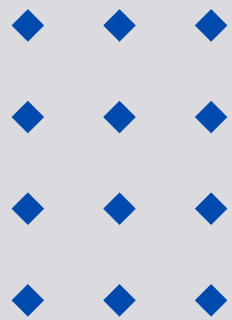


# Kempsey East Public School

## Parent Information Booklet



# 2024



# Meet Our Staff



## Principal: **Katie Smith**

**Assistant Principal's:** Lucas Kelly (Primary)  
Karen Knight (Curriculum & Instructional)  
Kylie Etheridge (Curriculum & Instructional)  
Alisia Byrne (Infants)

**Teaching Staff:**

Teleah Kinnaird	Ben Clough
Maddison Watts	Kaisha Sant
Samantha Munro	Julie Crane
Kylie Etheridge	Gabrielle Scott
Tricia Pickett	Sigrid Williams
Talyn Kinnaird	Cameron van Breugel

**School WHIN:** Julie Edden

**School Learning Support Officers:**

Anthony Henry	Mary Micallef
Lily Reardon	Eugane Howard
Tamara Bohannon	Stacey Gill
Ashlea Glover	Sonya Kirkman
Gloria Taylor	Tahlia Colitis
John Robinson	

**Aboriginal Education Officer:** Casey Morris

**School Administration Manager:** Tammy Phelps

**School Administration Officers:** Alison Hickson    Sharnie Cooper

**General Assistant:** John Robinson

**Canteen Manager:** Currently Vacant

# Wellbeing & Health In-reach Nurse (WHIN)

Our Wellbeing and Health In-reach Nurse (WHIN) Coordinator, Tara O'Brien, is employed by NSW Health, however works within the school environment. The WHIN Coordinator works closely with school wellbeing teams, school principals, school staff, GPs, health and mental health services, child and family, youth and other specialist services, NGOs and local government services to identify health, wellbeing and social needs and coordinate appropriate intervention, assessment and referral to services for school-aged children, young people and their families. The WHIN Coordinator is responsible for facilitating identification of health, wellbeing and social needs and the coordination of appropriate early intervention, assessments, and referral to services for school-aged children and young people attending designated primary and secondary schools.

## The role of the WHIN Coordinator is to:

- identify and address health and social needs of students and families
- coordinate appropriate early intervention, assessments and referral of students and families to services and programs
- contribute to care coordination and case management of students and families
- build trusting relationships with students and families to identify and assess their health and social needs and address barriers to accessing services
- support access to health promotion to improve health literacy and engagement of students and families
- develop networks with health providers to build strong relationships and effective referral pathways

## Parents & Citizens Association

Our school P & C meets each month, the dates and times are advised on ClassDojo. The committee is a group of parents/carers who give their time freely and willingly to assist the school with fundraising and discuss important issues with the school community. Throughout the year the P & C need support for stalls, raffles and many other fundraisers. Meetings are informal, however they are run within certain guidelines. Involvement in our school P&C is a wonderful way to become an active partner in your child's education.

### 2024 P&C Committee:

President	Tara Howard
Vice President	Vacant
Secretary	Vacant
Treasurer	Selena Notley

Here are some special events that the P&C usually conduct:

**Special Occasion Stalls:** Mothers' Day & Fathers' Day

**Easter and Christmas Raffles:** Families donate either Easter Eggs or items for the Christmas Hamper and tickets are sold in these raffles.

**Other fundraisers:** The P&C also carry out pie drives and other fundraising activities throughout the year.

In addition to these, the P&C are open to other fundraising suggestions.

# SCHOOL ROUTINES

## Bell Times

Gates Open	8.30am
Morning Supervision	8:45am
Start of School	9.15am
Morning Session	9:15am – 11.30am
Lunch	11:30am-12:15pm
Middle Session	12.15pm – 1.45pm
Recess	1:45pm-2.15pm
Afternoon Session	2.15pm – 3.15pm
End of School Day	3:15pm



## School Assemblies

The school has a weekly assembly every Friday from 2.45pm to 3.15pm. Students who will be receiving awards or classes presenting items will be notified via ClassDojo on the preceding Thursday.

Additionally, the school hosts an Annual Presentation Day at the end of Term 4 where awards such as Sporting Champions, Principals Awards, and Community Awards are presented.

## Roll Call

It is crucial that your child arrives before 9.15am to be marked present on the roll. If your child is late and misses roll call, a supervising adult must sign them in at the front office to ensure they are marked present for the day.

## Fruit Break

Teachers allocate time in the morning for students to eat a piece of fruit or a crisp vegetable in class. Parents are advised to provide their children with fresh produce that is easy to eat and not too messy. We recommend that younger students fruit is cut and/or peels at home.

## Homework

Our school has a homework policy which is available on our website. At the beginning of each year, your child's teacher will send home a note outlining homework expectations and procedures.

## Home Reading

We strongly encourage all students to participate in regular home reading, the benefits are outstanding. Home reading can be recorded in an exercise book or diary which can be handed into the teacher weekly.

# ARRIVAL AND DEPARTURE

## BEFORE SCHOOL

In the morning our gates are open from 8.30am and our playground is unsupervised until 8.45am. Your child can be dropped off from 8.45am. Children whose buses arrive prior to this are required to sit under the COLA until 8.45am at which time the bell will ring for play time.

## AFTER SCHOOL

Please note that for the safety of your child, only those people nominated on your child's enrolment form as emergency contacts are able to collect your child. Custody arrangements should also be given to the school. Please also ensure your child knows the routine for each day and we recommend that you inform the front office or your child's teacher of changes to your child's normal routine either by phone or in writing to avoid distress.

Please do not depart through the double front gates near the COLA, we use this exit for our bus students. Parents may wait at either the Northern or Southern gates and a teacher will walk your child to these gates at 3.15pm.

Pick up points for your child at our school are:

<b>Staff/Visitors</b>	Small front gate in front of the office
<b>Bus lines only</b>	Double front gates
<b>Pick up, walkers, &amp; bicycle riders</b>	North gate (Bissett St end)
<b>Drive-Thru Car Pick up, walkers</b>	South gate (Gill St end)

We are legally responsible for your child until 3.15pm unless you have signed them out at the office so please do not collect your child until the teacher releases them to you.

