



Education &
Communities

Public Schools NSW

Information BookSet

Long Flat Public School

"Achieving our Personal Best"



LONG FLAT PUBLIC SCHOOL



Achieving Our Personal Best



<http://www.longflat-p.schools.nsw.edu.au>

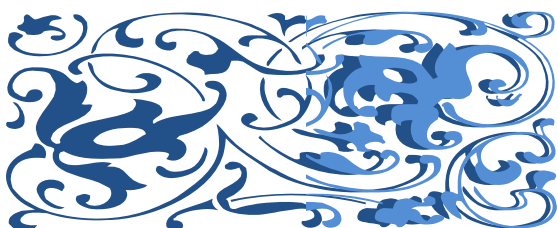
Welcome to Long Flat Public School

Long Flat Public School is a small rural school, which remains a central part of the local community. It is situated on the Oxley Highway 30 km west of Wauchope.

The school has a supportive and hard working Parent's and Citizen's Association.

Our school has two classrooms; the K-2 room and the Year 3-6 Primary room, a computer room with a well resourced library as well as a multi-purpose room.

The school caters for the individual needs of the students through thorough teaching and learning programs developed by the teachers and supported by the Support Teacher Learning Assistance and the Priority



Contents

| | |
|--------------------------|---------|
| Welcome |2 |
| Mission Statement |3 |
| Staff, Bell Times |4 |
| About our school |5 |
| Enrolment |7 |
| Excursions |8 |
| Student Welfare |9 |
| Uniform |10 |
| Sport and PE |11 |
| Presentation and Concert |12 |
| Kindergarten |13 |
| P & C Association |13 |
| Sun Safety |14 |
| Further Information |14 |
| Contact | |

- 5077 Oxley Hwy • Long Flat • 2446
- Phone: 02 6587 4255 • Fax: 02 6587 4334 •
- Email: longflat-p.school@det.nsw.edu.au •

Mission Statement

Long Flat Public School provides structured lessons and experiences to assist and encourage children from Kindergarten to Year Six to develop intellectually, physically, socially and emotionally.

Our learning takes place in a friendly, safe, nurturing, interesting and happy environment.

Our school strives to provide quality education with a strong emphasis on the development of skills and competencies in English and Mathematics.

Our school ethos is to assist each student in achieving his/her personal best.



At Long Flat Public School
we believe the students
require an all round education
involving academic, social,
environmental, spiritual and
physical learning activities.



About our School

Staff

| | | |
|----------------------|---|----------------------|
| Principal | - | Mr Paul Mason |
| Teacher | - | Mr Rodney Dobson |
| School Admin Manager | - | Mrs Christine Pearce |

Curriculum

Key Learning Areas for K – 6 are:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment
- Creative and Practical Arts
- Personal Development, Health & Physical Education.

Bell Times

| | | |
|------------------|---|----------------------|
| School commences | - | 9.05 am |
| Recess | - | 11.05 am to 11.25 am |
| Lunch | - | 1.00 pm to 1.50 pm |
| School concludes | - | 3.05 pm |

Teachers officially commence duty half an hour before school. Supervision is provided with children encouraged to arrive at school around 9.00 am. Which is the expected arrival time of the school bus service. Students should not arrive before 8.45 am.

Students are expected to leave school promptly at the end of the school day. Staff provide supervision of students catching the bus with other students leaving the school with parents or by walking or riding.



LONG FLAT PUBLIC SCHOOL



Achieving Our Personal Best

Our Motto

“Achieving Our Personal Best”

About our School

Artistic Performances

From time to time the school will elect to attend or host visits from various performers which may include drama, dance, music, song, language, poetry, environmental studies, science, sport etc. Parents will be informed of these events and a fee to cover costs is generally required.



Assemblies

A morning assembly is held each day commencing at 9.05 am, or as soon as the last bus arrives. Brief information may be given or sought at this time. Several formal assemblies are held during the term, usually in the undercover area. At these assemblies the principal and teachers address the students, merit awards and any special achievements are presented, announcements made and on occasions class items performed. Students lead these assemblies. Parents and friends are invited to attend one assembly each term; usually being our final assembly.

