

Kyeemagh Public School



Information Booklet

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Welcome to Kyeemagh Public School

Building the foundations of lifelong learning in a caring and supportive environment.

The children, teachers, parents and friends of Kyeemagh Public School aim to achieve this by:

- Encouraging students in higher order thinking with a problematic approach to learning which involves communicating ideas
- Helping students to make connections between different aspects of school learning and connections to their life outside the classroom
- Building a socially supportive classroom environment which enables students to make decisions about learning activities and how they are implemented
- Developing and recognising differences and group identities to best support individual learning
- Building a strong relationship between the school and the community

N.B. For further information refer to the current school management plan, available from the Principal.



History of Kyeemagh Public School

Kyeemagh Public School was established in 1942 as a single classroom school catering for children of workers attached to the airport development. The first students to attend were enrolled on 6 March 1942. The school was known as North Brighton Public School initially and was formally named Kyeemagh Public School at its official opening in August 1942. The school predominately catered for younger students with it being an infants' school, catering for students K-2, from 1948 onwards.

In 2019, the school underwent a significant change with the school being reclassified to a K-6 school. Each year, the school is growing in grades and will have the full K-6 cohort in 2022.

Also planned for 2022 is the completion of the current rebuild of Kyeemagh Public School, providing 17 learning spaces, a new library and administration block as well as a new school hall and play space.



Artist impression of the front of the school

General Information

Administration:

The office is open between 8.30 a.m. and 3.20 p.m. Monday to Friday. There is an office assistant available during these hours.

Air-Conditioning:

All classrooms (including the library) have reverse cycle air-conditioning.

Annual Events:

Each year, parents and friends are invited to special performances, activities and concerts. These include:

- Easter Hat Parade
- Walk and Ride safely to school
- Grandparents' Day
- Book Week Activities
- Education Week
- Presentation Day

You will be notified of these events in the school newsletter issued fortnightly. This information will also be available on the Term Calendar on the school website and School Enews.

Assessment and Reporting:

At the beginning of first term "Meet the Teacher" evening is organised for each class. This is designed to provide parents with an overview of the key subject areas and information on organisation.

At the end of Term 1, formal parent/teacher interviews are held for all students; however, you may ask your child's teacher for an interview at any time throughout the year. Please contact the office to schedule a time.

Assessment is ongoing throughout the year. Teachers use a combination of assessment practices to track the development of each student. At the end of Term 2 a written report covering all learning areas is produced by your child's teacher and shares your child's progress. A second written report is provided to families in Term 4.

If you have any concerns about your child's progress please make an appointment to discuss it with the teacher. Similarly, if the teacher identifies any area of development with your child, you will be contacted to discuss proposed extensions or adjustments to learning.

Attendance

Absence:

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

If your child is sick or will be absent please call the office, email the school or complete an absence form on the School Enews app.

If your child is absent for more than 2 days, we require written confirmation for the absence. This can be completed on School Enews app or via email. If your child is absent for more than 3 days, we require a medical certificate.

We require written notification of all absences within seven days of their occurrence.

Other non-attendance:

If you are planning to take your child out of school for a vacation outside school holiday times please contact our office for an *Application for Extended Leave-Travel* form. We will require this completed for our records as attendance is monitored by the Home School Liaison Officer from Miranda Education Office.

If your child is being collected from school prior to 3.10 p.m. please notify the school office at your earliest convenience.

Please endeavour to organise dental and medical appointments outside school hours.

Before and After Care:

KCS manage the service at this school which is available on our school grounds. Information about this service can be found at <https://www.kogarahcommunity.org.au/childrens-services/>

Birthdays:

If your child wishes to celebrate a birthday at school with friends please send enough for the whole class. In the interests of hygiene and convenience for the teacher individual cupcakes, lamingtons or lolly bags are easier. It is a good idea to check with the classroom teacher first to see what their preference is and to find out if anyone has any particular allergy that would cause them to miss out.

Behaviour Code:

Kyeemagh Public School follows the Positive Behaviour for Learning framework. We have three main rules: Be safe, Be respectful, Be a learner.

Each of our learning spaces have expectations linked with our rules. The school also completes regular behaviour lessons focusing on different expectation and areas of the school.

For more information, refer to the school's PBL handbook. This can be found on the school website in the About our school/[Rules and Policies](#) section.

Communication:

We pride ourselves on having good communication within our school community. We share information with families via School Enews, Newsletters, School Website Calendar, Facebook and Seesaw.

