



Karuah Public School

Information Handbook



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Document History

Version	Author	Date
1.0	Heath Lawless	07/08/2020
1.1	Ruth Shearman	26/05/2025

School Song

We take responsibility for what we do and say
Show Respect for parents, teachers, life in every way
Take Pride in knowing we do our best each day
That's why Karuah is our school

Celebrate our differences
Enjoy our peaceful life
Care for our family and friends
Look out for the bush and
Take care of the river
Oysters, fish and dolphin all depend

Don't be a bully, be good and kind to all
As you learn and listen, you will stand up tall

Djirang Marrung-Ngarra! Marrung-wubal!

That's why Garuwa is our school
That's why Karuah is our school
That's why Garuwa is our school



Welcome to Karuah Public School

On behalf of the staff, students and parents of Karuah Public School, we welcome you and your child to our school. Our staff are committed to providing quality learning programs across all Key Learning Areas fostering a positive environment that encourages students to strive for excellence. Karuah Public School offers a wide range of extracurricular activities, catering for the needs and interests of all students.

We are committed to providing high quality educational opportunities in a supportive environment, encouraging the whole school community to achieve our personal best.

Karuah Public School Staff 2025

Principal: Ms Toni Lyle

Assistant Principal Curriculum and Instruction: Mrs Aimee Pappas

Assistant Principal: Miss Zita Druce

Teaching Staff:

K: Mrs Chrissy Dibley

Year 1: Miss Eleanor Collins

Year 2: Miss Sarah Foister

Year 3: Mr Charles Fielder

Year 4: Miss Zita Druce (Mon–Wed)/Mrs Chelsea Robards (Th–Fr)

Year 5: Mr Cohen Hayes

Year 6: Miss Jessie Hicks

Learning and Support Teacher/Librarian/APCI: Mrs Cherie Edwards

RFF and Support Teacher: Mrs Kath Henry (Tu–F)

School Counsellor: Mr Bryce Ray

Aboriginal Education Officers: Mrs Kellie Bills, Mrs Nicole Ridgeway and Mrs Pearl Manton

Administration Staff:

School Administrative Manager: Mrs Ruth Shearman

School Administration Officer: Mrs Angela Blyton (Wed), Mrs Tara Mellor (Thurs/Fri)

Home School Liaison Officer: Mrs Larissa Best

School Learning Support Officers: Mrs Sally Walker, Mrs Kourtney Deacon, Mrs Jan Campbell, Mrs Sharon Long, Mrs Julie Young, Mrs Jess Neilson, Mrs Nicole Ridgeway, Mr Daniel Evans and Miss Jade Henry

School Cleaner: Mrs Duang Bills

General Assistant: Mr Barry Shearman

Teaching and Learning

Programs

- Working document that reflect the teaching and learning in a classroom, underpinned by the Quality Teaching Framework and Teaching and Learning Cycle.
- Programs may be collected from Week 5 each term.
- Requirements:
 - School plan/milestones
 - Class timetable
 - Class/student profiles
 - Classroom behaviour management plan
 - Bookwork/quality work statement
- KLA's will include:
 - Scope and sequence documents
 - Term overview
 - Timetables
 - Organisation statements for literacy and numeracy session
 - Objectives
 - Content
 - Activities
 - Assessment schedule and differentiation, adjustments will be documented
 - Date, tick and/or initial will be used to show registration
 - Evaluation/reflection of teaching and learning programs
- RFF teachers/library have their own teaching program
- Resources are to be placed in a separate folder
- Individual Education Plans

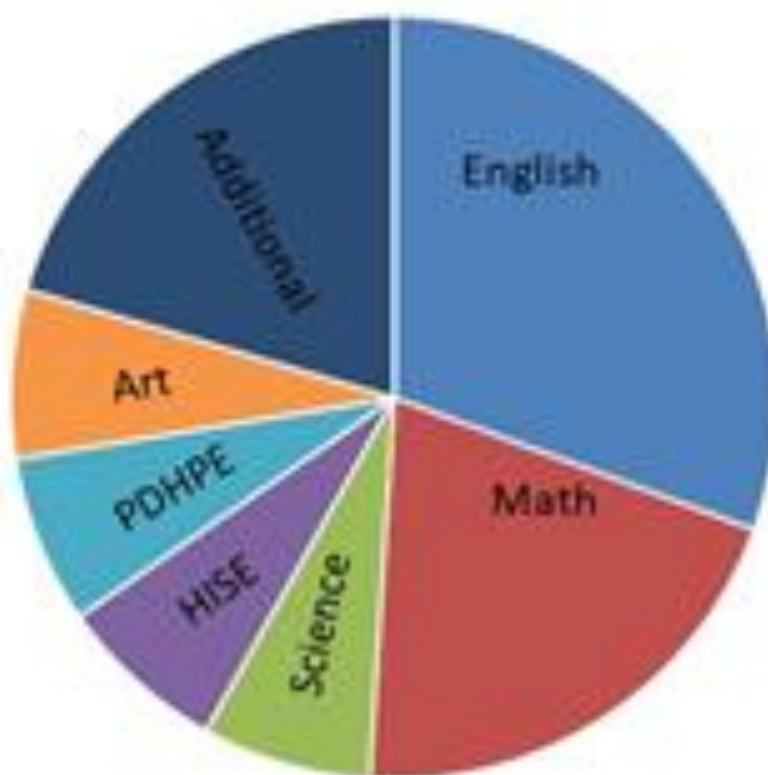
Learning Support Team

Our Learning Support Team (LST) works together to support student's diverse emotional and academic needs. The LST meet regularly to set specific learning goals, plan support programs, monitor individual students progress or seek further assistance through agencies.

School Counsellor

All students and their families have access to a school counsellor to provide guidance and to help students experiencing emotional, psychological, social and learning problems. Our school counsellor, Mr Ray, is available by appointment on Wednesday mornings, even weeks for half a day, and on Mondays, odd weeks for the whole day. Should you wish your child to see the school counsellor at any time, please contact your child's teacher or the office for further information.

