Mittagong
Public
School

Kindergarten
Information
Booklet

21 Pioneer St
PO Box 741 Mittagong  2575
Phone:  4871 1020   Fax  4872 1460
Email: mittagong-p.school@det.nsw.edu.au
Webpage:  http://www.mittagongps.nsw.edu.au
Welcome to Mittagong Public School

At Mittagong Public School we are committed to providing outstanding opportunities for learning. We have a dedicated, experienced staff. Our school is one with proud traditions of serving the community since 1865.

The school strives to provide a happy and safe environment where your children can feel valued and cared for. At primary school your child will develop many of the social skills they will take with them into their adult life. We pride ourselves on promoting worthwhile attitudes and values and in developing tolerance and understanding of others. This will contribute to a better society in the future. We take great pride in our ability to cater for all ability levels and particularly for children with special needs.

In the early years we aim to develop your child to develop a strong foundation in reading, writing and mathematics. We also want your child to develop a love of learning. We aim for students to become lifelong learners and to develop flexibility and resilience enabling them to flourish in this ever-changing world. Technology is also used as a learning tool to help develop the skills today’s students need.

Mittagong School greatly values the role you, as parents and caregivers, play in the education of your children. We strive to keep parents well informed about each child’s individual progress and achievements. We encourage all parents to become involved in the life of the school and join the teaching staff and students in this partnership.

Welcome to our school. I look forward to getting to know you and your child in the future.

Warm regards,

Garry Mansfield
Principal
Staff Directory

Principal: Mr Garry Mansfield

Assistant Principals: Mrs Julie Penn (Early Stage 1/ Stage 1 – K, 1 & 2)
Mrs Garrie Olsen (Stage 2 – Year 3 & 4)
Mr Gavin Murray (Stage 3 – Year 5 & 6)

Teachers: (2010) Mrs Lisa Cooper, Ms Karen Godfrey, Mrs Belinda Allen, Mr David Rees, Ms Amanda Leggett, Mr Tony O’Brien, Mr Colin Abbott, Mr Dan Downie, Ms Karen Godfrey, Ms Nicole Ottosson, Mrs Debbie Anderson, Mr Peter McGuire, Mrs Barbara Schymitzek, Mrs Sandy Mauger, Mr Jim Christodoulopoulos, Mrs Beth Hayes, Ms Margaret Thompson

Release Teacher: Mr Peter McGuire, Ms Amanda Buchanan

Teacher Librarian: Mrs Susan Bell-Mackie

Support Teachers: Mrs Janelle Parks, Mrs Joan Ferguson

School Counsellor: Dr Mark Toner

Administration Manager: Mrs Lynne Luhr

Administration Officers: Mrs Anne Sehlmeier (Library)
Mrs Leanne Blackburn
Mrs Carol Canning

General Assistants: Mr Mark Farrell

Learning Support Officers: (Support Classes): Mrs Karen Cross & Mrs Bronwen Westley
(Other Classes): Mrs Claire Stafford, Mrs Sot Constantinou & Mrs Carol Canning
Formal Requirements Before Starting School

You need to:

1. Reside in the Mittagong Public School local drawing area. Provide appropriate proof of residential address documentation. Special application needs to be made for non-local enrolments.

2. Complete an Enrolment Application Form.

3. Provide proof of birth or transfer certificate if previously enrolled at another NSW Public School.

4. Provide a copy of any family law court papers that may apply.

5. Notify the school of any individual or special needs i.e
   - speech/behaviour issues
   - learning/developmental delays
   - medical conditions
   - medication

6. Notify the school if your child is catching the bus home.

7. Provide an immunisation certificate.

8. If you change your address, phone number, or acquire a new mobile phone during the year, please let the school know as soon as possible.
Kindy Start Program

The “Kindy Start” Program is a special orientation program held in Term 4, one morning per week over 3 weeks.

We would encourage parents to attend all sessions but would really appreciate your attendance at the first session, where important information will be discussed, in particular.

Children who are starting Kindy are encouraged to come along too and will be taken into the Kindergarten rooms and given a little taste of what fun they will have next year. The school would appreciate it if younger siblings did not attend due to the size of the venue.

Parents will be contacted later in the year regarding dates and times.

First Day

Parents are requested to allow their children to go to rooms with classmates and teachers. Parents are requested to remain in the hall.

First day for Kindergarten 2011 will be Tuesday 1st February 2011. First day for years 1 – 6 will be Monday 31st January 2011. The school office will be open from Friday 28th January 2011.

Student Absences & Illness

Parents are asked to keep their child at home when sick. A note needs to be returned to the class teacher to explain any absences as attendance is regularly monitored by the NSW Department of Education & Training.

