



Welcome to Middle Harbour Public School



Information Book

Key school contacts

Principal(Acting)	Ms Carole Jaye	(02) 9953 6232
R Deputy Principal	Ms Laura Barry	(02) 9953 6232
	Ms Joy Renauf	
	Phone	(02) 9953 6232
School Office	Fax	(02) 9904 1443
	Email	middleharb-p.school@det.nsw.edu.au http://www.middleharb-p.schools.nsw.gov.au/
School website	Phone	(02) 9908 2102
Kids Cottage	Email	info@kidscottagemiddleharbour.com

School Times

School commences at 9:00am

Recess 11:00-11:25am

Lunch *Eating time* 12:50 – 1:00pm

First half 1:00 – 1:20pm

Second half 1:20 – 1:40pm

School Finishes at 3:00pm

Teachers are on duty from 8:30am and parents are asked not to send students to school before this time. Students are not to enter the classrooms before 9:00am unless it is raining. At the end of each day students are to leave the school grounds as soon as possible (unless attending after school care at The Kids Cottage). Any students not collected by 3:05pm are taken to school office. If students are not collected by 3:15pm they may be taken to The Kids Cottage.



Skoolbag

Our school has its own Skoolbag Smartphone App which we use to send you important information. Please download and install the app by following the instructions that are included in this booklet.



Parent & Emergency contact details

Parents/Carers are requested to provide their contact details as well as the name and contact details for two emergency contacts when enrolling their child(ren). If this information is not available at the time of enrolment be sure to communicate these details in writing to the school as soon as possible. It is also important that the school office be notified in writing immediately of any changes to contact numbers and addresses.



MHPS Information - from A to Z

ABSENCES

All absences from school should be explained by a written parental note. This may be generated via a hand-written note, an Absentee Note Eform (accessed via Skoolbag) or by sending an email message to the school's email address middleharb-p.school@det.nsw.edu.au. Please ensure the note states the student's name, class, date(s) and reason for absence. See also Early Departure, Late Arrival for extra information.



ACCIDENTS

In case of sudden illness or an accident at school the school office will endeavour to contact parents in the first instance. If the school office is unable to reach parents they will contact the emergency contacts listed on the student's enrolment record. In the event of an emergency an ambulance will be called and parents contacted as soon as possible.

APPOINTMENTS

While we welcome discussions with parents at all times, we request that you make appointments to arrange suitable times. This allows teachers to fulfil their commitments to classroom duties, as well as giving you uninterrupted time. Appointments may be requested via the "Make an Appointment" Eform on Skoolbag or by sending an email message to the school's email address middleharb-p.school@det.nsw.edu.au.

ASSEMBLY

Assemblies are usually held fortnightly on Thursdays in the school hall. Years 3-6 at 1:40pm and K-2 at 2:20pm. Banner assemblies are on Monday mornings at 9:00am in weeks 5 and 10 of each term. The list of student recipients is distributed to parents via Skoolbag.

ATTENDANCE

All children are required to attend school daily unless there are special reasons for not doing so. The school hours are 9:00am to 3:00pm. Morning arrival should not be earlier than 8:30am (unless at The Kids Cottage) and all children should leave the school at 3:00 pm (unless at The Kids Cottage).

BEFORE & AFTER SCHOOL CARE – THE KIDS COTTAGE

A before and after school program operates on site. The Kids Cottage has an Exceeding National Quality Standard assessment and rating with the Australian Children's Education and Care Quality Authority. The program is available for children 5-12 years and is open Monday to Friday from 6:30-9:00am and 3:00-7:00pm.

Qualified staff provide a wide range of exciting activities each day including inside and outside games, painting, pottery, craft activities and cooking. There is also a vacation care program that operates daily during school holidays (except for the Christmas/New Year period).

For enquiries and booking registration please call the Director on (02) 9908 2102 during office hours (9:30am–6:00pm) or email info@kidscottagemiddleharbour.com.

BOOK CLUB

The school arranges with commercial publishers to operate book clubs as a service to students. Details are sent home at appropriate intervals and all orders are placed online. Parents should feel under no obligation to use this service but are welcome to do so if they wish.