Timetable Allocation



KLA	Approx. hours per week
English	6-8
Maths	5
HSIE/Science	2
CAPA	1
PD/H/PE	PE/Sport – must be 2 hours total including 1 hour of sport for 3-6 PD
Library	30 Min
Additional	Allows 1.5 hours for additional activities including 30 minutes for scripture and 30 minutes for Friday Assembly

Expected PM Reading Levels S1

	Well below expectation = 1	Below expectation = 2		At expectation = 3	Above expectation = 4	Well above expectation = 5
Kindergarten		1-2		3	4+	
Year 1	<6	6-9		9-11	11-15	15+
Year 2	<10	11-17		17-20	20-21	21+
Year 3	<17	18-21		21-23	23-24	25+
Year 4	<20	21-25		25-27	28	29+
Year 5	<22	23-25		25-29	30	30+
Year 6	<24	24-28		29-30	30+	Reads longer novels using a range of strategies to maintain meaning
•	• PM Benchmark Fluency level is indicative of demonstrated 'sound' achievement a)unseen text b)accuracy 95-100% d)full comprehension					

Expected PM Reading Levels S2

	Well below expectation = 1	Below expectation = 2	At expectation = 3	Above expectation = 4	Well above expectation = 5
Kindergarten	<3	4-	6-8	9+	
Year 1	<10	11-14	14-16	17-19	20+
Year 2	<17	17-20	20-22	23-24	25+
Year 3	<22	23-24	24-26	26-27	28+
Year 4	<25	26-27	27-29	29-3	30+
Year 5	<27	28-29	29-30	30+	30+
Year 6	<29	29-30	30+ reads longer novels using a range of strategies to maintain meaning	Reads for sustained periods (30+minutes) and maintains meaning across a variety of texts.	Reads a wide range of increasingly complex subject texts that present challenging ideas and issues.
•	• PM Benchmark Fluency level is indicative of demonstrated 'sound' achievement a)unseen text b)accuracy 95-100% d)full comprehension				

Assessment and Reporting

Assessment and Reporting is an integral part of the education process. Students are assessed continually throughout the year. The students' performance is measured against a set of stage appropriate outcomes.

Additionally, students in kindergarten will undergo Best Start assessments at the start of the year. Parents will receive a written report from this in Term 1.

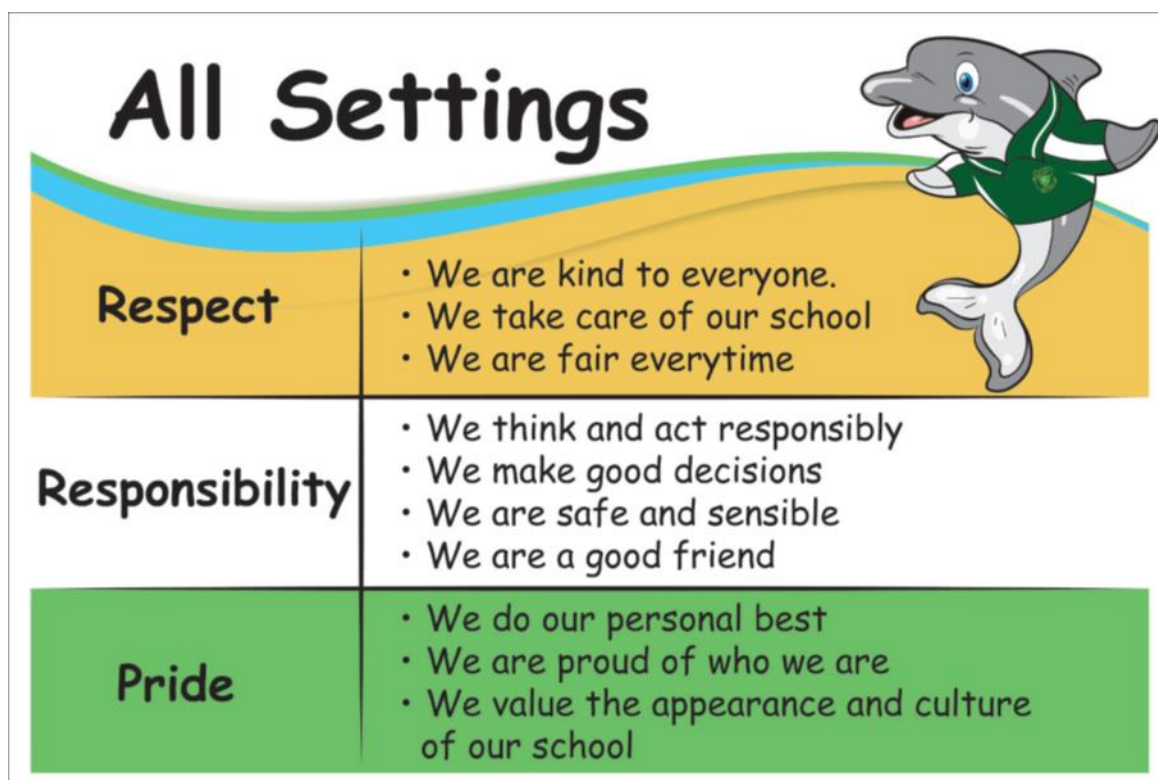
Students in Years 3 & 5 will complete a National Assessment Test (NAPLAN) in March. Their results will be made available later in the year. Students receive written reports twice a year, at the end of Term 2 and the end of Term 4. Parent interviews are held midway throughout Term 1. Parents may meet with teachers at other times by contacting the teacher or front office to schedule a convenient time.

Positive Behaviour for Learning (PBL)

Positive Behaviour for Learning

We are a proud PBL school and our school mascot **PeBbLes** the dolphin supports us to engage positively and respectfully with each other.

Our core PBL values are Respect, Responsibility and Pride.



All Settings	
Respect	<ul style="list-style-type: none">• We are kind to everyone.• We take care of our school• We are fair everytime
Responsibility	<ul style="list-style-type: none">• We think and act responsibly• We make good decisions• We are safe and sensible• We are a good friend
Pride	<ul style="list-style-type: none">• We do our personal best• We are proud of who we are• We value the appearance and culture of our school

The 'All Settings' poster highlights the main responsibilities for each value.

Classroom



Respect

- Use kind words to everyone
- Share equipment
- Listen to others

Responsibility

- Always be prepared
- Follow all instructions
- Strive for your best
- Follow the Aussie 5 rules

Pride

- Do classwork to the best of my ability
- Arrive on time for class
- Take care of classroom equipment
- Tidy up after myself



K.P.S Reward System Flow Chart



Respect, Responsibility & Pride

Reward System Flow Chart

Students receive PBL Blue certificates when desired behaviour is noticed. Teacher will hand out the award and state explicitly what it is for, e.g. "thank you for picking up the rubbish around your area".

