

WELCOME TO **KIAMA PUBLIC SCHOOL**



EMPOWERING CONFIDENT, INQUISITIVE, KIND LEARNERS



WELCOME

We are so excited that you are coming to
our school!

Kiama Public School would like to welcome you into the Kiama Public School community. We thank you for entrusting your child into our care and we look forward to developing their skills and interests across all Key Learning Areas.

Kiama Public School is committed to providing quality education and we value the privilege of working with families in developing lifelong learners. Our school prides itself on being friendly and welcoming and offers a caring and supportive learning environment where children can strive to achieve their personal best.

This handbook has been designed to help guide and inform our parent body of our policies, procedures, programs and general operational matters that you can refer to when you need it. More details can be found on our school website which also links directly to the Department of Education website.

We want you to feel comfortable approaching the school for any concerns and understand that together we can achieve even better results. We encourage parents to participate in all aspects of their child's learning. If at any time you would like more information, please contact either our office staff or myself on 4232 1471.

Remember this is 'your school, my school and together our school'.

Natalie Marshall
Principal

CONTACT US

67 Bong Bong Street
Kiama NSW 2533

4232 1471

kiama-p.school@det.nsw.edu.au
kiama-p.schools.nsw.gov.au

CONNECT WITH US



OUR SCHOOL

Let your deeds shine

As a proud Department of Education public school, Kiama Public School is located on the South Coast of New South Wales. Kiama Public School has an enrolment of 450 students and supports 17 mainstream class groupings from Kindergarten to Year 6.

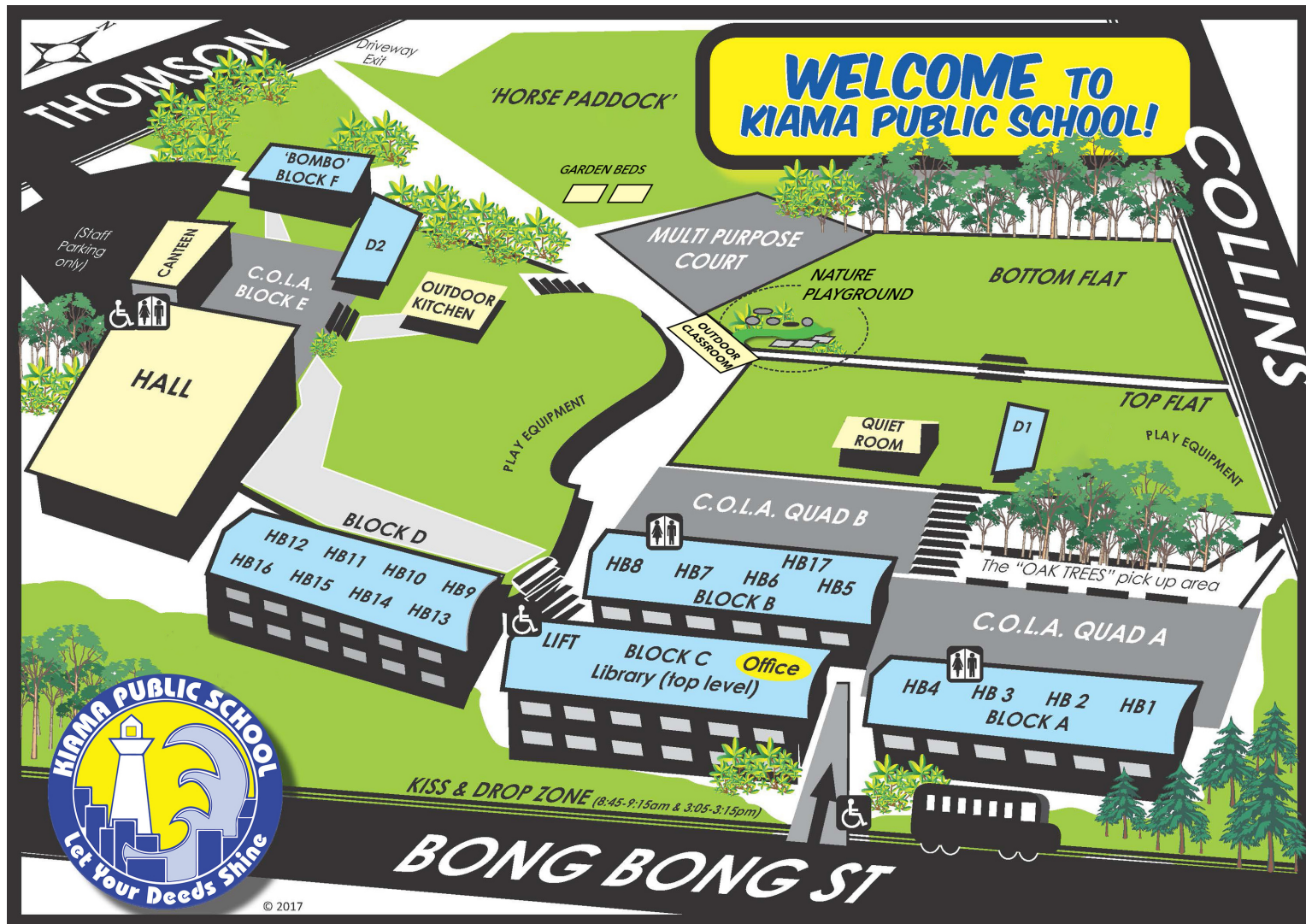
Our vision is to create a connected, challenging and collaborative learning community where the whole school community strives to reach academic goals and has a strong sense of belonging. We empower students to become confident, inquisitive learners who are kind and thoughtful citizens.