## LATE ARRIVALS AND EARLY LEAVERS

During school hours, students can only be signed in late or taken early via the front office. Students will only be signed out to those who are listed as emergency contacts and ID may be requested.

## SCHOOL DROP OFF AND PICK UP ZONE

We have a designated drop off and pick up zone at the South gate (after the bus & disabled parking zone). Within this zone, you are required to stay in the car and keep your engine running as your child exits or enters your vehicle (NO PARKING rules apply whilst using this zone). This then respects the rights of other parents needing to use this space. After school, the teacher on duty at the South gate will release your child as you move into the designated zone.

If your child is not at the gate, you may need to drive around the block to avoid traffic congestion. If you need to wait or get out of the car you will have to park elsewhere in the street.



## WALKING

Walking safely to school is an important aspect that is addressed by teachers to help your child act safety whilst walking to school. Using the safety crossings and stranger danger are some issues discussed with your child. Please be aware that children under the age of 8 years are unable to determine the speed of an approaching vehicle.

## BUSES

Bus Pass Applications – To apply for a bus pass, please complete the online application (link below) or phone 131 500

<https://www.service.nsw.gov.au/transaction/apply-school-travel-pass>

Infant students (Kinder–year 2) are eligible for a free school travel pass regardless of the distance between their home and school. Primary students (years 3-6) are only eligible for free bus travel if your home address is 1.6 kilometers straight line distance or 2.3 kilometers walking or further from the school. Primary students who are not eligible for free bus travel are able to purchase term bus passes from the local bus company.

For those children who travel home by bus, we have bus lines for each individual bus destination. The children are supervised and sit in their appropriate lines together until the teacher puts them on their bus when it arrives. For Kindergarten children that do not have older siblings, we arrange for another student catching the same bus to assist them until they settle in. Please send a note or give your child very clear instructions if you want them to change their bus routine. This will save a lot of confusion at bell times. If you need to change your child's arrangements for returning home – please phone before 3.00pm to enable us to have time to get the message to your child.

## BICYCLES & SCOOTERS

All riders must wear a correctly sized, undamaged Standards Australia approved helmet which is securely fastened. Children under 12 years and the rider accompanying them may ride a bicycle on the footpath unless specifically prohibited by signs.

It is essential to remind your child to dismount when crossing the road and take extra care when crossing driveways. All bikes must be left in the bike rack and it is advisable to secure them with a lock. No skateboards or roller blades are allowed at school.

# BEFORE & AFTER SCHOOL CARE

Active OOSH offers out-of-school-hours care services from 7am to 6pm from Kempsey West PS. Students are bused to and from Kempsey East PS for this service. A school holiday program is also run from Kempsey West PS during school breaks.

The holiday program includes various fun activities such as bowling, wild nets, and cruises.

Your Child Care Subsidy (CCS) can apply to this program.



**ACTIVE OOSH  
IS AVAILABLE AT  
OUR SCHOOL!**

**FOR YOUR OUTSIDE OF SCHOOL  
HOURS CARE NEEDS**

visit [www.activeoosh.com.au](http://www.activeoosh.com.au)  
or call (02) 6554 8905

To enrol go to  
[www.activeoosh.com.au/enrol-now](http://www.activeoosh.com.au/enrol-now)

The graphic features a blue background with a white lightning bolt icon in the top left, a circular logo with the letters 'AO' and a smiley face, and a yellow star in the bottom left corner.

# School Uniform



Our school community determined the uniform for Kempsey East Public School and we pride ourselves on having a well dressed student population. Please ensure your child comes to school each day in full school uniform and if for any reason your child is not in uniform, please send a note with them.

**Purchasing uniforms:** Our uniform supplier is Team Spirit Sports. The Online Shop portal allows parents to order items from home and have them delivered to the school twice weekly. Items can be pre-purchased online. To purchase uniforms online, simply go to the website listed below and log in with the username and password listed.

[www.onlineshop.teamspiritsports.com.au](http://www.onlineshop.teamspiritsports.com.au)

Username: Kempseyeast

Password: Uniform13

In addition to this, Team Spirit will also hold a number of "School Open Days" for face to face uniform purchases at their head office 11 Zylpha Drive, South Kempsey (next to the Puma Service Centre).

## **Girl's Summer Uniform**

Navy with ice blue inserts dress or navy skorts/shorts and navy with ice blue inserts shirt with school emblem. The dress, skorts and shorts are worn with navy socks. All worn with black shoes or black joggers.

## **Girl's Winter Uniform**

Same as summer or alternatively navy blue track suit or navy jacket/jumper with school emblem.

## **Boy's Summer Uniform**

Navy shorts and navy with ice blue inserts shirt with school emblem. Black shoes or black joggers with navy socks.

## **Boy's Winter Uniform**

Same as summer or alternatively navy blue track suit or navy jacket/jumper with school emblem.

## **Boy's & Girl's Sport Uniform**

Navy with ice blue inserts shirt, navy everyday school shorts/skorts.

## **School Hats**

School hats are a compulsory part of our uniform, they are navy blue and are available for purchase through the Team Spirit.

Our School has a 'No hat – COLA' sun safe policy which means that your child will play under the COLA if they are not wearing a hat. Please ensure your child has a hat labelled with their name in their bag at all times.

## **PLEASE LABEL ALL CLOTHING**

The best way to prevent your child's clothing from being lost is to clearly label everything! These items are kept for one term and then donated to our clothing pool. Please ask at the office if your child has lost something and you want to look through lost property.

# KEMPSEY EAST

Strive to Succeed



[www.onlineshop.teamspiritsports.com.au](http://www.onlineshop.teamspiritsports.com.au)

**Username: kempseyeast**

**Password: uniform13**







# Our Learning Environment

In addition to a structured learning program covering all of the Key Learning Areas from the NSW Education Standards Authority (NESA), our school offers a variety of specialised programs and learning opportunities to further cater for your child's individual needs.

## **CLASSROOM ORGANISATION**

Our school aims to structure classroom environments which inspire innovative, collaborative and real life learning. Classes are organised as open and flexible learning spaces with multiple classes and teaches working together in these spaces.

