THIS IS MY NEW SCHOOL......

welcome

YOUR SCHOOL YOUR COMMUNITY
Maclean Public School is committed to providing a dynamic and relevant education based on the elements of the Quality Teaching model. The school aims to empower students to take responsibility for their learning. We focus on academic development whilst providing for the students’ social, cultural and emotional development as well.

Principal: Sandra Armstrong
Assistant Principal: Michael Rosnell
Assistant Principal: Desley Spencer
School Admin Manager: Beth Sonter

Address: Woodford St (PO Box 164)
Maclean NSW 2463
Telephone: 02 66452544
Fax: 02 66453750
Email: maclean-p.school@det.nsw.edu.au
Website: maclean-p.schools.nsw.edu.au
It is with pleasure that I welcome you to Maclean Public School.

Our school has a long history of providing a quality education for all its students. Our Teaching Team and Administration Officers love their job and I consider myself a most fortunate Principal to be leading the school.

Your child will be offered an impressive range of academic, cultural, leadership, sporting and social opportunities at Maclean Public. You will discover all the details of these programs in this Prospectus.

I encourage you to take an active role in your child’s education whether it be through attending school performances and special open days, joining our P&C, supporting at home with homework and projects or simply by tapping into school information on the Maclean School Blog, the Maclean School Website or the School Newsletter.

I look forward to meeting with you in the future.

Kind Regards,

_Sandra Armstrong_

Sandra Armstrong
Principal Maclean Public School
Welcome to Maclean Public School.

This school Information booklet has been compiled to give you a convenient source of information and a better understanding of the day-to-day running of the school.

At Maclean Public School we welcome parent interest and involvement. Hopefully this booklet will show you ways in which home and school can work together to create a positive and stimulating learning environment for the children in our care.

## CONTENTS A-Z

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences/Attendance/Late Arrival/</td>
<td></td>
<td>Library</td>
<td>11</td>
</tr>
<tr>
<td>Leaving the school Grounds</td>
<td>5</td>
<td>Lost Property</td>
<td>11</td>
</tr>
<tr>
<td>Accidents</td>
<td>5</td>
<td>Medication</td>
<td>11</td>
</tr>
<tr>
<td>Allergies</td>
<td>5</td>
<td>Meet the Teacher Night/</td>
<td></td>
</tr>
<tr>
<td>Assemblies</td>
<td>5</td>
<td>Parent-Teacher Interviews</td>
<td>12</td>
</tr>
<tr>
<td>Bell Times</td>
<td>6</td>
<td>Music Program</td>
<td>12</td>
</tr>
<tr>
<td>Bicycle Safety</td>
<td>6</td>
<td>Music Performances</td>
<td>12</td>
</tr>
<tr>
<td>Book Club</td>
<td>6</td>
<td>Newsletters</td>
<td>12</td>
</tr>
<tr>
<td>Bus Travel</td>
<td>6</td>
<td>Parent &amp; Citizens Association</td>
<td>13</td>
</tr>
<tr>
<td>Canteen</td>
<td>6</td>
<td>Parent Helpers</td>
<td>13</td>
</tr>
<tr>
<td>Carnivals</td>
<td>7</td>
<td>Photographs/Media Release</td>
<td>13</td>
</tr>
<tr>
<td>Choir</td>
<td>7</td>
<td>Premiers Reading Challenge</td>
<td>13</td>
</tr>
<tr>
<td>Change of Details- Phone/Address, etc....</td>
<td>7</td>
<td>Problems</td>
<td>14</td>
</tr>
<tr>
<td>Collecting and Delivering Children</td>
<td>7</td>
<td>Reading Recovery Program</td>
<td>14</td>
</tr>
<tr>
<td>Contributions</td>
<td>7</td>
<td>Rock and Water</td>
<td>14</td>
</tr>
<tr>
<td>Counsellor</td>
<td>8</td>
<td>School Banking</td>
<td>14</td>
</tr>
<tr>
<td>Curriculum</td>
<td>8</td>
<td>School Parliament</td>
<td>15</td>
</tr>
<tr>
<td>Debating</td>
<td>8</td>
<td>School Rules/ Responsible behaviour/</td>
<td></td>
</tr>
<tr>
<td>Enrolment</td>
<td>8</td>
<td>Discipline Procedure/ Student Welfare</td>
<td></td>
</tr>
<tr>
<td>Excursions</td>
<td>9</td>
<td>Program</td>
<td>15</td>
</tr>
<tr>
<td>Film Productions</td>
<td>9</td>
<td>Scripture</td>
<td>15</td>
</tr>
<tr>
<td>Garden</td>
<td>9</td>
<td>Sickness/ Illness</td>
<td>15</td>
</tr>
<tr>
<td>Headlice</td>
<td>10</td>
<td>Sport</td>
<td>15</td>
</tr>
<tr>
<td>Holiday Care</td>
<td>10</td>
<td>Staffing</td>
<td>16</td>
</tr>
<tr>
<td>Homework</td>
<td>10</td>
<td>Technology</td>
<td>16</td>
</tr>
<tr>
<td>Immunisation/Infectious Disease</td>
<td>10</td>
<td>Uniform</td>
<td>16</td>
</tr>
<tr>
<td>Kindergarten Orientation</td>
<td>11</td>
<td>Visiting Performers</td>
<td>17</td>
</tr>
<tr>
<td>Learning Support Team</td>
<td>11</td>
<td>Visitors</td>
<td>17</td>
</tr>
</tbody>
</table>
ABSENCES/ATTENDANCE