Kiama Public School prides itself on engaging students in dynamic learning experiences that encourage them to reach their full potential. These activities and experiences are founded on a culture of high expectations and academic excellence. The school boasts outstanding academic results and classrooms foster student development based on Positive Behaviour for Learning practices.

Our students are provided with extensive opportunities to engage in a range of extra curricular activities including; choir, debating/public speaking, drama, dance, representative sport, robotics, STEM, enrichment groups and garden.

Kiama Public School has strong community support, where parents and carers are partners in their child's education. Teachers and support staff share a culture of professional excellence, continuously learning to provide challenging and engaging experiences to empower our students to become confident and inquisitive learners.





Our engaging, safe and inclusive school site has many facilities for our students to learn and thrive in.

These include:

- classrooms
- school hall
- canteen
- outdoor classroom
- nature playground
- outdoor kitchen
- 2 covered paved quads
- play equipment for all ages
- sealed multi purpose games court
- learning garden
- animal enclosures
- 2 flat fields of grass for sport and play





GENERAL INFORMATION

Supervision before & after school

Formal supervision of students commences at 8:45am and concludes at our dismissal time of 3:00pm.

After arriving at or after 8:45am, students are required to place their bags outside the classroom, walk to the relevant dedicated supervised area with a hat and play until the class bell rings at 9:10am. After this, they are to line up at designated meeting points on the bell and wait for the class teacher. Lunch orders from our canteen are to be placed into class lunch baskets when entering class.

It is important to remember that the safety of children is a parental responsibility outside our school hours of 8:45am and 3:00pm.

Our school, students and staff are protected by a security fence. Gates are opened at specific times during the day for arrival and dismissal. The gate at the main entry in Bong Bong Street remains unlocked during the day and can be used when entering our school grounds during school time.

In the afternoon, students move to the following designated spots for dismissal:

- Collins Street gate - Meet on Quad A
- Thomason Street Gate - Meet at the OLA stairs on the driveway
- Bus Lines - Assembly near front office
- Kiss 'n' Drop - Wait on Bong Bong St
- Walkers Crossing Bong Bong St - Wait on walkway

The School Song

Kiama's surrounded by wonders
Vast oceans and green rolling hills
But the wonders that we wish to celebrate
Are right here in our very own school
The friendship that makes us feel welcome
The learning to help us do well
The caring so we know that we all count
And pride that we feel for our school

Let your deeds shine and
Light up the path for your future
Blue and gold will shine brightly
Kiama Public School for me