Classes are developed by staff at the end of each year after serious discussion and consideration. You will not know your child's class for next year until the first day back at school as there are many factors that may change class/school organisation over the break. Final class structure is not decided until early term 1 when numbers are known. Parents can make an appointment to see the principal if they have any special requests for class placement.

The way our classes are structured depends on our school enrolment numbers. Therefore, it may be necessary for your child to be placed in a class with children of a higher or lower year (composite class). This will always be an educationally sound placement for your individual child who will still be working towards achieving the appropriate outcomes for their stage of learning.

## **LEARNING SUPPORT**

Current funding allows us to provide support for targeted children who need extra support in literacy and numeracy, or need assistance with behaviour and social skills.

## **OTHER OPPORTUNITIES**

Throughout the year, children are offered various opportunities such as Maths and Science days, Technology challenges, incursions or sporting days.

## **SPECIAL RELIGIOUS EDUCATION**

Every Friday, 30 minute scripture lessons are conducted by some of the local religious organisations. Year 1-6 students have an option of attending these classes or going to a non-scripture class.

Parents need to indicate upon enrolment which scripture class they want their child to attend.

## **ABORIGINAL PROGRAMS**

There are a number of programs conducted to increase student knowledge of Aboriginal Culture.

## **NAIDOC DAY**

Every year the school celebrates NAIDOC Day with local Aboriginal and Non-Aboriginal community groups doing fun activities that represents the theme of the year and includes our local Dhanngati language. Our local Elders and school community are also invited along to spend the day celebrating with us.



# TECHNOLOGY (STEM)

There are various opportunities available for your child to integrate the use of technology into their learning. Our school has internet connectivity in every learning space, smart touch panels, iPads and computers in every classroom

## Internet

Students will receive a personal email account to keep for the entire time they are enrolled at a NSW public school or at TAFE NSW College. This email account is for educational purposes only and is protected by the NSW Department of Education to filter any inappropriate messages and attachments. Internet access is available in the library and all classrooms as computer technology is a very important part of your child's education and a valuable tool for research.

## Laptops & iPads

The school has a class sets of IPADS and Laptops for students which they use to support their classroom learning.

## Robotics & Coding

With a plethora of robot kits available, students from all year levels can experience the opportunity to learn coding and interact with robots programming them to perform various motions and tasks. Robot Kits include the likes of EV3s, WeDo 2.0, Sphero, BlueBots, MakeyMakey and Little Bits.

## Main Learning Display's

Our learning spaces, Planning Room, Hall, Library, and Personal Best Room are all equipped with a Main Learning Display. This interactive touch screen enhances classroom engagement, flexibility, and collaboration for both teachers and students. It is state-of-the-art technology that helps create an optimal learning environment.

# SPORT

## SCHOOL SPORT

Parents will be notified of their child's sport day at the beginning of the year. At times, our primary students may select different sports to try. All students are exposed to a minimum of 150 minutes (120 minutes for Kinder) per week. In addition to sport day, teams are selected to represent our school at PSSA knockout competitions and trials which involve a cost. The pathway through school sport, if successful is:

School Level – Macleay District – Lower North Coast Zone – North Coast Region – State – National.

## SCHOOL HOUSES

Our school has two houses, VERGE is red and BISSETT is yellow. Your child is allocated to their house upon enrolment. Children are encouraged to wear their appropriately coloured T-shirts to represent the house they belong to at some sporting events.

## SWIMMING CARNIVAL

This is held very early in the school year. Races are for children turning 8 years and older. Successful students may progress to the Macleay, Lower North Coast, Regional, State and National Events.

## ATHLETICS CARNIVAL

This is usually held in July/August of each year. Whole school participation is encouraged and you are very welcome to attend the day to watch your children participate in a relaxed atmosphere. Successful students may progress to the Macleay, Lower North Coast, Regional, State and National events.

## CROSS COUNTRY

Our school holds a cross country event each year. Students aged 8, 9 and 10 years run 2 km and 11, 12 and 13 year olds run 3km. All children are expected to participate, however we do understand that not every child can run this far so some walk. The cross country day is a great day out for your children. Parents are very welcome to come along for a relaxed day and cheer your children on. Bring a picnic!

## SCHOOL SWIMMING SCHEME

This is a very important scheme usually held towards the end of term four that helps your child to learn water safety and swimming. Year two and Year three children are assessed by school staff as to their ability in the water and targeted for this scheme that runs every day for two weeks. There are costs (bus fare and pool entry), however it is a very small price to pay to help save lives. Some children who cannot swim often do not want to participate, but it is these children who benefit greatly from the program. Please encourage your children to participate in this scheme.



# CREATIVE ARTS & ADDITIONAL ACTIVITIES



## CHOIR

The choir is usually comprised of interested students from Years 3-6 and they rehearse at lunch time. The choir performs at the Music Festival and other special events.

## MACLEAY PUBLIC SCHOOLS MUSIC FESTIVAL

Conducted annually, this wonderful display of children's talent and hard work is held at Melville High School. If your child is in choir they will be required to perform. Teachers organise the students, but parent help is always appreciated. Students from 3-6 from the Macleay public schools take part in what is truly a great night of entertainment. Go along and watch, you will be amazed and delighted with the talent we have in our schools.

## ART

Throughout the year students are invited to participate in exhibitions such as Kempsey Show, Waste Into Art and the MPS (Macleay Public Schools) Spring into Art Festival. Entries may be the students own work or part of class projects if included in classroom program.

## DANCE FESTIVAL

The Lower North Coast Dance Festival is an annual event where students from Kempsey East Public School have the opportunity to showcase their dance talents. It involves rehearsals, dressing up, and culminates in a performance on stage at the Glasshouse Port Macquarie. This festival is exclusive to Department of Education Schools and provides a platform for students to express themselves through dance and foster their creativity whilst working in a team environment and having fun.

## KEMPSEY EISTEDDFOD

Kempsey Eisteddfod provides a unique platform for our students to participate in performances for speech, drama, and dance. This event is a celebration of creative arts and public speaking performances held locally, where students can proudly exhibit their talents and enjoy the experience.