Under the education Reform Act 1990 parents have a legal responsibility to ensure regular school attendance of their children. If students miss the basic skills in the early years of school, they often experience difficulties later.

Any absence must be explained by a note or telephone call so that records can be updated. If an absence remains unexplained, you will receive a letter requesting details.

Sick leave will only be used for your child if they are unwell or injured. If this time exceeds four days at any one time you are required to supply a doctor’s certificate.

Leave will only be applied for an absence if there is an unforeseen event, family illness or funeral, recognised religious festival or ceremony or participation in special events not related to school. The Principal can approve up to 15 days in any school year per student.

If you know ahead of time that your child will be away for any reason you should fill out an application form for “Exemption from Attendance” for any period of time. They must be applied for prior to the absence and cannot be applied retrospectively. Reasons for an exemption may include family holiday, special arrangements for long term ill health or elite sports. This means that the principal agrees it is in the best educational interests of your child to grant this exemption and that your child is exempt from attending school on these days. It is not counted as an absence. This can only be for up to 50 days in any one school year.

Partial leave: If a child arrives late or leaves early, they must go via the office and on arrival take a late slip to class, on departure attendance record is adjusted.

No child is to leave the school premises at recess or lunchtime unless accompanied by their parent/carer. Lunchtime is a valuable time for development of their social skills and peer group relations.

The department of Education and Training employs a Home School Liaison Officer to liaise with parents and follow up on poor attendance, regular patterns of absence and unsatisfactory reasons for non-attendance.

ACCIDENTS

In case of an accident, your child will be taken care of by members of staff. Various staff members retain current first aid certificates and all staff annually up-date CPR and emergency care training. If medical attention is required you or your emergency contact will be contacted. It is essential that you keep us up to date with current numbers.

In the event of a serious accident or transportation to hospital ambulance assistance will be used. A staff member will accompany your child if we cannot contact the parent in time.

ALLERGIES

The school must be informed of any severe allergies that your child may have (eg. Peanuts, egg, bee stings). You will need to provide to the school, any medication needed, and a single page health care plan document which we will laminate and place in sick bay and classroom showing the following information:

1. Up to date photograph of your child
2. Your child’s name
3. Statement of allergy
4. Summary of allergy and emergency procedures to be followed (eg. Ventolin, Epipen).

If any student has an anaphylactic reaction an “Anaphylaxis Action Plan” signed by the doctor must be supplied along with Epipen and any other treatments.

ASSEMBLIES

An assembly is held every morning before the first session at 9.15am Monday to Fridays to inform students of any events and reminders.

