



North Kellyville Public School

Handbook

Updated January 2019



Address: 120-128 Hezlett Road, North Kellyville, NSW

Phone: xxxx xxxx

Web: <https://northkellyville-p.schools.nsw.gov.au/>

Code: 4664

Principal Welcome

Welcome to the North Kellyville Public School. I am delighted to be the founding principal and look forward to working together with the community to create cutting-edge educational experiences within our state-of-the-art facilities.

Education in a changing world has a vital role to play in preparing students for successful, enriched lives. At North Kellyville Public School, students are challenged yet nurtured and work both independently and in groups to solve authentic problems. Learning includes partnership with industry in order to develop skills in students of innovation, fair-testing and experimentation. Students accumulate a strong repertoire of general capabilities including literacy, numeracy, creative and critical thinking, intercultural understanding, ethical understanding, information and communication technologies and personal and social capability.

Underpinning success at every level of the school is a relentless focus on the formation and maintenance of positive interpersonal relationships. Resilience, persistence and personal responsibility are key themes of wellbeing programs.

I welcome prospective parents/carers to make contact to find out more about the school and the exciting teaching and learning that occurs each day.

Tom Moth

Principal


thomas.moth@det.nsw.edu.au


@moth_t


Contact Details

 120-128 Hezlett Road, North Kellyville, 2155

 <https://northkellyville-p.schools.nsw.gov.au/>

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Vision Statement

During the early part of 2019 the school community will work together to develop a vision statement.

School Hours

Morning Supervision Commences:	8:30 am
Session 1:	9:00 am
Recess Break:	11:00 am
Session 2:	11:20 am
Eating Lunch:	12:40 pm
Lunch Break:	12:50 pm
Session 3:	1:40 pm
End of School:	3:00 pm

School History

The Minister for Planning announced on 29th May 2008 that he would publicly exhibit a draft amendment to State Environmental Planning Policy (Sydney Region Growth Centres) 2006 (Amendment No 3), to rezone the North Kellyville Precinct to facilitate urban development. Within the plan, land for one public primary school was provisioned. Construction commenced in early 2018 and on 30 January 2019 the school opened for students K-6.

School Highlights

North Kellyville Public School enjoys strong community support stemming from a positive sense of belonging with the school and its mission.

The school has:

- 40 state-of-the-art classrooms
- A purpose built library with a large collection of resources
- Interactive android panels in each learning space
- Three video-conference facilities
- A large and impressive hall that can accommodate the whole school
- A supportive and involved community
- A strong sport and physical education program
- Two outdoor amphitheatres
- Subliminal learning signage throughout the school
- Maker spaces, learning nooks and group study rooms
- A commercial rainwater tank
- Classes for students with confirmed disabilities

The following pages are an A-Z guide of North Kellyville Public

Please report any broken links to
northkellyville-p.school@det.nsw.edu.au

Access to Staff

The school encourages regular contact between parents/carers and teachers. Of course, there are times during the day when teachers are unable to talk because they are teaching or have other school commitments. Therefore, it is advisable to complete a *Request for Meeting* form in the school office foyer, send an email request to the school's general email account or phone and arrange a convenient time if an extended interview is required. The school has an open door policy and encourages parent/carer participation. Parents are asked to view and adhere to the communication flow chart at the back of this document.

[SEND AN EMAIL TO THE SCHOOL](#)
[COMMUNICATION FLOW CHART](#)

Accidents

In case of an illness or accident, staff members will contact parents/carers. In serious cases, if neither parent/carer can be contacted, appropriate action will be taken (ambulance called). Office personnel are trained to administer first aid for minor playground accidents. The teachers are also trained in Emergency Care and CPR.

Air Conditioning

School Infrastructure New South Wales' (SINWS) new 'cooler classrooms' initiative means that the school will be retrofitted with air conditioning during Term 1, 2019.

Additional Needs

Students with additional learning needs are catered for through the provision of quality, differentiated teaching and learning programs and the implementation of learning adjustments as appropriate. The classroom teacher will work alongside the Learning and Support Teacher and parents to develop an adjustment plan and/or Individual Education Plan. Parents are encouraged to share any external reports such as speech, occupational therapy or psychometric testing with the school.

Artify Club



Areas of Focus

Each term teachers work collaboratively to publish an Areas of Focus overview for parents/carers. These documents outline the main learning outcomes in each Key Learning Area for the term, and are published on the school website, usually by the end of the first week of each term.

[AREAS OF FOCUS PAGE](#) (inactive)

Assemblies

School assemblies are held on Thursday afternoons. Parents/carers are informed via the newsletter and School Stream app when their child's class is presenting an item. The assemblies provide an opportunity for the children to showcase their work or perform a class item. School and class awards are presented during assemblies. Sports awards are also presented. Parents/carers and visitors are welcome to attend the assemblies. Assemblies are held in the hall.

Attendance

Students are required to attend school every day when lessons are being conducted. School commences at 9:00am and ends at 3:00pm. Teacher supervision of the playground commences at 8:30am. Children who arrive after 9:00am must report to the office to obtain a late slip and will be recorded as being 'partially absent' on official school attendance register.

Parents/carers who wish children to leave school early are required to inform the school in writing, or in person if an unforeseen situation occurs. On these occasions children must be collected from the classroom or the administration block - never from the street. Children attending sports functions or excursions must return to the school prior to dismissal unless a written request to the teacher has been received and approved by the principal or assistant principal.

When a child is to be, or has been absent, please notify the school in writing. The reason for the absence and the

date/s of the absence should be clearly stated in the letter. Extended absences for overseas travel must be approved by the principal.

[🔗 EXTENDED TRAVEL LEAVE FORM](#)



Applications for Funding Support

Students with disabilities may be eligible for funding support. It is important that these applications are lodged as soon as possible. Parents of students with disabilities should contact the school to arrange an interview. If achieved, funding can be utilised in a variety of ways to support the learning needs of the student.

Band Program



Banking

Student banking is conducted at school through the Commonwealth Bank and is available to all students. The school banking program is run by volunteer parents/carers on Tuesdays. It will commence in Term 2, 2019.

Behaviour Management

The Behaviour Management Program at North Kellyville Public School aims to develop self-discipline and responsibility and is informed by William Glasser's model of behaviour known as Choice Theory and Marvin Marshall's work known as Raising Responsibility. Positive reinforcement and recognition for appropriate behaviour encourages self-discipline and underpins the program.

