We are proud of ourselves, our achievements and our school.

Shortland Public School
Sandgate Road
SHORTLAND NSW 2307

Telephone: (02) 4955 8476
Facsimile: (02) 4955 8209
Email: shortland-p.school@det.nsw.edu.au
Website: http://www.shortland-p.schools.nsw.edu.au/
Dear Parents/Caregivers,

Welcome to Shortland Public School.

Since 1930 our school has a proud reputation in providing quality education for the community’s children.

Our aim is that your child has a happy and successful time learning here. We look forward to working in partnership with you in the education of your child.

We have a very caring school community at Shortland and we endeavour to have your child transition into school as smoothly as possible.

This booklet is intended to give you information that will make your child’s school transition easier.

I look forward to working with you in the education of your children.

Justin Lobsey
Principal

**TERM DATES FOR 2017**

*The first days of Terms 1, 2 and 3 are Staff Development days. Students do not attend on the first day of Terms 1, 2 and 3.*

**Term 1**  Monday 30th January - Friday 7th April 2017

**Term 2**  Monday 24th April - Friday 30th June 2017

**Term 3**  Monday 17th July - Friday 22nd September 2017

**Term 4**  Monday 9th October - Friday 15th December 2017

*Students last day of attendance is Friday, 15th December, 2017.*
SHORTLAND PUBLIC SCHOOL

STAFFING

Principal: Justin Lobsey

Assistant Principals: Trent Austin  
Melissa Borsato  
Janine Wilmott (Special Education)

12 Class Teachers; 1 Teacher/Librarian; RFF Teachers; Aboriginal Education Teacher; Student Learning and Support Teacher; Instructional Leader; E.S.L. Teacher; I.T. Teacher; Interventionist; School Counselor; School Learning Support Officers.

School Administrative Manager: Ms Sonia Thomas  
School Administrative Officer: Mrs Petina Bulmer  
Community Liaison Officer: Mrs Maree Gilchrist

Useful Websites:  
Shortland Public School  
www.shortland-p.schools.nsw.edu.au  
NSW Department of Education and Training  
www.det.nsw.edu.au  
www.schools.nsw.edu.au  
New South Wales Health  
www.health.nsw.gov.au  
NSW Department of Community Services  
www.community.nsw.gov.au  
www.parenting.nsw.gov.au

SCHOOL HOURS

There is no supervision prior to 8.30am. Parents/carers need to make arrangements for supervision of children prior to 8.30am.

8.30am - 8.55am Before school playground supervision
8.55am - 11.15am Classroom
11.15am - 11.30am LUNCH (eating period)
11.30am - 11.55am Play Period
11.55am - 1.30pm Classroom
1.30pm - 1.55pm RECESS
1.55pm - 2.55pm Classroom
ATTENDANCE
The Department of Education and Communities requires all absences to be explained in writing or by person. A written note, which can be kept for official records, is preferred. Please note that school commences at 8.55am. If your child is late, they need to be officially signed in at the office. If you need to collect your child early from school you must sign them out at the office. Research clearly shows that children are more successful learners if they are on time and at school everyday, unless they are unwell.

BANKING
Our school offers a banking service through the Commonwealth Bank. If you would like to open an account for your child, please see Mrs Arandale (in the office) for an application form. Banking can begin when the bank book is received. Banking day is Wednesday. All Kindergarten children will receive a banking pack in first term.

BREAKFAST CLUB
Breakfast is an important start to the day. In association with the Red Cross, we run Breakfast Club from 8.25am-8.50am each morning for those children who are unable to have breakfast at home. We ask for a silver coin donation to help with the running costs. Volunteers are always needed. If you can assist for one morning a week, then please speak to Mrs Arandale in the office.

BUS TRAVEL
K-2 children are entitled to free bus travel. A form can be obtained from the office. Children are expected to be responsible when travelling on the bus as they are representing Shortland Public School.

CANTEEN
Healthy lunches are provided to children, who wish to order their lunch, from our school Canteen. Orders can be placed at the Canteen prior to school or can be written on an envelope or bag at home and brought to school. Your child will then place their order in their classroom’s lunch basket. No food is for sale before school. If your child has forgotten their lunch, they need to see Mrs Bulmer who will order a sandwich (vegemite or cheese) and a drink for them. An invoice for payment will be issued.