These awards are then traded for higher levels. (See flow chart). Awards will be checked by the classroom teacher and the children will place in a container in the office.

Weekly awards and certificates need to be handed into the container by 3pm each

Wednesday to be able to receive awards at the Friday assemblies.

Data will be recorded under Positive notifications on Sentral by admin staff.

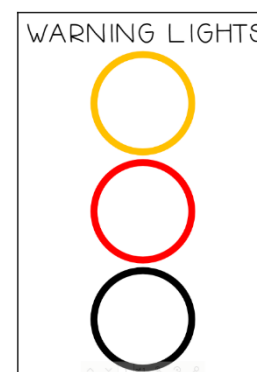


EVERYONE, EVERYWHERE, EVERYTIME

Physical Violence / Aggressive Play	Arguing / Back Chat	Teasing / Intimidating
Yellow rough or inappropriate play grabbing clothing playing with sticks tripping shoulder barging / pushing hair pulling branding / pegging Red – targeted violence with intent to hurt throwing others to ground deliberately pushing/ hitting/punching/kicking to harm headlock / choking pinching to harm scratching inciting violence throwing objects at others with intent to harm biting spitting at someone Black violence resulting in injury self-harm producing a weapon violence against a staff member	Yellow muttering under the breath mimicking / mocking arguing / back chatting disrespectful comments accidental swearing Red threatening others safety swearing aggressively or abusively Black continued ongoing disrespectful behaviour ongoing disrespectful behaviour to staff and visitors	Yellow licking name calling isolated social exclusion isolated put downs ganging up racist remarks Red ongoing vilification or harassment spreading harmful rumours threatening harm to others exposure Black psychological abuse (bullying) cyber bullying
Defiance	Destruction of Property (expectation of property being replaced by parent)	Inappropriate use of Equipment / Resources
Yellow slow to comply with request refusal to follow instructions refusal to complete work repeated inappropriate behaviour rude gestures out of bounds wearing incorrect uniform lying playing a banned game Red self-removal without permission ongoing refusal refusal of buddy class threatening staff verbal abuse of staff Black absconding from school grounds truancy disruptive defiance ongoing breaching of KPS behaviour policies	Yellow destruction of own property drawing on self drawing on work reckless misuse of equipment Red destruction of school property destruction of other's property destruction of teacher's property Black criminal destruction of property deliberate or malicious graffiti	Yellow climbing (trees, walls, poles) sport / play equipment toilets Red invading privacy in the toilet inappropriate use of computers (access suspended) Black theft / stealing / fraud inappropriate use of equipment deliberate breach of KPS Code of Conduct threatening the wellbeing or safety of others.
Key: Yellow Level = teacher correction procedures and consequences Red Level = AP intervention / R.E.S.E.T Room/ resolution Meeting Black Level = immediate suspension: Principal Intervention		

Classroom Warning lights

The warning light system aims to assist children in regulating their behaviour. Students are instructed to move their names to the aligned warning light when they require reminding of the classroom rules. If a student moves to a red or black light, serious behaviour measures will be undertaken. The names on the warning lights are reset at the end of each session to give children a fresh slate to begin each session in a positive way.



Zones of Regulations

Zones of Regulation is a framework designed to encourage students to build emotional capacity, resilience and the ability to identify and regulate their emotions.

The Zones of Regulation lessons will be taught through games, role playing, discussions as well as hands on activities.

The Zones of Regulation program is taught by the PDHPE teacher, there is 18 lessons to complete every odd year and every year for ES1.

The Zones of regulation is based around 4 zones and the emotions, they represent.

- [Blue Zone](#) – your body is running slow, such as when you are tired, sick, sad, or bored
- [Green Zone](#) – like a green light, is when you are 'good to go'. If you're in the Green Zone, you may feel happy, calm, and focused. This is the optimal zone, students must build the skills to get their self into the green zone.
- [Yellow Zone](#) – proceed with caution and slow down! The Yellow Zone describes when you start to lose control, such as when you are frustrated, overwhelmed, silly, wiggly, excited, worried, anxious, or surprised.
- [Red Zone](#) – is reserved for extreme emotions such as terror, uncontrolled anger, aggression, and elation. When you are in the Red Zone, you are out of control, have trouble making good decisions, and must STOP.

The RESET Room

The RESET Room is a new term to replace our old Planning Room system to move away from 'reactive' wellbeing to 'proactive and preventative'. Immediate intervention meetings are a crucial first step with families, the child and outside agencies to ensure community engagement and transparent management practices and processes for community satisfaction.

Individualized and very explicit flow charts and behaviour management plans are developed between all parties involved and are used both at home and at school. Children in the RESET Room are now taught how to RESET their behaviour through a positive, intensive and personalised mentoring program developed and mentored by off class executive staff.



Remove yourself

Explain your side

Search for solutions

Engage a plan

Transform your behaviour



<u>Yellow</u>	
<p><i>'Yellow' classroom and playground behaviours are dealt with by the supervising teacher.</i></p> <ul style="list-style-type: none"> Teacher will use proactive classroom systems and strategies to encourage positive, behaviour and discourage negative behaviour. Teachers may EXIT students to the aligned class for time out. The student must go to the class with work to be completed. Only when compliant and the work is complete can the student move back to their classroom, to catch up on the work missed. All information, procedures and consequences for the incident will be recorded on SENTRAL (Yellow Incident) 	
<u>Playground Consequences</u>	<u>Classroom Consequences</u>
<ul style="list-style-type: none"> Apology made Sentral data recorded- 'Yellow Incident' Shadow teacher around the playground Time out on the silver seats- must communicate to teacher on duty Student will move to another area, 	<ul style="list-style-type: none"> Apology made Sentral data recorded- 'Yellow Incident' Shadow teacher at lunch or recess Time out- <u>supervised by reporting teacher</u> Keep children in class to complete unfinished work
<u>Red</u>	
<p>If the incident involves breaches in the school behaviour policy an immediate Executive call will be made</p> <ul style="list-style-type: none"> The student will be removed from the class or playground Student will attend the R.E.S.E.T Room for investigation and future planning The principal will call parents for an intervention/suspension meeting Student will now be placed on a personalised Behaviour Management Plan If a student has attended R.E.S.E.T Room 3 times a 'Black Level' incident will be triggered. 	
<u>Black</u>	
<p>The School Principal will be called immediately for a Black offence.</p> <ul style="list-style-type: none"> A meeting will take place with Principal, student and parents. 	
<u>Black Level Consequences</u>	
<ul style="list-style-type: none"> Formal meeting with parents/carers 	
<u>Black Level possible consequences:</u>	
<ul style="list-style-type: none"> No school representation No excursions No school events Removal of leadership responsibilities/ ability to run for leadership. Suspension/ Expulsion as per DoE policy 	

School Administration Office

The office operates from 8.30am to 3.00pm.