Students are expected to be caring, courteous, considerate, cooperative, well-mannered and to respect the rights of others. This program aims to create a safe and happy school by providing students with consistent behaviour expectations and the opportunity to learn effectively. Our Student Wellbeing Policy (to be formally developed) outlines to students their responsibilities both in the classroom and in the playground.

Classroom behaviour is managed by the class teacher with expectations and consequences developed by all stakeholders. Scaffolds used to support students in making positive behavioural choices include the Responsibility Ladder (at the back of this book) and the Behaviour Car (at the back of this book). We seek your continued support in reinforcing school behavioural expectations.

[🔗 STUDENT WELLBEING POLICY](#) (inactive)

[🔗 THE RESPONSIBILITY LADDER](#)

[🔗 THE BEHAVIOUR CAR](#)

AWARDS & ACKNOWLEDGEMENTS

During Term 1, the school will develop systems to acknowledge the work and efforts of students. However, it is important to note that at North Kellyville Public School students will not be 'showered' with awards or bribed to complete tasks or behave in ways that are simply expected. By all means students will receive acknowledgement in various ways; however, the ultimate goal of behaviour programs at the school is for students to do the right thing because it is the right thing to do (and not because there is 'something in it' for them).

CORE VALUES

The school will develop core values in consultation with the P&C and student body. These values will form the fabric of behaviour expectations. A matrix of expected behaviour is also in development.

SCHOOL MASCOT

During 2019 the students will adopt a mascot whose job it is to help students remember the core values and behavioural expectations. Students will be reminded of those values whenever they see the mascot around the school.

Before & After School

Wesley Out of School Hours Care centre provides supervisory care at reasonable rates, before and after school. The centre provides a range of activities for children which includes organised sport, team games, art and craft. Homework supervision is also provided by the centre's staff. The centre opens at 6:00am and closes at 6:00pm but is closed during school hours. During school holidays, the centre operates a daily vacation care program.

Enrolments may be obtained by contacting the Wesley OOSH office.

☎ 9626 6620

✉ oosh@wesleymission.org.au

Bicycles

Children are permitted to ride bicycles to school. Students riding their bikes to school must wear an approved helmet and obey the road rules. Students are not permitted to ride their bikes in the school grounds and must leave their bikes in the designated area. Children observed riding in a dangerous manner will not be permitted to ride to school. Parents/carers are urged to ensure that their child has proper bike control and knowledge of road rules.

🔗 [RMS BIKE SAFETY INFORMATION](#)

🔗 [DEPARTMENT OF EDUCATION INFORMATION](#)

Birthday Cakes

We love celebrating birthdays at North Kellyville School and welcome parents/carers sending in cakes. However please note that large cakes cannot be cut by the teacher. Cupcakes are ideal. Please include enough for each child in the class, the class teacher and one for Mr Moth! Parents of students with allergies often provide some nut-free cakes at the beginning of the school year which can be frozen in the staffroom and accessed each time a classmate celebrates a birthday. Parents are advised to notify the class teacher in advance of sending in cakes to ensure there will be time during the day to

distribute the cakes. Sometimes school events like excursions and assemblies can get in the way and it is always wise to plan these things to avoid disappointment.

Book Club

A book purchasing club operates each term to encourage reading. Catalogues listing a variety of books that can be ordered are sent home with the children. The books are chosen to appeal to various age groups. The order form with payment is returned to school by a nominated date. Two weeks later the orders are delivered to the classroom. There is no obligation to buy. The school receives bonus books from accumulated purchases from the coordinating company, Scholastic. 'Book Club' will commence in Term 2, 2019.

Budget

The school's estimated expenditure for the following year is determined during November and December after consultation with staff and parents/carers.

The school receives an annual grant from the government but additional money is raised by the P&C Association to extend and enhance educational opportunities for the students.

Buddy Program

The student buddy program links an older student with a younger student to promote a caring, friendly and secure climate for all our students. Students from Kindergarten to Year 6 develop social skills, self-confidence and a sense of belonging to the school.

Bus Travel

Bus transport is available for students. While the timetable is not yet available, school bus 2099 and public bus [615X](#) both pass the school. More information will be provided as it comes to hand. The buses drop off and pick up the children on Hezlett Road. Children must behave in an orderly manner when travelling on the bus. Parents/carers are asked to ensure their children are responsible bus users. Some students qualify for free bus passes depending on the distance from home to school. Parents of students who might

catch the bus are encouraged to read about applying for a student Opal Card. Not all students will be eligible for a free pass.

[HILLS BUS TIMETABLE INFORMATION](#)

[APPLYING FOR AN OPAL CARD](#)

Canteen

An independently run business (Healthy Canteens Australia) operates the canteen each day. Parents/carers place orders online through FlexiSchools. Completed lunch orders are processed and taken to the classes before lunchtime.

A canteen price list is published at the beginning of the school year and updates are provided on the school's website.

[FLEXISCHOOLS ONLINE ORDERING](#)

[CANTEEN PRICE LIST](#)

Casual Teachers

Casual or relief teachers assume the same responsibilities and duties as permanent teachers and are employed when a teacher is sick, on leave or is attending a training course. Casual teachers meet all training requirements.

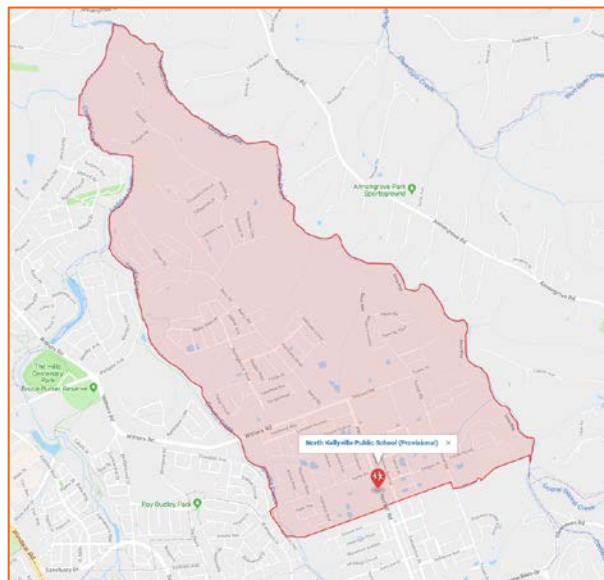
Charities

Students are encouraged to support charitable appeals from time to time. Stewart House is the primary charity of the NSW Department of Education and our school. Students and teachers enrolled in NSW state schools fund this 'home away from home' respite care facility for NSW children. The Student Representative Council decides which charities will be supported. After fundraisers, the school will always publish the amount of money raised in the newsletter.

