

# General Information

**\*\* adjusted during Covid-safe compliance operations**

## **\*\* ASSESSMENT & REPORTING TIMELINE**

Term 1:

- Kindergarten Best Start Assessments
- Parent information sessions:
  - o Kindergarten on site;
  - o Years 1 to 6 via PowerPoint [NB. families new to the school will be invited via email to join a small group tour of the school]
- Term 2: Semester 1 report
- Term 3: formal parent-teacher interviews
- Term 4: Semester 2 report

## **ATTENDANCE: ABSENCE NOTES**

Written notes explaining your child's absence are required the day on which they return to class. Students taking more than 10 days [ie 11+] leave or more need to notify Mr Connelly, in advance via the school office.

Our electronic attendance system prints notes for parents regarding their child's absences. If you receive one of these letters, please complete the slip and return it to your child's teacher. A doctor's certificate is required for sickness-related absences of 3 consecutive days or more.

## **\*\* ATTENDANCE: LATE ARRIVALS / EARLY PICKUPS**

**It is essential that students arrive on time** as we begin our learning experiences as soon as we enter the classroom. The school gates are unlocked at 8.30am when teachers commence playground supervision duties.

If your child is late to school, entry is via Gate 2 only where parents can press the buzzer on the gate. The office will issue a late note and direct the student to class.

If you need to collect your child early, press the buzzer at Gate 2 and the office will provide instructions. Please ensure you bring your phone into the school to complete the Service NSW Covid QR code.

## **BEHAVIOUR CODE**

The Mosman Behaviour Code [MBC] is based on the Positive Behaviour for Learning [PBL] philosophy, an evidence-based whole school systems approach with a clear set of positive expectations. Throughout the year, procedures are in place to teach students these expectations, which address the academic and social needs of students in a supportive environment to improve learning outcomes. Our school expectation is:

***At Mosman Public School we promote a positive learning environment where we accept the challenge to be respectful, responsible learners.***

Systems to support students in following expected behaviours are:

- **School Spirit Focus of the week** - weekly focus on a specific behaviour, announced at the Monday morning assembly
- **Caught You Being Good tokens** - given out daily and contribute to the School Spirit Trophy
- **Weekly Merit Cards** - presented to three students at lines each Friday
- **Whale Mascot** - presented to one class per grade / stage at lines each Friday
- **Principal's Attendance Award** - names will be printed in the Whaler for students who have arrived at school on time and stayed for the whole day. Students who meet the expectation of school attendance all year will join Mr Connelly and the Deputy Principals for a morning tea

and receive an Attendance Award. [NB morning tea will depend on Covid-safe rules at the time.]

- **School Spirit Trophy** - won by the Sports House with the highest accumulation of House points from Caught You Being Good tokens and school-based carnivals.

Systems to support students who have not followed expected behaviours are:

- **Yellow Minor Card** - given as a warning for behaviour which does not meet the school's expectations;
- **Red Major Card** - given as a consequence for repeated or unacceptable behaviour which does not satisfy the school's expectations

## **BELL TIMES**

Students have access to 3 playgrounds, the school library and special interest clubs during play breaks. The bell times are as follows:

	<b>K-6</b>
<b>Morning</b>	9:00 – 11:00am
<b>1<sup>st</sup> Break</b>	11:00 – 11:15am (Lunch – eating time)
	11:15 – 11:55am (Play)
<b>Middle</b>	11:55 – 1:55pm
<b>2<sup>nd</sup> Break</b>	1:55 – 2:25pm (Afternoon Tea)
<b>Afternoon</b>	2:25– 3:10pm

## **\*\* BIRTHDAY CAKES**

We welcome small, pre-packaged individual treats [cupcakes / donuts / vanilla cake {can be ordered from the canteen} / lolly bags / or the like] if your child wishes to share his / her birthday with the class. Teachers are UNABLE to cut cakes for hygiene and safety reasons. We are also unable to light candles or sparklers for safety reasons.

Parents of children with food allergies are encouraged to provide a bag of treats [long-life] for the teacher to distribute to the student on these occasions.

## **INVITATIONS**

To minimise disruption and distress to those uninvited, invitations should be given outside of school hours and off-site. If inviting the whole class, the class parent co-ordinator may be able to help using the email distribution list.

