



Mullaway

PRIMARY SCHOOL

Making a quality contribution to society



Mullaway Primary School Information Booklet 2025



MULLAWAY PRIMARY SCHOOL

Address: 15 Whitton Place MULLAWAY NSW 2456
Telephone: 6654 0377
Email: mullaway-p.school@det.nsw.edu.au
Website: www.mullaway-p.schools.nsw.edu.au

Principal: James Deagan

Assistant Principals: Kathleen Broekman - Year 1/2 Teacher
Matthew Neal - Year 3/4 Teacher
Tyson Blanshard - Year 5/6 Teacher
Rebecca Saunders - AP Curriculum and Instruction

Teachers:

Kindergarten Chonny Lee, Deb Gentle
Years 1/2 Christopher Wiggins, Dahna Rigoni, Emily Nudd/Hollie Burgess
Years 3/4 Marty Skinner, Zoe Swift
Years 5/6 Tracey Dibb, Joel Grant
RFF Benjamin Cheers
Librarian Vanessa Hopper

Learning & Support

Teachers (LST): Vanessa Hopper, Mel Whittaker, Becky Harloff

School Administrative and Support Staff:

Admin Manager Jessica Craig (Relieving)
Admin Officer Tania Swilks
Admin Officer Ryki Geerligs

Student Learning Support Officers:

Katrina Hill, Haley Watson, Alexis Grayson, Tammie Amos, Julie Wales

General Assistant: Greg Williams, Denis Crossley, Mick Burns

School Counsellor: Emma Peart

Director Education Learning:

Martin Gill
School Education Area Office, Grafton

P&C Organisation: Mandy Carter *President*
Janita Stocks *Secretary*
Sue Jones, Jarrod French *Treasurer*

P&C Meetings: Monday at 5:30pm, Week 4 & Week 8 of each Term

Our Values

Learning:	the acquisition of knowledge, skills and understanding through quality teaching.
Collaboration:	the action of working together to achieve an outcome.
Community:	the condition of having shared values and beliefs in common.
Opportunity:	a set of circumstances that makes it possible to achieve optimum outcomes.
Progress:	development towards an improved or more advanced outcome.
Success:	the accomplishment of an outcome.
Happiness:	the state of being happy and positive.

Our School Motto

Making a Quality Contribution to Society.

Our Beliefs

1. Our role is to instil a love of learning and to guide each child to reach their potential.
2. All students have the potential to grow and progress.
3. Education gives you the power to make choices and have options.
4. Teaching and learning needs to be relevant to real life and engaging.
5. We want future generations to be educated, respectful and responsible.
6. Students act and respond according to what they see and hear.
7. Together we can learn, share and grow.
8. For teachers it is essential to learn together and build strong foundations as a team.
9. Every generation of learners is different and teachers need to move with change.

The Five Bees



*Be happy
and safe*



*Be a good
listener*



*Be your
best*



*Be
Respectful*



Be fair

School Hours

8.55am to 3.00pm

Bell Times/Daily Schedule

8.55 am	Morning Messages (<i>Monday/Wednesday</i>)
9.15 am	Numeracy Key Learning Time
10.20 am	Crunch & Sip
10.30 am	Literacy Key Learning Time
11.30 am	Lunch
12.00 noon	Home Class
1.35 pm	Afternoon Break - (EAT) 1st half
1.45 pm	Afternoon Break - (PLAY) 2nd half
2.15 pm	Home Class (<i>Monday – Thursday</i>)
	Fridays – Whole School Assembly
3.00 pm	Day Ends

Keeping your records up to date

Please notify the school personally, in writing, email or via the School Bytes Contact Form of any changes in your contact details, emergency contacts or medical information as soon as possible so that our records will be accurate at all times.

Canteen

Our P&C run Canteen, the Three Dolphins Café, is a Healthy Canteen and is open Wednesday to Friday each week. The profits are used by the P&C Association to purchase much needed equipment for the educational programs of the school.

Volunteers are always needed. If you can spare some time, it will be greatly appreciated. Orders can be placed through the Flexi-schools App or by placing your written order into the order box at the front of the canteen.

Communication

Mullaway Primary School's main mode of communication to parent contacts is email.

Correspondence emailed includes event information and updates, academic reports, general reminders, messages from teachers and statement of accounts.

Please read our Protocols of Communication which outlines our full communication policy, procedures and expectations, found on our schools website.

School Bytes Parent Portal is our student administration and finance portal for parents, and can be accessed through your browser or using the School Bytes App on your mobile device. Its communication features include; online permissions and payments, online forms for school communication, including absence notifications, school interviews, calendar of events and noticeboard.

Newsletters. Newsletters will be emailed to parents at 5:00pm every second Wednesday and all past newsletters are available in School Bytes and the school's Website.

School Website. The Mullaway Primary School Website is regularly updated with calendar events, news, newsletters and general school information. It is maintained to ensure current information from the school's events calendar is available.

