



RESPECT RESILIENCE RESPONSIBILITY

Tamworth West Public School

Parent Information Handbook



“I Strive”

Tamworth West Public School

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Welcome to Tamworth West Public School

Dear New School Family

On behalf of the school community I extend to you a warm welcome to our school. I hope that your time with us will be happy and that your child will prosper from the level of education gained at Tamworth West Public School.

Tamworth West Public School services the needs of students from very diverse backgrounds within the city of Tamworth and surrounding rural areas. We have undergone significant growth over the past few years which reflects local property development, renewed community recognition and consumer choice. We are an inclusive and student-centred school that offers a positive, spacious, and well-equipped environment.

Our physical environment is inviting and interesting. We offer indoor and outdoor learning environments and are fortunate to be able to continue to improve our aesthetics through the dedication of our hard-working P&C.

We offer rich, diverse and innovative academic, social and cultural programs and initiatives and provide many varied avenues for students to achieve. These include:

- Learning and Support
- Positive Behaviour for Learning (PBL)
- Aboriginal initiatives
- Kitchen and food gardens
- Life Education Van
- A technology centre
- Technology in all classrooms
- Student Leadership
- Dance
- Affiliation with many sporting clubs
- Transition programs
- Undercover playground equipment
- School Canteen

Parental/carers assistance in any or all of these activities is encouraged and you can be assured that your efforts will be appreciated and acknowledged.

Our staff is caring and supportive. We enthusiastically embrace and implement innovations in many areas of school life to ensure the best possible learning opportunities for our students.

As a PBL school our community supports and promotes the development of students who demonstrate **RESPECT**, **RESILIENCE** and **RESPONSIBILITY**. This doesn't just happen, it relies on consistent expectations both at school and at home and we look forward to working in partnership with you to achieve this.

This information booklet is a directory of the many procedures and practices that make up normal activities of our school. Of course, we welcome feedback and we are happy to answer any questions you may have in addition to this.

As Principal, I am available to assist both you and your child with any issues or concerns you may have. Our school strives to provide a quality education to each child. We value the assistance families can provide in ensuring our school continues to maintain the highest possible standard for each and every one of its students.

Once again, welcome to Tamworth West Public School!

Terrie Kay
Principal



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***All visitors to Tamworth West Public School must report to the front office on arrival.
This is not an expectation when attending assemblies or other whole school activities.***

Absences and Attendance

Attendance at school is compulsory for children and any absences, whole or part day, must be explained to the school within seven days. There are a few ways of explaining absences; you may send a note with your child when they return, call the office, reply to the daily SMS *Sentral* sends out, or go to the Parent portal on *Sentral* and explain the absence there. Regulations require the school to send a letter home whenever a child has been away for 2 days or more without the school receiving an explanation. Staff will send a blue note home to remind parents there is an explanation needed. Extended absences for holidays or visits to separated parents **MUST** be approved by the Principal following an ***Application for Extended Leave*** being submitted prior to the absence. This form is available from the front office or online through the Department of Education website. Late arrivals are to report to the office on arrival at school. Parents/carers must report to the front office to obtain a leave pass before collecting a child from the classroom.

Home School Liaison Officers (HSLO) are appointed by the Department of Education to investigate long, short and partial absences when a child misses more than 15% of the year (approximately 30 days), or if a pattern of absenteeism warrants investigation.

Where frequent absences are explained as being due to illness, consultation with parents will occur regarding the health care needs of your child. The Principal can request that parents provide a medical certificate or proof of a medical appointment if they have concerns with the explanation provided, or where there is a history of poor attendance.

Anti-Bullying

Schools exist in a society where intimidation, harassment and victimisation occur. Bullying must be taken seriously and is not acceptable in any form. Students have the right to expect their school day will be free from the fear of bullying, harassment, intimidation and victimisation. The values that underpin our school include fairness, respect, integrity and responsibility. Our aim is to provide a happy and safe environment where everyone is encouraged to pursue personal excellence, play and work safely and respectfully. A full copy of our Anti-Bullying protocol is available on the Tamworth West Public School website.

www.tamworthw-p.schools.nsw.edu.au

Assemblies

At Tamworth West Public School, we celebrate and acknowledge students' success every Friday afternoon. Students in Kindergarten, Year 1 and Year 2 attend assembly in Weeks 2, 4, 6, 8 and 10 while students in Year 3, Year 4, Year 5 and Year 6 attend assembly in weeks 1, 3, 5, 7, 9. Classes take turns hosting these assemblies and families are invited to attend. We advertise host classes and changes to our weekly assemblies in the school newsletter.

