Newlyn Primary School is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

Curriculum

Newlyn Primary School provides a comprehensive, varied and exciting curriculum as well as higher levels of individual attention to all of our students. All students have an individual learning plan in Maths and English.

Students regularly join with students from other schools for sport, camps, leadership and cultural activities.

English & Maths

Separate programs for student groups are conducted each week in English and Maths, along with combined classes. Our teachers are experienced and use programs, providing a fantastic grounding in literacy. ICT including Mathletics and Reading Eggs are used regularly.

Visual & Performing Arts

Newlyn Primary School is renowned for their annual School Concert, musical performances and award winning visual art. Our students have featured on radio, television and perform locally throughout the year. Students participate in weekly music, and explore visual arts in a variety of forms. Individual music lessons are also available at the school.

Science

Students investigate and learn about the world around them in weekly Science sessions for both junior and senior students.

Health, PE & Sport

Our varied program includes lessons focused on skill development, healthy lifestyles, improving general fitness and teamwork. All students compete at an annual Cluster Sports Day against other local schools and a Learn to Swim program.

Integrated Studies

History, Geography and Civics are taught in exciting, hands-on lessons each week. Students explore and learn about Australian society, world cultures and languages in themed units each term.

ICT & Technology

Newlyn Primary has a 1:1 ICT program and the use of ICT is incorporated across all learning areas.

Japanese

Our Japanese language and culture program includes language lessons, games, art and cooking.

General Information

Absence from school

By law written notification of all absences is required (forms are provided). As a courtesy a telephone call advising that your child will be absent is appreciated.

Accidents and Illness at School

Parents are asked to provide the school with a LOCAL (Newlyn) emergency contact number so the school is able to contact someone in case of an accident or your child is unwell during school. In case of serious accidents we will first phone 000 then notify parents by telephone and if unable to make contact we will notify your emergency contact if possible before seeking medical assistance. If you are unavailable, appropriate action will be taken in your absence, including calling an ambulance when necessary. Ambulance subscription is recommended. Parents are asked to advise us immediately of any changes in their own or contacts addresses or telephone numbers.

If your child is unwell please keep him or her home. If your child becomes ill at school, we will make every effort to contact you or your emergency contact, to take the child home.

Admissions

Foundation pupils may be enrolled at any time up to their first day of the school year. Parents are asked to bring some type of proof of age of the child with them i.e. Birth Certificate. A current immunisation certificate is also required.

Enrolments and/or transfers of students to the school may be carried out at any time.

The school Principal, in accordance with Department of Education & Training policies, will determine if a child is eligible to enrol at Newlyn Primary School.

Appointments

If you wish to speak with the Principal or your child's class teacher please phone and arrange a mutually suitable time.

Bell Times

9.00 am	School commences
10.30 - 11.00am	Morning recess
1.00—1.10pm	Eating lunch

1.10 - 2.00pm	Lunch recess
3.30 pm	Home time

School Policies are available to view or get a copy of on request at the office.

Book List

A booklist is distributed in December each year and includes items such as exercise books, pencils, paper and tissues. Parents can choose where they purchase these items, but please make sure the correct exercise books for are purchased.

Please contact the school if you have any questions regarding the booklist.

Drop Off/Pick Up

We ask that where possible students arrive at school between 8.45 am and 9.00am. This enables classes to start without interruptions and helps children settle in to productive schoolwork. Pick up at 3.30pm.

If delayed please telephone the school and/or make alternative arrangements.

If someone other than yourself is to collect your child, please let the staff know.

Conveyance Allowance

Parents of children living more than 4.8 km from Newlyn Primary School may be entitled to a conveyance allowance for transporting their children to school.

Discuss your eligibility with our Business Manager.

Emergency, Accident and Illness Information

It is essential that we have an **UP TO DATE** emergency information for your child. If you change your address or telephone number, it is crucial to your child's well being that you notify us immediately. In the event that you cannot be contacted, it is essential that we have at least one **LOCAL** emergency contact other than parents/guardians.

