

# MULLAWAY PRIMARY SCHOOL



# INFORMATION BOOKLET



Updated: August 2022

## MULLAWAY PRIMARY SCHOOL

Address: 15 Whitton Place MULLAWAY NSW 2456

Telephone: 02 6654 0377

Email: mullaway-p.school@det.nsw.edu.au

Website: www.mullaway-p.schools.nsw.edu.au

**PRINCIPAL:** Kathy Broekman (Relieving)

**ASSISTANT PRINCIPALS:** Matthew Neal - Year 1/2 Teacher  
Ben Cheers (Relieving) - Year 3/4 Teacher  
Tyson Blanshard - Year 5/6 Teacher  
Rebecca Saunders-AP Curriculum and Instruction

Teachers: K - Chonny Lee  
K - Deb Gentle  
1/2 - Claire Wilson  
1/2 - Belinda Foord  
3/4 - Dahna Rigoni  
3/4 - Joel Grant  
5/6 - Hollie Burgess  
5/6 - Tracey Dibb  
Zoe Swift - RFF (Release from Face-to-Face)  
Marty Skinner - RFF (Release from Face-to-Face)  
Cass Sutherland - Librarian  
Lara Wiggins– Support  
Toni Carter– Support

Learning & Support  
Teacher (LST): Marek Paszkowski

### School Administrative and Support Staff

Admin Manager: Jess Craig (Relieving)  
Admin Officer: Tania Swilks  
Admin Officer: Ryki Geerligs

Student Learning  
Support Officers: Josh Corbett Alexis Grayson  
Katrina Hill Haley Watson  
Tammie Amos

General Assistant: Greg Williams

School Counsellor: Emma Peart

Director Education  
Learning: Martin Gill  
School Education Area Office, Grafton

P&C Organisation: Greg Williams *President*  
Jemah Parker *Vice-President*  
Karen Woolridge *Secretary*  
Mandy Carter *Treasurer*

Meetings: Wednesday at 5:30pm, Week 3 & 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.

## **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 are different and teachers need to move with change.

# The Five Bees



Be happy and safe



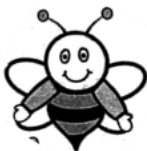
Be a good listener



Be your best



Be respectful



Be fair

# **CODE OF CONDUCT**

## **RIGHTS**

## **AND**

## **RESPONSIBILITIES**

*I have a right to go to school*

It is my responsibility to follow the school's Code of conduct and accept and promote the rights, freedoms and responsibilities of being an Australian citizen.

*I have a right to learn*

It is my responsibility to do the best I can:  
listen to and follow instructions  
concentrate on set tasks  
seek help if I have a question or problem  
cooperate with others

*I have a right to hear and be heard*

It is my responsibility to listen and allow others to speak without interruption

*I have a right to be respected and treated fairly*

It is my responsibility to respect myself, others and our differences  
be honest trustworthy and sincere

*I have a right to feel happy, safe and secure in our environment*

It is my responsibility to:  
help and care for others  
act in a non-violent and peaceful way.

*I have a right to my own privacy and personal space*

It is my responsibility to respect the personal property of others and to accept their right to privacy and personal space

# **PRIVILEGE SYSTEM**

Our Privilege System has been developed to meet the following desired outcomes.

A system where children:

- Have individual performances recognised
- Negotiate their own standards of behaviour
- Are an active part of the privilege system
- Are responsible for their own actions
- Accept the consequences of their actions

A level system where, through acceptable behaviour and demonstrated responsibility children obtain privileges of corresponding merit.

Top level privilege can be obtained by any pupil who has been co-operative and responsible

Process:

All children will start each term on Level 2 for 2 days.

A child will be warned in minor circumstances of inappropriate behaviour.

If this behaviour continues it is likely to result in loss of a level.

