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The central aim of Primary Education in NSW is:

“To guide individual development in the context of society through recognisable stages of development towards perceptive understanding, mature judgement, responsible self-direction and moral autonomy.”

BELIEF STATEMENT

At Waratah Public School, we are the best school because we believe:

• In RESPECT for ourselves, other people, their belongings and the environment.

• Everyone should take RESPONSIBILITY for his or her own behaviour.

• LEARNING is valued and life long.

SCHOOL AIMS

Children are influenced by their homes, their schools and the environment in which they live. A school, therefore, should not work in isolation. It benefits from the support and co-operation of parents and the community. We look forward to strengthening the relationships within our school community. Waratah Public School aims to provide a total environment in which teachers develop professional skills and interests and each child develops:

• a lively inquiring mind, a love of learning and a willingness to apply effort to worthwhile tasks;

• the ability to think rationally;

• the use of imagination;

• powers of creative self-expression;

• powers of judgement;

• physical and mental health;

• self-confidence, a sense of worth and respect, and consideration for others;

• a coherent set of personal and social values and a commitment to them;

• decision making and problem solving skills;

• an understanding of themselves and their world;

• competence in intellectual, social and physical skills.
CODE OF CONDUCT

At Waratah Public School we believe to be the best school possible, we need to value:

RESPECT
RESPONSIBILITY
And LEARNING

While at school and while travelling to and from school.

<table>
<thead>
<tr>
<th>Respect</th>
<th>Responsibility</th>
<th>Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Have respect for myself and others.</td>
<td>• Be truthful and fair.</td>
<td>• Attend every day and be prepared to learn.</td>
</tr>
<tr>
<td>• Care for property belonging to myself, my school and others.</td>
<td>• Act safely.</td>
<td>• Co-operate with others.</td>
</tr>
<tr>
<td>• Take pride in myself and my school</td>
<td>• Be responsible for my own actions.</td>
<td>• Do my best.</td>
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This is in line with DET Core Rules and Values Education Policy documents.
CALLAGHAN EDUCATION PATHWAYS
Waratah Public School is a member of Callaghan Education Pathways designed to provide a continuum of learning and innovative future experiences.

The Callaghan Education Pathways is a response to the rapidly changing nature of our educational environment and the need to ensure our students are equipped with the flexibility and skills to succeed in a world characterised by innovation and change.

The College offers students a Senior Campus at Jesmond, for students in Years 11 and 12, and two middle schooling campuses at Waratah Technology High School and Wallsend High School, for students in Years 7-10.

We are partners in the Callaghan Education Pathways and are committed to working together to make Callaghan Schools leaders in the provision of outstanding education and training opportunities.

To do this Callaghan Education Pathways
- fosters links with the partner primary schools like ours and the local community to build a strong base for future growth;
- provides specialised learning environments - expanded links into business, industry and other government departments;
- provides innovative learning experiences to assist students to achieve their full potential with gifted, talented, comprehensive and special support programs.

The Senior Campus provides greatly expanded curriculum choice in an adult learning environment. The University of Newcastle and the Hunter Institute of TAFE as partners in the College, work closely with the campuses to enrich learning experiences and expand opportunities for students and staff. These links also provide students with an easier transition from high school to a tertiary education and training environment.

The partnership between Waratah Public School and Callaghan College will provide our students with new horizons and new opportunities.

SCHOOL HOURS
Children begin class each day at 8.55 am and lessons conclude at 3.00 pm. The lunch hour is from 1.05 pm - 1.55 pm and the recess break is from 11.00 am - 11.20 am.

SCHOOL TELEPHONE NUMBERS
4960 1836
4968 2221
Facsimile 4968 1986
Email waratah-p.school@det.nsw.edu.au
Website www.waratah-p.schools.nsw.edu.au

PARENT ORGANISATIONS
Parent & Citizens’ Association - meets each month on the first Monday at 6.00 pm in the staff room, or as alternatively arranged. New members are always most welcome.
STUDENT RESOURCE CONTRIBUTION
Student resource contributions are currently set at $40 per family (K-6), payable to the school through the office. Money raised via the contribution is used exclusively towards school costs not funded through government grants. The finance committee approves expenditure, based on needs. Examples of these school costs are as follows:
- photocopier acquisitions and repairs, print material, paper and toner
- student certificates
- computer requisites
- additional classroom equipment (ie bulk copies of readers, kits, sports equipment)

PLAYGROUND SUPERVISION
Playgrounds are supervised from 8.30 am each day and throughout the morning and lunch recesses. Parents should not allow their children to arrive at school before 8.30 am.