On every Friday fortnight 11.45am a whole school assembly is held where a class performs (the weekly newsletter will let you know which class this will be) and awards are given to students. On occasion music performances are performed by the choir etc. The Ministers rotate through conducting the assemblies. The weekly newsletter will let you know which class this will be.
BELL TIMES
School commences - Session 1............. 9.15am
Recess ....................................... 11.15am
Session 2.................................11.45am
Lunch ......................................... 1.15pm
Session 3..................................... 2.00pm
Home Time ................................3.15pm
Please note that the school playground is unsupervised before 8.45am and after 3.30pm

BICYCLE SAFETY
If your child rides a bicycle to school, please ensure he/she knows and observes the road rules. It is the law that each child wears a safety helmet.

Bikes should be regularly maintained and kept in good mechanical condition. NO CHILD should ride a bicycle to school unless they are NINE years of age or older and unless they are accompanied by an adult.

BLOG
Our School Blog showcases classroom news, learning achievements and highlights from kindergarten to year six. The blog gives our parent community an ongoing insight into our engaging classroom environments. It features photos, video, web links and downloadable resources.

BOOK CLUB
Scholastic book club pamphlets are sent home approximately twice a term. Parents who wish to purchase items from the Scholastic book club are asked to send the order slip with correct money in an envelope to the school on or before the due date. A small percentage of Book Club sales go towards fundraising for our school.

BUS TRAVEL
Students wishing to travel by bus to school are required to obtain a form from the school office.

ELIGIBILITY: to be eligible for free travel students must
- Be a resident of NSW
- Be four years and six months of age or older

- Be infant students attending Kindergarten, Year 1 or 2 irrespective of distance to school.

- Be a primary student (Year3–6) and reside more than 1.6km (radial distance) or 2.3km or more walking distance to the school.

- Be eligible for free government education.

Students must abide by the “Code of Conduct for School Students on Buses” (available at the office). Travel is only available between home and the school for school attendance from Monday to Friday. Refusal or withdrawal of subsised travel may occur due to various reasons.

Busways (66458941), Lawrence (66477279) and Wards (66453997) all provide subsidised bus travel at this school. Please advise the school and the bus company if your child ceases to travel by bus or changes to another company.

CANTEEN
The school canteen operates on Mondays, Wednesdays and Fridays. It is managed by Kim Bush and assisted by parents, carers, grandparents and school friends who give their time and effort generously. Volunteers are placed on a term roster.

If you feel you would be able to assist in the canteen please phone the school on 66452544 or pop into the school canteen and let us know.

Healthy Foods – for the sake of the students’ present and future health we have established a “healthy food” school canteen.

A canteen menu detailing foods and prices is distributed at the beginning of each year and is also available on our school website.

Lunch orders should be printed clearly on a bag with child’s name and class shown.

Children are not permitted to eat gum or lollies at school.

To avoid wastage, do not over cater for recess and lunch. Children usually eat only small amounts while at school.
CARNIVALS
Early in Term 1 the School Swimming Carnival is held at Maclean Swimming Pool. Students walk to the pool and it is a whole day event.
Our School Cross Country is held in Term 2. This event is held in our school grounds. Term 3 sees the School Athletics Carnival at Barry Watts Oval, Maclean. This carnival is for the whole school. Special events, races and novelty activities are organised for under 8 year old students.
Only competitors aged from 8 years and over have the opportunity to represent Maclean Public School at Zone, Regional or State level.
These days are part of our school curriculum and as such as seen as a normal school day. All children are expected to participate.

CHESS
Each year students from years 2–6 are given the opportunity to participate in the school chess team. Students are involved in chess practice sessions where they develop their skills and learn various chess strategies. Students then represent Maclean Public School and compete in the NSW Junior Chess Competition. This is a great opportunity for students to display their chess skills and have lots of fun.

CHOIR
We have a very active choir with over forty members within the Junior and Senior choir groups. Students come out of class weekly for practice. They are encouraged to see this as a commitment to a team effort. This encourages a love of singing in your child.
The choir performs regularly at school events and every year at the Lower Clarence Music Eisteddfod and at the Rotary Christmas Carols.

CHANGE OF DETAILS- PHONE/ADDRESS
It is vital that you inform the school as soon as you change address, custody arrangements, work contacts, mobile/ home phone numbers or if emergency contacts are no longer viable.
This is our only way of contacting you if the need should arise.