Through negotiation with children, this system will have:

- Clearly defined privileges/benefits for behaviour
- An understanding of consequences for misbehaviour
- An instant response to their actions
- The availability of top privilege for all
- Levels reported on Sentral

## **LEVEL 1: TOP PRIVILEGES**

Students must maintain outstanding qualities at all times.

Children must implement all aspects of our School's Code of Conduct at all times.

Top Privileges Include:

- Library 2nd half afternoon break
- Classroom privileges
- Peer helpers

Standard procedure is children will usually go up a level every 2 days unless negotiated with the teacher.

## **LEVEL 2: NORMAL PRIVILEGES**

Children implement aspects of our School Code of Conduct most of the time.

Normal Privileges Include:

- Using sports equipment
- Access to excursions, discos, social occasions, and School representative teams
- Access to play areas
- Special activities -lego, chess, card games, art

### **LEVEL 3: RESTRICTED PRIVILEGES**

Children who display inconsistent management of our School's Code of Conduct.

- Children at this Level will receive guidance by a Teacher
- While on Level 3 the child will be supervised in the Reflection Room. Discussion occurs at this Level between student and teacher. Strategies are identified and suggested to assist the student in the future.
- Discussion may be necessary with children and parents as to whether children can represent our school in sporting and cultural events or out of hours school-organised Activities.
- There will be access though to these educational events and activities pending negotiations with child's parents/carers and teachers

### **LEVEL 4: WITHDRAWAL OF PRIVILEGES**

Children who use:

- Violence
- Bullying/ repeatedly teasing; Repeatedly disobedient or disrespectful
- Verbal Abuse towards an adult and other students are in breach of our School's Code of Conduct

Withdrawal will include withdrawal from playground for two (2) days. Variations may occur at the discretion of the Principal.

- While on Level 4 the child will be in the Office for all of Lunch Break (11.30am—12 noon) and all Afternoon Break(1.35pm – 2.10pm)

ALL Children on Level 4:

- Parents will be contacted by phone.
- Must have a letter printed off Sentral to the child's parent/carers notifying them of the child's behaviour, and an option for an interview. The letter must be returned, signed as soon as possible.
- A record on Sentral must occur.
- Children cannot attend as representatives of our school in sporting and cultural events or out of hours school-organised activities

If children do not behave in Level 3 area they are to go to the Level 4 area for all break time.

Persistent and/or serious breaches can lead to suspension and expulsion as per the NSW Department of School Education Procedures

Level 4 Debriefing - All teachers must ensure that 1 to 1 debriefing is done, which may include reflection sheet, discussion of more positive behaviour and reconciliation where appropriate.

Children return to Level 2 for two (2) days after Level 3 or 4 incidents.



## INTERVENTIONS

Those children who are not able to work within our level system over a consistent period will have interventions eg structured play, IEP, Social skills, etc

Parents will be contacted in writing and an interview will be requested to discuss strategies for re-introduction to the level system.

For repeated behaviour issues the Learning and Support Team will be informed.

The counsellor will be informed and input will be sort on the best strategies to support the student.

Note to parents: Please feel welcome to discuss your child's level with the class teacher

## RESPONSIBILITIES OF PARENTS

***We ask parents to partner with us and support their child and the School by:***

- Demonstrating a positive attitude at home about school, teachers and the importance of education;
- Keeping open communication with their child's teacher, Assistant Principal and the Principal, communicating any concerns they may have. This helps to address any difficulties, and maintains a positive learning and social environment;
- Monitoring homework and assignments to make sure they are completed well and on time, and encouraging their child to work to the best of their potential, academically and socially;
- Demonstrating respect and good manners towards others in the school community; including teaching staff, administration and other staff working in the school;
- Attempting to provide, to the best of their ability, proper rest and nutrition for their child, as these are extremely important if they are to function well at school;
- Making themselves aware of their child's performance at school and be open to a mutual sharing of concerns; and
- Being a positive role model when visiting the school

# **SUGGESTION, CONCERN AND COMPLAINT PROCEDURES**

Your suggestions and complaints are valued as they enable staff to address your concerns and improve the quality of service. We will strive to remedy problems promptly and deal with each matter fairly.