Attendance

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. *If your child is absent an explanatory note should be sent to school giving the reason for absence.* Parents may wish to phone this information to the school, but a written explanation is preferred.

Parents of students who are absent from school for unexplained periods (where notes do not come in) may be referred to the Home School Liaison Officer from the Department of Education and Training with reasons for absences sought.

Bookclub

Children are offered the opportunity to purchase from Book Club on a regular basis.

Student Reports

Written student reports are sent home at the end of Term 2 and Term 4. These reports provide an indication of student achievement as assessed and noted by the teacher. Parents are encouraged to attend a meeting with the teacher to discuss their child's report.

School Newsletter

Our school produces a newsletter "Flat Chat", which is distributed within the school and community. This newsletter aims to promote school activities, student achievements along with providing information about coming events or activities. Community news is included and encouraged. "Flat Chat" is sent home with the oldest child each Tuesday.



About our School

Library

Each child from K – 6 has a Library lesson each week. They can borrow up to four books from the library provided they have a durable library bag in which to transport these books.



Parents are asked to make sure books are treated with respect and any damage reported to the school when the book is returned.

All students are expected to borrow books as this contributes to the expectation that they are reading at home on a regular basis.



Scripture

Non-denominational scripture lessons are provided by visiting clergy and lay teachers. All students participate in these lessons. Any parents with concerns need to come in and discuss these with the Principal.

Parent – Teacher Interviews

All families are encouraged to contact the school at any time during the school year to arrange an appointment to discuss their child's progress. Teachers welcome discussion with parents in the interest of the children. The best time for an interview is generally after school, however where this is not convenient; attempts will be made to arrange a mutually acceptable time.

As an important part of our annual reporting system, all parents are invited to attend an interview with the class teacher at some time during the year.

Homework / Home Reading

The individual teacher sets homework on a regular basis. It is intended that completing set tasks at home will help develop better study habit skills.

Homework may vary in nature but an expectation that children read at home exists across all grades. Homework supports classroom teaching programs and assists parents to better understand how their child is performing at school.



Enrolment

Enrolment

Students may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31st in that year.

Documentation providing proof of age i.e. *Birth Certificate* is required on enrolment. Proof of immunisation and residential address is also required.

Students transferring from other schools can present for enrolment at any time. A departmental policy requires that we contact the previous school before students can officially be enrolled. We also need to wait for the child's record card to arrive; therefore enrolment may be delayed a number of days.



Family Information / Details

All relevant information is asked for on the Enrolment Form at the time of enrolment. The school needs to know immediately if there are any changes of details i.e. new address, phone number, emergency contact etc.



**At Long Flat Public School
we believe the students
require an all round
education involving
academic, social,
environmental, spiritual and
physical learning activities.**





Excursions

Our school participates in excursions so as to enrich a child's learning experiences. These excursions may be as part of a whole school activity or in smaller group situations. At present the school participates in yearly camps with other small schools in the Hastings area.



Student Welfare

Support Teacher- Learning Assistance

Long Flat Public School has access to a Support Teacher – Learning Assistance. Students experiencing a learning difficulty may be taken through a developmental program to assist their required need(s) and enhance any aspect of their schoolwork.



Parents Helpers

Parents as partners in education are appreciated. Your skills are valued. Help can be given in many areas: Reading, Craft, Maths etc. If you would like to help, just let the school know.

School Counsellor

Help is available for problems or concerns that you may have in regard to the development of your child.



Infectious Diseases

From time to time infectious diseases become evident in schools. The school will follow procedures as set by the Department of Education & Training in dealing with such an outbreak.

Information sought upon enrolment as to the immunisation status of children being enrolled is used in circumstances such as this.



School Photos

School Photos are taken each year and families are given the opportunity to purchase these if they wish.