Catchment Zone

Each public school in New South Wales has its own catchment zone. Students residing within the zone have automatic right of enrolment to the school, while those residing outside the zone are required to lodge an out-of-area application for consideration by a panel. General advice is to enrol children at their locally zoned public

school. The catchment zone for North Kellyville Public School is:



Chess



Child Protection

Child Protection lessons are mandatory for schools to deliver in NSW schools, though parents/carers may opt their children out. Child Protection focuses on themes such as staying safe, recognising abuse and responding to abuse. The school will notify parents when these lessons are scheduled to begin, giving parents the option to opt their child out of the lessons. Teachers are mandatory reporters of suspected child abuse and are trained every year in themes of keeping children safe.

Choirs



Class Parent/Carer

Each class in the school selects a parent/carers representative who acts as a conduit at times between the teacher/school and the class parents/carers. This role is filled at the information evening which occurs at the beginning of the school year. The class parent/carers is an enthusiastic, passionate advocate and supporter of the school and the teacher who assists particularly with communication. Class parents are expected to attend P&C meetings which occur twice each term.

Class Structure Including Ratios

Class formation in any school is a complex task due to public schools' inability to cap student enrolment (any child residing in the allotted catchment zone has automatic right of entry) and a staffing formula set by the Department of Education which provides a teacher to a school based on a full class worth of students, not a part-class.

Multi-age (composite) class are becoming popular in meeting the enrolment and learning needs of students within the community. Composite classes are neither difficult to teach nor detrimental to students' academic and social development. This is because content, outcomes and objectives in the NSW Syllabuses for the Australian Curriculum across all Key Learning Areas are organised into two-year groups called stages.

For example, Years 1 and 2 students work towards the same outcomes, experiencing the same content in what is known as 'Stage 1'. In any class, ability will vary amongst students and the teachers' primary role is to engage each student at the correct level of challenge. In today's world we recognise that students are not taught based on their chronological age but are instead taught in a differentiated environment based on their individual progression along learning continuums.

At North Kellyville Public School, your child is known, valued and cared for as a unique individual. The strong vision we have is for each child to benefit from the input and expertise of a range of personnel, so that his/her learning is the business of the whole staff, not just the classroom teacher.

Significant attention to student progress, growth, achievement and wellbeing ensure that students are supported as individuals. Learning and Support Teachers, English as an Additional Language teachers, Assistant Principals, the school counsellor, principal and other Department itinerant staff support the learning of all students through rigorous assessment, monitoring and reporting mechanisms.

Student numbers in classes are determined by a central formula. The following ratio is an indicative guide to class size:

- Kindergarten – 20 students
- Year 1 – 22 students
- Year 2 – 24 students
- Year 3 – 30 students
- Year 4 – 30 students
- Year 5 – 30 students
- Year 6 – 30 students

Classroom Design

North Kellyville Public School features forty classrooms. Each classroom has a similar layout with modern furnishings and technology. Students learn throughout the space in an approach that is different to traditional 'front of room' learning. Each classroom will have access to group break-out spaces, maker spaces and learning nooks. Classrooms will have sliding doors connecting them to adjacent rooms to allow for more flexible learning arrangements.

Coding



Communication

Parents/carers are asked to read all materials distributed by the school in order to remain up-to-date about events, key dates and school programs. The main communications methods are:

- School website – updated periodically with galleries, newsletters, policies, procedures and forms
- Facebook page – updated as required celebrating school successes and events
- Newsletters – sent home weekly through email. Parents are asked to subscribe to the newsletter distribution list via the school website (not yet published)
- School Stream app – download School Stream from the Google Play or App Store for your smart device. The app has functionality including reporting student absence, completing permission notes and ordering through Flexischools. The app is used to send urgent messages (push notifications), weekly what's ons and event details.



Community of Schools

North Kellyville Public School is aligned with a community of schools consisting of:

- Ironbark Ridge Public School
- Sherwood Ridge Public School
- Beaumont Hills Public School
- Kellyville Public School
- Rouse Hill Public School

Community Users

School facilities are opened to community groups for hire. Community groups such as dance groups, language programs, martial arts, art classes and the like add value to the school by engaging students in programs that enrich their education. Current community users offering programs for students at North Kellyville Public School are:

- None yet

Complaints

Sometimes issues arise that cause concern. Rather than allow the concern to escalate, it is important to resolve the problem as soon as possible. If the concern is related to a classroom issue you should contact the teacher. If it relates to playground behaviour or a policy matter see the Assistant Principal or coordinating teacher. If, having seen and discussed the matter with these people you are still concerned the matter can be raised with the principal. If the concern is a systems issue rather than an individual concern you can e-mail the principal directly. See the communication flow chart at the back of this document.

[!\[\]\(f95dab70c751fda7d824b8b03650f7aa_img.jpg\) DEPARTMENT OF EDUCATION COMPLAINTS HANDLING](#)

[!\[\]\(e1c624d4757f08486e89482c18364c17_img.jpg\) COMMUNICATION FLOW CHART](#)

Computer Education

The school's computer program aims to develop computer and related technology skills across a range of classroom activities. Children use computers to publish stories, create artwork, code, consolidate basic skills and to extend their learning across curriculum areas. Each classroom is networked and the children are encouraged to use the internet to access information. Interactive android panels are installed in all classrooms. The school's intranet provides students with access to the school's information bank that includes curriculum materials and educational games. Digital cameras and scanners are used by the students to produce PowerPoint presentations or to present their class projects in electronic formats. Before the children are able to access the internet, they are required to agree to adhere to the school's Internet User's Policy. Inappropriate and/or unsuitable sites are inaccessible as they are blocked by the Education Department's service provider.

[!\[\]\(e9474ce1d70442456f8fe9c393ea149c_img.jpg\) INTERNET USER POLICY](#)

Concerts



Counsellor

The school counsellor plays a key role in the welfare of the children at the school.

The counsellor provides information and advice regarding the learning and behaviour of students with special needs. In consultation with parents/carers and teachers, the counsellor works towards achieving positive outcomes for the student and other parties. Counselling services include:

- Individual counselling to help students with problems
- Individual educational and psychological assessment
- Access to support programs
- Liaison with external agencies
- Group counselling to help students with their relationships.

Creative Arts

The development of each pupil's potential in the creative arts is an important ingredient of the school's curriculum. The children are encouraged to participate in a range of creative activities. Children perform both within the school and at district concerts and local eisteddfods. North Kellyville Public School is represented each year at the Hills Performing Arts Festival.