Excursions/Incursions

At the commencement of school parents are asked to sign a Local Excursion Permission Form that covers activities in Newlyn. Parents will still be notified via the newsletter or note home prior to a local excursion. For excursions outside of Newlyn an individual Excursion Permission Form must be completed and returned.

Fees

The school charges a fee. This amount will be determined by School Council in Term 3 of each year and parents are notified.

Parents will also be asked to pay for certain excursions, camps or events during the year.

Please contact the school office **when enrolling**, to see if you are eligible for government assistance to pay for excursions or camps.

Immunisations

Students must be immunised for Diphtheria, Tetanus, Poliomyelitis, Measles, Mumps and Rubella, Whooping Cough and Haemophilus influenzae Type B before coming to school. **A copy of their current Immunisation Status Certificate must be presented to the school for our records.** In the event of an outbreak of one of the diseases listed above unimmunised students (including students that have not provided a copy of their immunisation certificate) are excluded from school.

Leaving the School Grounds

No child is to leave the school grounds while he/she is at school for any reason unless he/she has written parental/carer consent. He/she must be accompanied by a parent or a teacher. Children are considered to be at school from the time they arrive after 8.45am in the morning until they leave at 3.30pm.

Lost Property

Parents are asked to **clearly label student's clothing and personal belongings** so that they can be easily identified. Unclaimed items will be cleared from the lost property box at the end of each term.

Medication

Where children bring medication to be administered at school, it **must** be accompanied with written instructions from parents on medical administer form. Children are to hand medication to their teacher; it should not be kept in their school bag. ***Under no circumstances will staff administer medication without written authorisation from the child's parents/guardians.***

If your child suffers from any complaint - heart trouble, convulsions, diabetes, asthma etc. or is allergic to anything e.g. Bee stings, food etc. - please inform the school and describe the specific treatment necessary.

Students with **Asthma or Anaphylaxis** are required to provide the school with a regularly updated management plan. The plan must be completed by your doctor and updated whenever medication or condition changes. Please provide a named inhaler to be stored at school in the first aid cabinet.

Money/Payments

All monies/payments for school programs and activities should be paid directly to the business manager/office. Envelopes are provided for this purpose. Additional envelopes can be obtained from the office.

Noticeboard

Our noticeboard is in the school foyer and includes events and information of interest to parents.

Parent Involvement

Parents are encouraged to assist in the life of the school. This can include working bees, school council, excursions, fundraising and on special projects.

Personal Possessions

At times students bring personal possessions to school, please be aware that we cannot take responsibility for these if items are damaged or misplaced.

Inappropriate Items For School

Parents are asked to ensure that students do not bring potentially dangerous toys to school e.g. pocket knives as these will be taken from students and only returned to parents upon parent request. Toy guns/knives are not considered suitable play items for school. Skateboards, roller skates, mobile phones, bubble gum and chewing gum are not permitted at school.

Pupil Free Days

The Department of Education, and Training encourages all teachers to continue to keep abreast of new ideas in education through a wide variety of in-service programs and planning days that are offered.

It is usual that four days per year are set-aside for these purposes. Parents will always be given notice, well in advance when these days are going to occur, so that arrangements for children being home from school can be made.

School Council

The School Council is an elected body of parents that helps govern the school. Elections are held in February/March each year and we invite any interested parents to stand for election. Meetings are usually held twice per term

School Uniform

The Newlyn Primary School Uniform consists of:

- Navy school windcheater with logo
- Navy pants/shorts
- Navy school shirt with logo

- Blue and white checked dress
- Black shoes or runners
- Navy or white socks
- Navy broad-brimmed hat

Sunsmart/Hat Policy

As Newlyn Primary School is a **Sunsmart School**, the wearing of the "Newlyn" broad-brimmed school hat is a compulsory uniform item for all students in terms 1 and 4 for all outside activities.

Swimming Program

Newlyn conducts an intensive learn to swim program each year. Permission and medical forms will be sent home before lessons commence. Qualified instructors conduct lessons. All children are expected to attend.

Transition

We work with local Kindergartens and Secondary Schools to facilitate transition days.

Prep transition days are held in Term 4 each year and parents will be notified of the dates and times.