

2017 School Information Book



Our School

At Dundurrabin Public School we strive to create a strong, dynamic learning culture that encourages high expectations for success and for every student to have freedom, choice and greater options in an ever changing world.

The school is a rural isolated small school situated in a beautiful bushland setting 33km north-west of Dorrigo on the Armidale - Grafton Road. The school has a caring and supportive learning environment catering for the needs of all students while focusing on delivering quality literacy and numeracy programs.



The school has one full-time permanent Teaching Principal, a permanent part-time teacher librarian and a School Administrative Manager working 6 days per fortnight. Through school funding, including the Resource Allocation Model (RAM) and additional entitlements we are planning to operate two small classes comprising of a K-3 class and a 4-6 class in 2017.

Significant programs include the Early Action for Success strategy for 2017-2020, the continuation of our Stephanie Alexander Kitchen Garden program, Rock and Water, Community of Schools project- "Learner Qualities" and our focus on environmental sustainability. Our school is a proud member of the Bellingen/Dorrigo Learning Community of Schools, providing students with engaging cross-school activities and leadership opportunities.

Our 21st century learning environment is supported by a variety of creative learning spaces and quality teaching resources including an impressive collection of books in our school library, iPads, and current computer technologies.

Our Staff

Teaching Staff:

Teaching Principal
Teacher Librarian
Casual Teaching Staff

Leah Keough
Katrina Sangster
Deborah Parkin
Michaela Atkins
Lyn Williams
Melinda MacDonnell

School Administration and Support Staff:

School Administrative Manager
Stephanie Alexander Kitchen Specialist
General Assistant
Cleaner
Casual Student Learning and Support Officer

Melissa Harrison
Bridget Rees
Fred Scott
Laz Beresford
Robyn Coombes



Living and Learning Together

School Expectations

- ✓ Be prepared to learn each day
- ✓ Behave safely in all situations
- ✓ Treat one another, including teachers, other staff and visitors with respect
- ✓ Respect and care for our school
- ✓ Care for property belonging to themselves, the school and others

School Contact Numbers:

Phone: 02 66578 133
Fax: 02 66578 051
Mobile: 0400 475 673 (excursions)
0431 067 655 (when school landline is out)
School Email: dundurrabi-p.school@det.nsw.edu.au
School Website: www.dundurrabi-p.school.nsw.edu.au

Bell Times

Teachers commence playground duty from 8.45am. Students are encouraged not to arrive before this time, unless parents have made prior arrangements.

<i>Morning play</i>	<i>8:45am – 9:20am</i>
<i>Assembly</i>	<i>9:20am</i>
<i>Fruit break</i>	<i>10:20am</i>
<i>Recess</i>	<i>11:20am – 12noon</i>
<i>Lunch</i>	<i>1:30pm – 2:00pm</i>
<i>School finishes</i>	<i>3:20pm</i>



Bellingen / Dorrigo Learning Community (BDLC)

Dundurrabin Public School is a proud member of the Bellingen / Dorrigo Learning Community (BDLC). Principals from each of the 10 schools in this Learning Community meet regularly to discuss common directions, combine for school development activities and plan events to promote and celebrate the success of our students, staff and schools.

Stephanie Alexander Kitchen Garden Program

Since 2011 our school has been fortunate to be part of the Stephanie Alexander Kitchen Garden program.



The program is based on a simple four step philosophy: **Grow, Harvest, Prepare and Share**, using seasonal produce fresh from our garden. Each Wednesday, all students participate in a 40 minute gardening lesson (including harvesting), followed by cooking and then sitting down together to share the meal they have prepared.

Parents and community members are most welcome to come along and help out with our gardening and cooking lessons and then share a meal. Gardening starts at 10.40am and cooking at 12 noon.

To assist with the ongoing costs of the Kitchen Garden program we ask each student to pay \$1 each week.



School Newsletter, Excursions and Permission Notes

Our school newsletter is distributed fortnightly on Monday, giving details of all upcoming activities and events. We appreciate your help with school organisation by reading all information in the newsletter and returning any permission notes or notification returns promptly. Students can return notes and money in the letterbox/post box in the office.

Library

The students have weekly library lessons with our Teacher Librarian, Mrs Sangster. To protect our valuable books and resources, all students are issued with a school library bag which is on loan from the school for the duration of their enrolment. Students can return and borrow books each week if they bring their library bag.

Enrolment Procedures

Parents or carers are required to complete the Application to Enrol form for all NSW Government Schools. Copies of a **Birth Certificate** or **Passport**, as well as an **Immunisation Certificate** and **proof of address** are required for all new enrolments. Each student's immunisation status must be known for the safety of all in the event of an outbreak of notifiable communicable or contagious disease. Enrolment forms can be collected from the school office.



Attendance and Absences

Give your child a great start to school by making sure they attend every day!

Any absences are marked on the class roll daily. Explanations for any student absences, including partial absences, are required within seven days.

Attendance Awards are given to students with excellent attendance at the end of each term.

How to encourage your child's attendance:

- show lots of interest in what your child is learning;
- try to organise shopping or appointments outside school hours. If you do make an appointment for your child in school time, try to make it first thing in the morning or late in the afternoon so they can attend school for part of the day.