## **HOW YOU CAN MAKE A SUGGESTION, NOTIFY A CONCERN OR COMPLAINT**

You can make a suggestion, notify a concern or make a complaint orally or in writing to the principal. If made orally it may need to be put in writing later. These can also be made by sending an email to the school [mullaway-p.school@det.nsw.edu.au](mailto:mullaway-p.school@det.nsw.edu.au)

It is preferable that you give your name and sign your concern or complaint. Anonymous complaints can be acted on only in certain circumstances.

## **HOW YOUR SUGGESTION, CONCERN OR COMPLAINT WILL BE HANDLED**

When a suggestion or complaint is received it will be assessed in terms of its nature and seriousness. We will acknowledge it and we can give you an indication of the likely timeframe for dealing with it.

If it is about a policy or process rather than about a person, then the REMEDY AND SYSTEMS IMPROVEMENT PROCEDURE will apply.

If it is about a person, but not about an alleged serious breach of policy or procedure, then the NEGOTIATION PROCEDURE will apply.

If it is about a person, and it is about an alleged serious breach of policy or procedure, then the INVESTIGATION PROCEDURE will apply.

## SCHOOL HOURS

8.55 am to 3.00 pm

8.55 am	Assembly (Monday/Wednesday)
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
3.00 pm	Day Ends

## ADDRESS / TELEPHONE / PERSONAL DETAILS CHANGE

Please notify the school personally, in writing or via the SZApp of any changes in your address, telephone number or details of contact person as soon as possible so that our records will be accurate at all times.

## CANTEEN

Our P&C run Canteen, the 3 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.

Our café co-ordinator is Lisa.

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—SCHOOLZINE APP

The SchoolZine App is an amazing tool for communication.

The SZApp can be downloaded from Google Play or Apple App Store.

- **Newsletter:** Our digital Newsletter will be available on your SZApp fortnightly on Wednesdays. The newsletter is also available by email and on our website. A hard copy of the newsletter is available from the school office on request.
- **SMS:** If a student is absent an SMS will be sent before 10am to the parent/guardian. A reason for the absence can be sent back via the SMS.
- **Absences/Messages:** If your child/children have been or will be absent, please let us know via the SZApp - this is the most convenient way to inform the school of such absences. If you have a message for the class teacher, this is also a great way to communicate. The messages will be sent from the school email, directly to the class teacher.
- **Alerts:** If at any time there is an emergency at school eg weather conditions, fire threat or bus breakdowns - you will receive an alert via the SZApp.
- **Facebook:** is used mainly for recounts/photos of events and reminders of up and coming events.

## **ENVIRONMENTAL EDUCATION & 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.

The new clear outdoor bins for landfill, hard plastics and paper/cardboard help us to monitor our waste outdoors. All of the school's food waste is also collected and fed to our very own happy hens. Our hens produce eggs which are sold at the office.

## **LIBRARY - THE SCHOOL RESOURCE CENTRE**

The Library is located at the centre of our school and operates every day of the school week. 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 for 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 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.

## **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 trolley 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

## **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/Ararawarra Headland		S5 (am); S172 (pm)
Country Club		S3 (am); S168 (pm)

Forest Coach Lines	Phone: 02 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](http://transportnsw.info/school-travel-apply)

## **SCHOOL COUNSELLOR**

Our School Counsellor, Emma Peart, spends each Wednesday and Thursday in 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.

## **SCHOOL FEES**

School Service Fees are as follows:

1 child	\$40
2 or more children	\$60

Please Note: The payment of a Service Fee is a matter for decision by individual parents and guardians. These fees are not compulsory but such a fee will benefit students through improved educational resources.