In cases where your child becomes ill or is injured at school you will be notified immediately. Please ensure that you notify the school of an up to date emergency contact should you be unavailable and always update your contact number at the front office.
**Arrival and Departure from School**

School begins at 8:52am. Your child should arrive sometime between 8:25am and 8:50am. Teachers commence playground duty at 8:25am. It is best that your child NOT arrive before then. The time before class is an important one for re-establishing friendships each day.

After your child has been coming to school for about a week we recommend that you say goodbye shortly after arriving and leave your child playing with the other children.

We ask you not to wait in the playground during the morning assembly. Young children are often torn between paying attention to mum and dad or to the teacher.

Children are dismissed from their rooms at 2:55pm. A teacher takes the children who catch a bus to the bus lines and supervises them until the teacher on bus duty arrives, and other children remain with a teacher at the big tree until collected.

*(Please wait at the “big tree” not near classrooms to allow safe and orderly dismissal procedures).*

An adult or sibling should collect all other children in Kindergarten. Their teacher can dismiss siblings/older friends a little early if they have the responsibility to accompany a Kindergarten child to bus lines.
School Contributions

Voluntary School Contributions are used to assist and provide equipment for your child i.e. books, pencils, glue etc. Payment enhances considerably the educational resources that we are able to provide for children at the school. It is often the difference between being able to provide resources for classrooms (like reading materials) or not.

Payments can be made at the Front Office during Kindy Start or at the beginning of Term 1.

This year, the School Contribution is:-

$35.00 per student
$60.00 per family

This amount is reviewed on a yearly basis and is subject to change.

Book Packs

Parents are asked to contribute to the cost of students’ books, worksheets and booklets from the school. This amount is $30 for Kindergarten and Years 1-6 (this total includes costs involved in all school communication such as the weekly newsletter and other important correspondence). This amount is reviewed on a yearly basis and is subject to change.

Payments are accepted at the front office during the Kindy Start Orientation Program and from the start of the school year. If you have any difficulty paying the School Contribution, you can discuss this with the Principal and arrangements can be made to assist you. Costs are kept within guidelines for public schools set by the NSW Department of Education & Training. School related expenses can be claimed as a tax deduction at the end of each financial year. Parents are encouraged to keep the receipts issued for monies paid to the school.

Contribution Summary:

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary School Contribution</td>
<td>$35.00</td>
</tr>
<tr>
<td>Book Pack</td>
<td>$30.00</td>
</tr>
<tr>
<td>Total (for one child)</td>
<td>$65.00</td>
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Special Programs at Mittagong Public School

Technology Programs
Mittagong Primary School has a computer lab as well as computers in the library and classrooms. Students are able to access many programs which relate to their work as well as access information from the Internet. All classrooms are being progressively linked to the school network by data cabling.

Integration Programs – Learning Together
Children with special needs, (intellectual, physical, emotional), may be placed on the school’s caseload for integration support. An individual learning program is developed for each one of these students to assist them to learn.

Sporting Program
As well as access to School Sport and PE and Health, there are a number of teachers who take school teams and train them for various sporting competitions. Teams are entered in Touch, Cricket, Football (Soccer), Rugby League and Hockey. There are Carnivals in Athletics, Swimming and Cross Country as well as Interschool Gala Days.

School Learning Support Teachers
Students with learning difficulties are assisted by the support teacher, who assists targeted children with reading and numeracy. The SLST teachers also assists children with individualised programs and home reading programs.

Parent Helpers
Parents are often asked to assist the school with various programs. It is a great opportunity to become involved in what classes are doing and assist in areas of your expertise. The training that parents receive is often important in helping their own children learn. Parents can help with reading, craft, group activities, library and much more. Please contact your child’s teacher if you would like to be involved.
Talented and Gifted Program

The needs of able students are met in mainstream classes through differentiating the curriculum. Maths classes have students working in ability groupings. Each stage runs special groups for talented students such as Maths Olympiad, debating, Looplines Masterminds, Chess, Public Speaking, Premiers Spelling, LOTE and Creative Arts groups etc.

Students are able to enter the UNSW Maths, English, Spelling, Writing, Science and Computer Competitions and attend talented and gifted programs offered outside the school.

School Counsellor

The School Counsellor is available for 2.5 days per week. His role is to assess students with behavioural, learning or emotional difficulties and recommend specific programs for them. He also assists children who need counselling after traumatic events. Please contact the school if you wish to access this service.

Reading Recovery

A number of Mittagong teachers are trained in Reading Recovery which is a very intensive early intervention reading program to assist children in Year 1 with reading. Approximately 5-8 children are targeted each year.

Social Skills/ Anti-Bullying Program

Teachers target a number of important social skills programs in the curriculum each year because it is important that students have the skills to get on well with one another especially at play and because we want Mittagong Public School to be a safe environment free of bullying.

