



Kitchener Public School

"ONE FOR ALL"

Parents Information Booklet 2022



INTRODUCTION

Kitchener Public School is situated in an idyllic bushland setting between Quorrobolong, Abernethy and Cessnock. Kitchener Public School provides schooling for children living at Kitchener, Quorrobolong and South Cessnock. The school enjoys excellent grounds and playground facilities.

It serves a very supportive parent community that values high standards in a happy, friendly environment where students, parents and staff work co-operatively.

All members of the community contribute to a school culture of continuous improvement where everyone’s contributions are valued and accepted during discussion, planning and evaluation of activities.

Kitchener’s school is **“One For All”**, which promotes individual progression and attainment. Kitchener Public School especially focuses on academic, social, sporting and environment programs for achievement.





KEY STAFF 2022

EXECUTIVE STAFF

Cat Boorer - Principal

TEACHING STAFF

Sue Firth	Belinda Denning
Chloe Power	Skye Preston
Martyn Brand	Melanie Rees
Patricia Brunton	

ADMINISTRATION STAFF

Sue Richard	- School Admin Manager
Kerryn Archbold	- School Admin Manager/Officer
Larissa Lindsay	- WHS/School Admin Officer

SCHOOL LEARNING SUPPORT OFFICERS

John Firth
Blake Archbold
Macy Lewis
Caitlan Bailey
Alex Douglas
Monique Osland

GENERAL ASSISTANT

Keith Collier

SCHOOL COUNSELLOR

Catherine Lopez

Our professional, university-educated teachers encourage students to develop a love of learning and a desire to succeed. They maintain the highest integrity and concern for your child's wellbeing.

The principal is responsible for the educational leadership and management of our school. If you would like to speak to the principal, please contact us to make an appointment.

Our school administrative staff can answer your enquiries or direct you to the appropriate staff member for help.

SCHOOL MOTTO: “AIMING HIGH”



GENERAL INFORMATION

Kitchener Public School is a proud member of the Cessnock Community of Great Public Schools.

TERM DATES 2022

TERM 1 – 10 Weeks	
School Development Days	Friday 28 th & Monday 31st January 2022
Students first day back 2022	Tuesday 1st February 2022
Kindergarten first day back 2022	Tuesday 1st February 2022
Last day of 1 st Term	Friday 8th April 2022
TERM 2 – 10 Weeks	
School Development Day	Tuesday 26 th April 2022
Students Return	Wednesday 27th April 2022
Last day of Term	Friday 1st July 2022
TERM 3 – 10 Weeks	
School Development Day	Monday 18th July 2022
Students Return	Tuesday 19th July 2022
Last day of Term	Friday 23rd September 2022
TERM 4 – 11 Weeks	
Students Return	Monday 10 th October 2022
Last day of 2022	Monday 19 th December 2022
School Development Day	Tuesday 20 th December 2022

SCHOOL HOURS

Gates Open:	8.45am	Staff on Duty
Lessons Begin	9.15am	
Lunch:	11.10am - 11.45am	
Recess:	1.35pm - 2.15pm	
End of Day:	3.15pm	

Teachers officially commence duty a half hour before school. Limited supervision is provided from this time with children encouraged to arrive at school after 8.45am.

Children are expected to leave school promptly at the end of the school day. Staff provide supervision of students catching buses, whilst other students leave the school with parents, or by walking or riding.



SCHOOL OFFICE HOURS

Monday	8.30am to 3.30pm
Tuesday	8.30am to 3.30pm
Wednesday	8.30am to 3.30pm
Thursday	8.30am to 3.30pm
Friday	8.30am to 3.30pm

MESSAGES TO STUDENTS

If parents need to notify their children about changes to pick up arrangements, please contact the **Office** and we will inform students of any changes.

ATTENDANCE/ABSENCES

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. If your child is absent an explanatory note should be sent to school giving the reason for the absence. Sick is not a sufficient reason as the illness should be specified. Please include your child’s name and class. Absence notes are legal documents and are kept for several years therefore need to be signed and dated by parents/guardians.

Parents of students who are absent from school for unexplained periods may be referred to the Department of Education’s Home School Liaison Officer with reasons for absence sought.

Children who are travelling overseas or holidaying for a period of longer than 10 days are asked to contact the school office prior to departure to complete an exemption from attendance form.

Late students need to report to the office to be signed in. A parent should accompany them or a note sent with an explanation. In the event that a child is late without a parent or note a form is sent home advising parents that their child was late and requesting a reason and authorisation from parent/guardian.