If you are new to the school, or do not know the parents of children to be invited, your child's teacher can help you to subtly pass the invitation on.

## **CANTEEN**

The canteen is open every day for your convenience. Students may purchase items at lunch and afternoon tea. The canteen provides online ordering **ONLY** through **Flexischools**. You will need to set up an account to order online at [www.flexischools.com.au](http://www.flexischools.com.au)

## **CLASS SUPPLIES**

It is important your child's stationery supplies are refreshed regularly and they are at school every day ready for lessons. Please check with your child regularly to see if they require anything for the classroom. In Term 1, parents are asked to provide the following items: 2 boxes of tissues; 1 pump

pack of soap.

### **COMMUNICATION WITH TEACHERS**

Most often, teachers are busy before and after school with meetings and lesson preparation. If you wish to discuss any matters concerning your child, please contact the school either by phone, note or email in order to arrange a mutually convenient time. The *Contacting the School – a guide for parents* is included below and can be found on the school's website in the rules and policies section.

### **CONTACTING THE SCHOOL** – a guide for parents

<b>Questions relating to:</b>	<b>Action to be taken:</b>
My child's welfare, learning or stage activities	<b>1<sup>st</sup></b> Write a note to your child's teacher. <b>2<sup>nd</sup></b> Contact the office to organise an conversation with the teacher.
A school policy or practice	Contact the office and the appropriate member of staff will respond in a timely manner.
The actions of another child towards my child on school grounds	<b>1<sup>st</sup></b> Inform the class teacher. <b>2<sup>nd</sup></b> Contact the Assistant Principal if the matter is urgent.
The actions of another child towards my child while travelling to or from school	Inform the Assistant Principal or Deputy Principal
The actions of a parent while on school grounds	Inform the Deputy Principal or Principal.
The actions of a member of staff (for feedback or clarification)	<b>1<sup>st</sup></b> Write a note to the teacher concerned or contact the office to organise an interview with him / her. <b>2<sup>nd</sup></b> Organise an interview with the Assistant Principal responsible for the stage. <b>3<sup>rd</sup></b> Contact the office to organise an interview with the Deputy Principal or Principal.
Playground accidents	Contact the Deputy Principal.
School activities	<b>1<sup>st</sup></b> Read the weekly email reminder and/or website calendar. <b>2<sup>nd</sup></b> Contact the office and the appropriate member of staff will respond.
High schools	Contact the Assistant Principal for Stage 3.

### **CRUNCH AND SIP**

Students are encouraged to bring a small container of chopped **fresh fruit or vegetables (ONLY)** in to the classroom to 'refuel' during the first session of the day. Students should have a bottle of water with them each day.

## **HATS**

The school has a **NO HAT, SIT IN THE SHADE** policy. Please ensure your child has a **clearly labelled** SCHOOL hat every day. A spare hat in your child's bag can come in handy.

## **HOMEWORK**

Students will be required to complete a number of activities throughout the week, as well as utilising Internet sites, such as Reading Eggs, SeeSaw [Kindergarten to Year 2], Google Classroom [Years 3 to 6] and Matific. Homework commences in Week 3 of Term 1 [Week 1 Terms 2, 3 & 4], continuing until the last week of each term. There is alternate homework set for the family in Week 5 each term for *Wellbeing Week*.

Regular reading is essential to the development of literacy skills. Students are strongly encouraged to read quality literature for up to 20 minutes per night.

## **LOST PROPERTY**

It is essential that every item that belongs to your child is labelled with your child's name. In particular, lunch boxes, drink bottles, school bags, jumpers and hats. Students are reminded to check lost property, located in the lower breezeway of the Gouldsbury building. Additionally, this area is sorted each week by a teacher who will return labelled items to the relevant classroom.

## **MONEY**

If your child brings money to school, please encourage them to keep it in a safe place such as their lunch box or a wallet with their name on it. Keeping money in pockets is not encouraged as it can easily be lost and may be a distraction. It is also a good idea to discuss what your child might spend their money on and remind them that they are not to buy for others.