COLLECTING/DELIVERING YOUR CHILD
School finishes at 3.15pm and children should be collected at that time. To ensure the safety of your children do not park in the bus zone in Woodford Street, in the school loading zone or teacher’s car park.
A pedestrian crossing is situated out the front of our school. Please ensure your child uses this facility at all times when crossing the road.

CONTRIBUTIONS
Each year the P&C in consultation with executive staff at the school endorse the voluntary payment of a contribution towards the purchase of equipment and materials which enhance our school programs. This is of major importance to the school and supports the provision of high quality education. An invoice is sent home at the beginning of each school year with all details.
COUNSELLOR
The school has the services of a school counsellor one day per week. Students are referred by parents or by staff, but are not assessed or interviewed without parental permission.
Please contact the school should you feel the need to access this service.

CURRICULUM
There are six key learning areas of teaching and learning as set down by the Board of Studies.
1. English – speaking and listening, reading and viewing and writing and representing
2. Maths – number and algebra, Measurement, and Geometry, statistics and Probabilities
3. Science and Technology
5. Creative Arts – music, craft, drama, dance, visual arts
There are also cross-curricula focus areas which include
1. Aboriginal Education
2. Multicultural Studies
Syllabuses and expected outcomes can be accessed on the internet at www.k6.boardofstudies.nsw.edu.au. This website gives parents guides and other very useful information.

CAFÉ CURRICULUM
Curriculum cafes are a new feature at Maclean Public School and their purpose is to provide to parents and interested friends, snapshots of learning in a 21st Century classroom.
Each function is catered for with ‘high teas’ a specialty. The food is served by our wonderful ‘Ministers For Canteen’ and prepared by a generous and supportive group of parents. Small groups of students from each class present snippets of teaching and learning strategies used in classrooms. Talented groups of music students display their skills and provide entertainment as well.
Keep an ear out for our next Curriculum Café and if you can come along, we’re sure you will be impressed.

DEBATING
At MPS children in stage 3 are welcome to participate in the debating team. Debating is an important part of the schools talking and listening program.
Maclean Public School is an annual participant in the state wide Debating Competition.

ENROLMENT
When enrolling at Maclean Public School the standard Department of Education and Training enrolment form must be completed by the parent/guardian. If this is the first NSW state public school your child has enrolled in the following documents must be sighted on enrolment:

• Proof of residential address (rates notice, electricity account)
• Birth Certificate or identity documents (eg Passport)
• Copies of any family law or other relevant court orders
• Immunisation history statement

If your child is not a permanent resident, you will need to provide:
• Passport or travel document
• Current visa and previous visas

EXCURSIONS

Students participate in excursions from time to time to extend their knowledge of a unit of work or whenever teaching and learning is best achieved outside the classroom.

All local walking excursions are covered by the general permission note that is signed at the beginning of each year.

A permission note for all other excursions is sent home to parents which details travel, departure and return times, cost and any other necessary items. The tear off section and associated cost is to be returned to the class teacher. School uniform is to be worn unless otherwise indicated.

Without the return of a permission note and payment, a child cannot attend.

Overnight Excursions—Students in stage 2 and 3 attend an overnight excursion every year. We strongly encourage all children to attend all school excursions. Regardless of the destination, students have the opportunity to develop their independence, their social and their life skills along with expanding their general knowledge. Students also have the opportunity to strengthen social groups and their connections with their teachers. Following the excursion, back at school, students complete work based directly on the excursion and also enjoy discussing and reliving excursion events with their friends.

FILM PRODUCTION

Each year students enter a short film into the Big River Film Festival. Students are involved in all aspects of film production and cineliteracy. They assist in writing scripts, acting on camera, filming, editing and marketing. Each year the students enjoy travelling to the gala opening and sharing their filmmaking with schools from across the Clarence Valley. Students have created timeless classic movies such as Too Many Daves, School of Excellence, Long Way to the Top and The Tennis Match.

GARDEN

Students at Maclean Public School grow a range of fresh seasonal vegetables, fruit and herbs. Food grown in the garden is used in the school canteen and in class cooking programs.