The school office has an administrative support staff of three, one School Administrative Manager (SAM) and two School Administrative Officers (SAO) (Wed/Thurs/Frid). The office is for the organisational, administrative and financial operations of the school, meeting the needs of staff and students as well as providing a service to parents.

The school has developed a range of policies and procedures to ensure the smooth operation of our office and the organisation of school activities.

Enrolments

According to the NSW Department of Education, your child may be enrolled in kindergarten at the beginning of the year, if they turn five on or before 31st July in that year.

By law, all children must be enrolled in school by their sixth birthday.

Enrolment can now be processed through the school website tab – Enrolment – this is the online link - <https://karuah-p.schools.nsw.gov.au/about-our-school/enrolment.html>

For enrolment in a NSW public school, you will need to bring these documents with you:

- Your child's birth certificate or identity documents
- Proof of student's address, originals of different documents such as your council rates notice or residential lease and electricity account
- Immunisation history statement based on the Australian Childhood Immunisation Register
- Family law or other relevant court orders (if applicable)

It is important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

Change of details

Parents should notify the school as soon as possible if they have any changes to their: address, telephone numbers and emergency contact details.

It is important that the school can always contact you or your nominated person in an emergency.

Bus Transport

Students who catch the bus will need a bus pass. All applications are to be made online by parent/carers through Department of Transport, using Busways, North Coast. There are two private bus services that run from Tahlee Bible College through North Arm Cove and from Swan Bay to Karuah each day. Travel is free for all Kindergarten, Year 1 and Year 2 students. Primary students (Yrs 3 – 6) must live outside 1.6km radius to be eligible for free transport. Students must show their bus pass each day when travelling on the bus both morning and afternoon. - <https://www.service.nsw.gov.au/transaction/apply-for-a-school-travel-pass>

School Photos

On many occasions the staff will take photos of students in teams, participating in activities, or celebrating special achievements which we publish in our newsletters and the Year 6 Yearbook. Permission to publish photographs of your child/children is on the Application to Enrol form which is completed when starting at a NSW government school, so please make the school aware if you do not wish your child to be photographed at school.

Each year the school employs professional photographers to photograph students individually, with siblings, in groups and in their classes. These are available for purchase by parents and carers. - Photoworx Photography - www.photoworxonline.com.au - 4088 8199

School Terms 2025

Term 1

(Eastern) - Wednesday 3 February to Friday 11 April

Autumn vacation - Monday 14 April to Thursday 24 April – ANZAC Day 25 April

Staff Development Days Friday 30 January & Monday 3 February

Term 2

- Wednesday 30 April to Friday 4 July

Winter vacation - Monday 7 July to Friday 18 July

Staff Development Days 28 & 29 April

Term 3

- Tuesday 22 July to Friday 26 September

Spring vacation - Monday 29 September to Friday 10 October

Staff Development Day Monday 21 July

Term 4

- Tuesday 14 October to Friday 19 December

Summer vacation – Monday 22 December to

Staff Development Day – 13 October to Monday 2 February 2026

<https://education.nsw.gov.au/schooling/calendars/2025>

Home School Liaison Officer (HSLO)

Attendance of all students is closely monitored by the school and the district Home School Liaison Officer. It is a legal requirement that all students attend school each day. Students who are habitually late, leave early or have unsatisfactory attendance will be referred to a Home School Liaison Officer.

Attendance

To understand the importance of regular attendance to support life-long learning goals, future employment and educational opportunities, Karuah Public School will attempt to overcome problems that contribute to poor attendance by communicating whole school community messages through our PBL values of Respect, Responsibility and Pride. The project will focus on the benefits of students attending school regularly and educating our community on absenteeism and its impact on the child and the community in a positive way. This will be done using our school mascot 'Pebbles' and a number of catch phrases.

The Education Reform ACT 1990 requires that daily attendances be recorded in the class roll. Parents, guardians and care providers are to ensure students attend school on each day that instruction is provided. The Act requires that whenever a child is absent from school, a note regarding the leave be provided within three (3) days of the absence. If a note has not been provided within two (2) days, then the child is marked absent without sufficient reason on the class roll. The roll is a legal document. Unexplained absences of two (2) days will be noted and followed up by the class teacher or school executive.

All students must be at school for roll call at 9.00am. Students who arrive after 9am will be recorded as a partial absence from school.

Children who arrive late to school or leave early are marked as an unjustified partial absence.

Children arriving at school after 9.00am need to go directly to the school office where a late arrival note will be completed. This will then be taken to their class teacher. If the parent/carer does not accompany the child to the front gate, or speak with the admin staff, they will need to write a note explaining why the child arrived late.


If you must take your child out of school during school hours, it is necessary to contact the office to have your child signed out for the time of leave.

One of our staff members will meet you at the office with your child.

If your child is unable to attend school, please use the **Sentral Parent Portal App** or you can call the school office with the reason. - <https://www.sentral.com.au/parents>

If you receive a portal message regarding your child's absence, please amend in the parent portal to explain the absence reason.

Pebbles says:




IF WE DON'T INSIST... LOOK WHAT YOU'LL MISS..

DID YOU KNOW:


95% Attendance You have missed 2 Weeks of learning	90% Attendance You have missed 4 Weeks of learning	85% Attendance You have missed 6 Weeks of learning	80% Attendance You have missed nearly 1 Term of learning	8 days absent per term from K-6 You have missed 1 year of primary school education
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If a student misses as little as 8 days in a school term, by the end of primary school they'll have missed over a year of school. Attendance rates less than 85% keep kids from getting the consistent instruction they need to build on basic skills. For kids who need extra support, there's something else to consider: Frequent absences not only mean less instruction, but also missed opportunities for intervention, re-teaching and enrichment.



Pebbles says:

SCHOOL ATTENDANCE MATTERS




KARUAH PUBLIC SCHOOL

A whole-school community approach to positive school attendance.

Working together to support our children


Pebbles says:



IT'S REAL COOL... TO COME TO SCHOOL...