Uniform

Students are expected to wear correct school uniform each day unless it is a mufti day. Unnaturally coloured hair and painted fingernails are not appropriate at school

Boys and Girls School Uniform ~ available through school and P&C

- ☞ Light blue and navy shirt with school logo.
- ☞ Royal blue shorts.
- ☞ School hat with logo
- ☞ During the colder weather; A Royal Blue Tracksuit can be worn, Royal blue sloppy joe, School jacket with logo can also be purchased for extra warmth during the colder months.
- ☞ Students may wear joggers or black shoes. Joggers are preferred due to regular sport and physical activity in the playground. Socks are to be either plain white or grey.

A limited clothing pool is available. The school appreciates any donations of uniforms no longer required.

Non-uniform days are held throughout the year, often in association with minor fundraising activities. Information about these days is provided when known.

Please ensure that **all articles** are clearly and permanently labelled with name of student, especially lunch boxes, drink bottles, hats and jumpers.

Treasured and valuable toys, jewellery and books should not be brought to school, they can easily be damaged or lost. **No responsibility can be taken** for the loss or damage to such items.

Make sure your child's schoolbag is easily recognizable, and encourage him/her to leave it in the correct place.

*Any dangerous items such as pocket-knives **MUST NOT** be brought to school.

Students should not wear dangly earrings, necklaces or bangles to school as these can become an Occupational Health and Safety issue, especially during play times. No mobile phones or electronic games are to be brought to school. The school reserves the right to confiscate items that are brought or worn to school that do not comply with this policy.



Sport and Physical Education

Sport and Physical Education

Children have sport afternoons and Physical Education lessons during the week. All children should take part in fitness/skills sessions each week.

These activities form part of our Physical Education/Health/Personal Development Program (PE/Health/PD) – all children are required to participate.

All students from K-6 participate in School Cross Country, Swimming and Athletics, where we join with other district small schools. Years 3-6 participate in a number of sporting activities.

Our intensive swimming lessons are held in Term 4 each year. All students attend these lessons over a two week period.



Presentation and Concert



Presentation and Concert

Presentations and prizes are awarded to students in December.

The school receives valuable donations to support this activity and to help recognize the achievements of students from within our school.

In addition, all students are involved in performances and/or singing.



Education &
Communities

Kindergarten

Kindergarten Orientation Program

An Orientation Program is conducted for students enrolling the following year. This involves the students attending school during Term 4. Dates and times are advised. This program allows time for the students to become used to the formal routine of the school. It helps parents get used to the school routine and the teachers to assess the children ready for the following Kindergarten year.



P&C Association

P. & C. Association

The Long Flat School Parents & Citizens Association meets twice a term. Meetings generally commence at 3.15 pm. All members of our school community are encouraged to attend. P. & C. fundraising activities include catering for specific organisations, raffles, Bunnings BBQs etc. Your support of these events is encouraged and appreciated.



General School Contribution

A general school contribution is set each year by the P. & C. Association. These funds help meet some of the cost of resources and bus transport throughout the year. Whilst this fee is minimal they are certainly beneficial to the school. These payments can be made in full or by instalments during the year direct to the P. & C. Association.

Lunch Orders

The P. & C. Association operate a canteen each Monday and Friday. Menus are sent home at the beginning of the year. Students write their order on a brown paper bag, place the money inside the bag and place the order in the blue box outside the canteen before classes start. Parents are rostered to run the canteen. New helpers are always welcome.



<http://www.longflat-p.schools.nsw.edu.au>



Sun Safety

Hats - “No Hat, No Play”

In accordance with the Cancer Council guidelines, children are encouraged to wear a school hat when outside. The school has a “No Hat, No Play” Policy in effect. Students without hats must sit in an area as directed by the teacher. All students are expected to wear **school hats**. These can be purchased from the school at a reasonable price.

Non uniform hats and beanies may be permitted for special circumstances only but will not be allowed as a replacement for correct school hat.



Further Information



**Education &
Communities**

Long Flat Public School

5077 Oxley Hwy

Long Flat 2446

Phone: 02 6587 4255

Fax: 02 6587 4334

longflat-p.school@det.nsw.edu.au

© June 2012

NSW Department of Education and Communities