Facebook. Facebook posts will be for sharing past events, occasional reminders and in the event of an emergency.

Alerts. If at any time there is an emergency at school e.g. weather conditions, fire threat or bus breakdowns - you will receive an alert via SMS and a push notification through the School Bytes.

Student Absences

Student absences require explanation from parents within seven days as per the Department of Education's School attendance policy. Please follow one of the below processes to notify the school of the reason for all absences.

Text Message Response. A text message will be sent when an absence is recorded, at 9:45am on the day of the absence. Please reply to this text message with the reason for the absence (preferred method).

Absence Form. In the 'Forms' Section of your School Bytes Parent Portal, fill in the online Absence form and submit.

Email or Phone. You can email the school office at mullaway-p.school@det.nsw.edu.au or phone to explain the child's absence.

Extended Leave. For planned absences during the school term (family holidays and travel), an Extended Leave application will need to be completed. This can be found in the 'Forms' Section of your School Bytes Parent Portal.

For more information on attendance please see our School's Attendance Procedure, found on our school's website.

Lost Property

All clothing & personal items should be clearly and permanently marked with the owner's name. Most 'lost' property results from honest confusion over unmarked items. Unclaimed clothing/items are located on the table in front of the school office. Please check or ask your child to check for any lost items. At the end of each Term all unclaimed clothing is recycled through our second hand clothing pool or taken to one of the local charity outlets.

School Sporting Houses

School sporting houses are allocated to children when they enrol. Children with older brothers or sisters will automatically be allocated to the same house as their siblings.

The houses are:

Name:	Colour:	Symbol:	Pronunciation:
Alinta	Purple	Stars	Ah-lint-a
Bindarri	Orange	Creek	Bin-Da-Rae
Cargal	Blue	Ocean	Car-gal
Nian	Red	Sun	Ny-ann

Uniforms

Wearing the correct school uniform is an expectation at Mullaway.

GIRLS

Shirt	Teal Polo Shirt with black collar & sleeves
Tunic	Check with contrast fabric collar and tie
Shorts (modest length)*	Black
Skort (modest length)*	Black
Skirt (modest length)*	Black
Hooded Jacket, Zip Front	Black with logo on left hand side
Track Pants	Black
Leggings	Black (can be worn under skirts, skorts or Tunic)
Socks	Plain Black, Teal or White
Shoes	Black Joggers
Hats	Black Bucket Hat with Logo (\$15 from School Office)

BOYS

Shirt	Teal Polo Shirt with black collar and sleeves
Hooded Jacket, Zip Front	Black with logo on the left-hand side
Shorts (modest length)*	Black
Tracksuit Pants	Black
Socks	Plain Black, Teal or White
Shoes	Black Joggers
Hats	Black Bucket Hat with Logo (\$15 from the school Office)

*Modest length - (half-way between the top of the leg and knee.) When standing straight the tip of the middle finger is where the bottom of the clothing should be.



JEWELLERY- the 1 rule - a maximum of one necklace, one bracelet, one anklet.

No dangly earrings. Sleepers or studs only. All jewellery items are to be discreet.

No make up is allowed to be worn to school.

No false finger nails to be worn to school.

There is a clothing pool at the school selling cheap second-hand items. Sizes and quantities are limited. Donations kindly accepted.

For new Uniform sales;

Market St Stiches - 13 Market Street, Woolgoolga. Phone: 6654 2999

Team Spirit Sportswear 1/10 Gdt Seccombe Cl, Coffs Harbour. Phone: 6651 9030

Please read our school Uniform Expectations document found on the School's website for more information.

Library – The School Resource Centre

The Library is located at the centre of our school and operates Monday to Thursday. It is also open at afternoon break for passive activities such as chess and reading.

The Library is the information hub of our school and is designed to allow students access to books and digital resources for their school work as well as for their reading pleasure.

Each child is allowed to borrow from the Library for a period of two weeks and are helped with book selection if required. Students are encouraged to participate in the Premier's Reading Challenge each year which is coordinated through the Library.

To help protect our resources, each Kindergarten student is given a P&C-donated Mullaway library bag to use throughout their Mullaway schooling. Kindergarten children are guided throughout the year in using the Library, and are made welcome at all times. They can borrow books at all times the Library is open, and are able to enjoy listening to stories as well as being able to take them home.

The Library has a wide range of resources to cater for all students. During Library sessions each week, students learn about how the Library works, listen to and read stories and browse the collections for enjoyment. Developing key research and information literacy skills are also a focus during these sessions.

Technology

Each classroom has access to the internet, email and school owned software via networked laptops and iPads situated in the block.

SRE/SEE – Special Religious Education/Special Education in Ethics

SRE/SEE is held each Tuesday between 12pm and 12.40pm.

SRE (Combined Christian) is taught by trained and authorised teachers across 13 denominations and 23 churches. Teachers are sourced from Anglican Diocese of Grafton; Australian Christian Churches; and Baptist Union of NSW, using curriculums approved across churches.