Curriculum

NSW government schools have six Key Learning Areas (KLAs) as indicated below. All areas are comprehensively covered. Aboriginal studies, multiculturalism, child protection, environmental education and drug education are also integrated into the school curriculum. The six KLAs are:

- English
- Mathematics
- Geography
- History
- Science
- Creative arts
- Personal development, health and physical education

[ONLINE NSW SYLLABUSES](#)

[LEARNING PROGRESSIONS](#)

Dance



Debating



Dismissal of Kindergarten

For the first five weeks of the year Kindergarten children finish school at 2:20pm. They are escorted to a designated meeting place by a teacher and dismissed from there. Children in other classes are dismissed at 3:00pm.

Driving / Parking

Parents/carers are requested to drive with particular care (40kph in the designated zones) in the streets adjacent to the school. There is a designated kiss and drop zone on Hezlett Road to assist parents/carers when driving students to school and collecting them at the end of the school day. Parents/carers are not to drive into the school grounds to drop off or collect children. Rangers from Hills Council as well as the Castle Hill Local Area Command enforce road and parking rules around the school. **Please, prioritise safety over convenience.**



Emergency Information

The school maintains computer records that provide contact numbers in case of a student accident or illness. It is important that the information is up to date. If there is a change in home or work phone numbers or address, please contact the school immediately. If we cannot reach a parent/carer we will telephone emergency contacts provided at the time of enrolment.

English as an Additional Language

The school provides the English as an Additional Language or Dialect (EAL/D) program for those children who require additional help in learning English. Children are sometimes withdrawn from class if intensive work is required and at other times are supported in the general classroom.

Enrolment

Enrolling in a New South Wales public school involves the following steps which must be completed by parents in advance of their children commencing at the school.

- 1) Download and complete an [Application to Enrol](#) form or use the form provided in this package.
- 2) Make an enrolment interview appointment with the principal or delegated officer.
- 3) Attend the enrolment interview. The enrolment interview is a good time to tell the principal of any special circumstances, allergies, health or medical conditions before your child starts school. The school may complete a risk assessment. Parents must bring to the interview:
 - child's birth certificate or identity documents
 - proof of child's address – for example, current council rates notice, residential lease, electricity bill
 - immunisation history statement from the Australian Immunisation Register
 - proof of child's Australian citizenship or permanent resident status
 - any family law or other relevant court orders, if applicable
 - if your child has health, disability or other support needs you will need to provide:
 - copies of medical/healthcare or emergency action plans
 - evidence of any disability and learning and support plans
- 4) The principal or delegate will either accept the enrolment immediately or request further information.

Note that enrolment for three multi-categorical support classes for students with disabilities is coordinated through the Department of Education's Nirimba Office. Parents of students with disabilities who reside within the North Kellyville Public School catchment zone should meet with the principal to complete application paperwork.

Excursions & Performances

Excursions are undertaken to complement the learning program provided for the students.

They may include visits to outside venues and/or performances at the school.

Should your child be unable to attend an excursion for any reason, it will not be possible to refund the bus cost component.

All applications for excursion refunds should be made in writing addressed to the principal.

Children are expected to wear full school uniform on most occasions. Sometimes the students will be requested to wear their sports uniforms. Musicians, performers and speakers regularly visit the school to enhance the school's educational programs. The student's family meets the costs for these activities. However, should a family be experiencing financial difficulties, other arrangements can be made with the principal.

Executive Structure

The school has an executive team made up of both teaching and non-teaching staff. This list may be useful in directing your enquiry (see communication flow chart at the back of this document).

Principal:	Tom Moth
Assistant Principals:	Stephen Bondfield Sonia Kadian Kasey-Lea McGill Samantha Newth
Administration Manager:	Alison Broome

Extra-Curricular Activities

Public primary schools offer a range of extra-curricular activities to students so that they can maximise their schooling experience and engage in areas of interest. In smaller schools with limited staff, extra-curricular options are limited, while in large schools with a large and diverse staff, additional extra-curricular options can be made available. Early in 2019 the school will establish:

- Dance groups
- Choirs
- Representative sporting teams (PSSA aligned with Ridges)

In the medium term, the school will seek to establish:

- Bands
- Film making crew
- Debating teams
- Chess club

Freedom of Information

The school cannot provide the phone number or address of any student without the permission of the parent/carer. Similarly, student information and school records are confidential. Such information will not be released without an appropriate court order.

 [GOVERNMENT INFORMATION PUBLIC ACCESS](#)

Fundraising

School fundraising initiatives are coordinated by the school's Parents and Citizens Association. The P&C organises different activities to raise funds for programs and equipment that might otherwise not be provided because of funding constraints. Typically P&Cs coordinate events such as fairs, movie nights and trivia nights. Parents/carers are encouraged to support the fundraising activities that are organised for the children's benefit.

General Assistant

The school employs a general assistant to maintain the buildings and grounds.

Gifted and Talented Students

It is the responsibility of each school and individual teacher to tailor programs to the educational needs of each student. Teachers at North Kellyville Public School are well-supported in addressing both the remediation and extension needs of their students. Parents of students in Year 4 may apply for their child to gain entry into an Opportunity Class for Years 5 & 6. Opportunity Classes operate out of a small number of centrally-determined schools. The nearest Opportunity Class program is run out of Ironbark Ridge Public School although parents may apply for others too. Parents of students in Year 5 may apply for their child to gain entry into a Selective Secondary School for Year 7 onwards. Entry to both Opportunity Class and Selective School programs includes a written application, school-based assessment scores and an entry-test.

Google Apps & Microsoft 365

The Department of Education has entered an agreement with Google for the supply of Google Apps for Education and Microsoft for access to 365 online for each student who nominates on the enrolment form. Access to these services enables student collaboration, communication and creative and critical thinking tasks to be facilitated. Google Classroom is used widely, especially in Years 3-6 for student collaboration and publication of work.

Health

Children who are ill should not attend school as this impedes the child's recovery and also has the potential to infect other children. Children who become ill at school will be sent to the office where basic first aid is administered. We will then attempt to notify you if the illness is serious so that you can collect the child from our sick bay. In serious cases, and if you are not immediately available, an ambulance will be called. The school has ambulance cover for each of its students. Please notify us of any issues regarding your child's health so that an *Individual Health Care Plan* can be completed.

When attempting to contact parents/carers to inform them of their child's illness, the primary caregiver will be phoned. If we are unable to contact this person, we will phone the next of kin. Failing that, we will contact the emergency contact person.

Please advise the school immediately of any changes to your phone number, address, emergency contact person so that it can be kept up to date. Please include work phone numbers, particularly where both parents/carers work. It is most important that the school has contact numbers in case of an emergency.