If ever you have any concerns about anything please make an appointment to speak to the teacher as soon as possible by calling the office on 9567 5819

If you are unsure who to contact, please refer to our communication flowchart. (Appendix 1)

Contributions:

All public schools ask for a voluntary contribution from each family to go towards providing items such as folders, stationery, computer equipment etc for the children. Our current contribution is \$35 per student. We really appreciate your contribution but in cases of hardship we are able to help out. Please see the Principal if this is the case. You will be notified early in Term One when contributions are due.

Counsellor:

Due to the small nature of our school, we have access to a counsellor for half a day every second week. The counsellor is a trained child psychologist. The role of the counsellor is to support teachers in developing plans for students with additional needs.

Students are referred via parents or staff but are not assessed or interviewed without parental approval.

Crunch&Sip:

Crunch&Sip is a set time during the school day for students to eat vegetables and fruit and drink water in the classroom. Students bring vegetables and/or fruit and a clear water bottle to school each day for the Crunch&Sip break. Please note, this is a small snack that is eaten while the children are working. All items are required to be cut up into bite sized pieces.

More information about the Crunch&Sip program can be found at:
<https://www.crunchandsip.com.au/parents>

Custody Orders:

In a divorce or separated family situation and where custody is other than “joint custody”, court orders must be sighted and copied for school records. If these orders are changed through the courts, an update must also be sighted. The school cannot act on a parent’s verbal advice regarding custody orders so it is vital that up to date court information is provided.

Curriculum:

All public schools within NSW follow the NSW curriculum provided by the NSW Education Standards Authority Accreditation (NESA). In addition, all teachers at Kyeemagh Public School hold university qualifications and are trained in the effective implementation of the curriculum.

The curriculum contains six (6) learning areas: English, mathematics, science and technology, HSIE (incorporating Geography and History), Creative and Performing Arts (CAPA) and Personal Development/Health/ Physical Education (PD/H/PE).

Student learning is broken into stages of learning.

Early Stage One – Kindergarten

Stage One – Years 1 and 2

Stage Two – Years 3 and 4

Stage Three – Years 5 and 6

More information about our curriculum can be found at
<https://educationstandards.nsw.edu.au/wps/portal/nesa/home>

Emergency Procedures:

The school has adopted an emergency and evacuation procedure. From time to time an emergency drill is conducted so that the students are aware of procedures. The school community will be notified through the newsletter when practise drills are planned.

English as an Additional Language and/or Dialect:

The Department of Education and Training funds a specialist program specifically designed to support students whose first language is not English. If you would like more information on this program, please speak with your child's teacher.

Excursions:

During the course of the year teachers organise excursions to tie in with and enrich particular programs. You will receive a permission note with details of the excursion which must be signed and returned to the class teacher. Payments are made through our online system (POP) or EFTPOS. The office does not hold any cash, so correct money is required when paying this way. Not all excursions incur a fee. Children who do not have a signed permission slip will be unable to attend.

Health care:Asthma:

All staff are trained in responding to asthma. You will be required to supply the school with a puffer and spacer and Asthma Management Plan completed by your child's doctor. You will also be asked to complete a healthcare plan with the school. Whenever the plan (*and particularly medication*) changes update the records immediately. Please also speak to the class teacher directly.

Anaphylaxis:

All staff are trained in responding to anaphylaxis. You will be required to supply the school with an adrenaline injector (epipen) and ASCIA Action plan from your child's doctor. You will also be asked to complete a healthcare plan with the school. Whenever the plan (*and particularly medication*) changes update the records immediately.

Hours:

School commences at 9.10 a.m. when the bell is rung. Students are required to line up under the Covered Outdoor Learning Area (COLA) in the playground. Each class is allocated a position to line up. Please check with your child's teacher for the allocated position.

Playground supervision commences at 8.40am each morning. Under no circumstances are children to be left in the playground without adult supervision. To keep our school safe, children are not to be on any play equipment or play ball games in the playground before or after school. This includes accompanying siblings.

Lunch is from 11.10am – 12:05pm. Students are supervised for an eating period. A teacher is on duty to supervise games and activities during break time.

Recess is from 1:30pm – 2:00pm. During this time a teacher is on duty.

School finishes at 3.10pm sharp. Every child is to be collected by a parent or carer from the school grounds. The school is not able to provide supervision after this time.

Those families requiring care before and after school, please register your child with KCS. Information on the service can be found at:

<https://www.kogarahcommunity.org.au/childrens-services/>

Immunisation:

It is a Departmental requirement that Immunisation records must be viewed prior to enrolment. If your child is not immunised, he/she will be excluded from school if there is an outbreak of contagious diseases such as measles, diphtheria, whooping cough, chicken pox, etc.