Assisted School Transport

Assisted School Transport provides access to school for children with disabilities who are enrolled in support classes. Transport is provided from home to school and back again following approval by the Assisted School Transport directorate and upon completion of forms. This service is only used in special cases and the regulations are stringent. Children who use Assisted School Transport are delivered to, and picked up from the taxi rank, at the front of the school in Bridge Street.

Before and After School Care and Vacation Care

The Tamworth Regional Council operates two Before and After School Care facilities, one at Tamworth West Public School and one at Tamworth Public School. Please contact the Regional Council for an application.



Bell Times

- 08:55 am Staff on duty – morning play starts, students leave COLA
- 09:25 am Classes commence – Session 1 (music plays)
- 09:55 am End of Scripture (*Thursdays ONLY*)
- 11:25 am Stage 1 and Stage 3 lunch play
Stage 2 and ES1 lunch eating
- 11:45 am Stage 2 and ES1 lunch play
Stage 1 and Stage 3 lunch eating
- 12:05 pm K-6 return to class – Session 2 (music plays)
- 01:30 pm Stage 1 and Stage 3 recess play
Stage 2 and ES1 recess eating
- 01:45 pm Stage 1 and Stage 3 recess eating
Stage 2 and ES1 recess play
- 02:05 pm K-6 return to class (music plays)
- 03:25 pm End of the day

Playground supervision commences at 8.55am. It is in the students' and parents' best interests that students do not arrive at school before 8.45am. Bus travellers and early arrivals must remain seated quietly under the COLA.

Book Club



Children will receive pamphlets via classroom teachers which will enable them to purchase books through the Scholastic Book Club. All money and Book Club orders are to be handed in to the front office. A portion of money collected is returned to the school for library purchases.

Buses

All Kindergarten, Year 1 and Year 2 children are entitled to free bus travel irrespective of distance from school. Children in Years 3 to 6 who live more than 1.6 kilometres from the school are entitled to free bus transport. Application forms are available online at www.transportnsw.info/school-students. All change of details applications are to be made online via: www.apps.transport.nsw.edu.au/ssts/updatedetails. If you do not have access to the internet you can contact **131 500** and a paper copy will be sent to you.

After dismissal of classes each day students who travel on buses are to move to designated areas and sit quietly and wait for directions from teachers. It is important that all children have their bus pass on them at all times to ensure 'free travel' is acknowledged.

Canteen and bringing food from home

Our school canteen is open 5 days a week. Lunches can be ordered at the canteen window from 8:30am and on the Flexischools App, anytime up until 9:30am. The canteen is open Monday – Thursday at lunchtime for students to purchase drinks and snacks.

Our menu is run according to the Healthy Schools Canteen strategy, is updated each term, and is designed so parents can order drinks, lunches, and recess for their child.

If you would like to volunteer, please contact the canteen supervisor on 67658316 for details. Any help is muchly appreciated.

When sending food from home, please ensure that all food containers and lunch boxes are clearly labelled with the student's name. Due to the risk of severe allergic reactions (anaphylaxis), students are not permitted to share food.

Classroom Assistance

Additional learning support is provided to students who require both remedial or extension in the core subject areas. Our Learning Support Team identifies students through detailed analysis of performance data and allocates teacher and aiding time as appropriate. This process is completed in consultation with parents and carers as partners in your child's education.

Collection of Money

Major School Initiatives include such things as excursions, Year 6 shirts, Year 6 graduation and farewell. All money of this nature must be delivered in person or in an envelope clearly marked with the student's name and purpose of the money to the front office. We have custom made envelopes that are available at the office.

Minor School Initiatives including special days such as school performance visits, SRC fundraising and other donations must be handed to your child's teacher at the beginning of the school day. Notes and payments should be placed in a clear snap lock bag or in an envelope with all the contents of the envelope written clearly on the front. Please do not hand minor payments or permission notes directly to the office.

On-line Payments can be made through the school website www.tamworthw-p.schools.nsw.gov.au. Click on the 'Make a payment' button and follow the prompts. Payment can be made by Visa or MasterCard; this is a secure payment service hosted by Westpac.