BUS/CROSSING SUPERVISION
Flags indicating “Children Crossing” are displayed each day at the crossings in Bridge Street and Lambton Road. The Roads and Traffic Authority provide supervision at the crossing in High Street and the Lambton Road crossing. Children using special school bus 777 are supervised each afternoon. Students catching the service buses are supervised on High Street.

SCHOOL ZONES
School zones still exist for all schools. All students living within a school’s zone are guaranteed enrolment at that school. In addition, parents may request enrolment in other public schools and may be offered placement at one of these schools if a vacancy exists. A special form is available for out-of-zone applications.

BUILDINGS AND GROUNDS
Students and parents are not permitted in the buildings and grounds outside school hours unless attending pre-organised meetings or activities. Please note Government policy states that NO SMOKING or consumption of alcohol is permitted on Departmental premises. There is a security fence surrounding our school. Three gates remain open all day – a preschool gate, the double gate on Lambton Road and the pedestrian gate on Lambton Road. All other gates are locked at 9.30 am and re-open just before 3.00 pm. There should be no unauthorised persons in school grounds out of hours. Please call the Security hotline 1300 880 021 if you are concerned about our school’s security.

UNIFORM POOL/SHOP
The Uniform shop is operated on Monday morning and Friday afternoons - (check office for time) in the room next to the canteen. A wide range of donated uniform items is available at reasonable prices. Donations to the uniform pool of school uniform items, which your children have outgrown, would be appreciated. All enquiries regarding uniforms should be directed to the uniform shop.
UNIFORMS

It is expected that all children will wear school uniform at all times. With all children in uniform it is easier for new pupils to be assimilated into the school. It helps maintain school pride and spirit and children are more easily identifiable when on excursions.

Because of the safety factor, the wearing of open-toed sandals and thongs is discouraged.
Girls should not wear nail polish or excessive jewellery.
Boys should not wear necklaces, as they can cause injuries when playing games.
Earrings other than studs or sleepers are not allowed.

The school uniforms are detailed below:

SUMMER UNIFORM

Girls
‘A’ Line Dress, cotton dacron, maroon and navy tartan, white collar and tie, or
Maroon shorts with Gold Polo shirt
White Socks
Black Shoes

Boys
Grey Shorts
Gold Polo Shirt
Grey Socks
Black Shoes

WINTER UNIFORM

Girls
Tartan pinafore/skirt
White shirt
Maroon stockings
Maroon Track Suit
Gold Polo Shirt
Maroon Jumper/Cardigan/Sloppy Joe/Bomber Jacket
White Socks
Black Shoes

Boys
Grey Shorts or long grey pants
Gold Polo Shirt
Maroon Track Suit
Maroon Sloppy Joe/Bomber Jacket
Grey Socks
Black Shoes

SPORTS UNIFORM (Yr 3-6 only)

ALL PUPILS
Gold (not Yellow) Polo Shirt with collar and school badge on pocket.
White Socks
Sports Shoes or Joggers

Girls
Maroon Wrap-around Skirt/Maroon Shorts
Maroon Scungies

Boys
Maroon Shorts
HATS

School Hats – Billabong (Whole School) or Bucket style (Stage 3 Only). Wide brim hats and Badges are available from the School Uniform Shop. Please note the school’s Sun Protection Policy states “Children will wear a school hat which protects the face, neck and ears whenever they are outside, eg sport, sport carnivals, outdoor excursions and playground activities. Children who do not have their hat with them will play in an area protected from the sun.”

LOST PROPERTY

Some children lose items of clothing and other property. If this property has no name on it, it is difficult to return. **PLEASE CLEARLY MARK ALL EQUIPMENT/CLOTHES.** Items unclaimed after a reasonable period are donated to charity or placed in the school uniform pool. Lost property can be found in the large box beside the COLA door to the Admin building.