Early release forms are available from the office for students who need to leave for appointments etc. The form must be completed and handed to the class teacher. The only people authorised to take a child early is the parent/guardian that signed the enrolment form. If someone else is picking a child up they need to have written permission.



ENROLMENT

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31st in that year. Documentation providing proof of age, such as a birth certificate, is required on enrolment. Proof of immunisation is also required. Students transferring from other schools can enrol at any time.

Family Information / Details: New families to the school receive forms to be completed and returned to the school. This supplies the school with your child’s and family details as well as medical information, which the school may need to know in an emergency. If your family name, address, phone or contact number or doctor changes, please inform the school. Forms are available at the office. Proof is required for change of address e.g. purchase agreement, lease agreement, land rates/utility bill.

Family Law Orders: Please ensure that school has up to date records concerning custody arrangements, without current information we are unable to enforce court orders.

PAYMENTS

For school excursions, buying uniforms, enrolments etc can be paid in different ways. At Kitchener Public School we accept:

- Cash In envelope clearly marked on front with details and notes inside.
- POP payments (Parents online payments) is done through the schools website...at the top of the page you will see Payments tab, click on and follow screen instructions. Please see administration staff for more information on troubleshooting.
- We have an Eftpos terminal at the office.

School canteen and lunch orders is not to be done through the POP payments or Eftpos.....cash only in a clearly marked envelope of the name of students and order.

GENERAL SCHOOL CONTRIBUTIONS

A general school contribution is set each year by the Department of Education with these funds helping to meet some of the costs of resources and materials used by children each year. Whilst these fees are minimal, they are certainly beneficial to the school. These payments can be made in full or by instalments to suit family needs. *The amount is \$40 for the first child and \$20 for each additional child.* To assist with budgeting all parents are encouraged to pay this.



BUS TRANSPORT

For bus passes please visit to apply online: <https://apps.transport.nsw.gov.au/ssts/applyNow#/>

Students from Kindergarten-Year 2 are eligible if:

- They are a resident of NSW, or an overseas student eligible for free government education.
- Aged 4 years 6 months, or older.

No minimum walking distance criteria applies to these students.

Primary school students from Years 3-6 are eligible if:

- They are a resident of NSW, or an overseas student eligible for free government education.
- The straight line distance from their home address to school is more than 1.6 km.
- The walking distance from home to school is 2.3 km or further.

Primary school students who live too close to the school to be eligible for free travel may qualify for a [School Term Bus Pass](#) which provides bus travel at a discounted price for the whole school term.

Students moving from Year 2 to Year 3 need to complete a new application.

School Drive Subsidy

Please refer to <https://apps.transport.nsw.gov.au/ssts/applyNow#/schoolDriveSubsidy>

BUS TIMETABLE

For changes/updates on bus timetables and routes is on the:
<https://www.rovercoaches.com.au/site/school-timetables>

Morning Services:

- 10 S872 From Quorrobolong
- 18 S897 From Cessnock & Abernethy

Afternoon Services:

- 18 S898 To Quorrobolong Monday, Wednesday, Thursday & Friday
- 18 S899 To Quorrobolong Tuesday
- 29 S921 To Abernethy & Cessnock Monday to Friday



UNIFORMS

When students wear a school uniform, they feel included in our school community.

Students, teachers, parents and carers, as well as members of our local community helped develop our school uniform to make sure it:

- meets the requirements of occupational health and safety, anti-discrimination and equal opportunity legislation.
- includes items that are affordable, comfortable and made from easy-care and easy-wear fabrics.
- is appropriate for the full range of school activities.
- is suitable for all body shapes.

Everyday School Uniform:

Boys:

Blue polo shirt or light blue button up formal shirt with KPS logo.

Grey shorts, pants

Grey socks with black closed in shoes

House colour bucket hat

Girls:

Tunic or blue polo shirt with navy skirts/skorts or pants

White socks with black closed in shoes

House colour bucket hat

Sports Uniform:

Blue Sports Polo Shirt with KPS logo.

Navy shorts, skirts/skorts

House colour Bucket Hat

White socks

Sports Joggers

School uniforms are purchased through Lowes at Cessnock.

We have items available at school which can be purchased through our school office:

School Back Packs	\$30.00
Replacement house colour hat	\$10.00

Non-Uniform (Mufti) Days – these are days held throughout the year, often in association with minor fundraising activities, particularly for charities. Information about these days is provided when known. Children should not wear thongs, or singlets on these days. Closed in shoes still must be worn.

HATS - No hat, play in the shade: In accordance with Cancer Council guidelines, children are encouraged to wear broad brimmed hats (House coloured) when outside. The School has a “NO HAT – PLAY IN THE SHADE” policy to restrict exposure to sunlight.