Recently some senior students and Mr Domey replanted many of the garden beds using our own collected seeds from cos lettuce, peas, parsley, cauliflower and beans. Mrs Spencer and a Year 4 gardening group help to maintain, weed and water the garden.

Plans and funding are now in place also to plant Australian native and bush tucker plants outside the top entrance to the garden. Funding was provided by the Teachers Federation and treeday.planet_art.org.
HEADLICE
Headlice is an ongoing problem in most schools. Parents are asked to examine their child’s hair and scalp for signs of lice infestation. The eggs are laid on the shaft of hair close to the scalp and look tiny white specks which hatch in about 7–10 days. Watch out for persistent scratching or redness and scratch marks on the scalp, behind the ears or on the neck. The condition is highly contagious and must be treated before the student is allowed to come back to school.

HOLIDAY CARE
The Clarence Valley Council run the Vacation Care out of our school hall for school aged children aged 5 to 12 years of age. During the gazetted NSW School holidays periods qualified and trained professional staff provide recreational and educational activities and excursions for your children to enjoy. They can be contacted at Clarence valley Council 1800 801 503 or Maclean office 6645 3669. Enrolment, Booking Forms & Programs: www.clarence.nsw.gov.au.

HOMEWORK
Homework is recommended for all students K–6. This provides parents with the opportunity to establish habits of self-discipline and observe their child’s progress. Home Reading– students have the opportunity to take home a reading book every night which caters for your child’s reading level. The aim is for your child to become accustomed to and enjoy a regular reading habit. Parents should also read more difficult books to their child so they become familiar with more complex story lines and the structures of written languages.

IMMUNISATION
Immunisation statement history must be shown to the school on enrolment. If your child is not immunised, he/she is to be excluded from the school in the event of an outbreak of an infectious disease.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Incubation Time</th>
<th>Absence from School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>11–20 days</td>
<td>Until recovered. Minimum exclusion – 5 days after spots appear.</td>
</tr>
<tr>
<td>German Measles</td>
<td>14–21 days</td>
<td>Until recovered. Minimum exclusion – 6 days after rash appears.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td></td>
<td>Until recovered.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>5–50 days</td>
<td>Until recovered. – 7 days from onset of jaundice.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
<td>Medical certificate required</td>
</tr>
<tr>
<td>Measles</td>
<td>7–14 days</td>
<td>5 days from appearance of rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>12–22 days</td>
<td>Until fully recovered. At least 1 week after appearance of swelling</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>6–20 days</td>
<td>If antibiotic treatment not given – 3weeks from onset of whoop. Otherwise 5 days from start if medication</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>5–21 days</td>
<td>Consult doctor. If sores treated and covered, attendance is permitted</td>
</tr>
<tr>
<td>Pediculosis (Headlice)</td>
<td>Eggs hatch in 1 week–reach maturity in 2 weeks Until treated</td>
<td></td>
</tr>
<tr>
<td>Ringworm</td>
<td>10–14 Days</td>
<td>Until treatment is begun</td>
</tr>
<tr>
<td>Scabies</td>
<td>Several Days</td>
<td>Sometimes weeks Until treatment is begun.</td>
</tr>
</tbody>
</table>
KINDERGARTEN ORIENTATION
In Terms 3 and 4 students are invited to orientation sessions at Maclean Public School. Parents and students are sent out invitations to attend and are asked to return their enrolment forms and documents ready for processing. During the first orientation sessions for the children in our kindergarten rooms, information sessions are held for parents. These are a great opportunity for parents to meet and lots of useful information is provided.

LEARNING SUPPORT TEAM (LST)
Maclean Public School has a learning support team which focuses on the development of programs catering for special needs across K–6 curriculum. The LST lead the development of school based programs for special needs as well as extension programs for gifted and talented students.

LIBRARY
Our school library is staffed two days per week, during this time each class spends one session per week in the library having lessons, borrowing books and researching.

Students must have a library bag to borrow books. Library bags are available to purchase from our school library at a cost of $7. If a book is lost or damaged, parents are asked to pay the replacement cost.