CANTEEN

The school canteen is open 5 days per week and is run by Wild Fig Catering and conforms to the recommendations for a healthy lifestyle. Students may order lunches from 8:45am to 9:00am (Monday-Friday) by writing the order on a brown paper bag and placing in the box at the canteen.



The canteen is open at:

8:00-9:00 am	Monday to Friday – before school
11:00-11:20 am	Monday to Friday – recess
1:00-1:30 pm	Monday to Friday – lunch
3:00-4:00 pm	Monday to Friday – after school

A menu/price list is circulated on Skoolbag each term with updated information. There are also once a term specials such as sushi, pizza and nachos. The canteen also offers espresso coffee and a selection of freshly baked snacks to parents before and after school. Extra services such as class birthday cupcakes, ice blocks etc. are also available. Nut allergies – all food made at the canteen is nut free, however, some packaged foods may have been manufactured on equipment that processes nuts. To contact the canteen please call (02) 9904 1005.

CHANGE OF ADDRESS

The school needs to be notified in writing of any change of address, email or phone number at home or at work. This change may be requested via a Change of Details Eform (via Skoolbag) or by sending an email to the school's email address middleharb-p.school@det.nsw.edu.au

CLASS PARENTS

The MHPS P&C are responsible for coordinating class parent volunteers for each class at the start of each school year. The parent class representative(s) can be called upon to assist in many ways including liaison with class teachers and parents, excursions, class parties, preparation of art/craft material, welcoming new arrivals at school, coordinating grounds improvements and fundraising initiatives.

COMMUNICATION

The school uses many different ways to communicate information to parents.

MHPS Policies	http://www.middleharb-p.schools.nsw.edu.au/for-parents
Skoolbag App	https://skoolbag.com.au/web/getskoolbag.php
P&C website	http://www.mhpspandc.com.au
School newsletter	Emailed fortnightly (EVEN weeks) 1 access on website & Skoolbag
Two written reports	Each semester. Access https://mhps.sentral.com.au/portal/login

CRUNCH&SIP®



All students participate in Crunch&Sip every day. This snack is typically eaten in the classroom at 10:00am in the middle of the first learning session. This snack **must** be a healthy **fresh fruit or vegetable snack** and needs to be eaten within a 10 minute time frame. A few pieces of a fruit or vegetable (not a whole one) will suffice.

EARLY DEPARTURE & LATE ARRIVAL

What is considered late for school?

If the bell has gone and students are in class, your child will need a late slip. If your child needs to leave school before 3.00pm your child will need an early slip.

What if my child arrives late for school?

- Accompany your child to the office.
- Collect the late slip from the office staff, escort your child to their classroom and pass the late slip to your child's teacher.

What if I need to collect my child early from school?

- Go to the office.
- Collect an early slip from the office staff to give to the class teacher.
- Escort your child from the school.

ENTRANCES AND EXITS

Please teach your child to enter and leave the school through the pedestrian gates and not through the school car parks. Please note all pedestrian gates on Macpherson St are locked daily between 9:30am and 2:30pm. Access to the school grounds must be made via the Hale Rd gate. **All visitors (including parents) must first report to the school office to obtain a visitor's lanyard.**

EXCURSIONS

Excursions enrich your child's learning experiences and the school curriculum.

The cost for excursions is kept to a minimum. Payment for excursions is always made in advance and parents are informed in writing of relevant details. Written consent is also required for each individual excursion. School uniform is to be worn unless otherwise advised. No pocket money nor glass bottles should be taken. Parents are sometimes requested to assist on excursions. It is a requirement that all parent helpers and volunteers complete documentation and show 100 points of ID to the office prior to the excursion. Please refer to Code of Conduct policy at <https://middleharb-p.schools.nsw.gov.au/policies/policies-and-procedures/parents-volunteers-and-helpers.html>



FREE BUS TRAVEL

Primary students in NSW could be entitled to free or concession travel to and from school. More information (including how to apply for an Opal Card) can be found at <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-student-concessions/primary-secondary-school>

HEALTH CARE PLANS

An individual health care plan is required for any student with particular physical or medical needs. These plans should be prepared in consultation with your General Practitioner using the appropriate forms.