Bell Times

School starts	- 9:15am
Lunch	- 11:15am until 11:55am
Recess	- 1:25pm until 1:55pm
School finishes	- 3:00pm

Kiss 'n' Drop

'The' Kiss and Drop' Zone is located at the front entry of the school on Bong Bong Street. This area indicated by the blue line painted along the footpath. This area is only to drop children off in the mornings between 8:45am – 9:15am and pick up in the afternoons between 3:05pm – 3:15pm. This area is strictly **no parking** between 8:00am - 9:30am and 2:30pm - 4:00pm. Please adhere to our Kiss 'n' Drop procedure:

- Cars pull into the Kiss 'n' Drop zone
- Students get in and out on curb side to ensure safety
- Parents **stay** in the car
- Only the cars in the '**blue zone**' may let students in and out of their cars
- Drop offs should take no more than **20 seconds**
- Pick up should take **less than a minute**
- If your child is not ready to get in the car please drive around the block

Stages

Each grade is broken up into Stages of learning as determined by our curriculum governing body, the **NSW**

Education Standards

Authority:

Early Stage 1 Kindergarten

Stage 1 Years 1 and 2

Stage 2 Years 3 and 4

Stage 3 Years 5 and 6

House Colours

Upon enrolment, students are placed into a sporting house. Students wear different coloured clothing on special carnival days to support their house. Our houses are:

Flinders

Bass

Dunstan

Kendall



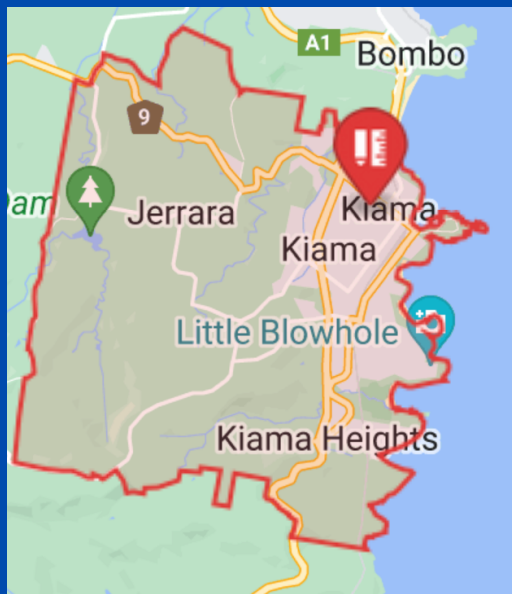
Enrolment

Children may enrol in Kindergarten for the beginning of the school year if they turn five years of age on or before the 31st of July in that year.

Families who live outside the area zoned for Kiama Public School may complete an Out of Zone Student Enrolment Application. The enrolment selection panel will meet and the outcome will be determined based on a number of factors. The school's enrolment policy, available from the school office upon request, contains further information about out of zone applications.

Documentation providing proof of age, such as a birth certificate, is required for all enrolments. Proof of immunisation is also required.

Students transferring from other schools who live within our zone can enrol at any time and we look forward to welcoming all new students into our friendly school.



Attendance

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. If your child is absent, an explanatory note should be sent to school on your child's return, providing the reason for the absence. You may communicate an absence in the following ways:

- using School Bytes platform - preferred
- written note (signed and dated)
- email
- phone call
- message to your classroom teacher via Class Dojo

If the reason for an absence is not supplied within 5 working days, the student will be marked with an Unexplained Absence. Please note that this automatic process cannot be overridden if notes come in late.

Parents of students who are absent from school for unexplained periods may be referred to the Department of Education's Home School Liaison Officer with reasons for absence sought.