DID YOU KNOW:

Regular attendance at school promotes positive cycles of engagement and reinforce and accelerate the continuity friendships, wellbeing and belonging.



Pebbles says:

**OUR SMILES
GO DOWN...
WHEN
YOU'RE NOT
AROUND....**



DID YOU KNOW:

WE ALL MISS YOU!

And we know that you miss us too :-)

- **You miss** out on having the same school experiences and work examples as your peers
- **You miss** out on special events and opportunities
- **You miss** out on the fun moments and memories being created by you class and peers
- **You miss** out on feeling like you are always part of the team and belonging
- **You miss** important scaffolds in your learning- jumping and skipping concepts that progress along the learning continuum
- You feel like you are left behind, become disinterested and disengaged.



Pebbles says:



**WE CAN TURN
THAT FROWN..
UPSIDE
DOWN :-)**



DID YOU KNOW:

We will support you - come in and see us so we can work together to come up with a solution. We want to reassure our families and to work with them to develop and implement a plan that will assist the student in attending school regularly. We will keep our parents/carers well informed of the student's progress at school and assist in putting into place strategies at home to help their child to return to school and overcome any emotional issues.

Pebbles says:



**PLEASE
DON'T
CHOOSE...
'TO SCHOOL
REFUSE'...**



DID YOU KNOW:

School Refusal is a real 'thing'. School refusal refers to when a child or young person refuses to attend school and/or problems remaining in class for an entire day and is anxiety-based (e.g. separation, generalised or social anxiety driven). It can present as extended absences from school, periodic absences from school, missed classes or chronic tardiness with the child or young person experiencing intense dread (or anxiety) about school that precipitates pleas for future non-attendance.

It is very important to identify school refusal and ask the school for help.

Prolonged school refusal has also been shown to be associated with:

- Inability to complete school
- Inability to develop satisfactory social relationships
- Increased risk for adverse outcomes such as poorer physical and mental health
- Further entrenchment of anxiety and low self-esteem.

Medical Information

Infectious diseases

Children who contract infectious diseases are required by health regulations not to attend school. Some of the more common diseases are listed below with recommended minimum periods of exclusion:

Chicken Pox	At least 5 days from onset of spots or until fully recovered
German measles	At least 4 days from appearance of rash or when fully recovered
Measles	At least 4 days from appearance of rash and until full recovered
Mumps	At least 9 days from onset of swelling
Whooping Cough	3 weeks from onset of whoop
Infectious Hepatitis	Readmitted on receipt of a medical certificate
Impetigo	Excluded if on exposed surfaces of skin e.g. scalp, face, hands or legs. May attend if properly covered.
Ringworm	Until all evidence of the disease has disappeared or a medical certificate is produced stating that the lesions are inactive
Conjunctivitis	Until discharge from eyes has ceased
Pediculosis (Head Lice)	Exclude until hair is free from lice and eggs
Scabies	Exclude until medical certificate is produced

Please consult the school about any infectious disease whether it is listed above or not.

Illness and Injury

If your child is ill before school, it would be wise to keep him/her home for observation as the school has limited facilities to care for sick children.

If a child becomes ill at school or has been involved in an accident and sustains an injury, parents or the nominated emergency contact will be notified so the child can be collected.

For this purpose, you are asked to supply your current telephone numbers at home, mobile and work and those of other persons nominated by you for contact in case of emergency. In the event that your contact number changes please call the school immediately.

If you cannot be contacted and your child is seriously ill/injured an ambulance will be called to transport the child to the nearest hospital.

Accidents to school children are recorded in a register. Minor abrasions, (e.g. cuts, grazes, etc.) are treated by the School Administrative staff in collaboration with class teachers according to basic First Aid procedures. Parents are notified by telephone if the school is concerned about an injury to a child. In the event of a serious accident, the ambulance service will be contacted.

Special Medical Conditions

It is very important that all information about special medical conditions, allergies, physical disabilities or other health concerns is given in written form to the school.

If we do not know about these issues, your child's health and safety could be jeopardised. Some students may require an individual health plan to ensure their safety during school hours.

As some students have serious allergies to nut related products, we request all food containing nuts or nut products are not sent to school.

If medical or health circumstances change, please notify the school.

Medication

Medication cannot be administered at school without the knowledge and consent of the principal and information concerning the medication and dosage from the doctor must be obtained. Medication should be in Webster packaging to be administered at school. Parents will need to complete a 'Student Health Condition Support' form before medication can be administered.

When a Medical Practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- bringing this need to the attention of the school
- supplying the medication and any 'consumables' necessary for its administration

Students must not carry medication; all medications are kept under the supervision of the School Administrative staff, and also administered by them, or the principal. The exception to this is the asthma puffer. Asthma puffers may stay with the child who is able to self-administer.

The Department of Education has directed staff not to administer medication not prescribed by a doctor, such as aspirin, paracetamol and cough mixture. Parents will be notified if their child is ill.

When a child is diagnosed with a serious medical condition e.g. anaphylaxis, severe asthma, diabetes etc. a Student Health Care Plan is developed in conjunction with parents and the doctor to support the student in cases of emergency. Please inform the school if your child has been diagnosed with a medical condition.

First Aid

First aid is administered by trained staff at school to any student who may be hurt or injured at school. If the accident is serious the school calls the Ambulance, and the student will be accompanied to the nearest medical centre. Parents will be contacted if students are unwell.

Book Club

The school operates a book club through Scholastic. Order forms will be sent home twice each term. You can order online, or the forms and money are to be returned to the school by the due date.

School Procedures

Our school day is 9.00am to 3.00pm

Bell Times:

8.30 am	Supervision commences (The gate will open at 8.30am)
9.00 am	Class time
11.15 am	Lunch
11.25 am	Play
11.50 am	Class time
1.15 pm	Recess
1.25 pm	Play time
1.50 pm	Class time
3.00 pm	Home time

Parents are requested to ensure students do not arrive at school before 8.30am when teacher supervision commences.

Morning Routine

Upon arriving students are requested:

- to place their bags on the hooks outside their classroom
- order their lunch if using the canteen – Monday & Friday or through Flexischools App

Afternoon Routine

Children are to line up under the COLAs for afternoon dismissal at the end of each day. Children independently walking, bike/scooter riders and those travelling by bus will leave through Bundabah Street gateway.

Parents are to wait at the gateway on Tarean Road for parent pickup.

