



# Meadow Flat Public School

## Learning for Life



## Ready for Meadow Flat Public School

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Here you will find the information you need to master and manage the day-to-day routines at Meadow Flat Public School. If you have any questions or concerns that are not answered here please contact our office.

[02 6359 5259](tel:0263595259) [meadowflat-p.school@det.nsw.edu.au](mailto:meadowflat-p.school@det.nsw.edu.au)

## Principal's message

Dear Parents

I am very pleased to have your child enrolled at Meadow Flat Public School.

Kindergarten is an important beginning for their school life. Already in the first five or so years of your child's life, they have learned so much about the world, about relationships and about themselves. At school your child will continue to learn and to grow and to interact with a variety of other people in a range of different work and play situations.

In Kindergarten they will:

learn that they are a special individual who is different from others, but will learn to get along with others and respect their rights and differences;

learn to follow simple directions, complete tasks and be a responsible member of a group as well as a leader and classroom helper;

have opportunities to express their thoughts to a group of children and to the class;

learn to count and recognise numbers, to name the letters of the alphabet and know their sounds, to read stories and to begin to write stories; and

find joy in self expression and creativity.

Please maintain close contact with your child's teacher, particularly in the first months of Kindergarten, and bring any concerns you may have to the teacher's attention.

Again, I welcome you and your child to Meadow Flat Public School and invite you to be active members of the Meadow Flat Public School community. The school staff and I look forward to a very rewarding and productive partnership with you and your child.

Michael Wood  
Principal

## School dates

The first day of Kindergarten 2023 is on Tuesday 31 January all students return to school on this date.

Term 1 (Eastern) – Tuesday 31 January to Thursday 6 April.

Term 2 – Wednesday 26 April to Friday 30 June.

Term 3 – Tuesday 18 July to Friday 22 September.

Term 4 – Monday 9 October to Monday 18 December.

## Bell times

9:00am	- Classes commence
9:10am	- Gates locked
11:00-11:30am	- Recess
1:00pm-1:45pm	- Lunch
3:00pm	- End of the school day

## School hours

8.35am	- School gates open
8.40-3:30pm	- Office hours
3:10pm	- School gates locked

## School and home

For the first four or five years of a child's life, education is provided by the parents or caregivers. The experiences gained during these years form the basis upon which the school builds. By the time the child arrives in Kindergarten many attitudes and habits are well established.

When they begin school, and the school becomes involved your child's development and formal school education, there commences a joint venture with both parties working closely together.

Meadow Flat Public School views the education of each student as a partnership between the school and parents.

We encourage communication between home and the school and for you to contact your child's teacher or the school office when the need arises, for example:

- if any event has occurred which could influence your child's happy disposition - sudden illness of a family member, loss of a pet;
- if you are concerned about any aspect of schooling that is affecting your child

## Kindergarten requirements

1. That your child's school bag has their name clearly marked on the outside..
2. Lunch box (labelled with child's name)
3. Drink bottle (labelled)
4. Spare underwear and pants to be kept in school bag in case of an accident
5. School jumper (labelled)
6. Full school and sports uniform (labelled)
7. Library bag (Labelled)

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## How can I prepare my child for school?

There are many things you can do to help your child develop the right skills to do well in their first year at school. Preparation does help, and if your child can see that you are relaxed and looking forward to this important event in their lives, they will be more inclined to be relaxed, happy and excited too.

### *Emotional readiness -*

Talk about school as a happy place where your child will meet new friends, sing, play games and make things.

- Listen to your child's concerns and discuss with them together.
- Be positive and encouraging about school. School is a safe place; let your child know that teachers care for them. Reassure your child that they will be safe and that you will collect them in the afternoon.
- Be prepared to 'let go'.

### *Practical Readiness*

On a practical level, assist your child towards mastery of the following skills:

- Know their name and what it looks like
  - Use 'please' and 'thank you'
  - Get their clothing and shoes on and off without help;
  - Care for and put away play equipment;
  - Use a handkerchief or tissue to properly blow their nose;
  - Use and flush a toilet independently and wash hands;
  - Manage fruit, containers and wrappers independently.
- Before your child learns to read and write, they must be able to talk and listen well. Try to:
- Answer many of the endless questions, and ask many deep questions that require reasoning;
  - Talk to your child about what you are both doing;
  - Listen to your child carefully;
  - Count items. Sort and match collections of things like fruit and clothing;

- Ask your child to follow simple instructions, e.g. “Take your plate to the sink,” or “Put all your toys away in the box, please”;
- AND most importantly, read books and discuss stories with your child each day to develop good reading habits.

