Oakville Public School

A quality education in a caring environment

Oakville School's mission is to foster academic and social growth in a harmonious, caring environment.

46 Ogden Road
OAKVILLE NSW 2765

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ABN: 47 523 408 039

Office Hours: 8:45am to 3:15pm

It is hoped that the information provided in this document will answer some of the questions you may wish to ask about the school and its activities. Please retain this booklet for future reference. Any further information will be readily supplied upon request.

The school staff endeavours to ensure that your child's association with the school is a happy and rewarding one.
School Hours

School commences each day at 9:15am and concludes at 3:15pm. The first bell rings at 9:13am for the children to go to their classroom, the second bell rings at 9:15am for everyone to be in their rooms to commence lessons. Please ensure your child is on time each day. If your child is late to school for any reason, please accompany them to the front office and fill out a late slip which your child should then take to their class teacher. Kindergarten classes will be dismissed at the normal school time of 3:15pm.

Supervision by staff is arranged from 8:45am and all students are expected to leave the premises once school has finished. A teacher supervises students waiting for the bus in the afternoon.

It is very important for us to know how your child is to go home. For the first two weeks we would like all Kindergarten children to be collected from the classroom, unless they are catching the bus home. Please be prompt when collecting your child to avoid causing him/her unnecessary distress. If any change is made in your child's travelling arrangements during the early weeks at school it would be appreciated if you could let your child's teacher know.

- School hours ________________ 9:15am to 3:15pm
- Office open hours ________________ 8:45am to 3:15pm
- Morning playground supervision ____ 8:45am to 9:15am
- Morning Session ________________ 9:15am to 11:15am
- Recess ________________________ 11:15am to 11:35am
- Middle session __________________ 11:35am to 1:25pm
- Eating time _____________________ 1:25pm to 1:35pm
- Lunchtime play _________________ 1:35pm to 2:15pm
- Afternoon session ______________ 2:15pm to 3:15pm
General School Information

Absences
If your child is away from school, a note of explanation must be sent to your child’s teacher on return. This is a legal requirement. If a child is to be absent for a prolonged period it is advisable to let the teacher know as soon as possible.

Attendance
It is important that children attend school every day, unless they are sick. The Education Act 1990 requires parents to ensure the regular attendance of their children at school. It is an offence for parents to fail to meet these obligations unless they can show they have a defence (for example, illness or accident).

Behaviour and Discipline
In order to achieve the aims of the school we recognise that "responsibility for a child is shared between the home and the school". Teachers and parents together must exert a positive influence on acceptable behaviour. Refer to the section ‘Oakville Public School Discipline Policy’ for further information.

Birthdays
Your child's birthday is a special day! If you would like to send in a birthday treat for the class you may, but this is optional. Please try to make sure there is enough to go around. Individual cupcakes are preferred.

Book Club
We have the ‘Book Club’ operating at our school. Each term a new series of books is advertised and order forms are sent home. Children may order books at a very reasonable price to add to their own personal home library.

Bulletin
This comes out every Tuesday to the eldest child in the family. It contains important information, dates, reminders, award winners and important notices. The bulletin can also be downloaded from the School website.
Day One of School for Kindergarten

1. Please bring your child into school via the main gate in Ogden Road, prior to 9:15am. Wait at the flagpole where you will be greeted by a member of the Stage 3 Buddy Group. A buddy will take you and your child to the appropriate room. You may stay to see your child settled before departing.

2. Your child will be given a name tag. It is important that this be worn for the first week.

3. Students select from a range of activities. Once your child is settled, say goodbye. Please do not prolong the good-bye. If your child is upset, staying will only make it harder. Reassure your child that they will be collected at 3:15pm.

4. You are invited to attend ‘Tea and Tissues’, organised by the school P&C, and to meet some of the other parents.

5. At 3:15pm assemble outside the Kindergarten classrooms. Children will be dismissed from outside the classrooms when they can see their parents.
The Buddy Program

We have a Stage 3 Buddy Group chosen each year to assist the new Kindergarten children in their first few weeks of school. Each child will have a ‘Big Buddy’. Both you and your child will meet your child’s buddy at the first Orientation Session. ‘Big Buddies’ will help the children adjust to school routines such as recess, lining up, finding their way around the school, looking after belongings and so on.

Big Buddies have been especially trained to take on the responsibility of caring for their little friends. This is an important part of their personal growth. The program provides an opportunity for the development of effective leadership skills in the older child, while providing support for younger children who are starting school.
Kindergarten Needs

Your child will need the following requirements:

**Painting shirt** – An old adult T-shirt is most preferable.

**Change of underwear** – For those mishaps that sometimes occur, a spare pair of underpants and socks kept in a plastic bag in the school bag would be helpful.