## **\*\* PARENT HELPERS**

Parent assistance is a valued part of many aspects of school life and as soon as Covid-19 compliance rules allow, we will advise parents of opportunities.

## **PEDESTRIAN SAFETY**

For the safety of all students please only use pedestrian gates [Gate 2, Gate 4, Gate 7] when entering or leaving the school.

## **PERMISSION NOTES / MONEY RETURN**

Students are asked to return all permission notes / money in clearly marked and sealed envelopes to the **Notes & Payment chute** in the office. Please do not send to the classroom teacher.

## **SPECIALIST PROGRAMS:**

### **Learning Support**

The learning support program caters for individual students, whether it is learning English or supporting students with a disability or targeted learning needs.

The English as an Additional Language or Dialect [EAL/D] Program provides English language support to students who are developing and consolidating their English language skills. Students in the New Arrivals Program receive classroom support and are withdrawn for daily intensive English language lessons. The EAL/D Program is taught by Mrs Amanda Brooks [Th, F].

### **Library**

The Teacher-librarians are Ms Hodge [M, W-F] & Ms Brown [T, W]. Students may borrow and return books during their library lessons and at lunch or afternoon tea when the library is open. Library bags are required for borrowing for all K - 4 students.

Please take note, Year 1 parents, the library bag that Kindergarten used last year as their library bag is now their homework bag. The excursion bag they used last year is now their library bag which the students also use as an excursion bag when necessary.

## **Mandarin**

The Mandarin program is taught by our specialist Mandarin teacher and Assistant Principal, Mr Hao Lu. All classes have 1x40 minute lesson each week during which the core language elements of listening, speaking, writing and reading are taught.

Kindergarten students will interact in Mandarin with their peers and teacher through action-related talk and play-based activities. They will exchange greetings and respond to simple instructions. Students will recognise that Mandarin sounds different to English, and mimic its pronunciation, approximating sounds. Students will also develop a growing awareness of the culture of Chinese-speaking communities, and identify some Chinese cultural practices that are similar or different to their own

Stage 1 students will be introduced to the Chinese language and culture. They will learn about China's writing system of characters and pinyin. This language study will take place through engagement with a broad variety of topics including but not limited to, the use of greetings and counting 1 - 20.

Stage 2 students will be extending their understanding of the Chinese numbering system and talking about one's age. Students will explore cultural practices revolving around age and make comparisons between Australian and Chinese culture.

Stage 3 students will learn to use language around food and drink. They will be able to name different kinds of fruits, vegetables and drinks in Chinese and describe their favourite food in Chinese. They will also be introduced to some popular Chinese foods and investigate different cultural practices around eating through making comparisons between Australia and China.

## **Music**

Kindergarten students will be exploring the concepts of beat, rhythm and dynamics through music and movement.

Stage 1 students will explore percussion instruments through play and the reading of simple notation. They will also develop an understanding of beat, structure and dynamics of different styles of music.

Stage 2 students will learn to move to music maintaining consistent beat, pitch and rhythm. They will explore simple concepts individually and in groups including dynamics, tempo and patterns in music and movement.

Stage 3 students will move to a range of music genres individually and in groups displaying knowledge of more complex musical concepts. They will work in a group to devise, rehearse and act out a drama composition for performance to an audience.

## **STATEMENT of ACCOUNT**

All events / activities / subscriptions to complement the core teaching and learning program provided by the Department of Education's funding to our school have been made for the 2021 school year. These activities complement the core teaching and learning program and are optional, but highly recommended. These items run at a cost to parents as they are provided to the school by external / commercial entities. Where payment has not been received, a reminder email will be sent to parents. Students not participating in events will be provided with alternate work to be completed at school.

We will issue statements each term in case events are cancelled due to closures or lockdowns associated with the pandemic. The Term 1 statement will include subscriptions for the entirety of 2021 as they will not be impacted by the pandemic.

## **VARIATION TO ROUTINE**

At times there will be changes to the planned teaching and learning program due to unforeseen / unplanned / one-off events [eg evacuation drills, special ceremonies, etc.]. In Week 9 of Terms 1, 2 & 3, the teachers of each stage meet for a full day to plan together for the following term. To facilitate this, the specialist programs [music, library, Mandarin] are suspended for the week.