Individual health care plans should be developed for students with:

- Anaphylaxis or Severe Allergies
- Asthma
- Type 1 Diabetes, Epilepsy or
- Any student who requires the administration of specific medications
- Any student who is diagnosed as being at risk of an emergency

Please provide this document to the school office on completion along with a MHPS Healthcare form. This form contains contact details for the student and parents and a summary of symptoms to watch out for and treatment to be administered.



HOMEWORK

In general, students are not expected to complete formal homework in Kindergarten. In the early years most homework is designed to consolidate and practice important literacy and numeracy skills. For more information for Years 1-6 go to <https://middleharb-p.schools.nsw.gov.au/policies/policies-and-procedures/homework-policy.html>

LEARNING & SUPPORT

Learners do better when they are supported as learners and in their learning. Learning is influenced by experience and involves the emotions.

Teachers use their knowledge of their students (cognitive, social, emotional, physical and spiritual needs) and their understanding of the relevant learning progression to personalise learning, so that every student experiences learning that is rigorous, dignified and meaningful.

LIBRARY

A teacher/librarian is employed 5 days a week. The students are given library lessons and encouraged to borrow books for home reading. Junior (K-2) borrowers must use a library bag. Students must take good care of the borrowed material and ensure its return by the due date. A fee is payable for lost books. Parents are urged to take an interest in their children's reading by assisting in the library with routine tasks or by donating books. Tasks include shelving, covering etc. Parents may visit the library in the mornings (Monday, Wednesday, Thursday and Friday) to read stories with their child and/or borrow books.



LOST PROPERTY

Please label all your child's clothing and property clearly with their first and surname. Lost property is located on the Kindergarten verandah. After reasonable attempts have been made to determine ownership, unclaimed clothing will be sent to an appropriate charity.



NEWSLETTERS

The Middle Harbour newsletter is produced fortnightly. It can be located on the school website <https://middleharb-p.schools.nsw.gov.au/newsletter.html> or on Skoolbag.

NUTS

Some students and staff are highly allergic to nuts. Please avoid sending any foods containing nuts (including Peanut Butter or Nutella sandwiches) to school.

PARENTS & CITIZENS' ASSOCIATION (P&C)

The P&C stands for Parents and Citizens Association, and works collaboratively with the Middle Harbour Public School Staff, with the leading purpose of fostering a sense of community within the school and raising funds to support the school. Read more <http://www.mhpspandc.com.au>

PARENT/TEACHER MEETINGS

Parent/teacher interviews are held at the end of Term 1. If you have any concerns or issues to discuss with your child's teacher at other times, you are encouraged to contact the school to make an appointment to meet with the teacher at a mutually suitable time. This can be done by writing a note to the class teacher or emailing the school. Effective two-way communication can usually resolve most difficulties.

PEER SUPPORT

In term 3, students from Kindergarten through to Year 5 participate in weekly Peer Support sessions led by Year 6 students. The Peer Support Leadership program aligns with the NSW Personal Development, Health and Physical Education syllabus providing leadership opportunities for all Year 6 students to lead, get to know and support a small group of children from K to Year 5. New Kindergarten students are also buddied up with a Year 6 student. The year 6 student is responsible for helping them adjust to the rules and routines of school life in their first weeks of primary school.



PREFERRED NAME

If your child has a preferred name i.e. Bill instead of William please contact the office in writing (email preferred). Please note, Departmental policy requires the school to use the name on your child's birth certificate for all formal documents e.g. the school roll, school reports.

SCHOOL COUNCIL

An elected School Council meets regularly and takes an active role in educational decision making.

SCHOOL COUNSELLOR

The school has the services of a counsellor two days per week. The counsellor is an experienced teacher with a degree in psychology and post graduate qualifications in school counselling. The school's learning support team works collaboratively with the school counsellor, parents and caregivers, to develop appropriate school based support for students. In cases where the school perceives the need for counselling of students, parents are notified prior to the counselling taking place, except in urgent cases where parents are notified as soon as possible.