# SPECIAL EVENTS THROUGHOUT THE YEAR

## School Development Days (Pupil Free)

The first two days of Term 1, the first day of Term 2 and 3 and the last two days of Term 4 are designated School Development Days and are student free.

On these days, staff learn new skills and plan for the term/year ahead. Parents are notified early in the year if these dates are to be rescheduled.

## Book Week & Book Parade

Book Week is the longest running children's festival in Australia. During this week, children at our school view shortlisted books in the library lessons, participate in reading with peers and the whole school, children and teachers participate in a book parade where they have the opportunity to dress up as a character from their favourite book. The library also hold a book fair at which your child can purchase books to take home or donate books to our school library. The activities throughout this week encourage and highlight the importance of reading.

## Reading Programs

Our School library runs a reading program throughout the year which again encourages and highlights the importance of reading. The program is called *Premier's Reading Challenge*, it runs from February to September (students receive a certificate of completion for each year of participation and a Gold Award for four year of participation).

## School Photos

Our school photos are arranged with professional photographers to be taken in Semester 1 and all classes are involved. Parents are given plenty of notice and envelopes are provided for payment.

## Sporting Schools Program

The Sporting Schools Program is funded by the Commonwealth Government to encourage more children to engage in physical activity and play sport. The program is run by qualified staff and is fully supervised. It usually occurs from 3:15-4:15pm two afternoons per week, seven weeks per term, for 3 terms and incorporates a wide variety of activities. There is no cost to attend this, it is only available to students who attend Kempsey East.



## Out of Uniform Days

These days are a special treat for your child and are often used as a means for fundraising. Children are asked to bring a gold coin for donation. Ensure your child is dressed in sensible and appropriate clothes for school.

# END OF YEAR SPECIAL EVENTS



## Presentation Day

Presentation Day is usually held in the final weeks of Term 4. This day is a celebration of the achievements of our children and school. Parents and families are encouraged to attend. Awards are presented and the next years school leaders are announced. If your child is to receive an award you will be sent an invitation to attend.

## Year 6 Farewell

A dinner dance is held in the final weeks of Term 4 and the dress code is smart casual. Notes are sent home to the parent/carer of the children involved. Parents attend later in the evening to watch their children cut the Year 6 cake and be presented with certificates.

## End of Year Summer Songs / Concert Evening

THIS IS AMAZING! Our schools End of Year Concert or Summer Songs Evening is held every year alternating in Term 4. Each concert has a different theme and your child will perform a Summer Song with their class. Teachers send out notes to inform parents of costume and concert requirements. The P & C support the school by organising a BBQ dinner.

## Kindergarten Graduation

A recognition of the completion of the first year of school life. Each child's achievements are acknowledged in this end of Term 4 event.



# POSITIVE BEHAVIOUR FOR LEARNING (PB4L)



Kempsey East Public School is dedicated to fostering the growth of confident and well-rounded children. We strive to create a cooperative environment where all members of our school community practice respect and responsibility. Our goal is to ensure that every child is able to achieve their full potential.

The core values throughout our school are:



## PERSONAL BEST

We value an environment where everyone works to their best in every way.



## RESPECT

We value community where all participants are tolerant and considerate and demonstrate good manners.



## RESPONSIBILITY

We value individuals that take responsibility of their choices, strive to do their best at all times and are honest in their interactions with all others.

## DISCIPLINE POLICY

The school discipline policy is closely aligned with the school values established in the Positive Behaviour for Learning Program (PB4L). These values are Personal Best, Respect and Responsibility. Recognition of good behaviour: Every child has a Dojo account and parents are able to view these accounts on a computer or SMART phone.

## Personal Best Contracts

Students will receive a personal best contract (PBC). The purpose of these contracts is to inform parents/carers of incidents at school and for the students to take ownership of their choices and set realistic behaviour goals. These will then be monitored by the students and the executive team. There are 3 colours white, pink and yellow. The first PBC issued in a term to a student is white, then pink and then yellow. Students who receive a yellow PBC will not be eligible to attend the reward activity at the end of the term. During this time they will be involved in cooperative teamwork games with the executive team. All students that receive a yellow PBC will be placed on a monitoring book and staff will work closely with them so that they can achieve their goals. Students who are currently on a monitoring book can not participate in any events off school site.

# Rewards & Awards



## Term Rewards

In weeks 3, 6, 9 of each term the school will have an extra fifteen minutes of playtime if they were able to achieve growth in the PB4L targeted behaviour. All students and staff will be involved in this reward if it is achieved. In week ten each term students who have received a maximum of 2 PBCs and no suspensions will be eligible to attend a reward activity.

## Other Awards

Students receive awards at assemblies throughout the year. Students will be able to apply for the Principal Badge in term 4 and have 3 teaching staff endorse their application. The application process focuses on how the student has demonstrated the school's core values of respect, responsibility and striving for personal best.

### Assembly awards need to be earned and are given out for things like:

- Exceptional acts of kindness to another student
- High standard of project work
- Student initiative to complete additional school work
- Voluntary assistance to a staff member in student's own time (and without requesting reward)
- High level of responsibility and initiative shown in action(s)
- Participating in academic competitions. Eg maths, story writing or environmental competitions
- Consistently following the values
- Consistent and significant improvement in behaviour over a longer period
- Consistent improvement in classwork
- Student achievement of a personal learning goal
- Observation of consistent good behaviour and sportsmanship in the playground





# STUDENT WELFARE & WELLBEING PROGRAMS



## **CHILD PROTECTION**

Subjects such as drug awareness, stranger danger and feeling safe are covered in this program. The set program is developed by the DoE. Any concerns about this part of your child's education should be discussed with our principal.

## **BUDDIES**

Kindergarten enrolments are allocated some buddy groups from Year 6 to assist them for their first few weeks.

## **STUDENT ASSISTANCE**

Student assistance is available to all parents/caregivers to assist with the cost of uniforms, textbooks, excursions etc, to ensure children are not disadvantaged due to financial reasons. Applications are made in writing to a committee where they are reviewed and assessed. Please see the principal if you require financial assistance.