CODE OF CONDUCT
We encourage positive relationships, respect and responsibility by everyone, everywhere, all the time. (School, home and travelling to and from school.)

Relationships
• I use manners and speak politely
• I include others in activities
• I am kind and considerate to everyone

Respect
• I care for school property and the property of others
• I follow instructions
• I wear my school uniform proudly

Responsibility
• I learn and let others learn
• I take responsibility for my actions
• I work and play safely

CODE OF CONDUCT FOR PARENTS / VISITORS
A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner. It ensures that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors are expected to:
• Treat all persons associated with the school with respect and courtesy
• Ensure their child/children are punctual to class
• Make appointments in advance for an interview with teachers and the principal
• Allow staff to supervise, investigate and manage students without interference
• Discuss issues or concerns about the school, staff or students through the correct procedures
• Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.
Any person contravening this Code of Conduct is advised that the provisions of the *Inclosed Lands Protection Act (1901) and its Amendments* will be followed if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- Use of offensive language (ie swearing) in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

**CONFIDENTIALITY IS OF PRIME CONCERN**

Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the principal. Any parent or volunteer helper not fulfilling these requirements may be excluded from the volunteer program. Your cooperation is sought and appreciated in maintaining a safe and happy school, for together we will all make a great school, even better.

**CONTACT DETAILS**

Please inform the office immediately if there is a change of address or home phone or mobile phone number or email change.

It is **crucial** that we are able to contact parents/carers, especially in the case of an **emergency**.

**CUSTODY**

Where there has been a separation or divorce, would you kindly provide us with your certificate of custody for our records. If you have any access concerns or circumstances that have changed, please discuss this with the principal.

**EXCURSIONS**

During the year excursions will be organised by the school to further assist with the learning and social development of your child. **Permission notes, requiring payment of money, are printed on green paper.**

Please ensure you return this slip and any monies owing in an **envelope clearly marked with your child’s name and class**, and deposit it in the payment slot at the office.

**LIBRARY**

All classes have the opportunity to participate in weekly library lessons to develop valuable skills. Books in the library have been purchased by the Parents and Citizens Association, school funds, and through kind donations from individuals and groups.

Children are able to borrow when their class has a library lesson. **They need to have a library bag to protect the borrowed books.** The library is open for the children to use for lunch time activities.

**MEDICATION**

If your child has a medical condition or requires medication at school please see Mrs Bulmer for an individual health care plan.

We need to know the details of all student who need to take medication at school or who have long term medical conditions such as asthma, epilepsy or allergies to certain products or food.

**COMMUNICATION NEWSLETTER**

Our major means of communication with parents and caregivers is our fortnightly newsletter called the ‘Echo’.

The newsletter is emailed parents/carers on a Thursday. You will find information on successes within our school, student and class profiles and up coming events. Regular Parents and Citizens and canteen reports are also included as well as other useful information to keep you informed.

**WEBSITE**


**NOTES**

Other printed notes will be sent home as required, please read all notes promptly and reply as soon as possible, where necessary.
Out of School Hours care is available to children who attend Shortland Public School. If you would like your child to attend OOSH after school please contact Waratah OOSH Centre, 37 Queen Street Waratah West NSW 2298 on 4968 2817. A bus comes to the school in the afternoon to take children to the centre. Children need to be pre-registered. $17.00 per afternoon which includes transport fee. $14.00 per morning. Vacation care $38.00 (children need to be dropped off and collected from service).

PARKING
There are specified areas at the front of the school where you can park.

Please DO NOT drive directly into the school grounds. The parking bays are strictly for teachers and staff and are out of bounds as it can be considerably dangerous for small children to have to contend with moving cars.

PBL
Shortland Public School follows the Positive Behaviour for Learning (PBL) program. PBL is a whole school approach to proactive, school-wide behaviour management.

It is applied research evidence based practices and strategies for all students to increase academic performance, improve safety and establish a positive school culture.

Students participate in regular PBL lessons which reinforce positive relationships.

PARENTS AND CITIZENS ASSOCIATION
The Parents and Citizens Association is the main funding body in our school. Meetings are held on the first Thursday of every month in the Library at 6:30pm. Meetings are informative and can include teachers informing parents about educational practice as well as guest speakers talking on relevant topics.

Everyone is welcome to join our Parents and Citizens. Feel free to come along to a meeting.