## SCHOOL SPORTING HOUSES

School sporting houses are allocated to children when they enroll. 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

## 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 2022, we currently offer one x Kindergarten, two x Stage 1, one x Stage 2 and one x Stage 3.

**NON-SRE/SEE** students attend Stage Studies.

## STUDENT REPRESENTATIVE COUNCIL (SRC)

Our SRC is made up of School Captains and Vice Captains, Indigenous representative 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.

## TECHNOLOGY

Each classroom has access to the internet, email and school owned software via networked laptops and iPads situated in the block. In the Tiered Learning Area Computer Lab, beside the school library, computers are networked for whole class tuition in the uses of various programs in all curriculum areas. Classes have access to this lab via a weekly timetable as well as lunchtime sessions. A bank of laptops are also available for use at afternoon break.

## MULLAWAY JUNIOR AECG

Our newly formed 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 are elected by the members. These positions include President, Vice President, Secretary and Assistant Secretary.

## SCHOOL UNIFORM

### SUMMER and WINTER

#### **BOYS**

- |                          |                                                                           |
|--------------------------|---------------------------------------------------------------------------|
| Shirt                    | - Teal Polo Shirt with black collar & sleeves ( <i>Slick Sportswear</i> ) |
| Hooded Jacket, Zip Front | - Black with logo on left hand side ( <i>both suppliers</i> )             |
| Shorts (modest length)   | - Black ( <i>Market St Stiches Woolgoolga</i> )                           |
| Tracksuit Pants          | - Black ( <i>Market St Stiches Woolgoolga</i> )                           |
| Socks                    | - Black, Teal or White                                                    |
| Shoes                    | - Black Joggers                                                           |
| Hats                     | - Black Bucket Hat with Logo ( <i>\$15 cash from School Office</i> )      |

#### **GIRLS**

- |                          |                                                                           |
|--------------------------|---------------------------------------------------------------------------|
| Shirt                    | - Teal Polo Shirt with black collar & sleeves ( <i>Slick Sportswear</i> ) |
| Tunic                    | - Check with contrast fabric collar and tie ( <i>Market St Stiches</i> )  |
| Shorts (modest length)   | - Black or check uniform fabric ( <i>Market St Stiches</i> )              |
| Skort (modest length)    | - Black or check uniform fabric ( <i>Market St Stiches</i> )              |
| Hooded Jacket, Zip Front | - Black with logo on left hand side ( <i>both suppliers</i> )             |
| Track Pants/Leggings     | - Black ( <i>Market St Stiches</i> )                                      |
| Socks                    | - Black, Teal or White                                                    |
| Shoes                    | - Black Joggers                                                           |
| Hats                     | - Black Bucket Hat with Logo ( <i>\$15 cash from School Office</i> )      |

#### **SPORT**

As above

**Accessories** - head bands or ribbons—plain black, white or teal

**Jewellery - the 1 rule** - a maximum of one necklace, one set of earrings, one bracelet, one anklet. All jewellery items are to be discreet

**No make up** is allowed 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.

#### **Wearing the correct school uniform is an expectation at Mullaway**

Students who do not wear the correct jumper will be required to do a day-swap of their non-school jacket for one of our in-class spare jackets. (our jackets are identified by the silver "M" symbol on the back).

***Slick Sportswear - 1/10 Seccombe Cl, Coffs Harbour. Phone: 6651 9030***

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

# **Mullaway Primary School**

## **~ VALUES IN NSW PUBLIC SCHOOLS ~**

<b>INTEGRITY</b>	Being consistently honest and trustworthy.
<b>EXCELLENCE</b>	Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.
<b>RESPECT</b>	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.
<b>RESPONSIBILITY</b>	Being accountable for your individual and community's actions towards yourself, others and the environment.
<b>COOPERATION</b>	Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.
<b>PARTICIPATION</b>	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.
<b>CARE</b>	Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
<b>FAIRNESS</b>	Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice.
<b>DEMOCRACY</b>	Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.