## **BULLYING**

This unfortunately is an issue in society. We want all of our children to feel safe and free from intimidation. If you have any concerns, please contact us so that we can investigate and act on the concern. The school does not tolerate bullying and has an Anti – Bullying Plan in place. It is important to encourage your child to report bullying to a teacher. Please do not hesitate to contact the school if you have a concern.

## **ROCK & WATER AND DRUMBEAT**

Rock & Water and Drumbeat programs are offered to a range of students. These programs are designed to support students to develop greater self-awareness, self-control and resilience.

## **LUNCHTIME CLUBS**

Throughout the year, lunch time clubs will run to offer our students opportunities to engage in different activities including robotics, minecraft, chess and sports.

# Preparing for Kindergarten and High School

## Early Explorers Kinder Transition

Early Explorers is a transition to Kempsey East Public School program for 4-5 year old's commencing kindergarten at our school the following year. The program is designed to make starting 'big' school as successful as possible for children, families and teachers.

The program usually commences at the beginning of Term 3 and runs for the remainder of the year. It is held one afternoon each week from 12:30-3pm. During these sessions, your child will participate in a variety of play based learning experiences while increasing their familiarity with the school environment.

This program allows us to get to know your child as an individual and enhance your child's oral language and literacy skills. It also provides opportunities that enable parents/carers to share in the transition. Early Explorers compliments, not replaces, early childhood education programs your child may already be attending.



## Year 7 Orientation

Throughout Term 4, all Year 6 children will have orientation days at their new High Schools. Most of our children go to Melville High School. Melville High School organises a full day for children beginning with bus travel direct to the school in the morning. The children are assisted during the day by older students while participating in fun transition activities before catching the bus home from High School.

There are also a variety of transition times, where the teachers from Melville High School attend our school to talk with current teachers about your child and give lessons to the Year 6 children about their new High School. The lessons will cover timetabling, school structure etc. parents and children are welcome to participate in information sessions throughout the year which take place at Melville High School. All information required is given well in advance.



## Best Start Assessment

The Best Start Kindergarten Assessment helps teachers identify the literacy and numeracy knowledge and skills that each child brings to school as they enter kindergarten, to inform the development of quality teaching and learning programs. This assessment occurs prior to kindergarten classes beginning for the year and continues throughout the year. You will receive information regarding ways you can further enhance your child's learning at home. More information can be found at [www.curriculumsupport.education.nsw.gov.au/beststart/index.htm](http://www.curriculumsupport.education.nsw.gov.au/beststart/index.htm).



## NAPLAN

The National Assessment Program - Literacy and Numeracy (NAPLAN) is conducted every year. All children in Australia in Years 3 and 5 are assessed on the same day using national tests in Reading, Writing, Language conventions (Spelling, Grammar and Punctuation) and Numeracy. These tests provide information as to how children are progressing. Parents and carers can best assist students by making them feel comfortable about the nature and purpose of the tests. You are provided with the results and care should be taken interpreting your child's results. Appointments can be made with your child's teacher if you have any concerns or want further explanation. More information can be found at [www.nap.edu.au](http://www.nap.edu.au)

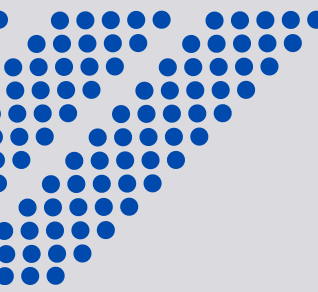
## Equipment

You will need to provide your child with pencils, pens, glue sticks etc. Primary students usually have their own pencil case with their own resources. There is no need to spend a lot of money on pens, textas and the like. Labelling can help with lost or missing items. Our school sends out a list of requirements for your child's class in the newsletter for the following year, at the end of each year.

## Parent Helpers

Regardless of your child's age every teacher would encourage and appreciate your involvement in helping out in the classroom with any learning area such as literacy, numeracy, art etc. If you would like to volunteer your time, please contact the office in order to complete the relevant paperwork.