ENROLMENT

Students within our Waratah Public School Zone are guaranteed a placement at Waratah Public School. Students residing outside this zone will be required to complete an Out of Zone enrolment application. A placement panel will meet to determine whether or not a place will be offered to “out of zone applications.”

Criteria for placement will be:

- proximity and access to Waratah Public School
- Siblings already enrolled at Waratah Public School
- Medical reasons
- Safety and supervision of students before and after school
- Compassionate circumstances
- Structure and organisation of the school
- Size of school
- Date application received (Preschool)
- Travel arrangements and / or distance.

A waiting list will be established for non local placements in the Preschool program. Waiting lists are current for one year only.

For enrolment in Kindergarten, children must turn five on or before 31 July of the year in which they commence school. All kindergarten children may now enrol at the commencement of the school year.

For enrolment in Preschool children must turn four on or before 31 July of the year they enrol.

Application for Enrolment forms should be completed before the child enrols and should be accompanied by a birth certificate or other documentary evidence (passport, registration of birth card) of the date of birth and an immunisation certificate. Application forms are available from the office.

Kindergarten orientation is held during Term 4.

All Kindergarten students will be working towards Early Stage 1 outcomes.
ENROLMENT IN PRE-SCHOOL UNIT
For enrolment in pre-school classes, children must turn 4 before 31 July of the year they commence pre-school. Enrolment is for ONE YEAR only, immediately before they start Kindergarten. Three day (Monday, Tuesday and Wednesday) OR two day (Thursday, Friday) sessions are available.

Enrolment priority will be given to pupils who are living in the Waratah School zone and who will be attending Kindergarten at Waratah Public School during the following year.

OOSH (Outside Of School Hours care)
• Waratah After School Care operates each afternoon at St Philips Church Hall, Bridge Street, Waratah. For enquiries and enrolment forms please phone 4967 2966.
• Waratah West OOSH operates each afternoon. Please phone 4968 2817.

ATTENDANCE
Regular attendance at school is essential. If a student is absent, a note from the parent or guardian should be presented to the class teacher upon return to school giving dates of absences, reason for absence and signed by the parent or guardian. The school should be notified if a long period of absence is expected. Work at home may be arranged for the child by contacting the teacher. Parents of children whose attendance is unsatisfactory are contacted by the school to discuss possible reasons. If there is no improvement following this contact a referral will be made to the Home School Liaison Officer.

Children are not to leave the school grounds during the day unless they have direct permission from the Principal or Deputy Principal.
The bell is rung at 8.55 am and children must be with their class by 9.00am. Children arriving late will need a late note from the office. If your child is late parents are asked to complete a late note from the office for the teacher’s class roll. This is very important as our class rolls are legal documents. Please note: it is recommended that appointments be made outside of school hours.

If you need to collect your child from school between 9.00 am and 3.00 pm, please call at the office and complete a student leave slip. This signed note will be given to you to present to the teacher when you collect your child from their class room.

TRANSFERS FROM THE SCHOOL
Parents should notify the school in advance either personally or by letter if a child will be leaving the school. The intended new address and school should be available if possible. Atlases, dictionaries, text books, library books and any other materials on loan from the school must be returned before the child transfers.

EXCURSIONS
A variety of social and educational experiences will be organised for students as they progress through school. Students are expected, on these occasions, to conduct themselves in a manner that will bring credit upon themselves, their parents and the school. We try to make each planned venture cost effective. Your responsibility, as parents, is to give authority by completing and returning the necessary Consent Form, together with the costs involved by the due date. Payments should be made by the due date.

Our school policy aims to include all children in all school experiences and anyone experiencing financial difficulty should contact the school. All such information is strictly confidential.
**ASSESSMENT TASKS**

Formal testing of students and feedback to parents and carers is a regular feature of our classrooms. Outcome based assessments measure student achievement. A written report is provided twice a year. Students in Years 3 and 5 take part in the National Assessment Program in Literacy and Numeracy (NAPLAN) in mid May each year. Kindergarten take part in BEST START at the beginning of the year.