Computer Education

Tamworth West Public School is well equipped with computers and iPads in each classroom, and banks of computers in the technology centre and also the library. Children have access to the internet and can use their Department of Education email account to access information relevant to their education and to support the use of ICT in the classroom. Computers are used as a tool in teaching and learning with the aim being to facilitate children's learning through the use of computer technology. Interactive whiteboards have been installed in all classrooms and the library to utilise this teaching tool.

Counsellor

The School Counsellor supports students with educational, social, emotional and behavioural needs. The Counsellor works collaboratively with the school, families and external agencies. Students accessing counsellor services must be referred by either class teachers or parents seeking advice or assistance. Appointments can be made by contacting the school.

Crunch and Sip

'Crunch and Sip' is a NSW Health initiative designed to encourage the drinking of water and the eating of fruit. Our school supports 'Crunch and Sip', which is held in classrooms each morning. All students are encouraged to bring fruit to school for this healthy initiative.



Custody

Parents have a responsibility to provide the school with copies of any court orders that impact on the relationship between the family and the school. In the absence of any specific court orders, each parent is entitled to:

- Enrol their child in a school
- Know where their child is enrolled
- Participate in school related activities
- Have access to documentation relating to the provisions of privacy legislation and the Department's Privacy Code of Practice
- In specifically defined circumstances, remove students from school during the course of the school day

If you require separate interviews or copies of your child's reports, please request them at the front office and with your classroom teacher.

It is requested that any changes to documents or status be notified to the front office in writing as soon as possible.

Dance

Tamworth West Public School participates in CAPERS and the New England Dance Festival on alternate years as a Department of Education initiative. Through these opportunities, children fulfil both curriculum requirements for dance and movement and have an opportunity to perform.

Emergency Contacts



It is a requirement that parents and/or emergency carers can be contacted at all times. It is very important that we are able to contact parents or carers during school hours in the event of an emergency. Any changes to telephone numbers, addresses or other relevant information should be notified immediately to the front office.

eNews Application

The eNews application keeps you up to date with what is happening at school. To download the free app, go into the app store on your device and type in School eNews, and then follow the prompts.

- You will receive notifications and reminders automatically for certain school events
- You can update your phone and home address contact details
- You can advise the school if your child is absent from school
- You can reprint information and permission notes.



Please contact the school if you need assistance downloading the school eNews application.

Equipment

We are very fortunate to have undercover playground equipment. Under supervision of a staff member, the equipment is open for students to use at lunch time each day. The equipment is also used by classes to support fitness and social programs. The equipment is not open for use before or after school.

Enrolment Procedures

Compulsory school aged students are entitled to enrol at the local school that the student is eligible to attend according to their home address. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.

Parents may enrol a child if they turn 5 years of age on or before 31 July in that year.

At Tamworth West Public School, we require proof of address to establish a child's entitlement to enrol in the school. We use the following 100-point residential address check to determine the student's eligibility.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1 Council rates notice 1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3 Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1 Private rental agreement for a period of at least 6 months 2.2 Centrelink payment statement showing home address 2.3 Electoral roll statement	20 each
3. Any of the following documents 3.1 Electricity or gas bill showing the service address * 3.2 Water bill showing the service address * 3.3 Telephone or internet bill showing the service address * 3.4 Drivers licence or government issued ID showing home address * 3.5 Home building or home contents insurance showing the service address	15 each

3.6 Motor vehicle registration or compulsory third party insurance policy showing home address	
3.7 Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this	
*Up to three months old	

The department has a duty of care to take reasonable steps to protect students from foreseeable risk of harm and to do what is reasonably practical to ensure the health and safety of students, staff and visitors to its sites. Where these concerns exist about prospective students, we will only enrol when adequate safeguards and supports are in place.

Enrolment cap and buffer

An enrolment cap has been established centrally for our school, based on available permanent accommodation. The enrolment cap for Tamworth West Public School is **456**. This includes 424 mainstream students and 32 students in our Support Classes.

Within the enrolment cap, a number of enrolment places (the buffer) must be set aside for the enrolment of local students arriving throughout the year. Places in the local enrolment buffer will not be offered to non-local students arriving throughout the year. The buffer for Tamworth West Public School becomes effective when student enrolment reaches **400**.