Collection of Money – Sentral Finance System via the Parent Portal App

Throughout the year, money is collected for student participation in: excursions, performances, sporting events and additional educational programs. You will be notified in writing of the details of school events and activities, by the parent portal and the newsletter. Permission and payment will all be managed and will need be given by a parent/caregiver and payment will be information in the portal.

Voluntary Contribution

In order to help provide the necessary resources to implement and support the programs for students, we ask for a voluntary contribution from families. At the commencement of the school year families are notified of the amount the school will be asking for these voluntary contributions. Payment can be made at any time during terms 1 to 4.

Karuah Public School has endeavoured over past years to provide the best teaching and learning environment for our students. Along with very dedicated staff and enhanced educational programs, we continue to inspire and support our students enabling them to reach their potential and achieve high levels of learning.

A large proportion of our school funding goes towards the overall running costs of the school some of which are maintenance for buildings and grounds, utilities and

administration expenses as well as casual salary relief for a staff of approximately 30. Also, the use of computers in education is a high priority and a significant amount of the school budget is spent in this area to purchase equipment and software.

Lost Property

To minimise the lost property stock, it is requested that you please make sure all items of clothing are labelled for easy identification and quick return to rightful owner.

Jewellery

No jewellery is to be worn at school. This includes necklaces, rings and bracelets. Studs and sleepers may be worn but no dangling earrings.

School Uniform

Karuah Public School has high standards of uniform. An order form is available from the school office or on the website. The uniform shop is run by volunteers.

The P&C also have added Flexischool App for easy ordering for parents -
<https://flexischools.com.au/>

The P&C Uniform Shop operates in the canteen.

Please encourage your child to wear school uniform.

Girls Summer Uniform:	Green polo shirt Green skorts
Winter:	Green polo shirt Green tracksuit pants, green tailored slacks. Green tracksuit top School jacket
Boys Summer Uniform:	Green polo shirt Green drill shorts
Winter:	Green polo shirt Green tracksuit pants or green tailored trousers Green tracksuit tops School jacket

Black leather shoes and white socks

Sports Uniforms:	Both boys and girls wear the same uniform. A green polo shirt and green shorts. Black sports shoes and white socks.
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Supervision

Supervision is provided by the teaching staff for half an hour before lessons commence each morning, the front gate will be open from **8:30 am — 9:00 am**.

Students are advised not to arrive at school before **8.30 am**.

The teachers are rostered to supervise children at recess and lunch time.

There is no teacher supervision after **3:15pm**. **Students who have not been picked up by 3.15pm, will be taken to the OOSH staff for supervision.**

Library

Every class from Kinder to Year 6 attends a library lesson each week. During these lessons, students learn library skills, research skills and have the opportunity to borrow books.

The library is open on Mondays to Fridays at lunch and recess times.

Borrowed books must be placed in a library bag to protect the books from possible damage.

Books are to be returned by the due date.

Assemblies

Outdoor assemblies are held daily to inform children of the important matters of the day and upcoming events. School assemblies are held on Friday afternoons in the school hall, or outside in fine weather. The assembly commences at 2.30pm.

Parents and carers are welcome to attend our Friday afternoon assemblies.

Dropping and picking students up

Parents are requested to observe parking/non parking signs around the school.

- Parents are not permitted to park in the staff car park
- It is illegal to park across driveways
- It is illegal to park on or near school crossings
- It is illegal to park in a NO STANDING Bus Zones
- It is illegal and extremely dangerous to double park



The sign, in particular appears to be creating some confusion. This sign regulates the kerbside parking space behind the bus zone and runs down to the corner of Bonser Lane.

This zone operates as a 'Kiss and Go' zone – you may **NOT PARK**, however, are **allowed to drop your child off. Parents must not leave their car.**

Technology

Karuah Public School has a range of technology devices including computers, laptops and iPads that students use in the classroom, developing 21st Century learning skills using educational apps and multimedia programs. Students regularly access the internet to enhance student learning. All students are required to sign an Acceptable Usage Agreement in regard to internet usage each time they log onto the computer. Inappropriate use of the internet may result in their internet access and email account being suspended. Students should not bring any form of technology devices to school.

On the very rare occasion that a child needs to bring a mobile device to school, the item is the responsibility of the child. On arrival to school, the student must hand the device into the school office and collect as they are leaving school in the afternoon.

Sport

Students participate in weekly sport programs promoting fundamental movement skills, games and a wide range of sports. Sport is held for all students on Friday.

There are three major school sporting carnivals held each year, swimming, athletics and cross country. All children in the school are placed in one of our three sports houses -

Pelican –Yellow
Swift - Red
Kingfisher – Blue



Homework

Homework is an important part of your child's education and is set each week. It reinforces work done in class, helps develop skills such as time management and research and most importantly establishes the habits of study, concentration and self-discipline.

When setting homework teachers take into account the age and ability of the student as well as any other commitments they may have outside of school.

Encouragement and support at home helps students to develop a positive approach to completing homework.

Communication

Our school newsletter is published weekly, on Friday. It can be accessed via the school website, Facebook, Sentral Parent App and it will be emailed to you. The newsletter is our major means of communication between the school and home, so you are kept up to date with coming events, Parents and Citizens' Association notices, canteen and fundraising activities and reports, as well as having the enjoyment of reading about the wonderful efforts and achievements of our students, staff and parents. Teachers send notes home at times throughout the year to inform parents of the commencement of new programs or information will be added to the Sentral Parent Portal for class excursions, payments and permissions.

Please check Facebook regularly for any extra information regarding the school and also the KPS P&C page for canteen etc updates.

We also have an app called **Sentral for Parents App** with information for parents and students. Each family will receive an email or letter with a log in and temporary password for their family access.

Notes, permission and payments are processed through the Sentral for Parents App.

Special Religious Education & Special Education in Ethics

Special Religious Education SRE (GodSpace) - & Special Education in Ethics (Primary Ethics) lessons are given Friday mornings at 9.15am – 9.45am by scripture & ethics teachers. Non scripture students are supervised by a classroom teacher, in a separate area from the scripture & ethics lessons.

Drug Education

All students K-6 participate in Drug Education lessons as part of their PD/Health/PE Syllabus. This work is often supported by Hunter Life Education lessons or guest speakers.

Child Protection

All students from K-6 participate in lessons to develop protective strategies as part of the Personal Development/Health/Physical Education Syllabus. Parents may contact their class teacher for more information.