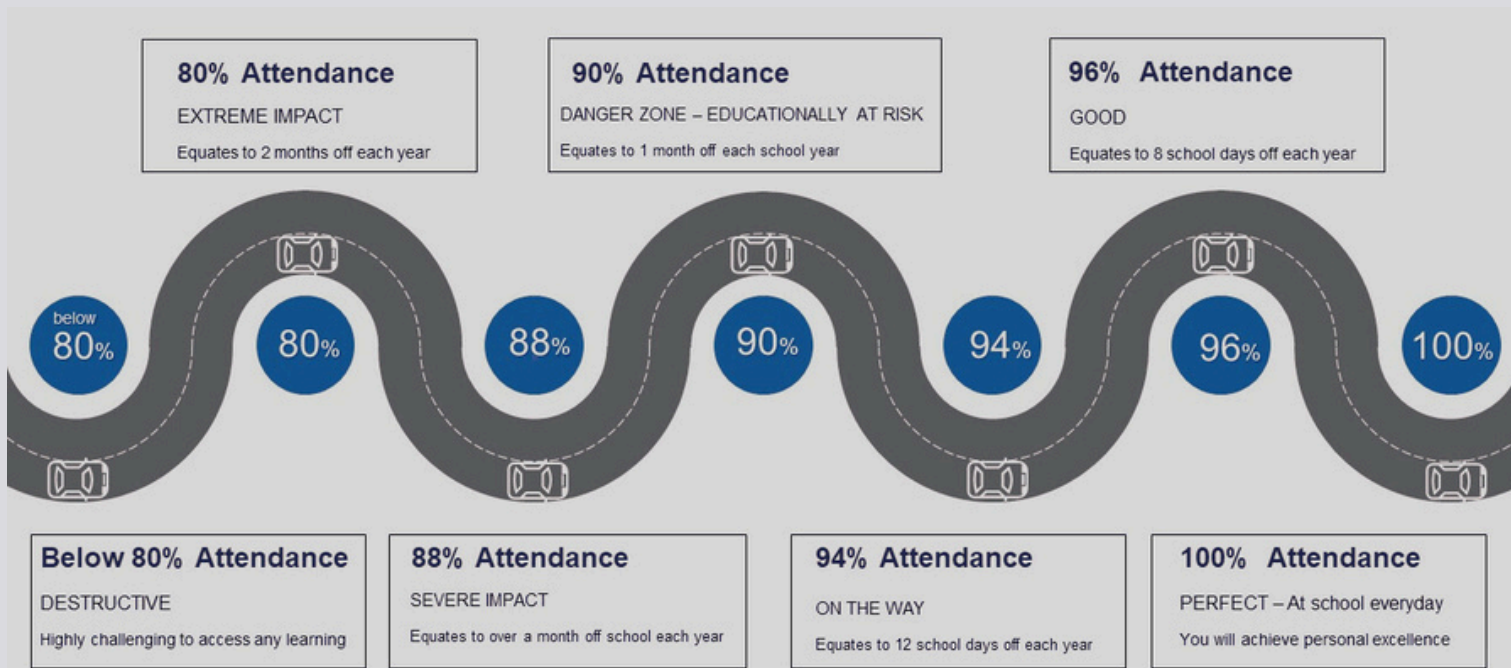


# Attendance Matters

Every student. Every day.

Your child must attend school every day unless they are unwell. Absences for any other reason must be approved by the principal. If your child is absent from school a reason must be provided by a parent/carer either by sending in a written note, creating an absence on the Sentral for Parent app, replying to absence SMS or contacting the school and giving the information verbally. This must be received within 7 days of the absence.

If you need to take your child out of school for an extended period, please contact the school office so the leave can be discussed.





# NOTES & EXCURSIONS

## PERMISSION FOR EXCURSIONS

Permission requests for activities and excursions are now requested via the Sentral for Parents app that is linked to your child/ren. It is important to have your notifications for this App turned on so you do not miss a permission request, otherwise your child may miss out on an activity.

If you are unable to connect to the App or require a manual note, please contact the office so this can be arranged.

## EXCURSIONS

As part of the teaching/learning process, teachers organise age appropriate excursions to relevant venues to broaden your child's learning experiences. These excursions are fully supervised by teachers and are a great opportunity for your child as lifelong memories are created at this age. A great deal of organisation and personal time is given by teachers when planning and conducting these excursions and every detail is carefully thought out and thoroughly discussed.

A major excursion is conducted each year for Stage 2 (Years 3-4) and Stage 3 (Years 5-6) children. These are extremely exciting as some children have never been away from home before and this is a very memorable event in their lives. When collecting your child after these excursions, please be there promptly so your child and teachers can make their way home.

Whilst costs are always kept to a minimum, excursions can still be very expensive. We aim to provide plenty of advance notice so that parents have the opportunity to pay off larger excursions on a regular instalment basis. It is also a good idea to get your child to do some extra jobs around the house to earn some money and save for their trip.

## PAYMENTS

The school has an online payment option via the Sentral for Parents App, which is our preferred method of payment. Once in the App, go to the 'Invoices' tab and follow the prompts to make a secure payment.

If you do send cash in with your child we would appreciate it if you return the correct money in an envelope that is clearly labelled with your child's first and last name, class, event and amount enclosed.

Unfortunately, we are unable to take payments over the phone.

# COMMUNICATING WITH YOU



**ClassDojo**

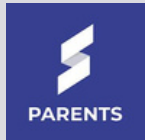
ClassDojo is our main communication app for the classroom. It connects teachers with parents and students to build amazing classroom communities. Teachers use it to share photos, videos, messages and goals with parents and students. Login details are sent home early each year.



Our school has a Facebook page under Kempsey East Public School. We use this to post information about school events, photos and student work.



Our school website is [www.kempseyest-p.schools.nsw.gov.au](http://www.kempseyest-p.schools.nsw.gov.au)  
Our staff work very hard to keep our school website up to date for you. It is worth bookmarking this site and visiting it regularly as photos and information about school events are posted here. Enrollments can also be done online via the school website.



The Sentral for Parents App is available to all parents/carers to download to their phone via the Play Store or Apple Store. This is our main method of requesting excursion/activity permissions and payments. Students academic reports are distributed via this App at the end of each Semester. Other helpful information on the app includes a School Calendar, Absences/Attendance and other helpful links.

## **Permission to Publish**

Photos: The school only publishes photos of students if this permission has been granted, permission is sought with each activity your child participates in.

## **Reports**

Your child will receive two school-based written reports per year, one at the end of Term 2 and the second at the end of Term 4.

## **Parent/Teacher/Student 3-Way Interviews**

Three-way interviews foster effective communication among students, parents, and teachers, creating a collaborative educational environment. These meetings, led by students, provide parents with valuable insights into their child's academic progress, as well as their social and emotional skills, encouraging reflection on current achievements and setting future goals. This holistic approach enhances transparency and reinforces the school-home partnership for a more supportive learning community.

## **Keeping In Touch**

Parents are welcome to contact the school to make appointments to discuss their child's progress with their teacher at any time during the year. While teachers are happy to chat with you, it is important that your meetings are organised at times that do not disrupt class teaching time. A phone call to the office to arrange a suitable time is advised or send your child's teacher a ClassDojo message.

# Instructions to Download the 'Sentral for Parents' App

PARENTS

## 1. Download the App on your Phone or Tablet from the Apple App Store (iPhone) or Google Play (android)

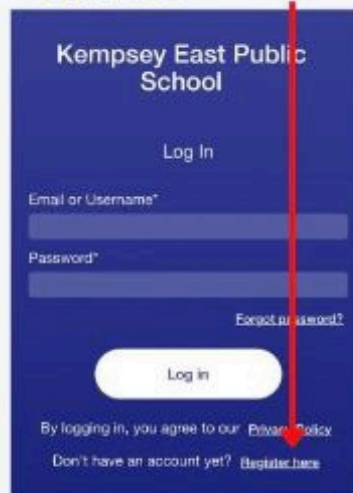
On your phone or tablet go to the Apple App Store (iphone) or Google Play (android) and search 'Sentral for Parents' (look for this logo). Download & install the App to your device.