**Library bag** – The children will visit the library once a week to borrow books. The library bag helps to protect the books in transit and can prevent books going astray.

**Plastic note folder** – This is required to protect notes and home readers which are brought home frequently. A green folio bag is available from the Uniform Shop which will serve this purpose.

**Recess** – All children need a snack to eat during recess at 11:15am after a very long morning. Please pack it separately so your child will find it easily. Think of the nutritional/health value.

**Lunch** – Please don't pack huge lunches. An interesting sandwich, salad pieces and/or fruit is ideal. A drink wrapped in a tea towel is a good idea. Place a small packet of pocket tissues in their bag also. A bottle of antiseptic hand gel is great to have packed in their lunch box so they can clean away germs before eating.

**Canteen Lunches** - If your child is ordering lunch from the school canteen, clearly write the order, your child’s name and class on the outside of a paper bag. Put money in an envelope or plastic wrap and place in the lunch bag. To avoid contamination of food do not put money loosely into lunch order bags. Lunch orders must be placed in the lunch basket when children first arrive in the classroom. Do not order ice blocks etc with lunch orders. These items can be bought directly from the canteen at lunchtime.
Bus Conveyance
A bus service is available for the majority of students to travel to and from school each day. If you require a bus pass, please collect an application form from the school office. It is suggested that these passes be attached to your child's school bag so they are readily available for inspection. The Hawkesbury Valley Bus and Coach Service is the company which services Oakville Public School. It can be contacted on 4572 3410.

Children travelling on buses are expected to:
- Refrain from moving around on the bus whilst it is in transit.
- At all times obey the instructions that may be given to them by the bus driver.
- To board and alight the bus in a sensible and orderly manner.
- Refrain from throwing objects of any kind, either within the bus or from the bus.
- Refrain from inconveniencing fellow passengers in any way.
- Avoid damage of any kind to the bus.

These points are frequently discussed with children individually, in class and at school assemblies. It would be appreciated if parents could also assist by stressing the need for suitable behaviour standards whilst children are travelling on buses.

Please note that school staff are not responsible for the supervision of students prior to them boarding the bus on the forward journey, or after them leaving school on the homeward journey.

Canteen
The school has a canteen which operates every day. Voluntary helps is always sought. At recess and lunchtime children are required to look after their own money and buy their own treats. Refer to the ‘Kindergarten Needs’ section of this document for information regarding lunch orders.

Charities
The school supports a number of charities. At various times throughout the year students may be asked to support these charities in varying ways including donations of clothes, food, time and money.
Contacting School Staff
Parents are invited to call at the school to discuss their child’s progress and other matters. Please remember, though, that teachers should not be asked to leave their classes during lesson times except in extreme emergencies. Please also be aware that there are many other circumstances which may prevent teachers from being available for interview at certain times (playground supervision, coaching sporting teams, attending meetings etc). If you wish to consult any of the school staff, please arrange a mutually convenient time by contacting the school office.

The Principal will always be available for interview, but again, it is wise to arrange a mutually convenient time by contacting the school office. The Principal has many duties to perform, which result in being away from the office or absent from the school premises.

Please appreciate that the P&C Association meetings, sports carnivals, excursions, social occasions, etc are not appropriate times to discuss aspects of school administration and student progress.

Early Departures
No child should be taken from school prior to 3:15pm on a regular basis. Doctor/Dentist appointments are exceptions as these are infrequent occasions. Correct procedure is a note advising the class teacher. Before you collect your child from the classroom please call at the school office and complete an ‘Early Departure Notice’. A copy of this notice will be given to you to take to your child’s teacher. Where a child has to be collected due to unforeseen circumstances, visit the school office and complete an ‘Early Departure Notice’.

Excursions and Visiting Shows
Excursions are an important part of children’s educational experiences. Read all notes carefully. Permission notes must be signed and returned to school before your child may attend. During the year we may have educational performances visiting out school. This enables the children to enjoy ‘live’ performances at a very small cost. Excursions and visiting shows provide an excellent stimulus for follow up class activities.
Expectations

Parents have a responsibility to send their children to school:
- Healthily fed and adequately rested;
- Clean and correctly attired;
- Properly equipped (books, pencils, etc. as necessary);
- With proper respect for the rights of others; and
- With basic standards of good behaviour such as honesty, politeness and fairness.

Parents can rightfully expect that at school their children will be:
- Known and respected as individuals;
- Able to function in safety and without harassment;
- Guided in teaching/learning situations through social, moral and intellectual stages of development; and
- Assisted to develop a capacity for independence, initiative and mature judgement.