Hints for New Parents/Carers

- Be punctual. Children need to be at school ready for a 9:00am start.
- Teach your child to take off his/her jumper, shoes and socks and to tie shoe laces or use shoes without laces.
- Check school bags for notes. Encourage your child to be responsible for giving you notes from school.
- Make sure your child has plenty of sleep, nourishing food and exercise.
- Don't allow your child to bring expensive or valuable items to school.

- Download the SchoolStream app and read all communications from the school.

REMOVAL OF PAINT FROM CLOTHING:

DO NOT use hot water, detergent or spray-on remover and DO NOT machine wash. Separate the stained garment from the rest of the wash. SOAK OVERNIGHT IN COLD SOAPY WATER. Rinse in COLD WATER.

Hand wash in luke-warm water using ordinary soap. Gently rub soap into the stain. Change the water if necessary and continue until the stain has gone.

PREPARING YOUR CHILD FOR SCHOOL

- Read to your child as often as possible. Talk about the things you read.
- Share time together. Make a special time to talk about school with your child.
- Encourage independence and self-reliance as much as possible. Give your child simple responsibilities at home. Ensure that your child is used to being left with other adults.
- Be positive and supportive of your child's efforts - success is important to build confidence.
- Be aware that children develop at very different rates.
- Provide your child with a variety of experiences - zoo, train rides, kite flying, etc.
- Teach your child their full name, address and phone number.
- Teach simple counting and colours.
- Enjoy nursery rhymes, simple poetry and songs together.
- Encourage sharing, turn-taking and putting equipment away after use.
- Label all belongings - shoes, socks, bag, etc. Teach your child to be responsible for their belongings.
- Practise opening a lunch box and unwrapping food.
- Pack an interesting lunch, not too much and no glass bottles.
- Supervise your child packing his or her bag, rather than pack it yourself.
- Let your child practise opening and closing his/her own bag.
- Encourage your child to wear his/her new shoes around the house for several weeks to break them in before starting school.

THE FIRST DAYS

Parents/carers can play an important part in assisting their child to adjust quickly to school routines by discussing such things as playing in playgrounds and

how to make new friends. Tell them about your arrangements for collecting them after school.

COLLECTING CHILDREN

Kindergarten children are dismissed at 2:20pm for the first five weeks of Term 1 and are to be collected from the designated area. If it is raining, parents/carers are asked to collect their child from the classroom. Punctuality is important in both the morning and afternoon.

Homework

Homework is important for students of all ages. It helps them reflect on what they have already learned in the classroom and prepares them for the next stage of their learning. It should be viewed by teachers, students, parents/carers and caregivers as a vital part of the home-school partnership.

The role of the teacher is to:

- Implement the school's Homework Policy.
- Communicate the purpose, benefits and expectations of homework to students and parents/carers/caregivers.
- Acknowledge student effort in completing homework and providing timely and relevant feedback on achievement.
- Support students having difficulties with homework.
- Discuss with students and parents/carers/caregivers any developing issues regarding a student's homework.
- Discuss homework practices with colleagues.

The role of the student is to:

- Attempt homework tasks.
- Maintain a well-presented record of homework.
- Discuss homework practices with parents/carers.
- Seek teacher support or clarification when required.
- Submit homework on time.

Parents/carers and caregivers can help by:

- Supporting and encouraging students in the process of learning at home.
- Communicating difficulties with homework tasks directly to teachers.

The school understands that research into the benefits of homework in the primary school is inconclusive and

notes that homework can be a trigger for significant family upheaval and disagreement. Homework should not interfere with children's physical activity and play and no child will be punished for not completing homework.

House System



#IBelongAtNK

The hash tag of choice for North Kellyville Public School is #IBelongAtNK. Staff members, parents and carers posting to social media can use this tag to demonstrate the constant pride felt through the efforts and achievements of our students.

Inclusion

The school prides itself on its sense of inclusivity. Students and parents/caregivers are treated equitably with respect to ability, cultural background, socioeconomics, gender and the like.

Immunisation

The Department of Health recommends that children entering school be immunised against childhood diseases. The Department of Education requires the school to sight an immunisation certificate at the time of enrolment. The certificate is available from medical practitioners, or if you are registered with Medicare you can go to the Human Services website <http://www.humanservices.gov.au/onlineservices> and print a copy of your child's immunisation history. Children starting school require an immunisation booster against diphtheria and tetanus (CDT) and polio (Sabin). Children should also be immunised for measles if they have not previously contracted the virus. Immunisation is available from a general practitioner, from local council clinics and from community health centres.

 [HUMAN SERVICES WEBSITE](http://www.humanservices.gov.au/onlineservices)

Inclosed Land

The school site is Inclosed Land. It should not be accessed throughout the holiday period unless for vacation care. Visitors to the school acting unlawfully or aggressively can be asked to leave the site.

 [INCLOSED LANDS PROTECTION ACT](#)

Infectious Diseases

The NSW Department of Education requires the following periods of exclusion from school for students with the infectious diseases listed below.

- **Chicken Pox** - Exclusion from school until fully recovered. Minimum exclusion 7 days after first spots appear.
- **German Measles** - Exclusion from school until fully recovered. Minimum exclusion 5 days after rash appears.
- **Measles** - Minimum exclusion 5 days after rash appears.
- **Mumps** - Exclusion from school until fully recovered. Minimum exclusion 1 week after swelling occurs.
- **Whooping Cough** - Exclusion from school until fully recovered. Minimum exclusion 3 weeks from onset of whoop.
- **Ringworm/Scabies** - Re-admission to school after appropriate treatment has commenced. A medical certificate detailing treatment is required.
- **Pediculosis (headlice)** - A student with head lice at school will be isolated to protect other students from possible infestation. The child will need to remain away from school until the infestation is treated. Hair should be free from eggs and lice.

Information Evening

Early in Term 1, the teachers arrange a meeting to inform parents/carers about school and classroom programs. Parents/carers are encouraged to attend this meeting and become better acquainted with their child's educational program for the year.

Interpreters

Parents/carers may request the use of an interpreter at any time. Interpreters can be accessed by school staff via telephone or face-to-face with sufficient notice.

Kindergarten Best Start Program

Best Start Kindergarten Assessment is a literacy and numeracy assessment conducted for all Kindergarten students in the first five weeks of school. Best Start Kindergarten has been conducted in all NSW public schools since 2010.