When demand for non-local enrolment exceeds the number of available spaces below the enrolment buffer, the school uses our non-local enrolment criteria and establishes an enrolment panel to consider and make decisions on all non-local enrolment applications.

The criteria used at Tamworth West Public School includes:

- siblings living with a student already enrolled at the school in a mainstream class
- proximity and access to the school
- safety and supervision of the student before and after school
- compassionate circumstances

There are two very important things to note in relation to these criteria.

- Parents and carers are advised that although the use of the sibling's criteria has been given higher priority in the past, while ever we are at, or over capacity, this WILL NOT guarantee enrolment of non-local students, even if siblings are already enrolled at Tamworth West PS.
- At Tamworth West PS, the sibling criteria does not extend to students enrolled in any of our specialist support classes. This is because, although we house three support classes at Tamworth West PS, they are a regional resource and students are enrolled into these classes through the Tamworth Office. Siblings of students enrolled in support classes are able to attend their local school.

Local enrolment

Parents may seek to enrol their child directly at their local public school by completing the *Application to enrol in a NSW Government* form online through the Department of Education website. The Principal can seek any information they consider to be of assistance in determining if a student is a local enrolment.

Non-local enrolment

Parents seeking to enrol their child in a school other than their local public school should contact the school to determine availability of places and selection criteria if demand exceeds availability.

Non-local enrolment applications include the *Application to enrol in a NSW Government school* and a non-local enrolment application form. The non-local enrolment application form has been developed by the school and requires you to address the selection criteria and provide supporting documentation. The school will notify parents of the result of their application. Further information for parents is available on the Department's Enrolment website.

English as an Additional Language or Dialect (EAL/D)

Many students in Australian schools are learning English as an Additional Language or Dialect (EAL/D). EAL/D students are those whose first language is a language or dialect other than Standard Australian English and who require additional support to assist in developing English language proficiency.

EAL/D students enter Australian schools at different ages and stages of schooling and at different stages of English language learning. They are simultaneously learning a new language and the knowledge, understanding and skills of a syllabus through that new language. They require additional time and support, along with informed teaching that explicitly addresses their language needs, and assessments that take into account their developing language proficiency.

The EAL/D teacher works with students to teach explicit skills that support the development of English language proficiency.

Excursions and Cultural Visits

Excursions and cultural visits are part of the school's educational programs and are closely linked to units being studied in particular grades. Overnight excursions, camps or visits to capital cities occur in Years 3 to 6. All students are expected to participate in excursions as part of normal school programs. Early notice is given and the option of a payment plan is available to pay for major excursions. Non-refundable deposits and final payments must be made by the due dates that have been set.

Head Lice

The NSW Department of Education policy on head lice is followed at Tamworth West Public School. Our role is to provide information on the removal of head lice when they become apparent in classes. A letter will be sent home indicating that head lice are present. Parents should ensure that every precaution is taken to minimise the impact of head lice on the school community. We all have a role to play in this matter.

Homework Policy

Homework is relevant to classroom work, providing practice and reinforcement of skills. Research and enrichment tasks may be set on occasion. Students are encouraged to develop regular work habits and take increasing responsibility for homework as they progress from Kindergarten to Year 6.

Infectious Diseases

Parents are reminded that students with infectious diseases should not return to school until the required number of days have elapsed.

Common infectious diseases of childhood:

Disease	Symptoms	Period of exclusion
Chicken Pox	Slight fever, runny nose and a rash, pink spots that blister and scab.	Exclude until fully recovered. Maximise exclusion necessary is 6 days after rash appears.
Measles	Fever, tiredness, coughs, sore red eyes and nose.	Exclude until rash disappears.
German Measles	Often mild or no symptoms, mild fever, runny nose and a pink blotchy rash that lasts a short time.	7 days from appearance of rash.
Mumps	Fever, swollen and tender glands around the jaw.	Exclude until fully recovered. Minimal exclusion- 1 week after the appearance of swelling.
Glandular Fever	Fever, headaches, sore throat, tiredness and swollen nodes.	Do not exclude. Some children with glandular fever are too sick to attend school
Influenza	Fever, runny nose, cough, muscle soreness and headaches.	Not excluded unless sick. Exclude if sore throat and cough are present.
Meningococcal	Time from exposure to illness is 2-3 days. Fever, nausea, vomiting, rash and drowsiness.	Seek medical help immediately. Patient will need medical assistance.