Visitors

Please press the button to the left of the front door and someone will unlock the door, wait for the click to know that it's ready to open. If this is unanswered, please call the office 02 4997 5341 and someone will help you. The door will be unlocked during 8.30am – 9am each day.

Parent Helpers (suspended due to COVID-19 restrictions still in place)

Our school welcomes and values parental involvement in all aspects of school life. Parents and caregivers play a very important role in the delivery of quality educational programs at Karuah Public School. If you feel that you could help with any of these activities, please see the class teacher.

Parents also help in many other ways at the school through attendance at meetings and activities organised by the P&C.

Working with Children Check

The Child Protection Act 1998 aims to reduce the risk of abuse to children by preventing a "prohibited person" from gaining or remaining in child related employment in any private or public capacity in NSW.

Under the Act it is mandatory for schools to require its employees and volunteers to disclose that they are not a prohibited person by completing an online Non-Employee Digital Declaration (a prohibited person is a person convicted of a service sex offence). It is an offence for a prohibited person to apply for, undertake or remain in child related employment.

It is only necessary to complete the Digital Declaration or the Working with Children Declaration for volunteers and non-child-related contractors form once, this will cover the time your children are at school.

The form only takes a few minutes to complete, and I would urge parents who are new to the school or have not already done so to assist us by completing one. The Digital Declaration is initiated by the admin staff online and an email will be sent to you for completion and verification.

(<https://my.education.nsw.gov.au/human-resources/media/documents/probity/WWCC-Declaration-for-Volunteers-and-Non-Child-Related-Contractors.pdf>)

Kindergarten

Helping your Child Prepare for School

Before your child's first day of school, you can help prepare him/her in the following ways:

- Be positive about starting school.
- Encourage your child to talk about experiences.
- Read to your child every day.
- Help your child to listen well. Try not to repeat instructions.
- Have experiences with - left and right, - colours.
- Practise and use social courtesies - 'Please', 'Thank You', 'Excuse me', 'May I.....' etc.
- Have experiences being part of a large group.
- Visit our school before your child's first day.

Your child will be well prepared if they

- know their address and phone number
- know the safest way home
- use general personal hygiene –use a toilet and wash hands after going to the toilet and before eating, use tissues
- know to tidy up after playing
- can tie shoelaces and take off jumpers, jackets, etc.
- recognise their own belongings and care for them

Your child should be encouraged to

- feel secure in your absence
- communicate with staff and other children
- co-operate and share
- follow instructions
- listen to others speaking and to stories
- recognise their own name - written
- write their own first name
- be familiar with scissors and cut around simple shapes
- If some of the above experiences are difficult for your child, please note them on the parent observation sheet or discuss them with school staff.

Your Child will Require

- School bag: large enough to hold lunch box, jumpers, library books, etc
- Lunchbox that they can open easily and independently
- Watertight drink bottle
- Wide brim school hat for sun protection (from our Uniform Shop)
- Raincoat
- Painting Shirt. An old long-sleeved shirt worn back to front is ideal.
- Library bag.
- **ALL BELONGINGS SHOULD BE CLEARLY AND PERMANENTLY MARKED WITH CHILD'S NAME.**

Helping Your Child When at School

- Talk to your child about school, where he/she will meet new friends, play games, sing, make things and learn
- Send your child to school on time, each and every day if possible. (N.B. a note is required if your child is absent; late arrivals must be signed in at our office.)
- Tell your child not to talk to strangers
- Give your child simple duties at home, this will foster confidence in performing simple tasks
- Send your child with something separate for recess and lunch as well as a piece of fruit and a bottle of water for fruit break
- Tell your child to never leave school unless you or a caregiver is with them
- Take time each day to talk to your child about their school day
- Select suitable stories, picture books and other types of media for your child
- Use our school or the public library as often as possible
- Encourage your child to use letter sounds as well as letter names
- Encourage your child's physical skills such as skipping, running, jumping, throwing, catching and balancing
- Always be attentive to your child's abilities and not make them anxious about learning. All children develop at different rates, physically and intellectually
- When helping your child to write, use lower case letters except for beginnings of names and starting sentences
- When using a crayon or pencil encourage the correct pencil grip
- Always ensure that valuable toys or toys which are considered dangerous are not sent to school
- Bringing toys to school is discouraged unless it is for the child's news presentation or other learning activity in the classroom, in which case the toy item will be kept in the classroom at all times.

Bringing Your Child to and from School

- Allow plenty of time to get ready
- Once they meet the welcome staff at the front gate, say goodbye and leave promptly.
- Be on time in the afternoon to pick up your child, waiting in the allocated parent pick up area (Tarean Road, opposite the Karuah RSL Club).
- If there are any changes in pick up arrangements please contact the school office via phone call, ideally before 2pm to allow enough time for your child to know that there has been a change in their usual routine (4997 5341).

Sentral for Parents App

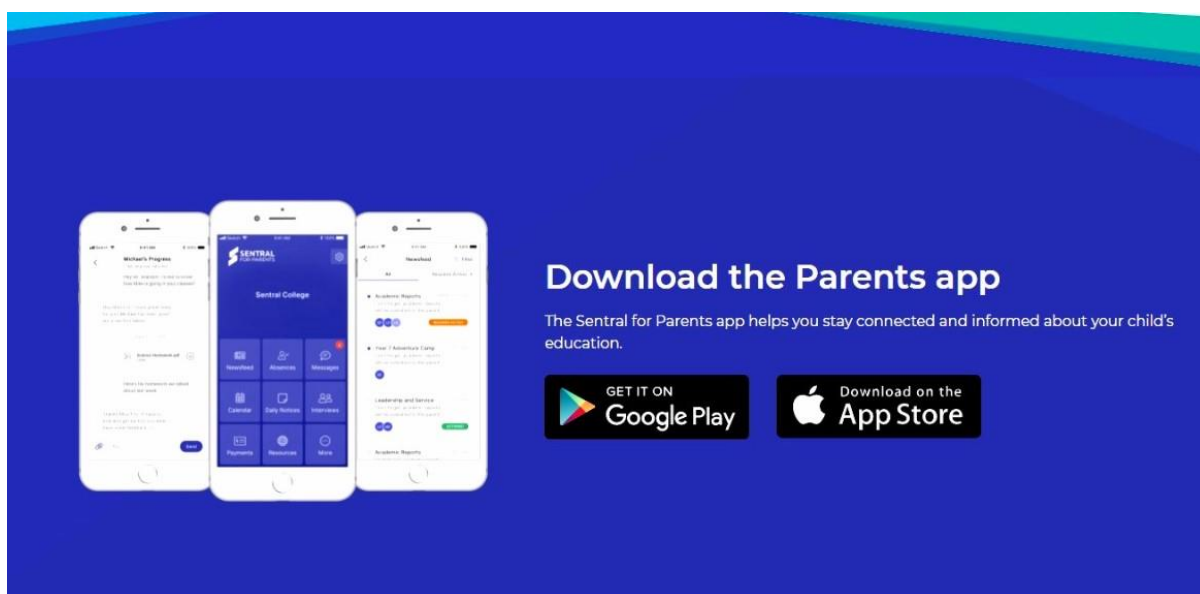
Please download the Sentral for Parents App on your phone to receive all the latest school information if you have not already done so.