**REPORTING TO PARENTS**

Parents will be advised of student progress throughout the year as follows:

**Mid Year**  
A written report will be forwarded to parents and interviews are available on request.

**End of Year**  
A written report will be forwarded to parents and interviews are available on request.

**INTERVIEWS**

The Staff are always available to discuss your child’s progress. Parents wishing to speak with a student’s class teacher should make an appointment with the teacher or contact the office.

The Principal is available for interviews at most times. Parents are invited to make an appointment through the office.

The help of the School Counsellor is available to parents. Appointments may be made through your child’s teacher, the Principal or at the school office.

**LIBRARY**

The library is open for borrowing, research and recreational use during school hours. Please check Library door for opening hours. Parents are also welcome to make use of our library facilities.

Children require a library bag (cloth bag - not plastic) in order to borrow books. Bags may be made at home, purchased from Council Libraries or from the uniform shop. Please encourage your children to take care of our library as books are expensive to replace if lost or damaged.

**HOMEWORK**

**The Early Years – Early Stage 1, Stage 1**

Homework provides real opportunities for children to learn at home, assisted by their parents and care givers.

Parents can greatly assist their young child’s learning by talking with them about school and by becoming involved in their homework activities. Parents can help develop their child’s reading by listening to the child read, giving praise and reading with their child.

Virtually all everyday activities at home and in play, provide opportunities for parents to help young children develop numeracy, problem solving skills, and a wide range of other knowledge and skills.

In their early years, children may be involved in such regular homework activities as home reading, library borrowing and language activities.
In Kindergarten and Years 1 and 2, your child’s teacher may ask for completion of specific homework tasks, eg
- Simple discovery tasks, eg finding a picture or collecting items for science;
- Discovering answers to oral questions from the classroom (child/parent discussion is beneficial);
- Consolidating knowledge in reading, through a home reading program, number and spelling;
- Some limited written work in the high infants classes, eg mathematics.

These activities would usually total about **two hours per week**.

**Primary School – Stage 2 and Stage 3**

As students progress through primary school, they increasingly will work independently on their homework.

Most homework activities will be in the areas of English and Mathematics, but students will also be given homework in other Key Learning Areas.

Activities may include completion of work, additional formal book work and tasks, reading, research, observation and data collection, designing and making, and practising.

As a guide, students should complete about **two hours of homework per week in Year 3**, increasing to about **four hours per week in Year 6**.

**TECHNOLOGY**

Waratah Public School provides an extensive technology program with a whole school scope and sequence plan. This allows all children one to one access to computer and related technological equipment every week, through classroom programs and specialist computer lessons.

**LUNCH/RECESS**

Children will sit down to eat during the first 10 minutes of recess and lunch regardless of lunch area. Food wrappers will be placed in bins at the conclusion of this time when children are dismissed from the lunch area to play. Food is not to be eaten **on the way** to the recess or lunch areas. Food and drinks are not to be taken onto the oval at any time.

**CANTEEN**

A ‘Healthy Canteen’ is operated to provide nutritious lunches for our students. Current price lists are available from the office. A canteen supervisor is responsible for the daily management of the canteen with voluntary parent helpers assisting on a daily basis. Parental support is necessary to ensure the effective operation of the canteen. If you can assist at all please see the canteen supervisor. Lunch orders should be prepared before the child leaves for school. Money should be enclosed in the bag - change will be given if necessary. A bulk supply of lunch bags may be purchased from the canteen.

All children place their orders at the Canteen between 8.30 and 9.00 am. During this time toast, cereal with milk and orange juice/milk may be purchased by the children. Children may make additional purchases at the Canteen during mid-morning recess and after they have eaten their lunch. Recess canteen is to finish at 11.15 am to allow children time to finish their recess before the bell rings at 11.20 am. Lunch canteen will finish at 1.30 pm for Juniors and Seniors.

**NEWSLETTERS**

News bulletins are forwarded to parents regularly, usually each Wednesday to the eldest child in the family (K-6) and pre-school. The Bulletin contains details of proposed school activities and news from the previous week.
OFFICE
The School Office is open between 8.00 am and 3.00 pm each school day.