Best Start Kindergarten Assessment identifies students' literacy and numeracy skills on entry to Kindergarten. It has been revised to support the NSW Government's Literacy and Numeracy Strategy 2017 – 2020 and is mapped to the National Literacy and Numeracy Learning Progressions.

Kindergarten students complete their Best Start Assessment the week prior to starting school formally.

Kiss and Drop

A kiss and drop zone is located on the southern side of the school on Hezlett Road. These zones operate under the same conditions as no parking zones, which means you may stop to drop off or pick up children for a maximum of **2 minutes**. You're required to remain in, or within 3 metres of, your vehicle. Days and hours of operation apply to the zone at North Kellyville. School personnel attend the kiss and drop zone after school only, assisting students to wait in an orderly manner. When parents arrive at the zone and their child is not waiting, it is kindly requested that they complete a block and return to the kiss and drop zone in order to allow traffic to flow.

Learning and Support

A support teacher works with teachers and parents/carers to develop special programs for children having difficulties with aspects of their learning. There is close liaison with the school counsellor and the school's Learning Support Team in the assessment of children requiring additional support.

Leaving School Grounds

Children are not permitted to leave the school grounds during school hours without a permission note from their parent/carer or caregiver. When collecting a child before the 3:00pm bell, parents/carers must report to the office to obtain an early leavers' pass.

Library

The school library is open to all students. All children in K-2 must have a library bag when borrowing. Class lessons are scheduled each week. The library has hundreds of books and resource items that are constantly updated. Children can visit the library at lunchtime for extra research and borrowing.

A community library is also under development. Parents/carers can borrow books under their child's name.

Lost Property

It is essential that all clothing and personal possessions are clearly marked with the owner's name. Senior students will periodically return items from lost property, but items that are un-named at the end of each school term will be disposed of or donated to a second hand clothing pool. Lost property bins are located outside the hall.

Map of the School & Wayfinding

A map of the school is included at the back of this document. All rooms are numbered and identified by a world landmark to help students locate the rooms. Rooms are 'chunked' by continent and the landmark signage contains subliminal learning.



Media in the School

The school promotes its educational programs by encouraging local media coverage of school events. No child will be interviewed or photographed by the media without written permission.

Medication

Many medications are now available in a form that minimises or eliminates the need to provide students with medication during the school day. We would advise parents/carers to consult with your medical practitioner in this regard. Only in special cases will prescription medications be administered to children at school. Medication requiring administration on a daily basis should be in an appropriate container and labelled with the student's name.

Medication that must be administered during school hours is to be sent to the school office.

Before this can occur, a Departmental indemnity form must be signed by a parent/carer if the medication is to be administered at school. Medication must not be kept in schoolbags, in classrooms or in uniform pockets. The exception is an asthma puffer.

Please note:

- The office staff are aware of children with special needs – e.g. allergies. ASCIA Management Plans for these students must be shared with the school.
- Serious illness/injuries including suspected fractures, eye and head injuries will be reported to a parent/carer and, if necessary, an ambulance called.
- Splinters will not be removed by school staff.
- Staff will not administer any form of pain reliever for legal reasons e.g. Panadol, aspirin.
- Staff will not apply any topical creams.

Mobile Phones

The NSW Government has banned mobile phone use during school hours at public schools and therefore the school strongly advises that mobile phones are not brought to school. In some cases students and their parent/carer decide to bring a phone. The school accepts no responsibility for loss or damage. Phones must be handed in at the office at the commencement of the school day in a labelled zip-lock bag and collected by the student at the end of the day.

Money

Children often need to bring money to school for special activities, excursions and P&C activities. Money should be in a sealed envelope with the child's name, class and activity e.g. *Zoo Excursion* printed on the outside and delivered to the secure payment box in the school office. Payments for school events and contributions are best made via the school website payment portal.

Music



My School

The MySchool website overviews school achievement in NAPLAN and provides some other statistical information that may be of interest to some parents/carers.

MySchool is very limited and does not cover all of the aspects of North Kellyville Public School that makes it an outstanding educational facility.

[!\[\]\(683dba75afe26e28cd4de5730b776760_img.jpg\) MY SCHOOL WEBSITE](#)

NAPLAN

Students in Years 3, 5, 7 and 9 sit the National Assessment Program in Literacy and Numeracy each year. NAPLAN assessments occur online over a two week period in May. The assessments include:

- Language conventions
- Writing
- Reading
- Numeracy

Students are not put under any pressure from teachers before these assessments, and we aim to keep conditions in the classroom as close as possible to how they would normally be.

Newsletter

The weekly newsletter *The Hezlett Happenings* is published each week. This is our main avenue of communication to parents/carers. It is distributed via e-mail.

Nut Minimisation

We urge all parents/carers to be mindful that within our school community we have children with extreme nut allergies. Please do not send peanut butter sandwiches to school. Please tell your children we do not share food. Birthday treats should be nut-free.

We cannot guarantee there will be no nuts at school but we actively discourage nuts, especially peanuts.

Open Day

During *Education Week* the school holds an Open Day. The program for the day varies from year to year depending on the central theme announced by the Department of Education. At some time during the day, parents/carers and relatives are invited to attend a school assembly and visit the classrooms.

Opportunity Class Entry

Students in Year 4 have the opportunity to seek entry into an OC Class (Opportunity Class) for Years 5 & 6. Opportunity classes exist at only Department of Education selected schools. The closest school with an Opportunity Class is Ironbark Ridge Public School. To gain entry, students in Year 4 sit an entrance test. The result from this is combined with a school score and compared with the supply and demand from around the state.

Orientation & Transition Program

Students entering Kindergarten and their parents are invited to participate in orientation sessions which will take place during Term 4 the year prior to Kindergarten. During the orientation session, children complete some structured activities and engage in play-based learning while parents attend information sessions in the hall.



Parent/Carer Teacher Interviews

You are invited to discuss your child's progress and/or problems at any time during the year. An appointment with the teacher should be arranged so that class teaching time is not interrupted. Please let us know if any problems arise at home that are likely to affect your child's learning. During Term 1, the school will arrange formal interviews where parents are encouraged to meet with teachers in the formation of any individual plans or goal-setting exercises.

Parents & Citizens Association

A Parents & Citizens Association (P&C) is an autonomous school-based organisation that works closely with the school and its community to achieve three main objectives:

- 1) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- 2) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.
- 3) to encourage parent and community participation in curriculum and other education issues in schools where there is no school council.

A P&C Association has unique status in NSW public schools under legislation giving it the ability to work with the school in ways that are not possible with other groups.

When a P&C works in positive cooperation with the school great things can be achieved for the children, the school and its community.