SCHOOL UNIFORM - Order Form attached
The Parents and Citizens Association run our school uniform shop. It is open every Monday 9:00 — 10:00am, Tuesday and Thursday 2:30 - 3:00pm. Forms are available from the front office. For your convenience, you are able to leave your form with your payment at the office, and it will be filled by the Parents and Citizens. Uniform orders can also be made and paid for online. Please check the school website.

SPECIAL EDUCATION
Shortland Public School has 3 classes which are filled through District Placement Panels. These are Support Classes Autism, Emotional Disturbance and a Multicategorical class. The classes each have a specialist teacher and a School Learning Support Officer.

SPECIAL FRIENDS of SHORTLAND PUBLIC SCHOOL INCORPORATED
This is a registered charity which fundraises to provide specialised equipment and experiences for the children who attend Shortland Public School, whether they are in the support classes or attend in the mainstream.

Special Friends purchased an 11 seat bus which is used by the school community.
The bus is available for hire for $110.00 plus refill of petrol (contact Janine Wilmott)

SPECIAL NEEDS
If your child has special needs please call the school and make an appointment to talk with the Principal.
We have a School Counsellor and hold regular School Learning Support Team Meetings to plan for and implement specialised programs to meet your child’s individual needs.

SPECIAL STUDENT TRANSPORT
Vehicles drop off children at 8.45am and pick up at 2.30pm from the designated parking area.
These drivers have permission to enter the school grounds.

STUDENT BOOK PACKS
At the beginning of Term 1 children will be issued with Book Packs for the school year.
Voluntary School Contributions have been incorporated within the cost of the Book Pack.
Prompt payment is appreciated so that students can commence using the resources.
# Shortland Public School - Uniform Order Form

**Term 3 2016**

The School Uniform Shop is located in the Parent Room and is open Tuesday and Thursday afternoon from 2:30 – 3:00pm. If you are unable to come in to the shop fill out the order form and send to the office with the correct money in a sealed bag/envelope. Your order will be filled as soon as possible and delivered to your child’s room.

Available sizes are 4, 6, 8, 10, 12, 14, 16, SM and M.

Internet ordering and payments are available via our school website: [www.shortland-p.schools.nsw.edu.au](http://www.shortland-p.schools.nsw.edu.au)

## Uniform Order Form

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Size</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short sleeve shirt plus school crest</td>
<td>$20.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long sleeve shirt plus school crest</td>
<td>$22.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacket plus school crest</td>
<td>$25.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Track pants</td>
<td>$20.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys knit shorts with zip pocket</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys gabardine pants</td>
<td>$18.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls skorts</td>
<td>$17.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls A-line sports skirt with built in shorts</td>
<td>$17.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls stretch bootleg pants</td>
<td>$20.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls tunic</td>
<td>$45.00</td>
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<td></td>
</tr>
<tr>
<td>School hat with crest – small, medium and large</td>
<td>$12.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School bag with school crest</td>
<td>$35.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library bag with school crest</td>
<td>$10.00</td>
<td></td>
<td></td>
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</tbody>
</table>

### Value Packs

**Boys Summer Pack** (value $117)
- 3 Short sleeve shirts
- 3 Shorts
- 1 Hat **FRE**
- Total: $105.00

**Girls Summer Pack** (value $123)
- 3 Short sleeve shirts
- 3 Skorts or A-line skirts
- 1 Hat **FRE**
- Total: $111.00

**Girls Tunic Pack** (value $131)
- 1 Tunic
- 2 Short sleeve shirts
- 2 Skorts or A-line skirts
- 1 Hat **FRE**
- Total: $119.00

**Summer Top Pack** (value $72)
- 3 Short sleeve shirts
- 1 Hat **HALF PRICE**
- Total: $68.00

**Boys Winter Pack** (value $126)
- 3 Long sleeve shirts
- 3 Track Pants
- Total: $120.00

**Girls Winter Pack** (value $126)
- 3 Long sleeve shirts
- 3 Stretch bootleg pants
- Total: $120.00

### Total of order:

**Delivery Details**

Child’s Name: ___________________________ Class: ___________________________

Parent’s Name: ___________________________ Telephone No: ___________________________

Payment type: cash / internet  **Note:** internet orders are not filled until payment has been verified.