SCHOOL CONTRIBUTIONS AND COSTS

Each term parents are asked to make a monetary contribution towards the cost of classroom resources. Classroom resources include classroom equipment, art/craft materials, computers and iPads, sporting and art equipment and other learning needs identified in the school plan and budget.



SCHOOL UNIFORMS

School uniforms are available for the Uniform Shop, located next door to the canteen. The uniform shop is run by the school P&C and keeps prices at a minimum to assist parents. Uniform shop hours are:

TUESDAY: 8:45–9:15 am
FRIDAY: 8:45–9:15 am

Alternatively, uniforms can be purchased online from www.flexischools.com.au and are delivered to the student's classroom. Please read more at <https://middleharb-p.schools.nsw.gov.au/for-parents/uniform-shop1.html>

Clothing

Summer

Summer dress
White sleeved top (short)
Black cargo shorts
White socks
Black school shoes
Black undershorts (optional)
Black vest (optional)
Polo fleece/crew neck jumper

Winter

Tunic
Long/short sleeved white top
Black cargo shorts/pants
Black stockings/white socks
Black school shoes
Black vest (optional)
Polo fleece/crew neck jumper

Sports/Gym

Yellow shirt (short)
Black skort/sport shorts
White socks
Joggers/Trainers
Black vest (optional)
Polo fleece/crew neck jumper

Sports/Gym

Yellow shirt (short or long)
Black skort or black rugby, sport or bootleg pants
White socks
Joggers/Trainers
Polo fleece/crew neck jumper

Other Items

- School Bag
- Library Bag
- Hats (wide brim) Please note hats are worn all year for all outdoor activities. We encourage "No hat, play in the shade!"
- Raincoats – Ponchos (up to size 8), Black zip jackets (from size 10)

ALL CLOTHING TO BE CLEARLY MARKED WITH STUDENT'S NAME AND CLASS

Other Items

(Including socks and shoes)

Black leather shoes to be worn with full school uniform

JOGGERS/TRAINERS TO BE WORN ONLY ON SPORT DAYS

SPECIAL RELIGIOUS EDUCATION (SRE) AND SPECIAL ETHICS EDUCATION (SEE)

- **Special Religious Education (SRE)** program is available at Middle Harbour Public School and is run by authorised volunteers of approved religious persuasions.
- **Special Ethics Education (SEE)** is a secular alternative to scripture classes available to all students who do not wish to attend SRE or Non-Scripture. Special education in ethics (SEE) is a program in ethical decision making, action and reflection within a secular framework.
- **Non-Scripture**

SRE, SEE and Non-Scripture are held on Thursday afternoons:

K-2 1:40pm to 2:20pm

3-6 2:20pm to 3pm

Parents need to advise the school in writing if they wish to withdraw their child from SRE or SEE.

Read more at <https://middleharb-p.schools.nsw.gov.au/learning-at-our-school/religion-and-ethics.html>

SPORT

The school has a comprehensive sports program, which enables students to gain skills and experience in sporting activities during their primary years. PSSA competitions, gala days and special swimming schemes operate for certain grades. Some activities require payment in order to cover the cost of the program.



A swimming carnival is held for Years 3-6 (and those children turning 8 in Year 2) early in the year. A beach carnival for all K-2 students is held in Term 1 at Balmoral Beach. Cross Country carnivals are held for 3-6 and K-2 students, as well as Athletics carnivals for all students later in the year. Selected students may qualify to represent the school in Zone and Regional carnivals. Parents are invited to attend all events.



SPORT (HOUSE GROUPS)

Each child is allocated to a house group for sporting activities. The four houses are named after famous Australian sports people.

- **Fraser (Blue)** – Named after Dawn Fraser MBE born in 1937. This swimmer from Balmain, Sydney, won more medals at the Olympic Games than any other Australian.
- **Henricks (Green)** – Jon Henricks was born in Mosman in 1936. This swimmer set a number of world records for the 100m and 400m events.
- **Jackson (Red)** – Marjorie Jackson was born in Lithgow, NSW in 1932 and was a sprinter. She was the first Australian woman to win an Olympic gold medal and was nicknamed the “Lithgow Flash”.