STUDENT CLOTHING - Property (Caring for)

- Make sure all articles, especially lunch boxes, drink bottles, jumpers and jackets are clearly and permanently marked.
- Ensure that all uniforms including hats are clearly marked with student's name.
- Leave treasured and valuable toys, electronic devices, jewellery and books at home. They can be easily damaged or lost.
- No responsibility is taken for loss of or damage to toys, books, trinkets, etc. brought to school.
- Every effort is made to return any 'lost' property to its owner.
- Any dangerous items such as pocket-knives MUST NOT be brought to school. The possession of such items will lead to suspension.
- Mobile phones are not to be used by students at school. They must be signed in at the office before school and then collected at the end of the day.

MOBILE PHONE POLICY

At Kitchener Public School we are aware that students catch the bus and value the importance of communication between parent and student, therefore students are permitted to have a mobile whilst travelling on the bus however during school time we ask that this mobile is not used. It is also important that students do not video or take photos of students who are also on the bus.

CANTEEN/LUNCH BREAKS

Our School is encouraging students to Crunch & Sip.

Crunch & Sip® is a primary school program where children crunch on fruit and/or vegetables and sip water at a set time during class every day.

For more information please refer to the Healthy Kids webpage.

<https://healthy-kids.com.au/teachers/crunch-sip/>

<https://www.health.nsw.gov.au/health/primaryschools/Pages/crunch-and-sip.aspx>

All canteens in NSW public schools must meet certain requirements. These include providing more healthy food and drink options – to make the healthy choice an easy choice for students.

Canteen for 2022 will be held once or twice during the week.

Further details for our canteen will be sent home in 2022 due to Covid-19 restrictions changing daily.



HOMework/HOME READERS

Homework will be given to students each week in their homework blue bags and should be completed and handed back in on a Friday in their blue bags. K-2 students will also receive home reader books to read and primary students will have the option to use library chapter books or their own book of choice.

Homework bags with the school logo will be given to each student when starting at this school. If a bag is lost you can purchase a replacement at the school office. These bags will be part of your child’s school life and must have students name clearly marked.



LIBRARY

Each student from K-6 will have a weekly library lesson.

All students will be participating in this and will be able to borrow books to promote a love of reading and beginning to love books.

They can borrow up to two books from the library provided they have a durable library bag in which to transport these books.

SPORTS DAY

Subject to changes due to Covid-19

Sports day for 2022 will be on **Fridays** generally and will change each term. This may include Archery, Tennis, Athletics, Fitness & Gymnastics, Yoga & Dance, Small Schools Sports team and Intensive Swimming in Term 4 ready for Smalls Schools Swimming Carnival first week back of Term 1 each year.

The School also participates in State Knockout competitions. School Cross Country, Swimming, and Athletics are held annually and are open to students who are 8 years old (or turning 8 in that school year) or older.

ASSEMBLIES

Subject to changes due to Covid-19

Assemblies are held on a Friday every fortnight.

At this assembly the principal addresses the students, awards and any special achievements are presented and announcements made.

Student Presentation Day assemblies or any concerts will be held in the School Hall. Look in the newsletters for further Information.

CREATIVE ARTS (Music, Drama and Dance) and STEM (Science Technology Engineering and Mathematics)

Lessons form part of the K-6 teaching and learning programs. Specialist teachers may also implement these programs during the year.



COMMUNICATION/NEWSLETTER

All excursions will have notes sent home at least 3 weeks prior to an event, assemblies and other information will be in our fortnightly newsletter. The Newsletter comes out fortnightly on an even week and starts week 2 of each term.

Messages and reminders are sent by text message from our Administration Staff. Please inform the school if you change your mobile number.

A few days before events and on the day a reminder post will be on our school Facebook's page and our Skool Loop app.

EXCURSIONS

Subject to changes due to Covid-19

Our smaller school excursions may require assistance from our parents/careers to minimise the costs.

Our school participates in excursions to enrich a child's learning experience. These excursions may be part of a whole school activity or in smaller group situations. At present the school undertakes overnight major excursions with Years 3/4 and Years 5/6. In some cases a non-refundable deposit is required, especially when buses have been booked.

All excursion notes have a due by date which must be adhered to in order to arrange buses and venues. Please ensure your payment is in by the date or contact the office to make other arrangements.

BOOK CLUB

Children are offered the opportunity to purchase well graded books of good value each term. Lists of books are sent home with children when the school receives them.

Payments are made online with LOOP with Scholastic, or the Scholastic LOOP app.