Ringworm	Present when scalp is itchy and scaly patch of skin is surrounded by a pink ring.	Exclude until fungal treatment has been administered.
Viral Hepatitis	Sudden fever, nausea, loss of appetite, vomiting. A yellowing of the skin and eyes (jaundice). Dark urine and pale stool.	Re-admit on receipt of a medical certificate of recovery.
Scabies	New infections re 2-6 weeks, re-infections are 1-4 days. Itchy skin, apparent around wrists, between fingers and toes, buttocks and groin.	Until all evidence of the disease has disappeared or a medical certificate is produced stating that treatment has been successful.
Scarlet Fever	Sudden onset of sore throat, high fever and vomiting followed by a rash in 12-36 hours.	Exclude until the after treatment or until symptoms are improving.
Slapped Cheek	Mild fever, red cheeks, itchy lace-like rash and sometimes a cough. Sore throat and runny nose.	No exclusion needed. Most infectious before the rash appears.
Whooping Cough	Starts with a runny nose, followed by a persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound and the child gasps for air.	Exclude until the first 5 days of antibiotic treatment has been taken. Immunisation.
Acute Conjunctivitis	Eye feels scratchy and is red, eyes can water. Lids of the eyes may stick together.	Must exclude until discharge from eyes has ceased. Antibiotics may be necessary.
Gastroenteritis	Frequent loose or watery stools. Vomiting, fever, stomach cramps and headaches.	Exclusion is necessary for at least for 24 hours after diarrhoea stops.
Impetigo (septic sores)	Small red spots that change into blisters and become crusted. Usually on the face, hands and scalp.	Exclude if on exposed surfaces such as scalp, face, hands and legs.
Pediculosis (head lice)		No exclusion necessary. Must be treated though. Brochures detailing the treatment of head lice are available from the school, and appropriate preparations are available from the chemist.

Learn to Swim

Swimming school is provided for students in Year 2. This initiative develops water confidence under the guidance of 'Learn to Swim' instructors for an intensive 2-week period during the year.

Learning Support

Our Learning Support Team meets fortnightly and is a key committee linked to the learning and engagement of all students at Tamworth West Public School. Children are identified and placed in key programs or allocated specific personnel at these meetings for the purpose of remediation or extension in educational, social, emotional and behavioural programs.

The Learning Support Team's key focus is ensuring that all students are provided with educational opportunities that maximise their potential in learning.

Library

The school library is a major educational resource; a learning and information centre, that assists in the learning process. Children are given lessons that promote learning through literature, foster an appreciation of literature, develop skills in the use of the library and develop research skills.

Life Education Van

Life Education is the largest, independent, Australian, health and drug education provider for school children aged 5-13 years.

The primary school curriculum-based modules focus on issues around food and nutrition, personal safety, physical activity, cyber safety, safety with medicine and legal drugs; tobacco, alcohol and caffeine.

By taking a comprehensive approach to drug and health education the modules help children to develop relationship skills, positive communication (both face to face and online), problem solving and decision-making skills.

Students are provided with the opportunity to develop strategies, and practise the skills required to avoid the harms associated with an unhealthy lifestyle.

The Life Education Van, and Healthy Harold, visit Tamworth West Public School regularly. For a small fee your child will be able to participate in the educational and very worthwhile experience.



Lost Property

Lost unnamed items of personal property are placed in the lost property box outside our front office. Parents are requested to label all belongings. Clothing items which have been named are automatically returned to the students. Unclaimed clothing is utilised in our Clothing Pool at the end of each term.

Medication at School

Medication can only be administered with the written permission of the parent. Parents must complete a **Request for Support for a Student's Health Condition Form** for all long and short term administration of medications. These forms are available from the office.



Please administer any medication your child requires before or after school if possible, however if it is essential for your child to have medication during the school day, you must bring the medication to the front office in the packaging provided to you by the chemist.

Medication should be delivered to the school office and the relevant medication authority form completed. ***Never leave medication in your child's bag.***

Parents of students with conditions which require regular medication should ensure that the school is aware of the child's condition.

Messages to Students

If parents or carers need messages delivered to students, the message must be received by 2.30pm. Schools are very busy places and this will ensure the office staff has enough time to deliver the message.