LOST PROPERTY
Parents are required to clearly mark all items belonging to their child including clothing. Items found at school are kept under the infant COLA area near the infant rooms. If we can find a name we return items to students. Children are encouraged to be responsible for their own possessions and to look after them carefully.

At the end of every term all unmarked items are taken to an opportunity shop.

MEDICATION
The Department of Education and Training has strict regulations regarding prescribed medications at school. Staff are not allowed to provide students with any form of medication including paracetamol.

If your child requires medication whilst at school parents/carers must provide the medication. It is to be brought to school clearly labelled with the student’s name, the name of the medication, dose needed and time of administering. The medicine will be kept at the office (refrigerated if required) and the student will be given medication in sick bay.

If your child requires regular long term medication a permission form with full details need to be filled out.
MEET THE TEACHERS NIGHT & PARENT-TEACHER INTERVIEWS

In the first few weeks of Term 1 we arrange an evening where parents are invited to attend an information session presented by their child’s teacher/s.

Parents will gain knowledge of the expectations and learning outcomes for the year, class organisation, school rules as well as requirements for homework and classroom resources.

At the end of term 2 parents will be asked to arrange interview times with their child’s teacher. This valuable meeting gains parents’ understanding of their child’s progress and future needs when they receive their semester 1 report.

MUSIC PROGRAM

Students of all ages at Maclean Public School are offered the opportunity to experience tuition in a variety of musical instruments including piano, flute, clarinet, saxophone, drums, guitar and voice.

Mrs Moore is our music teacher and she comes to the school during the week and lessons are given during class time. Payment is made directly to the music teacher. Lessons are offered as one-on-one or small group situations.

A school percussion and recorder group have also been formed at MPS. This encourages team work and teaches listening and cooperation with others.

MUSICAL PERFORMANCES

All stage one students participate in choir which rehearses once a week. The stage one choir performs at whole school assemblies and competes in the Lower Clarence Eisteddfod.

Students in stage two and three may elect to join the primary choir or audition for the more select vocal ensemble. These groups can also be experienced at whole school assemblies, the eisteddfod and at various community events.

Maclean Public School offers students the chance to join the percussion ensemble in which they perform on drums and xylophones as a group.

Our recorder group applied and were accepted to perform in a combined primary schools recorder festival at the Sydney Opera House. This amazing experience was thoroughly enjoyed by all involved and we intend to participate in the festival again in future years.

NEWSLETTER

Our school newsletter is published weekly and sent home on Thursdays. It is also available on our website: www.maclean-p.schools.nsw.edu.au

This newsletter is a vital link between home and school giving important information and items of news about the school, various activities and P&C news.

Please check your oldest child’s bag on Thursdays and contact the office if your newsletter is not reaching home. The newsletter can also be emailed to parents.
PARENT AND CITIZENS ASSOCIATION
Maclean Public School’s P&C is a Major Fundraising Body. The P&C Association meets on the third Tuesday of each month unless advertised differently in the newsletter. Meetings are held in the staffroom at 7:00pm. This is the parents’ official open forum for debate and discussion about the school’s organisation. Parents are urged to attend meetings and contribute to the future directions of the school. The P&C helps provide much needed resources within our school.

The P&C is also a great way to meet and get to know other parents/carers.

PARENT HELPERS
Parents are most welcome in the school, assisting in many areas. There are many opportunities for parents to assist at school and parents are given instruction and help in the various areas as required.
- Canteen
- Reading/Classroom helpers
- Library resources— covering books
- Working bees and functions
- School garden

It is of great benefit for you to see and experience the environment your child is in as well as gaining ideas to support your child at home. Talk to your child’s class teacher if you would like to be involved.

PHOTOGRAPHS/MEDIA RELEASE
On occasion school photographs of students appear in school material for the purpose of promoting the school and public education. The local newspapers also sometimes request a photograph for a special event or achievement. There is a section in the enrolment form which must be filled in to give permission to publish.

PREMIER’S READING CHALLENGE
Each year students at Maclean are encouraged to participate in the Premier’s Reading Challenge. The Challenge aims to encourage in students a love of reading for leisure and pleasure, and to enable students to experience quality literature. It is not a competition but a challenge to each student to read, to read more and to read more widely.