School Choir and Band

Students are able to audition to become members of the junior and senior school choirs that perform at special school events, community events and eisteddfods. For information please contact Mrs Cooper.

The school has a beginner’s band, The Lion Cub band and an advanced band, The Iron Lion Band. Like the choir the band performs at school events and participates in Eisteddfods and community band events. Please contact Mr McGuire for further information.
School Excursions and Performances

Children have the opportunity to be involved in a number of excursions throughout the year as well as view a number of performances.

Money for these activities should be sent to the school in an envelope with a permission note attached to the outside of the envelope and final payment needs to be made at least two days prior to the event, so that bookings and organisation can take place. Special arrangements can be made with the Principal if assistance is required. These arrangements are dealt with in a confidential manner.

School Communication

A weekly newsletter is sent home each Thursday. Please contact the front office if you do not receive a copy. The newsletter is posted on the school website each week. Please feel free to speak with your child’s teacher if you have any questions or concerns. Interviews with the principal or class teacher can be arranged by contacting the front office.

Immunisation

When enrolling your child, it is important to have your child’s immunisation certificate with you. The school then knows which children it has to notify about any serious infectious disease breakout. The NSW Department of Education & Training’s Policy is that parents of children who have not been immunised will be notified of any infectious diseases and their child will be asked to remain at home until the dangerous period passes so they will not contact the disease.

Food

Sometimes children find it difficult to allocate food into a portion for recess and a portion for lunch. Parents can assist by packing a recess snack into a separate container and lunch into another. Monitor your child’s food needs. Sometimes children don’t eat a lot at school. This is not something to worry about. However if you have concerns discuss this with your child’s teacher.

The school’s P&C Association runs a daily healthy canteen that sells nutritious, value for money, food at recess and lunch. The canteen menu complies with the current NSW Guidelines. More information will be provided at Kindy Start.

Please try to provide healthy food your child enjoys. Please ensure all food containers and drink bottles are labelled.
School Uniform

Uniform items are available locally from Mimosa (30 Orient Street Willow Vale, Phone: 4871 2764), Whytes (106 Old Hume Hwy Mittagong, Phone: 4871 2636) and NSW Uniforms (Phone: 4869 1744 or visit online at www.nswuniforms.com.au). Please make sure all your items are labelled as only those with names can be returned if lost.

Girls:-
- Summer
  - Gold short-sleeved polo shirt
  - Bottle green skirt (8 pleat) or bottle green shorts
  - Bottle green tracksuit
  - Bottle green and gold rugby top with school emblem
  - White socks, black shoes
  - Bottle green hat (wide-brim or legionnaire)

- Winter
  - Gold long-sleeved polo shirt
  - Bottle green tracksuit
  - Bottle green skirt (8 pleat)
  - Bottle green and gold rugby top with school emblem
  - Bottle green and gold jacket
  - Bottle green tights or white socks, black shoes
  - Optional: bottle green beanie.

- Sports
  - Children are to wear appropriate items from the core uniform and sports shoes.

Boys
- Summer
  - Gold short-sleeved polo shirt
  - Bottle green shorts
  - Bottle green tracksuit top
  - Bottle green and gold Rugby top with emblem
  - Grey socks, black shoes
  - Bottle green hat (wide brim or legionnaire)

- Winter
  - Gold long-sleeved polo shirt
  - Bottle green tracksuit
  - Bottle green trousers
  - Bottle green and gold rugby top with school emblem
  - Bottle green jacket with emblem
  - Grey socks, black shoes
  - Optional: bottle green beanie.

- Sports
  - Children are to wear appropriate items from the core uniform as well as sports shoes.
Handwriting

This chart shows the current handwriting style for N.S.W. Schools. We use lower case for writing children’s names.

The arrows show which way the pencil must move. The dot is the starting point for each letter. The numbers show which line comes next and so on.

The NSW Foundation Style (graphic overview)

The small letters

\[ u \ y \ v \ w \ a \ d \ g \ q \ c \ e \ o \]
\[ f \ j \ s \ n \ r \ m \ h \ k \ b \ p \ i \ t \ i \ x \ z \]

(The capitals)

\[ U \ C \ G \ O \ Q \ J \ S \]
\[ B \ P \ R \ D \ I \ I \ L \ E \ F \ H \ T \]

(The numerals)

\[ 0 \ 1 \ 2 \ 3 \ 4 \ 5 \ 6 \ 7 \ 8 \ 9 \]
\[ a \ b \ c \ d \ e \ f \ g \ h \ i \ j \ k \ l \ m \ n \ o \ p \ q \ r \ s \ t \ u \ v \ w \ x \ y \ z \]

The quick brown fox
jumps over the lazy dog.