Information and Communications Technology:

Kyeemagh Public School strives to continually be at the forefront of technology implementation within our classrooms. Students have access to a range of technology to enhance their learning across all areas of the curriculum. The school follows the SAMR model where technology is used to redefine learning and enhances opportunities for students' demonstration of knowledge.

In-School Performances:

The school organises performances during the year which are held in the classroom or outdoors weather permitting. Performances include visiting sports teams, musicians, puppet shows etc and are designed to enhance the curriculum. Notes advising dates, cost etc are sent home with your child.

Late Arrivals & Early Departures:

Where possible medical and other appointments should be made out of school hours. When a child has to leave school during lesson time a permission is required.

Students arriving after 9.10am and leaving before 3.10pm are deemed to be partially absent and will be required to sign in/out. The school office will provide the late arrival or early departure slip when required.

Constant partial absences are investigated by the Home School Liaison Officer as part of their regular school visits to inspect attendance records.

Learning and Support:

All students presenting ongoing concerns in academic, social or emotional areas will be referred to the Learning and Support Team (LST). This team determines the best wholistic support for the student.

Parents will be notified regarding LST recommendations and encouraged to work with the school to develop plans to support their child.

Library:

Our Teacher/Librarian provides lessons to the students teaching them research skills and encouraging a love of reading. Each class has a nominated day to visit the library once per week.

Children need to have a library bag in order to borrow books. Library bags are available from the school uniform shop.

Lunch and Morning Tea:

A healthy diet is encouraged. Please assist the school with implementing this by packing a healthy morning tea and lunch, e.g. fruit, plain biscuits, cheese, dried fruit, celery/carrot sticks, sandwiches. Avoid foods such as chocolates, chips, fairy bread.

Medication:

Medication cannot be given unless accompanied by written advice, dated and signed by the parent. Medication should be in the original prescription container so that we are able to double check dosage etc. All medication must be taken to the Office and dosage recorded.

Money:

Students do not require money at school.

Morning Assembly:

At 9.10 a.m. each morning a bell is rung to remind students to assemble in the playground on the circle. During this time teachers will make announcements such as reminders about upcoming events, etc. Parents are welcome to stay and listen to these announcements. However, if you prefer to socialise with other parents or carers we would appreciate it if you would do so away from the COLA. Students are then able to hear teacher's directions and this also models good conversational etiquette.

Newsletters:

Once a fortnight a newsletter is sent home via the School Enews app and school website. If you require a hard copy, please contact the office. It is important to check the newsletter regularly as it has up to date information regarding excursions, whole school activities and community events.

Parents & Citizens Association (P & C):

Kyeemagh Public School's P&C are an active and friendly group of parents who work together to support the school through fundraising and community-based events. The P&C holds regular meetings once a term and they are at the school. All are invited to attend. Issues related to school, management, fundraising and general business are on the agenda.

Parent Participation:

Parents are invited and encouraged to share their expertise or to help out with the many activities running within the school. These include:

- Special Language Programs
- Maths Groups
- Reading Assistance
- Making costumes for performances
- Rugby League, Cricket, Touch football coaching
- Music
- Covering/mending library books
- Working Bees

Letters requesting assistance are sent home periodically throughout the year.

Parking:

We seek the assistance of parents, caregivers and community members in following safety rules when parking and driving to and from school. You are required to observe the following.

- No Parking on school grounds at all times.
- Observe the 40 km Speed Zone along Jacobson Avenue and Beehag Street.
- Do not enter, park in front of or turn around in the driveway to the school.
- Ensure that children enter and leave the car via the footpath side of the car.
- Observe all No Parking, No Standing and No Stopping signs.

These simple procedures will ensure the SAFETY of all students attending our school. All schools are patrolled and heavy fines exist for the above offences.

Phone and contact information:

Contact details for Kyeemagh Public School are as follows:

Telephone number: 9567 5819
Website: www.kyeemaghin-p.schools.nsw.edu.au
Email address: kyeemaghin-p.school@det.nsw.edu.au
Street address: Beehag Street, Kyeemagh NSW 2216
Postal address: P.O. Box 465 Brighton Le Sands NSW 2216

Relief from Face to Face (RFF):

Each member of teaching staff is entitled to two hours per week for preparation, planning and marking as specified by the Department of Education. Our R.F.F. teacher provides the continuation of teaching program in negotiation with the class teacher.

Resource Requirements and fees:

At the beginning of the school year, each family will receive a note explaining resource requirements such as workbooks/textbooks, online program licences, whole school programs eg. Jellybean Music.

