School Information Book

Mittagong Public School
21 Pioneer Street
MITTAGONG NSW 2575
Ph: 4871 1020
Fx: 4872 1460
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 mathematic. We also want your child to develop a love of learning. We aim for students to become life long learners and to develop flexibility and resilience enabling them to flourish in an ever-changing world. Technology is used as a learning tool to develop the skills today’s students need.

The school greatly values the role you, as parents and care-givers, play in the education of your children. We strive to keep parents well informed about individual progress, achievements and areas of emphasis. We encourage all parents to become involved in the life of the school and join the teaching staff and students in this shared partnership.

Welcome to our school. I look forward to getting to know you and your child personally.

Warm regards,
Garry Mansfield
Principal
Staff Directory

Principal: Mr Garry Mansfield

Assistant Principals: Mrs Belinda Allen *(Early Stage 1 - Kinder)*
Mr Shannon Egan *(Stage 1 – 1 & 2)*
Mrs Julie Penn *(Stage 2 – Year 3 & 4)*
Mr Gavin Murray *(Stage 3 – Year 5 & 6)*
Ms Annemarie Bowditch *(Support)*

Teachers: (2015) Miss Jemma Noakes, Ms Jay Fawcett, Ms Amanda Leggett, Mr Colin Abbott, Mrs Genelle Males, Mrs Michaele Fisher, Ms Amanda Buchanan, Mrs Barbara Schymitzek, Mr Jim Christodouloupolous, Mrs Debbie Anderson, Mrs Nicole Ottosson, Miss Rebecca Michael, Mrs Bronwen Scott, Miss Rebecca Stirton, Mrs Natalie Bahls, Miss Jessica Hamilton, Mr Lance Leith

Release Teacher: Mr Gavin Murray, Ms Rebecca Bollinger

Teacher Librarian: Mrs Sue Bell-Mackie

Support Teachers: Mrs Janelle Parks, Mrs Joan Ferguson

School Counsellor: Dr Mark Toner

Administrative Manager: Mrs Lynne Luhr

Administration Officers: Mrs Leanne Blackburn
Mrs Judi Schofield *(Office Monday and Tuesday)*
Mrs Carol Canning *(Library Mondays)*

General Assistant: Mr Mark Farrell

Learning Support Officers: *(Support Classes)*: Mrs Karen Cross,
Mrs Sot Constantinou & Mrs Claire Stafford
*(Other Classes)*: Mrs Gay Manson, Mrs Jacqui Dow &
Mrs Melanie Griffiths
Arrival and Departure from School and Bell Times

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

Recess Start Bell: 10:55am  Recess Finish Bell: 11:25am  
Lunch Start Bell:  01:10pm  Lunch Finish Bell:  01:55pm

We are welcome to wait in the playground during the morning assembly.

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 are dismissed when the bell goes.

Parents are advised of the special short-term drop off and pick up zone outside the school’s main entrance in Pioneer Street for children arriving and leaving in cars.

Parent Organisations

Parents are encouraged to participate in decision making and fundraising by becoming members of the Parents and Citizens Association. The P& C meets on the first Tuesday each month at 6:30 pm in the school library or staff room. The P&C is responsible for the running of the school’s canteen.

The School Council consists of parent, staff and community representatives who work with the Principal to advise in matters of general school policy, financial management and sound governance of the school. This group meets at 5:30 pm prior to most P&C meetings. Parents may contact School Council representatives to raise any issues at School council meetings.
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 at the beginning of Term 1.

This year, the annual Voluntary School Contribution is:-

- $35.00 per student
- $60.00 per family

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

Class Resources & School Based Performances

Each year parents are asked to pay a one off fee of $50 per student from Kindy to year 6. This covers textbooks, worksheets, booklets, newsletters and two essential in-school performances that strongly support the school’s curriculum (Anti-bullying & NAIDOC). This amount is reviewed on a yearly basis and is subject to change.

Other excursions throughout the year are priced separately.

Payments are accepted at the front office 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 & Communities.

Class Resources & Performances $50.00 per student per year.
Payments to the school
At Mittagong Public School you can pay for school related items directly to the front office or send the payment in with your child to give to the teacher. We accept cash or cheque. We do not have EFT facilities. You can also direct deposit the money directly into our school bank account:
Account: Mittagong Public School
Bank: Westpac  BSB: 032 001  Account number: 14 34 72
Please write the student name and reason for the deposit in the comment area of the internet banking. Eg. J Smith resources

Special Programs at Mittagong Public School

Technology Program
Mittagong Public 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.

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 Teacher
Students with learning difficulties are placed in a specific program with the support teacher, who assists targeted children with reading and numeracy. The STLA teacher also assists children with individualised programs and home reading programs.
Children with special needs, (intellectual, physical, emotional), may be placed on the school’s caseload for funding support. An individual learning program is developed for each one of these students to assist them to learn.

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. All volunteers require a working with children clearance check.
**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, Chess, Loopline Masterminds, 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 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. The school has a beginner’s band, The Lion Cub band and an advanced band, The Iron Lion Band, a Strings Group and Recorder Group. Like the choir the band performs at school events and participates in Eisteddfods and community band events. Please contact Miss Michael 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 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 if you have not previously enrolled at a NSW Public School. The school then knows which children it has to notify about any serious infectious disease breakout. The NSW Department of Education & Communities 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.
Please try to provide healthy food your child enjoys. Please ensure all food containers and drink bottles are labelled.
The school’s P&C Association runs a daily canteen that sells nutritious, value for money, food at recess and lunch. The canteen currently opens four days a week – Tuesday to Friday.

School Assemblies
Junior school assemblies (Kindy to Year 2) occur every second Friday throughout the school term, alternating with the Senior school (years 3-6). Please check the school newsletter each week for confirmation of Junior or Senior assembly.
All parents and carers are invited to attend these assemblies which begin at 12:15pm and end at the beginning of lunch 1:10pm.
School Uniform

Uniform items are available locally from: Mimosa (30 Orient Street Willow Vale, phone: 4871 2764) or Whytes (106 Old Hume Hwy Mittagong, phone: 4871 2636)
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 and gold 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.