THE CLASSROOM

Literacy & numeracy

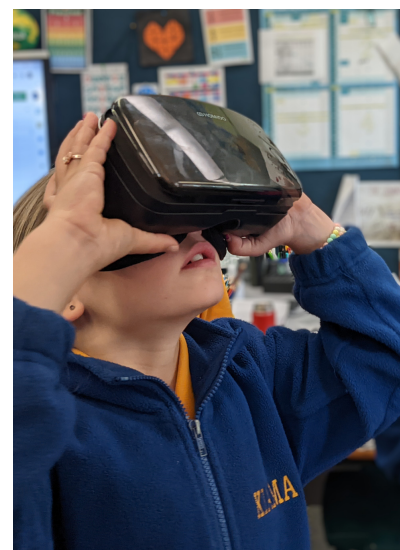
Our teachers create exciting, engaging, and challenging literacy and numeracy lessons based on the current NSW syllabus documents and current educational research. They place a particular focus on setting high expectations for all students and make all learning tasks accessible to each student's individual academic level. Our teachers set personalised learning goals for all students based on various forms of ongoing assessment that target each student's specific point of need. This gives every student the opportunity to achieve, improve and grow in their knowledge of literacy and numeracy. Students are explicitly taught growth mindset so they can overcome academic challenges. Students are nurtured and encouraged to be their best by our staff who create positive, supportive and encouraging learning environments. Students are recognised and celebrated for their individual achievements in class, on our website, our social media pages and at assemblies.

Technology

Teachers regularly use a range of technology, including laptops and iPads, to engage students in rich learning tasks and activities that develop critical and creative thinking, communication and collaboration skills. Students also have the opportunity to use various STEM resources, such as robotics and virtual reality, in the classroom.

Sport

Students participate in physical education activities each week and have the opportunity to compete in swimming, cross country and athletics carnivals. Students who excel at particular sports are also able to try and compete in NSW Primary Schools Sports Association teams and gala days at a district, regional, zone and state level.



Aboriginal Education

Kiama Public School is committed to improving the educational outcomes and wellbeing of Aboriginal and Torres Strait Islander students. We welcome Aboriginal and Torres Strait Islander family members, parents and community members in our school, working towards collaborative decision making with Aboriginal peoples to ensure our students excel and achieve in every aspect of their education. Our students are given meaningful opportunities to connect

with the knowledge and pride in Aboriginal and Torres Strait Islander histories, cultures and contributions through integrated curriculum classroom lessons that also teach the shared responsibility of reconciliation. Our school also celebrates and participates in national days, such as NAIDOC Week and National Sorry Day. We work collaboratively with families to create Personalised Learning Pathways for our First Nations students. Morning Mob is also held each week to allow Aboriginal and Torres Strait Islander students to get together, Connect to Country, yarn, learn local Dharawal language and have fun.



Library

Our Library is the hub of our school and is a friendly, welcoming environment that allows all students to participate in a wide variety of activities. Classes visit our friendly library each week to borrow and read books, respond to texts, and use exciting technology to complete rich tasks. Students in Kindergarten to Year 2 need a Library bag to protect the books they are borrowing to take home. These can be purchased for \$10 at the office. Library bags are encouraged for students in Years 3-6. The Library is open at lunchtimes on allocated days for students to use.



Garden

The school garden provides an innovative and inspiring approach to bringing food and sustainability into students daily lives. K-6 students participate in a variety of activities including mulching, planting, pruning, composting and eating the plants we grow. We also have opportunities for students to visit our school animals in the garden and learn how to care for them.

Co-Curricular Activities

Kiama Public School offers students the opportunity to develop their individual talents in a wide variety of areas. These co-curricular activities can occur before, during or after school and may also incur a cost depending on a range of factors. Co-curricular activities that we offer depend on the availabilities of our staff members and could include:

- Dance
- Drama
- Choir
- Debating/Public Speaking
- Private music tuition
- Robotics Club
- Chess club
- Garden Ambassadors
- PSSA Sporting Teams
- Boot Camp Fitness
- Library Monitors



Our staff

Our professional, university-educated teachers encourage students to develop a love of learning and a desire to succeed. They maintain the highest integrity and concern for your child's wellbeing. Our teachers regularly engage in high impact professional learning and are experts in differentiating the curriculum to meet the needs of their students and analysing student data to inform their practice.

The Principal is responsible for the educational leadership and management of our school, and is supported an executive team consisting of a Deputy Principal and four Assistant Principals. If you would like to speak to the Principal, please contact us to make an appointment.