Children are expected to:
- Learn to respond to adults other than their parents.
- Respond to group directions.
- Use simple courtesies - please, thank you, use of people’s names, etc.
- Take care of their belongings.
- Learn and demonstrate self-discipline.
- Tolerate situations and children that may be different from previous experiences.
- Put away all materials when no longer being used.
- Care for the school environment by helping to keep it clean and tidy.
- Learn respect and show consideration for others.
- Learn the difference between right and wrong.
- Accept that misbehaviour brings consequences.
- Learn to share - equipment and the teacher’s time.
- Learn to wait their turn, to use equipment and to speak to the group or teacher.

Illness

A summary of regulations regarding attendance at school while suffering from communicable diseases is included in this booklet. Much embarrassment will be avoided if you keep this summary and refer to it when necessary. If your child is unwell prior to coming to school, please keep them at home.

Please refer to the Department of Health website which has further information:
A to Z Health
**Lateness**
It is essential that your child arrive at school in time for the commencement of lessons to avoid missing important parts of class work. If your child arrives late to school you must accompany your child to the school office to complete a ‘Late Notice’. Your child then presents a copy of the ‘Late Notice’ to the class teacher upon arrival to the classroom.

**Library**
The school has a modern, computerised library and all children are encouraged to use it. Children are permitted to take books home but are expected to return them in good condition. A large library bag is requested for carrying books to and from school to avoid possible damage. Library bags are for sale at the Uniform Shop. Any losses of books are asked to be compensated by monetary payments.

**Marking Personal Property**
All removable clothing and articles such as jumpers, cardigans, hats, bags, raincoats, rain hats, lunchboxes, drink containers etc must be clearly labelled with your child’s name. Please ensure that the label can be easily found and will not fade away or fall off.

**Medicines**
From time to time it may be necessary for your child to take medicine whilst at school. The school office is available to assist provided a medical practitioner has prescribed the medication and sent in the pharmaceutical packaging with the child’s name and dosage requirements. A note must be written by the parent/guardian requesting that help be given and any other forms required by the office must be completed. Please note that the responsibility remains with the child to visit an office staff member when the medication needs to be administered.

**Mobile Phones, Toys, Electronic Games and Equipment, Jewellery**
These and other valuables must not be brought to school or taken on school excursions. Items such as bracelets, necklaces and earrings (especially the long dangly variety) can be dangerous in the school situation and should not be worn at school. Accidents frequently occur at school due to children wearing such items. Earrings should be restricted to the small sleeper or stud variety.
Money
Always send money to school in an envelope with details written on the front (i.e. child’s name, class, event or purpose). Use sticky tape to completely seal the envelope to avoid coins falling out. Envelopes should be taken to the office before school commences.

News
Your child will have the opportunity to regularly share news with their peers. Some important things to remember are:
- Mark your child’s name on any news items
- Fragile and expensive items are discouraged
- Guns or knives of any type are not allowed
- No pets are allowed
- Rehearse at home: ask your child what they may say or show when they get the item to school.

Oakville Public School Discipline Policy
The strategies involved in this policy centre on positive management techniques including awards, special privileges, commendations etc for good behaviour. Negative behaviour, though, must be managed. Children are encouraged, motivated, offered positive reinforcement but continued or extreme offences are usually managed through withdrawal of privileges, detention during school hours or completion of some related activity. Corporal punishment is not an option at Oakville Public School.
Out-Of-School Hours (OOSH) Care
The School P& C Association has set up and manages a before, after and vacation care centre in the green demountable building in the school car park. The aim of this facility is to create a friendly, caring and safe environment that will foster each child’s emotional, physical, social and creative development.

The OOSH staff provide quality care for primary school children K – 6. A balanced program has been implemented. This program offers stimulating and interesting activities whilst allowing individual children to explore and develop new skills. A range of indoor and outdoor activities have been developed. These activities include arts and crafts, sports and games, gardening, imaginative and creative play. Good behaviour is encouraged through praise and positive reinforcement.

Kindergarten children are collected from their classroom in the afternoon by the OOSH staff.

A parent’s handbook can be obtained from the centre detailing fees etc.

If you have any enquiries or wish to enrol your child, please call on 4572 3457.
Parent Participation
At Oakville Public School parents have the opportunity to assist in the classrooms with certain activities, e.g. reading, fundamental movement skills, craft, and developmental activities. Parents also assist with Scripture, canteen and fundraising.

We also invite parents and friends to attend our whole school assemblies every second week. At these assemblies children receive important awards, enjoy performances and listen to important messages.