EXCURSION NOTES WILL ADVISE WHERE MONEY IS TO BE PAID.

STUDENT RESOURCE CONTRIBUTIONS is to be paid direct to the Front Office. These payments can be made any time of the day until 3.00 pm. Money for excursions must be paid by the DUE DATE. Money will not be accepted after this date.

No money is kept on the premises and the school office does not keep change just for that purpose. It would be appreciated if correct money could be submitted as there is no guarantee that change will be available. Please submit all money in an envelope with student’s name, class, amount of money and description of payment. **Eftpos is available for your convenience.**

**Messages to Children after 2.00 pm** - sometimes it is not possible, because of competing priorities, for office staff to deliver messages immediately to children. We cannot guarantee a message will be delivered to children in classrooms after 2.00 pm.

SPORT HOUSES
Children are divided into 4 houses:

<table>
<thead>
<tr>
<th>House</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLATT</td>
<td>(Red)</td>
</tr>
<tr>
<td>MATTHEWS</td>
<td>(Blue)</td>
</tr>
<tr>
<td>PARKES</td>
<td>(Green)</td>
</tr>
<tr>
<td>TURTON</td>
<td>(Yellow)</td>
</tr>
</tbody>
</table>

House point competitions are held at athletics and swimming carnivals and as part of our weekly sports program in Years 3 to 6.

RELIGIOUS INSTRUCTION
Visiting clergy conduct religious instruction classes each week. Children are expected to attend the classes appropriate to the religious denomination given on the enrolment application. If parents wish their child to attend a different religious instruction class, a written request is required.

STUDENT WELFARE CARD
A Student Welfare Card is maintained for each child.

- It includes telephone numbers of parents, relatives or near neighbours who will convey a message to parents or assist in an emergency.
- Permission to take a child to a nominated doctor or hospital is given so that emergency treatment can be obtained even though parents cannot be contacted.

Please notify the school of any changes of address or contact numbers or new medical information so that the student welfare cards are accurate and up to date.

AMBULANCE COVER
The P & C Association has arranged a **comprehensive ambulance subscription** which covers all children while in attendance at the school and on school excursions. This covers injured students from the accident scene to hospital only and **does not cover the return trip home.**
CHILDREN ILL OR INJURED AT SCHOOL

If your child is injured at school, every effort will be made to contact you at the telephone numbers recorded on the Student Welfare Card. Please advise office staff if these details change.

In the case of illness where the parents or neighbours cannot be contacted, the only facilities we have are day beds on which the children can rest. Should your child seem unwell before leaving for school, it may be advisable to keep him/her at home and advise the school.

- In the case of serious injury if you cannot be contacted, an ambulance will be called to transport the child to hospital. He/she will be accompanied by a member of the school staff. Efforts will continue to contact parents.

IMMUNISATION

Immunisation is a simple, effective and readily obtainable method of protecting your child from contracting diphtheria, whooping cough, tetanus, poliomyelitis, measles and mumps. By the time your child starts school he/she should be immunised against all six. Evidence of your child’s immunisation is required at the time of enrolment.

MEDICATION AT SCHOOL

When a child being enrolled at the school has a serious medical problem, this must be discussed with the Principal at the time of enrolment and an Emergency Health Care Plan completed. Many medications are now available in a form which minimises or eliminates the need to provide students with medication during the school day. Parents are advised of the need to consult with medical practitioners in this regard when medication is being prescribed, or to determine if current medication regimes can be appropriately altered (eg before school, after school and before bed). If a child requires regular medication during school hours, then the following procedures must be observed:

- Non-prescription medicines will not be administered.
- Prescription medicines are to be brought to the school office.
- Prescription medication must be in its original container with child’s name and dosage clearly legible. Parents are requested to supply graduated measuring spoon if appropriate.
- Children with ADD and ADHD - parents are to supply a 5-7 day tablet container, clearly labelled with child’s name. One week’s supply of medication to be sent to office each Monday. Child to bring drink bottle filled with water to office each day at the time tablet is to be taken.
- A school medical form is to be completed and, for regular medication, a letter from the Doctor is required stating the dose and time to be taken during school hours.
- Under no circumstances may children have medication on them - it must be taken to the office. The one exception is that asthma sufferers may carry a puffer with them. However it is often just as convenient and safe for this to be kept at the school office or with the classroom teacher.