Parent and Community Participation

Parents and community members are welcome to contribute their expertise to school programs and we encourage helpers in the classroom. Individual teachers inform parents and community members of opportunities for assisting with student learning outcomes throughout the year. If you have a particular talent, area of expertise or are just willing to come and lend a hand please talk to your child's teacher.



School Uniform

All students are expected to wear our school uniform daily. Students must wear a hat all year round so please ensure that your child has their broad brimmed or flap hat at school every day. School Polo Shirts and School Sports Shirts are available from the school office.

Summer uniform: Navy blue shorts, skorts or skirt
Jade green & navy polo shirt
Navy hat

Winter uniform: Navy blue tracksuit pants, tights
Navy blue jumper/jacket
Jade green & navy polo shirt
Navy hat

Fruit Break and Lunch

To ensure students are not hungry during the morning session we have a 'fruit break'. **Children are encouraged to bring a piece of fruit or a small container of cut up fruit or vegetables.**

Growing and hardworking children need a nutritious lunch! Our school community supports healthy eating and recommends plenty of nutritious small snacks and drinks.

Each student should also have a labelled **water bottle** for daily use at school, in the classroom and on excursions.



Workbooks and Subject Contributions

\$30 per student is invoiced annually to offset some of the costs of supplying workbooks to students. The school heavily subsidises the cost of workbooks including items such as Literacy and Numeracy textbooks, student exercise books, stationary and individual headphones etc. throughout the year.

Allergies

We must stress the importance of parents letting us know of any **allergies or reactions your child may experience** and the appropriate remedial action needed to treat such reactions. If your child requires any medication for treatment, this should be provided to the school should the need arise. For any ongoing or serious medical issues, a Health Care Plan may need to be devised in consultation with parents, health professionals and staff.

Medications and Asthma

If a child requires medicine to be administered at school the medication must be clearly labelled with the student's name, dosage and time to be administered.

We require **all instructions in writing** for any medication to be administered at school. A school form is available for parents to use, which will allow staff to safely administer medication to students. Medication should be sent to the office for safe storage.

We are an accredited **Asthma Friendly School** with all staff trained in Asthma first aid treatment. Students diagnosed with Asthma must have a **personal puffer** for their own use at school and can self-medicate under staff supervision. We also recommend the use of a one-way volumiser or "spacer" for young students with asthma. **Please inform the school if your child is diagnosed with Asthma.**



Bus Travel

NSW Department of Transport Bus Travel Application forms are distributed by the school. Parents of students travelling by bus agree to the 'Guidelines for the safe transport of students on buses'. If students cannot abide by the bus transport rules they may be banned from school bus travel. The student's parents are then solely responsible for providing transport to and from school. Our bus driver is Jim Fahey.

Jim Fahey

Ph: 66576 145

M: 0429 175 122

Private Vehicle Conveyance

If you are eligible to claim this rebate from the NSW Department of Transport please contact the school for a new application form in Term 1 each year.

School transport returns are sent to the Department of Transport at the end of Term 2 and Term 4. The PVC Transport Application toll free contact number is 1800 010 123.



Pre-school Mornings

Once a month (during school term) we welcome pre-schoolers aged between 1 and 5 years to join us for a preschool morning at school. These mornings usually run from 10am to 11.30am. Children participate in fruit break, gross motor activities as well as activities to develop fine motor skills including art and craft. Students from Year 5 act as peer leaders for these visits.

Dundurrabin Parents & Citizens Association

The Dundurrabin P&C is an important partner in our school. Staff, students and our school community appreciate the P&C's help with the identification of school needs and resources.

Our P&C supports our school by raising funds to supplement the school's budget for specific targeted activities and events. P&C meetings are generally held at the beginning of each term. The P&C is an important forum for parents and interested community members for discussion and consultation with the school. P&C meetings are always advertised in the newsletter.

Annual P&C membership is currently \$2 per adult member and includes the ability to hold office, gives you voting rights and P&C insurance cover while undertaking voluntary P&C activities that have been passed and minuted at formal P&C meetings.

Book Club

Book Club catalogues and order forms are regularly distributed attached to our newsletter.

Book Club is reasonable in price with an extensive range of titles available. During the year the school collects bonus points from our participation in Book Club. These points are used by teachers to acquire additional resources and books for our school and library.

Please send all book club orders back by the return date, in an envelope clearly marked “**Book Club Order**” with your child’s name, order forms and money enclosed. Cheques should be made out to “**Scholastic Book Club**”.

Dundurrabin Public School Logo – What does it mean?

The circle symbolises the unity of our caring school community.

Within the circle are the hills that surround our school which are covered in a range of vegetation from tall timbered forests to lush grazing pastures.

The tree represents our area’s national parks and nature reserves, as well as the local history of the cedar getters and the timber industry.

The importance of water and sustainable resources are represented by the Blinks River.

Dundurrabin means ‘place of the falling water’ according to local Aboriginal lore and is associated with Dundurrabin Falls, just upstream from the village.

The Black Cockatoo is our school’s fauna emblem. These large cockatoos often graze on our sports field. Sometimes we can hear their loud calls when it is about to rain.

On our mosaic logo wall a variety of animals and plants are symbolically represented by tiles created by individual students.