The school also asks for Voluntary Contributions which go towards the updating of school-based resources such as library books, mathematics/science resources and guided readers. Whilst it is voluntary, the school relies heavily on your co-operation and prompt payment.

In cases of difficulty, the Principal should be contacted to organise special arrangements.

Special Religious Education (SRE)/Special Education in Ethics (SEE):

This program takes place once a week and is run by visiting clergy and volunteers. Religious programs that are included are Anglican, Catholic and Greek Orthodox. Alternatively, Ethics. If changes to groups need to be made, we would appreciate written notification. Children not attending scripture are supervised by the teachers in the Library.

Sport:

Sport is held on Fridays. Students must wear the sport uniform.

The students are involved in a variety of programs including:

- a 20 minute daily fitness program.
- a gross motor skills program which concentrates on developing the fundamental movement skills such as balance, running, striking and catching.
- gymnastics
- dance

Year 2 students participate in a “Learn to Swim Program” at a local pool during fourth term. Buses are booked and teachers from Kyeemagh accompany the students for the two week program.

Staff Meetings:

These are held regularly throughout the school week and term. Teachers are involved in professional learning and school-based projects during these meetings. Staff members are generally not available at these times.

Sun Protection:

All children must wear a hat when outdoors. Children without a hat are required to sit in a shaded area during recess and lunch. When the weather is very hot the children will remain in an air-conditioned classroom under the supervision of a teacher.

Toilets

Student toilets are accessed from the playground. Unlike prior to school settings, there is no direct supervision inside the toilet blocks; however, the area is monitored from the playground. Students are encouraged to wash their hands at the wash shed located beside Block B. Boys will need to be familiar with using urinals prior to starting school.

Students are encouraged to use the toilets during recess and lunch to minimize disruption to learning times. However, at times accidents do happen and we request that younger students have a spare pair of underpants, socks and shorts in their bag in case of emergency.

Uniforms:

Kyeemagh Public School is a uniform wearing school. The uniform shop is run by the P&C. Uniforms and school bags are available for purchase through their trybooking site.

<https://www.trybooking.com/book/sessions?eid=370283>

Please label your child's clothing.

Summer: Girls

school checked dress or grey shorts/ blue shirt
with logo
white socks and black shoes
school hat
school jumper or jacket

Boys

grey shorts
blue shirt with logo
grey socks and black shoes
school hat
school jumper or jacket

Winter: Girls

- maroon tunic
- blue shirt with logo or skivvy
- maroon tights or white socks and black shoes
- maroon tracksuit pants
- school jumper or jacket
- school hat

Boys

- grey trousers
- blue shirt with logo
- grey socks and black shoes
- school jumper or jacket
- maroon tracksuit pants
- school hat

Sports uniform (unisex):

- Blue shirt with logo
- Maroon shorts (or skort for girls)/ maroon track pants
- Ankle length white sports sox
- Joggers/sneakers (colour not specified)
- Maroon logo jumper or blue logo jacket
- School hat

Visitors:

All visitors, including parents, are to firstly report to the Administration Office. If the school has contacted you regarding a sick child, you still need to notify the office of your arrival and sign your child out.

Website:

The School web site is at: <https://kyeemaghin-p.schools.nsw.gov.au/>

The site is updated regularly and includes student work samples, information about upcoming events, and the weekly newsletter. A term calendar is published at the beginning of each term.

Welfare:

The welfare policy ensures that “tolerance and respect” are fostered and that self-esteem is enhanced. Where a student’s behaviour goes beyond the boundaries that are acceptable, support structures have been established with the school. For more serious or ongoing misdemeanors, parents are contacted. The Home School Liaison Officer helps students and families with attendance problems.

Wet Weather:

In the case of wet weather, all children go to their own classroom on arrival at school. If it is raining at recess or lunch, students are supervised in their own classroom or with a buddy class.



Parent/Carer Communication to School Flow Chart

Issue about your child → Contact teacher

YES

← Concern resolved?

NO

Issue about the school or staff → Contact the stage leader

YES

← Concern resolved?

NO

Contact the principal

YES

← Concern resolved?

NO

Examples of when to contact the teacher:

- Attitude
- Academic progress
- Participation
- Behaviour
- Physical development and wellbeing
- Specialised Learning programs
- Learning environment
- General Student Behaviour
- Non attendance

Examples of when to contact the stage leader:

Complaints about teachers and other staff
Concerns that have not been resolved by the teacher
Policy or protocols
Staff/parent communication

Refer to the Complaints Handling Policy

<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/complaint-compliment-suggestion-form>