To be able to read and write, your child also needs good hand and eye coordination. Development activities include:

- Using pencils, felt pens, chalk and crayons to draw patterns and pictures; Tracing an outline;
- Painting with brushes and rollers; Pasting: making models with play-dough;
- Cutting paper and material with blunt-ended scissors;
- Rolling, throwing and catching a ball;
- Doing jigsaw puzzles; constructing with blocks;
- Digging and building in the sand.

More information regarding preparing your child for school can be found by following the links below:

<https://www.kidsmatter.edu.au/families/starting-school>

<http://www.ahaparent.com/ages-stages/school-age/Preparing-kids-child-new-school-year>

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## How we help your child settle into big school

Meadow Flat Public School takes great care to ensure their new students are warmly welcomed to the school environment and made to feel safe and secure. It is worth making opportunities to talk about some of the aspects of the first few weeks of school with your child so they do not become unduly anxious at the thought of such a big, bushy, new environment.

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## Supporting the school

Parents can assist in the day to day operations of the school by:

- Making before school communications brief (between 8:45am - 8:55am). Teachers need as much uninterrupted time as possible to plan and organise their resources in the morning to ensure that everything is ready for the day. We encourage parents to pass a message through the office and make an appointment for discussions at a time that is mutually acceptable by contacting the school;
- Ensuring names are on your children’s property (especially school uniforms) so that lost items can be returned to their owners;
- If any issues arise, please contact your child’s classroom teacher first, as they know the day-to-day activities and incidents as they happen; and
- Supporting school fundraising activities. Money raised by the Parents and Citizens Association is spent on supporting our students in their learning. The school

welcomes any contribution.

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## General information

### *Starting the school day*

Children should arrive at school no earlier than 8.30am. Teacher supervision of children begins at 8.30am until the commencement of the school day at 9.00am. Arrival at school should be ten to fifteen minutes before school begins. This allows children to benefit from the social and play aspects of school life. It is very important that each child is at school ready for the commencement of the school day. Late arrivals cause distractions and can waste time when instructions need to be repeated.

School assemblies are held most mornings, weather permitting. At this time announcements and reminders are given, special acknowledgements of students are made and awards are given out. Every effort should be made to send your child to school every day. Some children take a few days to settle in and days spent at home make the adjustment more difficult.

### *Picking up children at the end of the day*

School finishes at 3.00pm and the buses leave at 3.05pm. Please be prompt in picking up your child if they aren't catching a bus. Make sure your child knows who will be collecting them each afternoon. Children can get upset if you or someone else picking them up comes late.

**No child should leave the school grounds unless accompanied by an adult.**

**Children who catch the bus** will need to assemble in the bus lines situated at the path outside the Kindergarten classroom.

**Children who are being picked** are walked by a teacher from the COLA entrance to the pickup gate. Parents are unable to come into the school grounds and collect their children as the school gates are always locked. **Children are not to walk by themselves to the cars of their parents.** We must insist on this to ensure the safety of the children.

**Parents are also asked not to enter the bus zone** to drop off or pick up children. Parents are asked to park in the designated parent carpark which is located at the gate on the northern end of the playground adjacent to the primary playground equipment.

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## Enrolment

### *How to enroll*

Contact us when you're ready to enroll your child in our school. You may need to attend an interview with the principal. There you can discuss any medical conditions or other special circumstances before your child starts school. We may also complete a risk assessment on the enrolment.

For more information, visit [\*\*primary school enrolment\*\*](#).

### Non-local enrolments

As outlined in the department's [\*\*enrolment policy\*\*](#), our school may accept enrolments from outside our local enrolment area if places are available.

A panel will assess applications for non-local enrolment on a case-by-case basis and make recommendations to the Principal about their decisions using the criteria set out in Meadow Flat Public School's [\*\*non local enrolment policy\*\*](#).

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## Attendance: It's not OK to be away!

If your child is unable to attend school due to illness or a family commitment, you must either call the school or submit a digital leave form via the SkoolBag app. Alternatively a signed and dated note can be given to the classroom teachers.