Family days are an important feature of our school. Easter, Anzac Day, Education Week Open Day, Sports Carnivals, Presentation Day are only a few of the special occasions where we encourage parents to attend and enjoy the various activities.

P&C Association
The Parents’ and Citizens’ Association meets on the first Wednesday of each month during school terms. Meetings commence at 7:30pm in the School Library. All parents are invited to take an active part in the Association, the aim of which is to help provide better educational facilities for our children.

The school welcomes the co-operation of its community. If you think you could offer your support or assistance in any way, please contact one of the executive members of the P & C.

The office bearers of the P & C Association are elected at the Annual General Meeting usually held each March.

Recognising and Rewarding Students
A positive reinforcement program is run from Kindergarten to Year 6 which involves collecting stamps on coloured cards based on the school sporting house teams. These cards recognise specific positive behaviours and help develop self discipline in an individual child’s character. These stamps and cards build up in a reward system through the levels of Bronze, Silver and Gold awards, which are presented at weekly assemblies. The pinnacle of this award system is the Platinum Award which is presented to successful students at the end of the year.

LUCKY TOKENS: These mini-certificate are presented by staff and teachers for good work and behaviour, pleasing attitude and effort. These lucky tokens are deposited into a special box from which weekly winners are drawn.
Reporting to Parents
Reporting students’ progress to parents occurs through meetings and interviews (both formal and informal). An initial ‘Meet the Teacher’ evening will be held early in Term 1. Formal Parent/Teacher interviews will be held at the end of Term 2. Parents are welcome to make an appointment to speak with their child’s class teacher at any time of the year to discuss any aspect of their child’s academic, social and/or emotional growth. A written report will be sent home at the end of Term 2 and Term 4.

Safety
Please observe traffic signs when parking. When entering the school, the children must use the pedestrian gates – they must not use the gates in the car park along Ogden Road. Cars must not use the school grounds for delivering or collecting children.

School Banking
Wednesday is our banking day. The school now conducts the school banking for which it receives a commission. The school would be grateful for any new accounts opened and for regular weekly deposits.

School Fees
We request that a donation be made early each year to cover equipment not provided by the Department of Education and Training. Parents are notified through the school bulletin. Fees should be paid directly to the school office.

School Office
The hours of duty are 8:45am to 3:15pm. Initial inquiries, either by telephone or personally, should be made to this office. The Principal and staff are kept busy preparing for the school day in the time prior to lessons commencing. The best time for incidental inquiries, enrolling children at a new school, seeking transfers etc is during mid-morning.
School Rules

* DO YOUR BEST WITH O.P.S *

O – Own Your Behaviour

P – Pride In Yourself, Your Work, Your School.

S – Strive For Success!

1. Own Your Behaviour
   This means to act responsibly and sensibly at all times. You should have a positive attitude, good manners and be able to play safely and fairly. You are in charge of controlling your actions. You should always be honest about your own behaviour.

2. Pride In Yourself, Your Work, Your School
   Pride in yourself means behaving in a way you can be proud of in both the classroom and the playground. It also means being a happy, helpful, polite, cooperative person and a good friend to others. Pride in your work means, always trying to follow instructions, listen carefully, participate in activities and complete all your work neatly, to the best of your ability. Pride in your school means to have respect for your peers, teachers, parents, visitors and other members of the school community. It also includes wearing our school uniform proudly and keeping our school environment neat and tidy.

3. Strive For Success
   This means always trying your very hardest to achieve your very best in all areas. You must always put in outstanding effort, never give up and remember to reach for the stars!
**Sport teams**  
The students are divided into four house teams for various in-school activities and competitions throughout the year.

The teams are:  
Banksia (green)  
Boronia (blue)  
Waratah (red)  
Wattle (yellow)

Your child will be placed in one of these teams early in the year and they may wear a coloured shirt to match their house colour at sporting events such as the Cross Country.


**School Uniform**
At Oakville Public School, we believe the wearing of school uniform helps to promote school pride and encourages the students to feel part of a cohesive and supportive community.

We seek parent support in ensuring their child wears the appropriate uniform. No one should be disadvantaged and support may be available through the Student Assistance Scheme and the school Uniform Shop. Please approach the school principal for further advice.