Students who enter and successfully complete the Challenge will receive a Premier’s Reading Challenge certificate for that year and their name may be published on the PRC Gold and Platinum Honour Roll. On their fourth (not necessarily consecutive) year of completing the Challenge, students receive a Gold certificate, also signed by the Premier. Gold certificates are distributed to
school principals during late November and early December.

The Challenge runs from March to August each year. Students, parents or teachers may complete the online Student Reading Records. Stage 1 students need to read, or have read to them, 30 books and Stage 2/3 20 books during that period of time.

The Premier’s Reading Challenge books are identified in our library with stickers and are stored separately for ease of location.

PROBLEMS
Please contact your child’s teacher or the Principal if you are experiencing problems. It is essential that we deal with and remove any issues and concentrate on learning.

Whilst our principal has an open door policy, it is always a good idea to ring the school to make an appointment time as schools are extremely busy places.

If you need to talk to the teacher regarding specific issues with your child it is best to make an appointment for a time when the teacher is not on class.

READING RECOVERY PROGRAM
The reading recovery program operates for Year 1 students who are experiencing difficulty with learning to read. It provides intensive one to one instruction with a specialist teacher for 30 minutes every day for at least 20 weeks.

Parents are contacted for their approval and students must read at home as well.

ROCK AND WATER
The Rock and Water Program has been successfully running at MPS since 2002. The program is based around self-control, self-reflection and self-confidence.

Rock is the symbol of an unrelenting and uncompromising attitude. At other times by being Rock boys learn to stand up for themselves in various situations against peer pressure.

Water is the symbol of cooperation and communication. Boys are taught the relationship between Physical, Mental and Social Attitudes towards themselves and others.

Both Rock and Water play their parts in dealing with conflicts, self-defence and initiating and maintaining relationships.

Through this program boys are given guidance on their journey to becoming fine young men.

SCHOOL BANKING
School Banking is conducted each Tuesday morning by volunteer parents. Books are processed and returned to the students. Students are encouraged to bank with the School Banking System. The school receives a 35c commission on every deposit made by the students, regardless of the amount. This money helps to provide much needed equipment for our school. Forms to open new accounts are available at the office.
SCHOOL PARLIAMENT
Maclean Public School students are involved in the school Parliament. Senior students are assigned portfolios for which they are responsible. This leadership program promotes citizenship, equity, responsibility, positive values and attitudes and an understanding of the democratic process.

SCHOOL RULES/ RESPONSIBLE BEHAVIOUR DISCIPLINE PROCESS
Rationale:
- Everyone has the right to feel safe
- Any behaviour that gets in the way of teaching and learning and the general well-being of others will be proactively addressed.
- Everyone has the right to be heard, to have his/her concerns acknowledged and investigated and for appropriate, timely action to be taken.

From this rationale the school rules have been developed which address the core values or our responsible behaviour student welfare program:

School Rules:
- Be Respectful
- Be Responsible
- And safe at all times

Responsible Behaviour Discipline process:
Discipline in the school aims to be positive in nature. Self-discipline is regarded as the most effective and desirable kind of discipline and is encouraged and developed.

Most problems that arise are usually dealt with by discussion with the child. Where serious disregard of the school rules continues, a child may be put on detention or have privileges withdrawn.

Parents may be asked to visit the school to help resolve continuing problems. As a last resort, a child not responding to the above measures, and where behaviour is of a serious nature, procedures may be initiated to have the student suspended from the school.

This exclusion is either to be included on the enrolment form or by written advice to the class teacher.

SICKNESS/ILLNESS
Occasionally children become sick at school. They are sent to the front office to the sick bay by the teacher. If they are unable to return to class after a short rest office staff will contact parents or emergency contact.

Parents are required to keep their child at home if they show signs of sickness in the morning.

SPORT
Maclean Public School offers a wide variety of sporting experiences for students of all grades. Students participate in class programs of fitness, movement, minor games and weekly sport lessons.

All students are to participate in Wednesday (stage 1)/ Friday (stage 2 and 3) sport and wear a hat and shoes whilst participating.