- **Landy (Yellow)** – Named after John Landy, born in 1930. This runner became the second man to run a mile in less than 4 minutes.

STUDENT WELL-BEING

Our school uses strategies from **You Can Do It! Education** and Positive Behaviour for Learning (PBL) to support students in learning the **social and emotional** capabilities, disposition and habits of thinking needed for success in school, work and life. For more information refer to <https://middleharb-p.schools.nsw.gov.au/for-parents/strategies-for-anxious-kids.html> and <https://middleharb-p.schools.nsw.gov.au/supporting-our-students/student-health-and-safety.html>

SUN SAFETY

It is departmental policy that we do not apply sunscreen to students. We recommend that students apply sunscreen before coming to school and have their own individual roll on sunscreen in their lunchbox so they can reapply at lunch.

Wear a hat and that's that! All students are expected to wear a hat for sun safety reasons. The school has a “*no hat, play in the shade*” policy which is endorsed by the P&C and School Council. School hats may be purchased at the uniform shop.



VISITORS & VOLUNTEERS – visitors are requested to sign in and out at the office and wear a visitor's pass at all times. For further information see <https://middleharb-p.schools.nsw.gov.au/policies/policies-and-procedures/parents-volunteers-and-helpers.html>





WELCOME FROM THE P&C

WHAT IS THE P&C?

The Parents & Citizens Association (P&C) is a group of volunteer parents, carers and community members who work together to support the school. We focus on fundraising, fostering the community spirit and being a point of contact for new parents.

WHAT DOES THE P&C DO?

Our aim is to invest time, effort and funds into initiatives that make MHPS a place where every student can thrive. Our purpose is three-fold:

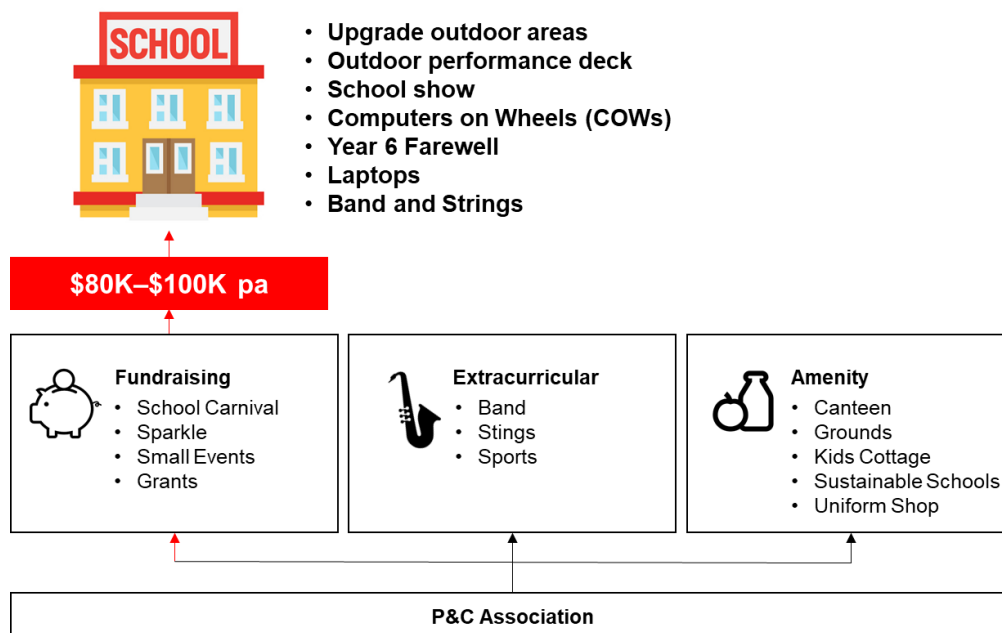
- We raise funds for the school
- We organise extra-curricular activities for our students (Band, Strings, Sports)
- We oversee school amenities (Canteen, Grounds, Kids Cottage, Sustainable Schools, Uniform Shop)

HOW MUCH MONEY DOES THE P&C RAISE?