NAIDOC Week

NAIDOC Week is celebrated at Tamworth West Public School the last week of Term Two. The school values, respects and appreciates Aboriginal culture and student identity as an intrinsic part of the school's culture. The Aboriginal flag is flown each day and we ensure that we conduct an Acknowledgement of Country at the all school assemblies. A variety of activities and special guests are organised to celebrate NAIDOC Week at Tamworth West Public School.

National Assessments (NAPLAN)

National Assessments in Years 3, 5, 7 and 9 are conducted in May each year and test student achievement in literacy and numeracy across the nation. They are called the NAPLAN tests (National Assessment Program in Literacy and Numeracy). Results are sent to all parents in term three.

Newsletter

Our school newsletter is distributed electronically the first of every month and shared via Sentral, school website, through eNews and on our Facebook page. Please ensure that you read the newsletter as it provides valuable information about the school as we celebrate the achievements of our students.



Notes

Notes for specific events on the calendar that require signatures are sent home with students as required. Notes that require signatures will be copied onto blue paper. Copies of notes are also available on the school Sentral and eNews application. Please take the time to read, complete and return all notes by the due date. This helps with school organisation. Additional notes are available from the front office if required. Students who fail to return signed permission notes by the due date will not be permitted to attend the set activity.

Parent/Teacher Information Sessions

Early in Term One parents are invited to their child's classroom to meet the teacher and gather information relating to routine, organisation and expectations. This is a valuable forum that paves the way for teachers and parents to work together in partnership for the benefit of each child.

Parking

Parking is restricted around our school grounds during school hours. Parents are not permitted to use the staff carparks off Denne Street or Church Street at any time. The safety of all students is our priority.

PBL - Positive Behaviour for Learning

Tamworth West Public School is a Positive Behaviour for Learning (PBL) school. PBL is a whole school program that encourages positive behaviour and allows students to become responsible for their own behaviour and actions.

Students and teachers work together to create a positive learning environment within the school using consistent procedures, language and expectations.

Positive Behaviour for Learning, known as PBL is an evidence-based whole school systems approach that:

- addresses the diverse academic and social needs of every student to support them to be successful
- supports students in early childhood settings through to senior years of schooling
- enables schools to establish a continuum of supports that are intensified to meet the needs of every student
- is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff
- establishes positive social expectations for all in the school community
- provides a framework for the school and its community to collectively support the wellbeing of every student.

When implemented well:

- students respond positively as they have been taught what is expected of them
- staff deliver consistent responses to student learning and behaviour
- students feel safe and cared for at school. Their parents, family and community are more involved in their school
- unproductive and challenging behaviour can be significantly reduced for most students.

Tamworth West Public School is a PBL school. We educate our students in the core expectations of:

RESPECT, RESILIENCE & RESPONSIBILITY

Photographs

Currently our school uses "The School Photographer" for annual school photos. School photos can include class, individual, family and special group images. All children are required to be present in full school uniform for the purpose of photos. Photos need to be paid for in advance. Any concerns or special orders should be directed to the photographer.

Playground Supervision

Playground supervision commences at 8:55am each day. It is important to remember that before these time children who come to school early because of a valid reason must sit quietly under the COLA for their own safety and wellbeing. Supervision continues across all breaks and until the last bus leaves of an afternoon. A number of teachers are rostered on to supervise our students and they wear fluorescent vests so as to be seen. Students are strongly encouraged to report any concerns to the teachers on duty so they can be investigated and resolved.

Parents and Citizens Association (P&C)

The Tamworth West Public School P and C Association meet at 5.30pm in the staffroom, on the second Monday of each month within the school term. All parents and community members are welcome to attend and become involved with the P & C.

Reporting to Parents

All schools are required to formally report to parents twice yearly. School reports are issued at the end of Semester 1 and at the end of Semester 2. Parent/teacher interviews are available at any time throughout the school year. Please contact the school to organise an interview at a mutually convenient time. Kindergarten students will also be assessed when entering school with Best Start. A formal report indicating beginning levels and how you may help your child at home with their education will be supplied. Learning is a partnership and we encourage you to be part of your child's educational journey with us.

Riding Bikes and Scooters to School

Think carefully before letting your child ride to and from school. You need to consider the traffic environment, condition of the bike or scooter, your child's riding ability and behaviour.