Students must attend school every day, *unless*:

- the student is too sick to leave the house
- the student has an infectious disease e.g. chicken pox, mumps, measles or whooping cough. Refer to "Too Sick for School?" guideline. <https://education.nsw.gov.au/parents-and-carers/wellbeing/health-and-safety/too-sick-to-go-to-school>
- students are on family holidays which cannot be arranged during school vacations. An application for leave will need to be made via the principal. <https://edit.sws.schools.nsw.gov.au/editor.html/content/doi/sws/schools/m/meadowflat-p/www/notes-.html>

It is appreciated that in the event of a long absence (family vacations, illness, etc.), the school office is notified. The school is required to contact parents and caregivers if your child has been away for more than three days in a row and the absence is unexplained.

Students arriving after 9:00am will be marked as being late on the school roll. Late arrivals can be disruptive for others and should be avoided where possible.

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## Supervision

Parents are advised that teachers' duty of care normally commences at 8:30am each morning and ceases at 3:10pm each afternoon. Parents arriving earlier than this will need to wait with their children until playground duties commence at 8:30am.

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## School Fees

### Voluntary school contributions

There is a voluntary school contribution scheme. This scheme helps the school to provide various resources. The school contribution in 2022 was \$55.00 per student. The most we ask you to consider paying is for 2 children in each family.

Payments can be made via the Parent Online Payment (POP) via the skoolbag school app or the school website. [www.meadowflat-p.school.nsw.gov.au](http://www.meadowflat-p.school.nsw.gov.au)

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## Medications

Sometimes it is necessary for medications to be administered to a child at school. Parents are required to obtain a Parent Request Form from our school website <https://meadowflat-p.schools.nsw.gov.au/notes-.html> for the Administration of Medication at School from the office. Please ensure that the medication is in the original packaging and is clearly labelled with the medication type, student's name and dosage. If it is an ongoing arrangement please see your local pharmacy to have the medication put into a blister pack.

### *Asthma Management*

All students with asthma must provide the school with an up to date Asthma Management Plan. Parents/ guardians are responsible for ensuring their children have an adequate supply of appropriate asthma medication (including a spacer) with them at school at all times.

### *Allergies and Anaphylaxis*

**If your child has a severe allergy or anaphylactic condition, please notify the school as soon as possible and ensure that the school has a copy of your child's ASCIA Plan and an EpiPen if required.** <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

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## Collecting students during school hours:

If you need to collect your child during school hours, please visit the school office and sign your child out. All early leavers and late arrivals are marked on the roll. Please be aware that the school gates are locked and you will need to call the office to be let in to the school. Late arrival is disruptive for other students and should be avoided where possible.

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## Communication

Our school communicates with parents and the community in several ways. These include our school website, Facebook and via the school app, SkoolBag. Using SkoolBag is recommended as you will receive reminders of school events, our newsletter, send in absence notes and download permission notes. <https://www.moqproducts.com.au/skoolbag/installation-instructions/>

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## Student Information

It is vital that student information is kept current. We ask that any changes to address, contact numbers etc. are provided to the school. If your children have any medical concerns that the school needs to know about please contact the office staff.

**\*IMPORTANT\***



If there is a court order which prevents anyone having contact with your child, please let us know of the details.

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## Curriculum

The curriculum is defined in terms of six Key Learning Areas (KLA) set by the NSW Board of Studies:

- Creative arts
- English
- Mathematics
- Human society and its environment (HSIE)
- History and geography
- Personal development, health and physical education (PD/H/PE)
- Science and technology (SC&T)

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## School uniforms

All students are expected to wear full school uniform. Our uniforms are supplied by Lithgow Workwear in Lithgow. Hats, backpacks and tunics are available to purchase from the school office. The P & C donate a hat to every new Kindergarten student who commences. .

### *SUMMER UNIFORM*

#### **GIRLS**

- Tunic, white shirt, white socks and black shoes  
*or*
- Black skorts or shorts, red polo shirt, white socks and black shoes.

#### **BOYS**

*Grey shorts, red polo shirt, grey socks and black shoes.*

### *WINTER UNIFORM*

#### **GIRLS**

- Tunic, white shirt, black tights, black shoes and a red jumper (polar fleece or v neck)  
*or*
- Black trackpants, red polo shirt, white socks and black shoes.

#### **BOYS**

Grey trackpants, red polo shirt, grey socks and black shoes.

### *SPORT - (UNISEX)*

#### **SUMMER:**

- Black shorts, white polo shirt and joggers.

## WINTER

Black trackpants, white polo shirt, red jumper and joggers.

### *Lost Property:*

Lost property is stored in a box in the foyer of the primary classroom and may be inspected by parents at any time. Please ensure **all** items of clothing, food containers, hats and bags are clearly labelled with your child's name. This will ensure that we are able to return lost items to their correct owners.