Many students will also become part of a school team (soccer, league, netball, etc) and enter the public School Sports Association Knock-out competitions. Permission/Information notes will be sent home on these occasions.

Students are placed in a Sport House on enrolment at our school. Children from the same family are placed in the same house. Students from each house elect their House Captain and Vice-Captain each year. The houses and their colours are:

Clarence – Blue
Yaegl – Yellow

The houses are used for sporting carnivals such as athletics or swimming.
STAFFING
The Teaching Team at Maclean Public School is made up of the following staff.

Position | Names
---|---
Principal | Sandra Armstrong
Assistant Principals | Michael Rosnell
Desley Spencer
Classroom Teachers | Carolyn Phillips
Michael Rosnell
Matthew Argaet
Lee Murphy
Mick Morris
Desley Spencer
Sylvia Jones
Matt Sozou
Reading Recovery/Release | Raelene Richey
Teacher Librarian | Wendy Petters
LAST teachers | Michelle McCarron
Craig Dominey
Counsellor | Yvette Crowther
AEO | Leesa Kilduff

As well as the teaching staff we have friendly office staff—Beth Sonter and Vanessa McMahon, a general assistant—Stuart Sonter and SLSO’s Meryl Dawe and Zara Smart.

TECHNOLOGY
Maclean Public School delivers a progressive and engaging model of information and communication technology (ICT).

Schools are now educating a generation of students who are growing up in a digital world. At Maclean students learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school.

ICT is integrated across KLA’s on a daily basis. Every classroom has a bank of PC’s or Laptops and access to iPads on a daily basis. All classrooms have IWB’s.

Students also have the opportunity to work in the Computer Lab each week, with their class attending targeted ICT lessons.

During ICT lessons, students explore and use: Internet and email access, blogs, word processing packages, data management, movie making, virtual world technology, animation and a variety of software that enhances learning experiences.

To further develop the integration of ICT into the classroom professional learning is undertaken by all staff members and Team–Teaching lessons occur throughout the year.

Our school website enables parents and caregivers to receive the weekly newsletter via our website and the school blog showcases what is happening in the classroom and around the school community.

UNIFORM
With P&C Association endorsement this school has a uniform policy and parents are asked to ensure that their children come to school in the appropriate clothing. The purchase of the school uniform is available from the office.

All students are asked to wear black shoes and white socks. Other school uniform items are:

- Checked skort (GIILRS)
- Grey shorts (BOYS)
- Royal Blue Polo Shirt (logo on front)
- Royal Blue fleecy jumper (GIILRS & BOYS)
- Royal Blue fleecy track pants (GIILRS & BOYS)
- Sport shirt (GIILRS & BOYS)
- Black Short (SPORT)
- Zip jacket (GIILRS & BOYS)
- Hat wide brimmed
We have a **NO SCHOOL HAT/NO PLAY POLICY** at Maclean Public School. Students without hats are required to stay in the shade under the Covered Outdoor Learning Area.

### 2014 Uniform Range

- **School Logo**: Blue polo - $15
- **South Polo Shirt**: $21
- **Girl blue and white check shorts Side zip pockets**: $30
- **Blue Fleece Jumper**: $18
- **Blue Track Pants Side zip pockets**: $15
- **Logo School hat**: $10
- **Zip Jacket**: $35

<table>
<thead>
<tr>
<th>Size</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PC</strong></td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td><strong>MC</strong></td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
</tbody>
</table>

**VISITING PERFORMANCES**

Many high quality shows travel around Australia and perform in schools. Each year we book one show per term. These performances may showcase a particular area of the curriculum eg. PD/Health; highlight music from around the world eg. drums and guitar; provide insight into performances we would never get a chance to see eg. The Australian Opera; spark interest in knowledge and endeavour eg. CSIRO Science Show/Surfing Scientist; or simply provide us with a big laugh eg. The Leaping Loonies.

Our students, staff and community always enjoy the visiting performances. They are one of many highlights in creative and performing arts calendar.

**VISITORS**

ALL VISITORS, including parents, must report to the office on arrival and sign in the visitor’s book.