Students are not permitted to ride a bike or scooter to school independently until they are at least 10 years old.

It is the law that students who ride bikes must wear a helmet. Students are expected to walk the bike on the pedestrian crossing and in the school grounds. Bikes are to be parked at the front of the school in the racks provided. Students are encouraged to lock bikes as the school will take no responsibility for the safety of bikes.

School Development Days

The Department of Education allocates School Development Days on the first two days of Term 1 and the first day of Term 2 and Term 3, and the last day of the school year. This is for the purpose of staff training, curriculum implementation and professional learning. These days provide the school with opportunities to develop core values, upgrade teaching pedagogy and reflect on teaching and learning.

School Expectations

A clear set of school expectations have been developed by staff, students and parents to further the development of each student by providing a happy and safe environment, where everyone is encouraged to be respectful and be the best person they can be.

Our school expectations at Tamworth West Public School are:

- **Respect**
- **Resilience**
- **Responsibility**

Within these expectations are a set of desired behaviours. The desired behaviours for all shared areas include:

Respect

- Keep areas tidy
- Use our manners at all times
- Speak nicely to others
- Keep our hands and feet to ourselves.

Resilience

- Accept our consequences
- Always be inclusive of others
- Seek help when needed
- Solve problems peacefully.

Responsibility

- Look after our belongings
- Wear our school uniform with pride
- Be honest
- Stay in the right place at the right time.

These expectations should be followed by ***Everyone, Everywhere, Everytime***

Security

Our school provides the best possible security for its students whilst on school grounds, but this also requires all adults to be vigilant, respectful and thoughtful. It is a requirement that all visitors report to the front office to sign in on arrival at school.

Schools are 'enclosed lands', which means that the Principal or nominee has full jurisdiction within the confines of the school grounds to determine the safety and wellbeing of students and staff. At all times, parents and carers have the responsibility to ensure that they behave in a respectful manner towards staff, students and other visitors.

Parents wishing to talk to teachers or the Principal about their child or issues must make an appointment through the front office.

Sentral

All parents/carers will be provided with an access key to enable them to log into *Sentral*. This program is the main system used in the school to track attendance, student medical information, student behaviour and other important student documentation. It is also the platform used to deliver student reports twice a year. If parents/carers have any difficulty accessing the parent portal, please contact the office.

Sick Bay

Students reporting sick to the front office will be temporarily placed in the sick bay until the child is picked up. For this reason, emergency contact numbers must be kept up to date. If a child presents with what appears to be an acute illness or injury, parents will be contacted followed by emergency services. Other minor illnesses require that parents or a carer pick their child up as soon as possible after being contacted, as our sick bay can be a busy place.

Special Events

From time to time special events occur at our school. Please keep an eye on the electronic school sign, *Sentral*, *eNews* Application, the school website and our community information notice board for events.

Special Religious Education

Special Religious Education is available to students each Thursday morning. Classes are structured to meet the needs of students in a range of religious groups. Information provided in the enrolment form is used to determine groupings.

Sport and Physical Education

Stage 3 sport is held each Friday, Stage 2 on Thursday and K-2 Sport is held each Tuesday at Tamworth West Public School. Students should wear full sports uniform to school on their allocated day. NSW Public Schools are required to provide a minimum of 150 minutes of planned physical activity for students each week unless advised otherwise. Normal summer or winter uniform should be worn outside of sports days.

Sports Houses

Our school has four houses: Farrer, Macarthur, Parkes and Wentworth. All students are allocated a sporting house on enrolment at Tamworth West Public School.

Farrer (Red) Macarthur (Blue) Parkes (Purple) Wentworth (Yellow)

Sports Carnivals

Three main carnivals are held each year

- Swimming Carnival (*Years 3-6 students*)
- Athletics Carnival (*K-6*)
- Cross Country Carnival (*K-6*)



The carnivals provide students with an opportunity to participate and strive for personal excellence on the sporting field. At each of these carnivals, champions are awarded trophies. Successful participants at primary carnivals have the opportunity to participate at Zone, Regional and State PSSA carnivals.

Students must consistently meet the school expectations to represent the school at Zone, Regional and State carnivals.

Sustainable Living – Kitchen and Food Garden Program

Kitchen and food gardens are an increasingly popular way for schools to promote environmental and sustainability learning and connect students with healthy food and lifestyles.