Our school administrative staff can answer inquiries or direct you to the appropriate staff member for help.

Our School Learning and Support Officers provide personalised support for our students, ensuring they get the help and assistance they need.

Supporting our students

Our teachers monitor each student's progress and provide additional learning support if this is required. Our school uses learning programs and specialised staff, including a Learning and Support teacher and School Learning and Support Officers, where needed and we work in partnership with parents and carers to assist students who have special learning needs. Referrals can also be made to our Learning and Support team, which consists of specialist teaching staff, the Principal, the school counsellor and other specialist professionals, which assists students and families in making reasonable adjustments for students and accessing external services.



Positive Behaviour for Learning & school values

To support student wellbeing we have implemented a program called Positive Behaviour for Learning (PBL), which provides a framework to assist our school in improving social, emotional, behavioural and academic outcomes for all students. It promotes the school values of Respect, Responsibility and Resilience and explicitly teaches students how they can display these throughout all school settings.



Positive behaviour is recognised through handing out our fast and frequent "Sunny" tokens, which are used to earn our whole school acknowledgement events. Our classrooms also teach explicit social and emotional learning lessons to assist our students to become self aware and regulate their own emotions.

Religious Education

The following scripture classes, facilitated by visiting clergy and community volunteers, are offered at our school: **Protestant | Catholic | Islam | Ethics**

Students also have the option to attend non scripture, where they participate in self-directed activities under teacher supervision. Parents are asked upon enrolment which class they would like their child to attend.

Lost Property

Parents are asked to clearly mark all items of clothing that might be removed, such as a hat and jumper, as well as on personal property, such as pencil cases. This will help us return lost items to students. All items without names are sent to lost property. We check lost property boxes weekly and return labelled items as promptly as possible. Unlabelled items will be donated to the P&C clothing pool or disposed of. Our lost property is located Block C office level next to staff room.

School Counsellor

Our school has visits from our School Counsellor twice a week and can assist with any concerns that you may have about your child's development or progress at school. They can assess children referred by teachers for assessment of learning difficulties, behaviour, grief and/or social adjustment difficulties.

The school consults a child's parent when they feel there is a need for referral and a signed permission note must be completed by the child's parent. This referral will be forwarded onto Learning Support team. The School Counsellor will make contact with parents after their assessment to debrief and discuss strategies to improve the student's wellbeing. On occasions a student or staff member may need the immediate attention of our Counsellor. Such cases become an immediate priority that in turn affects referrals made beforehand. Parents are encouraged to talk to their child's teacher or the principal if they believe there is a need for their child to utilise this service.

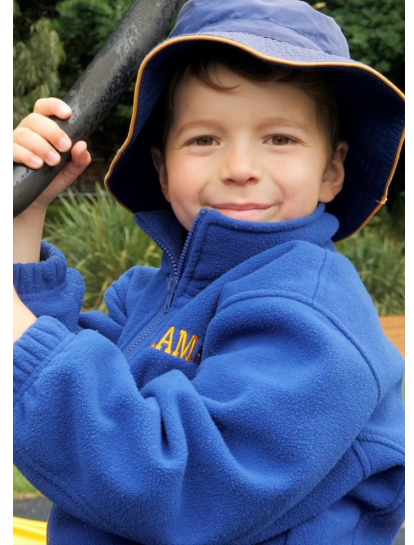
Communicating with your teacher

Our classes use the **Class Dojo** app to communicate with parents. Please allow up to 48 hours for a response, and expect replies during school business hours. Make sure you ask your classroom teacher about connecting you into their app of choice.

If you have concerns

If you have concerns over your child's academic progress or need to discuss an issue that has happened you can contact your classroom teacher in the following ways:

- Call the school to book an interview
- Email the school
- Directly message the teacher through the communication app.



ADDITIONAL INFORMATION

School Canteen

Our school offers an on-site canteen for our students to use. Our canteen is open during lunch times throughout the week. Orders can be made online through the Flexischools website. You will be required to set up an account before commencing your first order. To register for an account, please go to: www.flexischools.com.au. Alternatively, a lunch order can be placed with cash. Students may also order some smaller items over the counter in the second half of their lunch break.