DISEASES COMMON TO YOUNG CHILDREN

Children who contract infectious diseases are required by regulation not to attend school. There are many such diseases, but some of the more common are listed below:

Recommended minimum periods of exclusion:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Duration</th>
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<tbody>
<tr>
<td>CHICKEN POX:</td>
<td>For at least five days after the first spots appear or until blisters have all crusted.</td>
</tr>
<tr>
<td>GERMAN MEASLES:</td>
<td>(Rubella) Five days after rash appears or until fully recovered.</td>
</tr>
<tr>
<td>MEASLES:</td>
<td>Five days after rash appears. Unimmunised contacts should be kept at home for 14 days.</td>
</tr>
<tr>
<td>MUMPS:</td>
<td>Nine days after swelling occurs or until fully recovered.</td>
</tr>
</tbody>
</table>
RINGWORM & SCABIES: Re-admitted when appropriate treatment has commenced.
IMPETIGO: Until sores have healed or provided sores are being treated and are properly covered with dressings.
CONJUNCTIVITIS: See Family Doctor. Return when discharge from eyes has ceased.
INFECTIOUS HEPATITIS: Until child has recovered and for one week from the first signs of jaundice. It is not necessary to keep contacts at home.

Please contact the school about any infectious disease. Also talk to the school regarding minimum periods of exclusion from school for both patients and contacts.

BICYCLES
Bicycles must be left in the area provided and these bikes should be secured to bike racks with a chain and lock. Bicycles must be walked within the school grounds and on the footpath outside the School. For safety reasons children younger than Year 3 should NOT ride bikes to school.

TRAFFIC
Children's safety is endangered by the illegal parking of cars in streets near the school.
1 It is illegal to park on or near a pedestrian crossing.
2 It is illegal (and inconsiderate) to park across a driveway.
3 It is illegal to park or stand in a NO STANDING or BUS ZONE.
4 It is illegal (and extremely dangerous) to double park.

Parents are requested to co-operate with our efforts to keep our students safe.
Parking in the school car park also creates safety problems and is not permitted except when collecting a sick or injured child.
Children are not to leave the school in the afternoon via the car park exit, but must leave by the designated exits.
Roads and Traffic Authority pedestrian crossing supervisors patrol the crossing adjacent to the High Street gate and in Lambton Road, before and after school. Children are encouraged to cross High Street and Lambton Road at these points.

BUS PASSES
All young students (K-2) are eligible for free bus passes from the State Transit Authority of NSW. Students in Years 3-6 must live more than 1.6km from the school to be eligible. If your child requires a bus pass, please check with the school office to see if he/she is eligible. Applications are processed in Sydney strictly in order of receipt. Lost passes will be replaced at a cost to parents. Forms are available from the school office.

OUT OF BOUNDS
Certain areas in the playground are out of bounds for students. These areas are discussed with students. As a general rule, in the playground, students are out of bounds if they cannot see the teacher on playground duty.

PARENTS AND YOUNGER CHILDREN AT THE SCHOOL BEFORE 3.00 PM
Arriving early outside classrooms causes disruptions. We request you find a quiet spot away from the immediate view of rooms to wait for the 3.00 pm bell. Please supervise any younger children that you may have with you.
DISCIPLINE
Waratah Public School’s Discipline Policy is based on the belief that school is a safe and enjoyable place and that all children have a right to attend and learn without interference or disruption from others. Our policy defines the rights and responsibilities of students, staff and parents so that the whole school community can co-operate and support policy guidelines.

The Discipline Policy is available from the Admin Office.

A whole school program based on “Waratahs” rewards students for keeping the school rules – Respect, Responsibility and Learning.

POLICIES
Waratah Public School Policies may be viewed at the office at any time.
FOUNDATION SCRIPT

A  B  C  D  E  F  G
a  b  c  d  e  f  g

H  I  J  K  L  M  N
h  i  j  k  l  m  n

O  P  Q  R  S  T  U
o  p  q  r  s  t  u

V  W  X  Y  Z
v  w  x  y  z