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer uniform</strong></td>
<td><strong>Winter uniform</strong></td>
</tr>
<tr>
<td>School polo shirt</td>
<td>School polo shirt with winter school tunic or green tailored pants / trackpants</td>
</tr>
<tr>
<td>Grey school shorts</td>
<td>Green trousers/track pants</td>
</tr>
<tr>
<td>Grey socks</td>
<td>Grey socks</td>
</tr>
<tr>
<td>Black leather shoes or Black joggers</td>
<td>School jumper/jacket</td>
</tr>
<tr>
<td></td>
<td>Black leather shoes or Black joggers</td>
</tr>
<tr>
<td><strong>Summer dress or School polo shirt with tailored green shorts</strong></td>
<td><strong>School polo shirt</strong></td>
</tr>
<tr>
<td><strong>Black leather shoes or Black joggers</strong></td>
<td><strong>Green trousers/track pants</strong></td>
</tr>
<tr>
<td><strong>White socks</strong></td>
<td><strong>Grey socks</strong></td>
</tr>
<tr>
<td></td>
<td><strong>School jumper/jacket</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Black leather shoes or Black joggers</strong></td>
</tr>
</tbody>
</table>

Parents may order school bags, library bags, uniforms and hats from the school Uniform Shop.

The Uniform Shop is located behind the Assembly Hall and is open for two days each week. As these days change periodically, please contact the school office to check for opening days and times.

Hats are compulsory at Oakville Public School. We support the ‘No hat, No Play’ rule as part of the fight against skin cancer. Children without a hat must stay in the shade.
Telephone
Messages of an urgent nature only will be relayed to children if requested. Routine matters such as reasons for absences, change of address etc, should be communicated to the class teacher by note. Under no circumstances will children be called to the telephone or permitted to use the school telephone for outgoing calls.

Special Information

During your child's school years, it may be necessary that your child visit one or more of the support personnel we have at our school.

The School Counsellor
The School Counsellor is available to the teachers at the school to assess children and to help with any worries teachers may have concerning their students. The School Counsellor is also available to talk to parents about any problems they feel they have concerning their child, with an appointment made through the Principal. The counsellor visits our school one day per week.

The Learning Support Teacher
The Learning Support Teacher assists in classrooms with children who are having difficulty in reading and covers classes Kindergarten to Year 6. Small groups are withdrawn from classes for intensive work in literacy.

The Librarian
All classes visit the library weekly. During this time they borrow and return books, as well as participating in lessons in literacy and library skills, given by the Teacher Librarian.

Release from Face to Face (RFF) Teacher
All class teachers are entitled to two hours per week for relief from face to face teaching. During this time class teachers attend meetings, prepare lessons and design assessment tasks. The RFF teacher takes the class for this time in a regular session each week.

Scripture Teachers
Scripture classes are formed for Catholic and Protestant children. Scripture day is Wednesday.
Health

It is probable that at some time during your child's schooling life he/she will contract some of the common diseases of childhood listed below. If your child does contract one of these diseases please notify the school as soon as possible.

Please retain these notes for future reference.

General Communicable Diseases

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX</td>
<td>Exclude till fully recovered. MINIMUM EXCLUSION - 5 days after first spots appear.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>MINIMUM EXCLUSION - 4 days after rash appears.</td>
<td>Not excluded. Unimmunised contacts should stay at home for 14 days or if they are immunised with 72 hours of exposure to measles, they can return to school immediately.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Exclude till fully recovered. MINIMUM EXCLUSION - 9 days after appearance of swelling.</td>
<td>Not excluded. It is now recommended that children be immunised at 15 months.</td>
</tr>
<tr>
<td>GERMAN MEASLES (Rubella)</td>
<td>Exclude till fully recovered. MINIMUM EXCLUSION - 4 days after rash appears.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>INFECTIOUS MONONUCLEOSIS</td>
<td>Exclude till recovered or on receipt of a medical certificate.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

Common Local Diseases Affecting Skin, Hair and Eyes in School

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RINGWORM SCABIES</td>
<td>Re-admit when appropriate treatment has commenced, supported when requested by a medical certificate.</td>
<td>Not excluded. Class contacts should be inspected for signs of scabies or ringworm.</td>
</tr>
<tr>
<td>PEDICULOSIS (Head Lice)</td>
<td>Re-admit when appropriate treatment has begun.</td>
<td>All family members should require simultaneous treatment. All linen and toiletry articles need treatment to avoid re-infection.</td>
</tr>
<tr>
<td>TRACHOMA CONJUNCTIVITIS</td>
<td>Until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>Exclude until sores have healed</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>
Oakville Public School was established in 1900 and is a valuable community property being maintained by public money and being used outside of normal school hours by local associations.

It would be appreciated if all would check, when driving past the school, particularly at night, on anything that could be considered abnormal.

Your assistance in this regard will help to ensure that no damage occurs to buildings and equipment and there will be little or no disturbance to your child’s education.

School Security Number

1300 880 021