[🔗 P&C GOVERNANCE DOCUMENTS & ROLES OF EXECUTIVE MEMBERS](#)

Parent/Carer Contributions

It is the policy of the school to provide books and learning materials to students for various activities. A school curriculum levy is calculated by the finance committee and this is payable at the beginning of each school year. The amount will be advised at the beginning of the school year. The school also seeks a financial contribution from parents/carers. Although the contributions are voluntary, the money raised funds programs in Key Learning Areas. Costs associated with printing and paper for classroom use are also covered by this contribution. The school uses a third-party provider, School Bytes, to issue invoices direct to parent email addresses. This facilitates simpler payment and reminder processes. Parents may opt out of using School Bytes.

Parent/Carer Volunteers

The school enjoys outstanding support from its parent/carers community. If you have any spare time there is always an opportunity to help in some area as a reading tutor, accompanying class groups on excursions, covering books in the library, assisting in the canteen and maintaining the school grounds. Your help is always valued and appreciated.

Parking

As with all public schools, parent and visitor parking is off-site. Please park legally at all times to avoid fines and demerit points, and always prioritise safety over convenience.

[🔗 SCHOOL ZONE OFFENCES INCLUDING DEMERIT POINTS AND FINES](#)

Pedagogical Approach & Curriculum

North Kellyville Public School is a lighthouse school that implements modern teaching approaches with the intent of best preparing students for a rapidly changing society where many 'soft-skills' are regarded just as highly as technical skills and knowledge. In 2015 the Australian Government announced the National Innovation and Science Agenda. North Kellyville Public School focuses on two of the four key pillars identified in the report:

- Taking the leap: backing Australian entrepreneurs by opening up new sources of finance, embracing risk, taking on innovative ideas, and making more of our public research. At North Kellyville Public School, students develop entrepreneurial skills, financial literacy, the drive to innovate and confidence to take risks.
- Working together: increasing collaboration between industry and researchers to find solutions to real world problems and to create jobs and growth. At North Kellyville Public School, students benefit from partnerships with industry during both whole class/grade learning sequences and in the completion of personal interest projects where individuals or groups of students will be matched with industry experts to support learning. Students engage heavily with the Scientific Method of Inquiry, where they:
 - Ask questions
 - Complete background research
 - Form a hypothesis
 - Conduct fair tests / experiments
 - Analyse data
 - Draw conclusions
 - Share results and reflect

Students will be taught from the New South Wales Syllabuses for the Australian Curriculum, organised learning into six Key Learning Areas:

- English
- Mathematics
- Science & Technology
- Human Society & Its Environment
 - History
 - Geography
- Personal Development, Health, Physical Education
- Creative Arts

Photographs

School, group and class photographs are taken annually by a commercial school photographer and are offered for sale. Individual photos and photos with siblings are also available. The school earns a small commission from the proceeds.

Playground

The playground features two sports courts and a large grassed playing field. There is minimal natural shade in the early years and therefore adhering to sun-safe measures is critical. While the school cannot apply sunscreen to students, it does supply it.

Playground Supervision

Children should not arrive at school before 8:30am unless attending the before and after school care centre. There is playground supervision from 8:30am until the commencement of school at 9:00am. There is no playground supervision after school and the students are deemed to be in their parents/carers care before 8:30am and after 3:00pm.

Premier's Reading Challenge

The PRC is available to all students. Commencing at the beginning of the school year and ending at the start of September, students are challenged to read a set number of books (usually 20 or 30) dependent on year level from a selected range of texts. The school librarians can be of assistance for any enquiries.

Premier's Sporting Challenge

During Terms 2 and 3 the PSC allows all students to track their level of physical activity both within and outside school. Students are then awarded with certificates of participation. The school receives a small grant for participating in this program.

Principal

The principal of North Kellyville Public School is Tom Moth. He is an experienced principal having previously worked at Wahroonga Public School since 2015. Tom welcomes parent contact and partnerships and can be reached via email (thomas.moth@det.nsw.edu.au).

Tom also administers a Twitter account @moth_t.

Release From Face to Face

Every full time teacher employed by NSW Department of Education is entitled to 2 hours relief from classroom teaching duties each week. This time is used by the teachers for parent/carer interviews, marking student work, preparation of lessons, organising materials and liaising with other teachers. During the teachers' RFF period the students participate in lessons related to the Key Learning Areas. Note that teachers in their first two years of permanent teaching, and executive staff are entitled to additional RFF time.

Responsibility Ladder

To support our student wellbeing program, the responsibility ladder is used school-wide to enhance increased levels of responsibility. Students are explicitly taught through role play and discussion that:

- They own their own behaviour – nobody can make them do anything.
- They are responsible for their behaviour.
- Behaviour is a choice.
- We do the right thing because it is the right thing to do – not to gain a reward or prize, and not to avoid punishment.

Students who display the highest levels of responsibility (level D) make good behavioural choices without the influence or presence of an adult reminding or instructing them.

Scripture / Ethics

Students receive half an hour of Special Religious Instruction provided by visiting teachers each week. Should you not wish your child to participate in the lessons, options of non-scripture and Primary Ethics are available. Ethics lessons are run by trained volunteers while non-scripture is supervised by classroom teachers. Non-scripture is an opportunity for students to continue with independent study or reading.

Primary Ethics is contingent upon trained parent volunteers and coordination from a Primary Ethics Coordinator who is also a parent. Please communicate with the school if you are able to assist in the delivery of a Primary Ethics program.

School Development Days

There are five school development days each year. These are student free days that staff uses for planning and professional development. The school development days are usually held on the first day of Terms 1, 2 and 3 and the last two days of Term 4. The before and after school care centre operates on these days for working parents/carers.

School Holidays

During the school holiday periods it is strongly advised that community members do not enter school grounds. Often contractors are scheduled to complete works to the grounds or buildings during holidays and it may be quite dangerous for people who chose to attend the site. Community members are strongly encouraged to report any suspicious activity directly to the principal via email and to the School Security Unit

 School Security 1300 880 021

School Office

The school office is open between 8:30am and 3:30pm each day. Information about the school, enquiries about school procedures and activities, misplaced class notes, lost property and the like are provided by the friendly and helpful staff.

Should a child miss the bus or is not collected after school, he/she will be returned to the office until 3:30pm when the child will be placed in the after school care centre until a parent/carer arrives.

School Plan

The school develops a management plan in consultation with the community for the year ahead. It details the annual goals set by the school. The School Plan for 2019 will be developed through consultation.