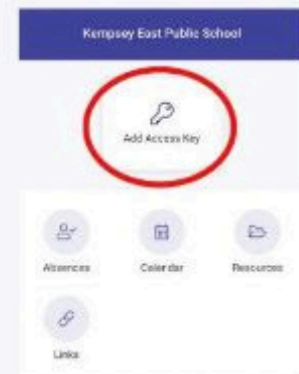
## 2. Once the App is installed on your device, you will need to search for Kempsey East Public School



## 3. Select 'Register here' to create a login using your email address



## 4. Link your Child/ren using the unique access key which has been emailed to you.




## Alternative access to Parent Portal via computer/laptop browser

If you would prefer to access your Parent Portal via a computer/laptop browser, please go to:

<https://keps.sentral.com.au/auth/portal>

# SCHOOL CANTEEN

**Canteen Manager:** Julie Mann



Our school canteen is run by the P&C Committee. It is open on a Tuesday, Wednesday, Thursday & Friday at lunch and recess. It is run with volunteer help from parents/carers and grandparents. Our canteen has a healthy food menu available for your child, which has been designed by the canteen committee to be healthy and appetising. There are special days held throughout the year when children can purchase items such as hotdogs.

Lunch orders are to be handed in to the canteen as soon as your child arrives at school. You can use the brown paper bag clearly labelled with your child's name, class and order information. Ensure that you provide the correct money and fold the bag to avoid money being lost.

The canteen menu is published at various times throughout the year on the website and Sentral for Parents App.

Children love it when they have a parent or relation helping out at the canteen. Please consider helping out for both your child and our school as the canteen raises funds for the school which are used to purchase equipment for the students. If you are interested, please contact the office or if you have any questions come in and speak with our canteen manager Julie, she is more than happy to discuss any queries you may have.

## CANTEEN FLEXISCHOOL ONLINE ORDERING

So you don't have to worry about lost or forgotten canteen orders, we also use the Flexischools app. The app is available for both Apple and Android phones and is easy to set up and use. Simply download the app, register and save your login details by selecting 'remember me', and search for our school 'Kempsey East Public School'.

Once you have selected the class of your student/s, you can view our menu and place the order online. Orders can be placed anytime, but same day orders are closed by **9am**.







# CANTEEN MENU

## TERM 3 2024

### SNACKS

<b>MUFFIN</b> Blueberry - Chocolate		\$3.00
<b>CARMAN'S FRUIT STRAP</b> Apple & Strawberry - Blueberry & Strawberry - Mango & Strawberry		\$1.50
<b>FRESH SEASONAL FRUIT</b> Apple - Orange		\$1.00
<b>FRUIT CUP</b> Fruit Salad - Peaches		\$2.00
<b>CHIPS &amp; POPCORN</b> Red Rock Deli Sea Salt - Grainwaves Sour Cream & Chives - Salted Popcorn		\$2.50
<b>SULTANAS</b>		\$1.50
<b>CHEESE STICK</b>		\$1.00
<b>SWIRLY APPLE</b>		\$1.50

### HOT FOOD

<b>CHICKEN NUGGETS</b> 3 for \$2.50 6 for \$4.50 9 for \$6.00	
<b>BAKED PASTA</b> Lasagne - Spaghetti Bol - Mac & Cheese	\$4.50
<b>FISH FINGERS X 3</b>	\$2.50
<b>MEAT PIE</b>	\$4.50
<b>JUNIOR MEAT PIE</b>	\$3.00
<b>SAUSAGE ROLL</b>	\$3.50
<b>HASH BROWN</b>	\$1.00
<b>BAKED CORN ON COB</b>	\$1.00
<b>CHEESY GARLIC TOAST</b>	\$1.50

### PIZZA

<b>CHEESE</b>	\$4.50
<b>CHEESE &amp; HAM</b>	\$5.00
<b>CHEESE &amp; PINEAPPLE</b>	\$5.00
<b>CHEESE, HAM &amp; PINEAPPLE</b>	\$5.50
<b>BBQ CHEESE &amp; BEEF</b>	\$5.00
<b>BBQ CHEESE &amp; CHICKEN</b>	\$6.00
<b>MEATLOVERS</b>	\$6.00
<b>GLUTEN FREE PITA PIZZA</b>	\$6.00
<b>TOMATO / BBQ SAUCE</b>	\$0.50

### WRAPS

<b>CRUMBED CHICKEN TENDER &amp; SALAD WRAP - FULL</b>	\$10.00
<b>CRUMBED CHICKEN TENDER &amp; SALAD WRAP - HALF</b>	\$5.00
<b>HAM, CHEESE &amp; SALAD WRAP - FULL</b>	\$10.00
<b>HAM, CHEESE &amp; SALAD WRAP - HALF</b>	\$5.00

### SANDWICHES

<b>SIMPLE SANDWICH</b> Strawberry Jam - Vegemite - Honey	\$1.50
<b>HAM &amp; CHEESE</b>	\$3.00
<b>CHICKEN &amp; CHEESE</b>	\$3.00
<b>HAM &amp; SALAD</b>	\$4.00
<b>CHEESE &amp; SALAD</b>	\$3.50
<b>CHICKEN &amp; SALAD</b>	\$4.50

### TOASTIES & ENGLISH MUFFINS

<b>CHEESE TOASTIE</b>	\$3.00
<b>HAM &amp; CHEESE TOASTIE</b>	\$3.50
<b>HAM, CHEESE, TOMATO TOASTIE</b>	\$4.00
<b>TOASTED ENGLISH MUFFIN</b> Strawberry Jam - Vegemite - Honey	\$3.00



### DRINKS

<b>CHILL J</b> Grape - Watermelon - Apple Coola - Lemonade Raspberry - Blackcurrent - Orange Passio	\$2.50
<b>MILK POPPERS</b> Plain - Chocolate - Strawberry	\$2.50
<b>JUICE POPPERS</b> Apple - Orange - Apple Blackcurrent	\$2.00
<b>WATER</b>	\$1.00



## HOW TO ORDER

### ONLINE

Flexischools App  
[www.flexischools.com.au](http://www.flexischools.com.au)



### OVER THE COUNTER

FROM 9.00AM - 9.15AM TUES - FRI



# PERSONAL INFORMATION

## Contact Details

It is essential that you ensure all your contact details are current with our office staff. Please inform us immediately of any changes to your phone numbers, address or emergency contact details. It can be extremely distressing for your child and our staff if we cannot contact you in the event of an emergency or sickness concerning your child. It is important to remember that only people listed under your emergency contact details are permitted to collect your child from school unless a phone call or note is sent detailing other arrangements.