SEE lessons are provided by Primary Ethics trained volunteers. Classes are run based on the availability of volunteers. In 2025, we offer 1 x Stage 1, 1 x Stage 2 and 1 x Stage 3 Ethics Class.

NON-SRE/SEE students attend Stage Studies.

Student Representative Council (SRC)

Our SRC is made up of School Captains and Vice Captains, Indigenous representatives and home class representatives, who are elected by their fellow students and staff. Stage 1 (Years 1 & 2) elect one Year 2 student, Stages 2 & 3 (Years 3, 4, 5 & 6) elect two students per class per semester. This group represents all the students in the school and heightens students' involvement in decision making and the positive elements of good citizenship. The SRC abides by a constitution and is self-sustaining in its operation.

Mullaway Junior AECG

Our AECG (Aboriginal Education Consultation Group) meet twice a term to discuss and make decisions about different ways Aboriginal culture can be embedded across the school regularly and take charge of new initiatives. One such idea that was voted on was the name of the Junior AECG which is Mullaway Junuy Yugirrbín which means Mullaway Junior Dolphins. An executive team is elected by the members. These positions include President, Vice President, Secretary and Assistant Secretary.

Environmental Education and Sustainability

We have a strong focus on environmental sustainability embedded in our school operations. Students learn about and are directly involved in running our environmental programs including our recycling and food waste programs.

Our waste collection involves the students with the '4 Rs'. Refuse, Reduce, Reuse, Recycle. Waste paper is either reused or recycled with our SRC students collecting weekly from each classroom. We encourage a waste-free lunch box and ask that all soft plastics are taken home to dispose of. This continues the important conversation about reducing our waste. Students are also involved in the collection of used classroom resources such as markers, glue sticks and pens which are then sorted and sent to TerraCycle to be recycled.

Road Safety, Bicycles, Pedestrians

In the interest of safety, only children in Years 3 to 6 should ride bicycles to school.

Authorities now advise that children under the age of 10 years generally lack the necessary sensory and physical attributes to enable them to ride safely in traffic.

AN APPROVED SAFETY HELMET MUST BE WORN.

At school, all students will be involved in a Road Safety Education program. There are regular reports and reminders of proper road safety practices.

For passengers, pedestrians and those who ride bicycles to school a thorough knowledge of road safety is essential. The school does not approve of children riding on the highway.

School Bus Operators

Sahdra Bus Lines Mobile: 0421 943 219

Safety Beach	S6 (am); S171 (pm)
Mullaway/Arrawarra Headland	S5 (am); S172 (pm)
Country Club	S3 (am); S168 (pm)

Forest Coach Lines Phone: 6654 1063

Upper Corindi	S845 (am); S945 (pm)
Red Rock and Woolgoolga	S844 (am); S944 (pm)

Bus passes are obtained from Transport NSW. An online application can be submitted at:
transportnsw.info/school-travel-apply

School Counsellor

Our School Counsellor is Emma Peart. Emma spends each Tuesday and every second Wednesday at our school. Counsellors are experienced teachers who have developed skills in interviewing techniques to enable them to assist students who may be experiencing learning, personal or social problems at school.

Students may be referred to the School Counsellor by teachers or by parents through their teacher via the Learning & Support Team.

Parents will always be informed before any detailed testing or assessment of a child is undertaken by the Counsellor. They will be closely involved in and regularly consulted about any long-term program of assistance undertaken by the Counsellor with their child.

Special Events

Term 1 - K-2 Water fun day

Term 1 – Swimming Carnival

Term 1 - Cross Country

Term 1 - 3 Way Interviews

Term 2 - Athletics Carnival

Term 3 - Mullaball Cup

Term 3 – Musical/ Theatrical Minds (Alternating years)

There are other programs such as:

- Kids in the Kitchen
- Sensory Learning (Kinder)
- Teddy Bears picnic (Kinder)

Other special events such as:

- Discos
- Fundraising Mufti Days
- School Mini Fete

Values in NSW Public School

Integrity	Being consistently honest and trustworthy.
Excellence	Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.
Respect	Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold opposing views.
Responsibility	Being accountable for your individual and community's actions towards yourself, others and the environment.
Cooperation	Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.
Participation	Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation.
Care	Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
Fairness	Being committed to the principles of social justice and opposing prejudice, dishonesty, and injustice.
Democracy	Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

For further information:

The Mullaway Primary School Website is our main source of information.

<https://mullaway-p.schools.nsw.gov.au/>

The website is regularly updated with calendar events, news, newsletters and current school and departmental information. It is also the source for current policies and guidelines, in the 'Rules and Policies' page. Please take the time to read through the below documents.

- School Attendance Policy
- Protocols For Communication
- Steps for School Bytes Parent Portal
- Behaviour Policy
- Mullaway School Uniform Policy