To download the app please click on the appropriate link below:

*Apple Store: <https://apps.apple.com/.../sentral-for-parents/id1238744022>

*Google Play: <https://play.google.com/store/apps/details...>

For a full "App User Guide" please click on the following link: <https://f.hubspotusercontent00.net/.../App%20User%20Guide...>



New User Setup

If you have not yet used the app, you will need to:

- Register for access to our parent app using the 'Register Here' button in the app
- Wait for the verification email (check junk/spam folders) and click the link
- Add an 'Access Key' to link your account to your child

Please click on the link for further information regarding registration for new users <https://info.sentral.com.au/sentral-portal-app-registration-for-new-users>

The app will be a one stop shop for all information from the school regarding your children. It will also enable you to electronically give permission and pay for excursions.

Karuah Public School P&C Association



Karuah Public School P&C Association are a dedicated group of parents and carers who work together for the benefit of the students and teachers at KPS. Annual fundraisers include raffles, Mothers' Day & Fathers' Day stalls, discos and movie nights.

Please come along to our meetings – for dates please see the school newsletter or our Facebook page. - <https://www.facebook.com/Karuah-Public-School-PC-Association-122840371669977>

Canteen & Uniform shop

The school canteen is open Monday and Friday each week. Lunch is 11.15am to 11.50am and recess is 1.15pm to 1.50pm, if volunteers are available. The weekly menu is advertised on the P&C Facebook page and the school newsletter.

Flexischools App for Canteen - The cut-off time for canteen orders is 8:30am. We encourage you to order in advance to ensure your child doesn't miss out! Enjoy the ease and convenience of managing P&C orders and payments anytime, from any device. Simply download the app or register online here www.flexischools.com.au/parents

If not using the Flexischools App for Canteen - Orders are to be handed into the canteen by 9am, in a clearly marked lunch bag with your child's name, class and order. Please ensure the correct change is enclosed in your child's order.

The canteen is a P&C run canteen and depends on the support of parents/carers volunteering to work on a roster basis. Its aim is to provide the students with wholesome food at reasonable prices. Any profit is distributed back to the school in the form of resources and/or equipment.

Parents, guardians and grandparents are encouraged to help. Doing canteen once a month is a wonderful way to meet other parents and form new friendships. You can also nominate to do canteen with a friend, and you will also be rostered on with someone experienced. Due to insurance arrangements children are not permitted in the canteen. All canteen volunteers must join the P&C to ensure they have insurance cover.

Flexischools App for uniform orders available online. Once a member completes the order it will be given to your child.

Karuah OOSH mobile number – 0476 454 037

Students who have not been picked up by their parents or caregivers by 3:15pm will be taken to OSHC at the parent's expense.

Karuah OSHC

BEFORE AND AFTER SCHOOL CARE
AND VACATION CARE


Where?

**Karuah
Public School**
18 Bundabah Street, Karuah

Before School	6:30am to 8:30am
After School	3:00pm to 6:00pm
Vacation Care	6:30am to 6:00pm

Each session can be booked separately

Operated by:



Karuah
Preschool EST
1982

Contact us
for more
information

karuahpreschool@gmail.com
Phone: 02 4997 5670

Emergency Procedures

EVACUATION PROCEDURES



1. **HIGH PITCHED** (1, 2, 3 pause/1, 2, 3 pause pattern) **AIRHORN sound**
5. **Staff**
 - ✓ take any students in care to evacuation point
 - ✓ bring 'Emergency Folder' / including class roll
 - ✓ check adjacent storerooms, hallways and toilets for any students, staff and visitors/volunteers and inform them of the evacuation
 - ✓ close doors and windows
 - ✓ proceed in an orderly manner to the evacuation meeting point as determined by executive
 - ✓ leave all bags/belongings
 - ✓ gather all class together at evacuation point
 - ✓ immediately mark roll
 - ✓ notify Principal of missing student/s
 - ✓ provide adequate supervision of students
6. **Principal**
 - ✓ Check staffroom, hall, student toilets
 - ✓ Evacuate canteen
2. **On-site visiting services** (eg Paediatrician, FaCS, Speech etc.) to follow the same procedure
3. **Office Staff**
 - ✓ Advise via PA – 'EVAC' in process
 - ✓ Place sign on front fence
 - ✓ Bring:
 - Rolls
 - "Compact Daily" printed from Sentral
 - Medications/first aid kit
 - Mobile phone to evacuation area
 - ✓ Notify Principal of any missing staff or students
 - ✓ Record students collected by parents
 - ✓ Call 000
 - ✓ Advise via PA – 'EVAC' complete – all safe – return to classes

Karuah Public School

LOCKDOWN PROCEDURES



1. **LOW PITCHED** (pulse/pause/pulse/pause) **AIRHORN sound**
2. **Students, staff, parents/visitors**
 - ✓ stay in building or enter closest building and wait for further instruction
 - ✓ if lockdown occurs during lunch or recess students move into library or hall
 - ✓ lock all doors and windows
 - ✓ close curtains/blinds
3. **Staff**
 - ✓ keep all occupants calm and quiet / check student's toilets
 - ✓ keep mobile phone nearby, if possible
 - ✓ do not make any calls on school line
 - ✓ wait for instructions from Principal, Principal will call through to all areas on school phone, have someone standing near to the phone
4. **SASS**
 - ✓ Advise via PA 'Lockdown' in process
 - ✓ Place sign on front fence
 - ✓ Advise via PA 'Lockdown' complete – all safe

KARUAH PUBLIC SCHOOL—2025