We raise about \$80,000 annually. Our largest fundraising events are the School Carnival and Sparkle Gala Dinner. Other fundraisers include election day BBQs and cake stalls, Mother's and Father's Day stalls, and the Bold Archy art exhibition.

This year, we are holding our School Carnival at the school on **Sun 10 Nov**, from **10am to 4pm**. Please come along to this wonderful community event.

WHERE DOES THE MONEY GO?



HOW CAN PARENTS GET INVOLVED?

There are many ways for parents to get involved. Big or small, every contribution makes a difference.



* We currently have open roles on the Small Events team. For more information, please email mhpspresident@gmail.com.

HOW CAN NEW PARENTS STAY CONNECTED?

There are many ways to stay up-to-date on important information about your child's class, year and school activities:

- **P&C meetings:** Held at 7:00pm on Tuesdays in Terms 3 and 8 in the Mandarin Classroom — come along to connect with other parents and our Principal, voice your ideas, and learn about long-term school plans.
- **Class list:** You have the option of adding your email address to your child's class list on Meet the Teacher night (at the beginning of the school year).
- **Skoolbag app:** You can download the app from the App Store (website: <https://www.moqproducts.com.au/skoolbag/>).
- **Newsletter:** Email the school (middleharb-p.school@det.nsw.edu.au) if you'd like to be added to the distribution list.
- **Website:** Visit the school (<https://middleharb-p.schools.nsw.gov.au/>) or P&C (<https://www.mhpspandc.com.au/>) websites for more information.

We look forward to welcoming you in 2020.

Kind regards,

Sunitha Alexander
P&C President
mhpspresident@gmail.com
www.mhpspandc.com.au



Code of Conduct for Parent helpers and volunteers

Parents and community members are welcome at Middle Harbour PS. The role of parent helpers and volunteers is to support student learning as directed by the classroom teacher.

When working in a classroom, parent helpers and volunteers enter into a partnership with the school that is based on shared responsibility and mutual respect. The following guidelines align with the *Parent Helper and Volunteer Policy* and shared school values. They outline our expectations for appropriate interactions with students and staff:

Please be sure to:

- Familiarise yourself with our school *Parent Helper and Volunteer Policy*. It is available at the school office and on the school website.
 - Complete the form *Appendix 5 – Declaration for volunteers and non-child related contractors* and hand it in to the school office. Please note that your 100 points of ID will need to be sighted. *Appendix 5* can be found on the school website under 'Policies\MHPS Policies\Parents Volunteers and Helpers'.
- Sign in and out at school office or your child's classroom each time you volunteer. This is a Work Health Safety requirement.
- Be aware that you may be helping others and not always be working with your own child.
- Avoid comparing children and their work.
- Please be respectful of all students' privacy related to their class work.
- Give all children equal time and attention where possible.
- Encourage children to be independent - we expect children to try everything themselves before we help them.
- Let the classroom teacher know if a child discusses a matter that concerns you.
- Be aware that some days/times may not suit individual classroom teachers.

Confidentiality is of prime concern.

You may see children struggling with work, becoming upset or misbehaving. You might also hear/see other information concerning a child while you are helping at school. It is vital that you do not share anything about specific children with friends, family or a child's parent. The class teacher has the responsibility of informing parents of any concerns about a child.

Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal. Parent or volunteer helpers not fulfilling these requirements may be requested to withdraw from helping at the school.

As schools are mandatory reporters with Family and Community Services any disclosures by students made to parents and volunteers must be reported to the Principal or nominee. If you have concerns or questions, please contact your child's classroom teacher.

Stay informed with the SkoolBag App



The SkoolBag app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and **all** school communications.

1

Download the app

Search for the free SkoolBag app in the Apple App or Google Play Store



2

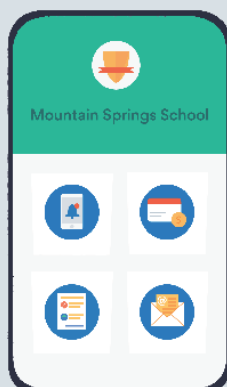
Create an account

Sign up in seconds with your email address

3

Add your school

Search for your school and add your subscription groups



SkoolBag 