## Medication

All medication must be kept at the office, not in your child's bag. Medication can be kept refrigerated if necessary. Please contact the office as DoE forms are required to be completed first. Our office staff will not administer medication unless a consent note is provided. It is advisable that you also tell your child's teacher if medication needs to be administered so they can remind your child if necessary. Otherwise your child will need to remember to come to the office at the appropriate time.

## Custody

The principal should be notified immediately of any custody agreements or legal orders concerning your child. Copies of all legal documents must be provided. This will assist us to keep your child safe.

## Food Allergies

Kempsey East Public School has a Nut Minimisation Policy. Please ensure you do not send your child/ren with nuts, peanuts or food products that contain nuts or peanuts. This includes peanut butter, Nutella and even muesli bars which may contain nuts.

Please inform the school if your child has any allergies. We will then organise an interview to get necessary details and organise procedures to manage risk to your child.

# ABBREVIATIONS

We don't mean to confuse you, however often you will come across letters that mean very little to you. Here are some of the more common ones you might see and what they stand for. If you come across any others please feel free to give us a call to clarify them for you.

ACARA	Australian Curriculum, Assessment & Reporting Authority
ALNF	Australian Literacy and Numeracy Foundation
CAPA	Creative and Performing Arts
COLA	Covered Outdoor Learning Area
CRT	Classroom Teacher
GA	General Assistant
HSIE	Human Society and Its Environment
HSLO	Home School Liaison Officer
ILP	Individualised Learning Plan
KLA	Key Learning Area
L3	Language, Literacy and Learning
L&ST	Learning & Support Teacher
NAPLAN	National Assessment Program Literacy & Numeracy
PDHPE	Personal Development/Health/Physical Education
PSSA	Public School Sports Association
RFF	Release from Face to Face Teaching
SLSO	School learning Support Officer
SRC	Student Representative Council
STEM	Science, Technology, Engineering & Mathematics
WHIN	Wellbeing and Health In-reach Nurse

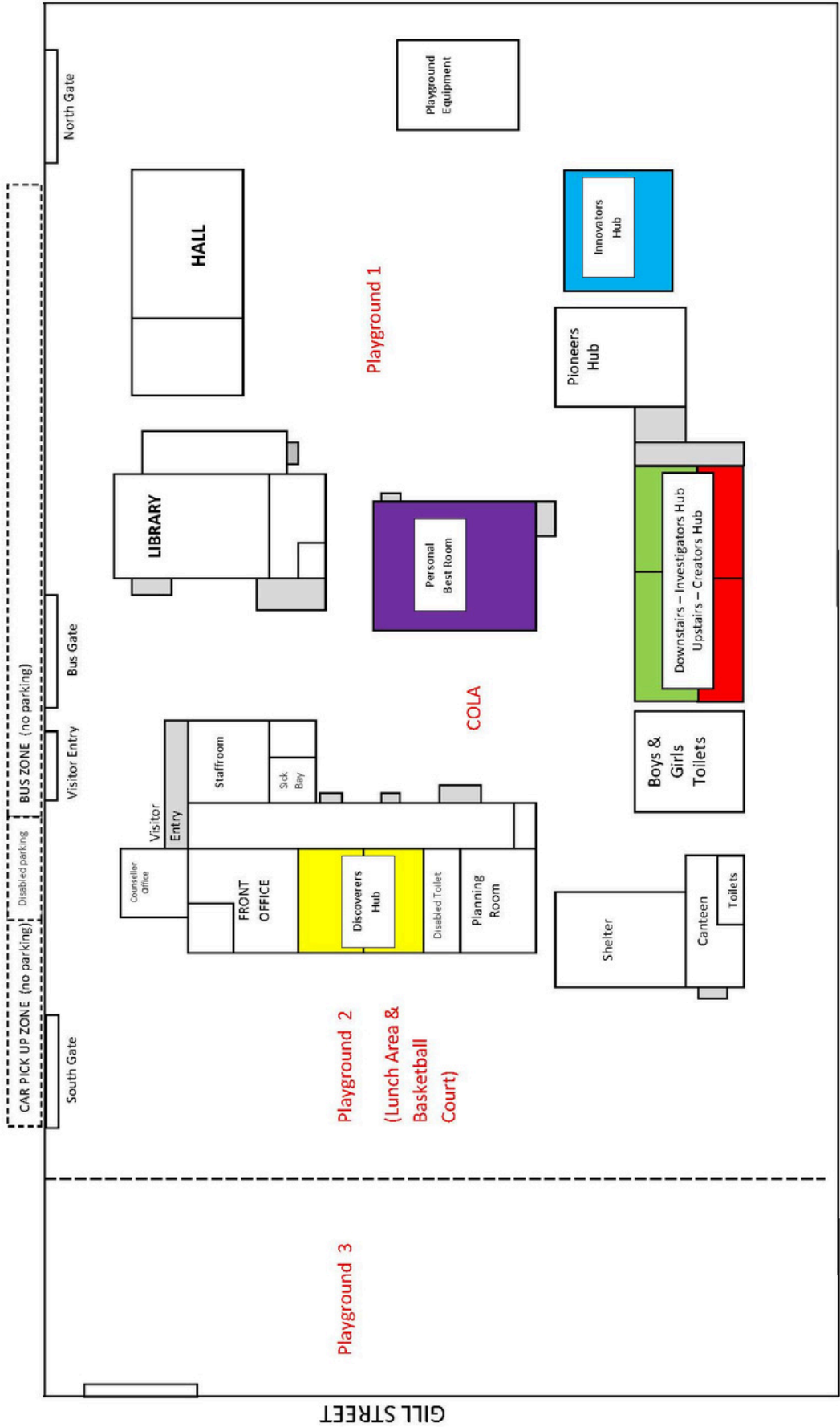


# SCHOOL MAP

## Kempsey East Public School



INNES STREET



GILL STREET