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## Healthy eating

At Meadow Flat Public school, we encourage students make responsible choices when eating. Providing your child with nutritious and healthy foods during the day will ensure that their energy levels will remain high and assist them with concentration in class. Please ensure that your child has enough food for both recess and lunch, although please do not overload your child's lunch box.

### *Crunch and sip:*

We encourage your child to have a clearly labelled plastic drink bottle containing water in the classroom. This encourages healthy drinking habits and enables your child to keep their fluids up! Your child may leave their bottle on their table or in a designated spot throughout the day. Students have healthy eating breaks during the morning session. We ask that you pack your child some cut up fresh fruit or vegetables to eat at our morning fruit break.

### *Canteen*

We run canteen once a week at a cost of \$5.00 per student. A Year 6 Fundraiser canteen day once per Term at the cost of \$6.00. Orders are placed through Skoolbag App by 3:00pm Fridays.

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## Sport

Fitness sessions occur daily and consist of short sessions of physical activity. Friday is our sports day and students need to wear their sports uniforms. Our school is part of the Bathurst Small Schools Association. This is made up of 5 small schools in the Bathurst area. We combine our schools to run our swimming carnival, athletics carnival, gala days, cross country and to form sporting teams.

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## Special religious education lessons

Scripture lessons take place once per week for up to 45 minutes. The lessons are given by a church appointed teacher. Scripture is not compulsory and we also run a non scripture class. Parents are given the option to indicate their preferences for scripture or non scripture upon enrolment. Any changes to your choice need to be sent into the school via a note.

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## Library

Library borrowing occurs weekly and students are encouraged to borrow a variety of texts from the library. Reading is a very important part of our school curriculum. We encourage you to read with your child, for them to read to you or to read independently. This is intended to be a pleasurable activity and to enhance your child's interest in reading. Please ensure that your child has their own library bag, clearly labelled.

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## Interviews and reports

Reports are sent home end of Term 2 and Term 4. Parent teacher interviews are held in Term 1. During this meeting teachers and parents share information about the child, note the strengths of the child and discuss areas for development. If you would like to discuss your child's progress with their teacher at any other time during the school year, please call the office and make an appointment. Parents should not talk to the teacher when they are rostered on playground supervision.

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## School Transport Scheme

For details on the school bus services contact our local bus operator, Mrs. Sue Brooking on 0409 712267 or the school office on 6359 5259. Sue will provide you with pick up points, collection and drop off times. Application forms may be submitted online.

<https://transportnsw.info/school-travel-apply>

### *Occasional bus travel*

If your child's usual travel arrangements change and you wish to have him/her travel to or from school via bus, please contact the bus drivers to ensure there is a spare seat available for your child. We also ask that you inform the school of any changes to routine so that we can make sure the teacher on bus duty is aware.

Families that live 1.6km or more from a bus stop are eligible for the Private Vehicle Conveyance subsidy (PVC) payments from Transport NSW. You need to apply online at

<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/private-vehicle-conveyance-pvc>

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## Messages and payments:

Everything sent to the school for the class teacher or office should be in an envelope clearly marked with the child's name, grade and purpose. We ask that students place their payment envelope in the cash mail box inside the door of the office. This will be emptied by office staff by the end of the day.

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## Parents and Citizens Association

The Parents and Citizen's Association (P&C) meets at the school twice a term. The role of the P&C is to be the parent representative body within the school community.

Payments for P&C based activities and fundraising are to be made separately to the school accounts. They are to be made with cash only, clearly labelled with the student's name and that it is for the P&C.

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## School concert and presentation

At Meadow Flat Public School, we hold a presentation and a school concert in Term 4. This is a great opportunity for the students, staff, families and community to come together and celebrate the success of all of our students. We also showcase the talents of our students by performing entertaining dramatic and musical items.

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## School hats and sunscreen

Meadow Flat Public School has the policy **NO HAT = PLAY IN THE SHADE** during Term 1 and 4. We have this policy to ensure students wear their school hat whilst outside in the playground. It is also advisable that your child has SPF 30+ sunscreen applied to exposed skin in term 1 and 4.

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## Swimming program

Our students travel to Bathurst Aquatic Centre for lessons via bus. Students participate in two lessons a day over 4 days in Term 4. We are fortunate to have a supportive P&C that donate half of the swimming cost per student, reducing the cost for families.

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