Our garden program assists us in implementing some key policies and strategies including:

- Environmental Education Policy for schools

This policy asks schools to integrate experiences and activities in the school grounds into student learning programs.

- Nutrition in school's policy

This policy helps guide the food choices offered through the garden program.

- Fresh Tastes @ schools: NSW Healthy Canteens Strategy

This provides advice on the types of foods that can be offered through a kitchen garden program and the frequency students should eat them. Foods from kitchen gardens are all 'green' foods as they are fresh vegetables, herbs or fruit. Foods prepared in the kitchens may be 'amber' or 'red' depending on the other ingredients in a recipe.

All classes at Tamworth West Public School are involved in our garden program.

Technology and Cyber Safety

Technology and cyber safety are an ever-changing aspect to the challenges of modern society. Tamworth West Public School encourages and teaches children about the risks associated with internet usage and personal information. Each child is issued with a user name for use on the school's networked computer system and access to the student portal provided by the Department of Education. In addition, students are issued with their own Department of Education email account and access to the Department's blog program 'blogEd' Students participate in computer lessons where they are taught how to log into accounts, use word processing programs, develop search techniques and are introduced to digital media to enhance learning and presentation.

Mobile phones and similar devices are not encouraged at school and must be handed in at the beginning of the school day. When arriving at school all students must hand in their devices at the student window in the Front Office. Devices can be collected from the student window at 3.25pm.

The student portal is accessible to all students through www.education.nsw.gov.au. Students are encouraged to utilise this facility at home and at school. Access to Oliver Library, Google applications, Microsoft Office and information on the Premier's Reading and Spelling Challenges can be found on the portal.

Trainee Teachers

Our school encourages the development of future teachers by providing opportunities for university students and graduates to work under the expert guidance that our teachers are able to give. These students operate under the guidance of your child's normal classroom teacher and are expected to fulfil all the roles that a teacher normally carries out, with their level of experience taken into account. Our school welcomes trainee teachers.

Uniforms

The community has unanimously decided that Tamworth West Public School will have a uniform and that the Principal has authority to insist that it be worn. We are very proud of our uniform and seek your support in providing it for your children. Financial assistance is available - please approach the Principal. All submissions are treated confidentially. All clothing should have the child's name on it. Clothing with slogans etc and jewellery are not part of our uniform. Earrings should be limited to sleepers and studs only! The wearing of makeup by students is not permitted.

Uniforms can be purchased at Lowes Store in Peel Street. School hats can be purchased from the Front Office. This is operated by the P&C and hats will need to be paid for with cash.

Girls Summer Uniform

TWPS summer tunic
Royal blue skirt
White TWPS logo polo
White socks
Black shoes
Royal blue school hat

Boys Summer Uniform

TWPS logo polo shirt
Grey shorts
Grey socks
Black shoes
Royal blue school hat

Girls Winter Uniform

TWPS winter tunic
White long sleeved shirt
TWPS W/logo red jumper
Navy tights
Black shoes
TWPS tie
Royal blue school hat
School Jacket (if required)

Boys Winter Uniform

Grey trousers
Blue long sleeve shirt
TWPS W/logo red jumper
Grey socks
Black shoes
TWPS tie
Royal blue school hat
School jacket (if required)

Girls Sports Uniform

Royal blue shorts
Royal blue track pants
White socks
TWPS logo red jumper
Royal blue school hat
Sports shoes
School jacket (if required)
Polo Shirt

Boys Sports Uniform

Royal blue shorts
Royal blue track pants
White socks
TWPS logo red jumper
Royal blue school hat
Sports shoes
School jacket (if required)
Polo shirt



Tamworth West Public School Song

*(To the tune of *Waltzing Matilda*)*

West has been here since eighteen hundred and eighty-three,

Teaching our children their ABC.

West have a motto, "I strive" is what we say,

Our school stands proud amidst its trees.

Chorus

Tamworth West Public, Tamworth West Public,

We wear our red and blue with pride.

We are friendly and caring. We strive to do our very best,

Tamworth West Public, West is the best.

If you have the talent to be an artist or superstar,

We have the teachers to help you along.

Whatever you're learning, encouragement will take you far,

We'll build a future where we will be strong.

Chorus