No cash to be sent to school.

Follow the link to place your order: <https://www.scholastic.com.au/book-club/book-club-parents/>

BOOK FAIR/WEEK

This is usually once per year. The children may view books sent to the school and may order or purchase if required.

Students will be able to participate in dressing up as their favourite book character and showcase these wonderful creations to their parents/careers and community.



KINDERGARTEN ORIENTATION AND TRANSITION PROGRAM

Each year an orientation and transition program will be organised to ensure all new students are introduced to the routines of school life starting in **Term 3, for 2021 Term 4 due to Covid-19 Policy**. This is also an invaluable time in which the class teacher is able to get to know your child better.

Ready set school resources, orientation and information videos can be accessed from our website as they are uploaded.

Please follow the link to our school website: <https://kitchener-p.schools.nsw.gov.au/>

SCHOOL PHOTOGRAPHS

School photographs are arranged each year and families are given the opportunity to purchase these if they so wish. Keep an eye out in coming newsletters for the date and further information. Full school uniform must be worn and students are to have their best smiles on.

P&C ASSOCIATION

Subject to changes due to Covid-19

P&C is a gathering of parents/careers of children at Kitchener Public School who wish to be involved in the education of their children through participation in the meetings.

P & C meetings are conducted twice a term DATES TBA. The school principal/delegate attends each meeting as the conduit to the staff at the school. Please see newsletter for dates and times.

There are often special presentations held during P&C meetings to showcase special programs or new educational processes for the information of parents and guardians. The P&C work very hard to support the school in its efforts to provide the best possible outcomes for our children. Fundraising events such as the school fete, trivia night, chocolate drives and annual Carols by Glowstick are well supported by both groups.

FUNDRAISING EVENTS – held at our school

Subject to changes due to Covid-19

Christmas Carols – we have this event each year usually the beginning of December where students will showcase their singing skills to all the community.

Parent/Carer help is always welcome and encouraged to make these events successful for our small school.

PARKING AT THESE EVENTS

Please do not park in any of the local residents driveways even if it looks like there is plenty of room for residents to access their driveways.....**PLEASE KEEP CLEAR AT ALL TIMES.**



SICK BAY

There is a very basic first aid facility at school. Children will be attended to by administration staff who are very experienced in “Sick Bay”.

All injuries must be reported and dealt with at the school office and school administration staff will help and care for the students.

If a child is not well enough to return to class, parents/caregivers will be contacted to arrange pick up.

FIRST AID

All staff are trained in all aspects of First Aid, CPR and Anaphylaxis.

When an incident happens all incidents are recorded in the First Aid register book. Once the incident has been assessed Parents/Careers will be notified.

Please keep Emergency contacts updated at all times. Please see Administration staff for new forms.

All students with Asthma or Anaphylaxis issues are required to have a formal “Action Plan” signed off by their GP’s. This is an annual requirement. Additionally if your child’s medication changes in anyway a new Action Plan is required

Medications: Medication such as paracetamol and antibiotics are not administered by school staff. Parents are asked to organise doses of such medication around school hours.

Long term medication for conditions such as ADD & ADHD will be given after Departmental paperwork is completed. Medication should be given to school in bottles or boxes from the Pharmacist. Please enquire at the office.

COUNSELLING – SCHOOL COUNSELLOR

Help is available for problems or concerns that you may have about the development of your child. Our School Counsellor is at school **once** a fortnight testing children referred by teachers for assessment for learning difficulties, behaviour and/or social adjustment problems. Parents are informed by note when the School Counsellor is going to work with their child. The Counsellor usually contacts parents after pupil assessment



SUPPORT TEACHER LEARNING DIFFICULTIES:

The School has access to a Support Teacher – Learning Difficulties. Children experiencing a learning difficulty may be taken through a developmental program to assist their required need(s) and enhance any aspect of their schoolwork.

Kitchener also has an Assistant Principal Curriculum and Instruction K-6 to work with teachers, students and parents in the areas of literacy and numeracy.

STUDENT REPORTS

Written student reports are sent home at the end of each project. These reports provide an indication of student achievement as assessed and noted by the classroom teacher. In addition to these written reports, parents are encouraged to speak with class teachers to gain additional information as to student achievement.

INTERVIEWS (Parent – Teacher):

All families within our school are encouraged to contact the school at any time during the school year to arrange an appointment to discuss their child's progress. Teachers welcome discussion with parents in the interest of the children. The best time for an interview is generally after school, however where this is not convenient attempts will be made to arrange a mutually acceptable time.

“Thankyou for Supporting our Small School”