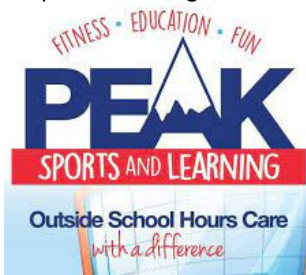


OOSH- Peak

An Out Of School Hours care program, facilitated by Peak Sports and Learning, is available to assist families in providing care for students before and after the set school hours. For more information, including hours and cost, please contact Peak at

1300 GO PEAK
(1300 467 325)

www.peaksportslearning.com.au/kiama



P&C

The Kiama Public School P&C Association play an active role in supporting the students of our school. The P&C meets at the school once a month at 6:00pm. Members of our school community are invited to attend these meetings. The P&C organise a number of fundraising activities throughout the year and your support of these events is encouraged and appreciated.



Making payments

Parents can make any payments, including for excursions and extra-curricular activities, through our website. Our system is secure and easy to use, and you will receive a receipt straight away. It is important to note that payments must be made before 6pm for the school to receive the funds the next day. If payment is made after 6pm, it will take up to 24 hours for the school to receive the funds. We ask that you note the receipt number for your reference and write this on any permission notes you are sending back to school. Alternatively, cash and cheque payments will still be accepted at school. For assistance with this, please contact our front office.



Library Fund

Amounts are set each year as a guide to parents for payment to help provide our children with the best possible resources for our Library. They also represent a fair way of sharing costs associated with a modern school. The contribution would be appreciated in Term 2 prior to the EOFY when the forms are distributed. Receipts are issued and contributions are [tax deductible](#). The Library Fund Contribution may be paid in term instalments. If for any reason there is difficulty in paying the contribution, parents are invited to contact the school.



Financial Assistance

If you are unable to pay school contributions because of financial hardship, you may be eligible for assistance from the school. All cases are treated confidentially and on an individual basis. Application forms are available from our school office.



COMMUNICATION

Newsletter

Our school produces a digital newsletter each fortnight. This bulletin promotes school activities and student achievements along with providing information about upcoming events or activities. It is important that parents make the time in their busy schedules to read the newsletter as it often contains important information for student activities. It is available on our website and is pushed out through our School Bytes platform.



School Bytes

Our school will communicate with you via the School Bytes platform in cases of school information and permission notes. All school notes are sent out electronically through this platform, unless they are for specified sporting events or individual instances.

Social media

Our school uses social media to showcase student achievement and fun school events to the wider school community. We also use it to remind parents about upcoming events. Make sure you like our Facebook page and subscribe to our YouTube channel!

Permission to publish

Each year our students are required to complete a permission to publish form. This form will allow our school to use images and videos of your child on our website, Facebook page, YouTube channel and any livestreams that we do.



KIAMA PUBLIC SCHOOL UNIFORM

OPTION ONE

Dress \$40

OPTION TWO

Gold polo shirt with collar and school emblem \$25

Royal blue culottes \$28

Royal blue shorts \$25

Black shoes

White socks

Royal blue school hat \$15

OPTION THREE

Gold polo shirt with collar and school emblem \$22

Grey shorts \$25

Black shoes

White socks

Royal blue school hat \$15

WINTER OPTIONS

Gold polo shirt with collar and school emblem (long sleeve option available) \$25

Royal blue longs \$45

Grey longs \$28

Royal blue polar fleece jumper/jacket \$39

Fleecy Long Pants \$32

ADDITIONAL EXTRAS

School Bag \$65

Raincoat/ Jacket \$30

Clothing Pool / Second Hand Uniforms

Melanie Rigby - 0430 070 367

Sold by appointment or items are available for purchase at the Open Days which are usually

held in the first week of each term.

Where To Purchase

All uniforms are available from:

Kiama Sports & Cycles
Collins Street
Kiama
Phone 4232 3005

Parents are reminded that the uniform required for official functions is a gold polo shirt with school emblem and royal blue culottes or shorts. The dress is not encouraged to be worn for official functions.





CONTACT US



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