School Requirements

A list of school equipment requirements will be provided at the end of each year for the year ahead.

This will include items such as pencils, coloured pencils, a glue stick, scissors, a library bag, a paint shirt and other grade specific items as listed.

To be fully equipped for school each day, children should have all items at school.

 [SCHOOL REQUIREMENTS](#)

School Song



School Tours

School tours run by the principal are organised twice each term for prospective parents and students. Tours will be conducted at 12:00pm on the Monday of Weeks 3 and 8 each term. Parents can book their attendance at a tour via the website <http://tinyurl.com/NKPSenrol>.

 [BOOK A SCHOOL TOUR](#)

Selective High School Entry

Students in Year 5 may apply for entry into a selective high school for Year 7. Applications close in Year 5 and the entry test is held at the beginning of Year 6. There are many excellent selective high schools nearby including Baulkham Hills High School.

Sport

The school offers a comprehensive sporting program from Kindergarten to Year 6. The emphasis in the early years is on developing the children's fundamental movement skills. School sport aims to develop positive attitudes to health and fitness and endeavours to foster team spirit.

Students at North Kellyville Public School are provided with many opportunities to participate in organised sport at both the school and inter-school level. Within the school, sports carnivals (swimming, cross country, athletics) occur. Students have the opportunity to trial for school teams which will compete against other local schools.

It is important to understand that it is not organisationally possible to field teams in all available sports within the PSSA structure until the school grows; however, at least one option for boys and one option for girls is made available in winter in the school's first year. Ridges PSSA coordinates competitions in:

- Summer: cricket, softball/t-ball, NRL-tag, AFL
- Winter: soccer, newcombe-ball, league, netball

Student Financial Assistance

Financial assistance is available for parents/carers who may be experiencing short term financial difficulties. The scheme provides subsidies to enable students to purchase books and participate in excursions that otherwise may not be affordable. Arrangements for confidential financial support are available through the principal.

Student Leadership

Opportunities for students to assume leadership roles are provided through the election of school captains and prefects. The Student Representative Council (SRC) comprising elected representatives from Years 1-6 also provides students with leadership responsibilities.

Student Wellbeing

Schools have an important role in supporting children develop a positive wellbeing. North Kellyville Public School focuses on sustaining in students the 5 domains of the Wellbeing Framework for Schools:

- Cognitive Wellbeing
- Emotional Wellbeing
- Social Wellbeing
- Spiritual Wellbeing
- Physical Wellbeing

Students are engaged in a minimum of 150 minutes of physical activity each week, while a detailed Wellbeing framework that prioritises student responsibility and self-

reflection is being developed. Older students will support younger students as part of a 'buddy' program.

Support Classes

North Kellyville Public School proudly includes three support classes for students with disabilities. These classes are multi-categorical, meaning that students have a range of learning needs. The provision of enrolment in one of these classes is coordinated through the Department of Education. Applications are submitted by the principal of the student's local school on behalf of the parents. Where possible, students in support classes integrate with mainstream classes to enhance social competence and to drive a culture of inclusion.

Swimming Scheme



Technology for Learning

North Kellyville Public School prides itself on its innovative 21st century teaching and learning programs. Students have access to a range of technologies in the classroom including large android panels, tablets, netbooks and desktops. Wi-fi is enabled throughout the school.

Text Books

In order to complement the work undertaken in the classrooms, students occasionally use textbooks but not in the way that they may have been used extensively when our students' parents went to school. Financial assistance is provided for parents/carers who may not be able to pay the levy.

Toilets

The school is equipped with sufficient toilet block facilities with some additional toilets on site for students and adults who require additional assistance. Sanitary bins are provided in the girls' toilets. Students are encouraged to visit the toilet during scheduled breaks. Kindergarten classes visit the toilet at additional times throughout the year altogether. Adults do not use the children's toilet blocks. The school sends a strong message on respecting privacy in the toilets.



Uniforms

The school uniform accounts for choice, comfort, quality and style. Correct school uniform should be worn at all times and we trust that all parents/carers will do their best to support the school in this area. An orange school hat is a compulsory part of the uniform. For student safety, the school has a policy of asking students to remain in the shade if they are without a hat.

The school uniform is available for purchase online through Back to Basics Schoolwear. Back to Basics delivers orders twice-weekly to the school for distribution to families.

Please note that:

- Socks for all uniforms are to be white
- Shoes for polo option can be black leather school shoes OR running shoes/sneakers
- Shoes for girls' dress is black leather
- Any uniform may be worn on any day
- It is intended that each class will be physically active at least 3 days a week (useful for deciding how many of each option to purchase)
- A branded school bag is available for purchase but is not mandatory
- A survey of enrolled families will be conducted to determine whether a buttoned shirt will be added to the summer suite
- The winter uniform and custom sports uniform are yet to be determined
- For safety reasons, jewellery is not to be worn to school. Stud earrings or sleepers only can be worn as earrings. Watches are permitted.

[ONLINE UNIFORM ORDERING](#)



Veggie Patch



Visitors to the Site

The school takes the safety of its students very seriously. As such all visitors to the site, including parents during school hours, must report to the office and sign in. Contractors who complete maintenance on the site, teachers, other staff, paraprofessionals and the like all must have current Working With Children Check procedures completed. Parents attending the school to assist with school events must sign in at the office and complete identification requirements as well as sign a declaration.

[PARENT DECLARATION \(APPENDIX 5\)](#)

[IDENTIFICATION REQUIREMENTS OF VOLUNTEERS](#)

Website

Please bookmark the school website on your computer and refer to it regularly. If you find any out-dated information or would like to request additional information on the website, please contact us through the school email account.

 [SCHOOL WEBSITE](#)

Wet Weather & Wind

It is suggested that all children keep a labelled raincoat in their bag for rainy days. Children are not permitted to use umbrellas at school as they can be dangerous. During periods of wet weather and high winds, students are kept indoors for safety reasons. If the 3:00pm bell rings during a heavy storm, the principal may determine to keep students indoors until the storm passes.

Working Bees

One working bee is held each term on a Saturday where parents/carers and students are encouraged to work together with school staff to maintain the grounds or work on specific projects. Students who attend must remain under the supervision of the parent/carer. BBQ lunches are provided.

Work Health & Safety

As a large organisation with hundreds of people on site each day, the school adheres to strict work health and safety protocols. Evacuation and lockdown drills occur three times each year. Parents are notified of drills via the School Stream app. All visitors to the school must sign in at the office and wear a visitor pass so that students and staff are aware that people who are not familiar to them have permission to be on site.



Responsibility Ladder

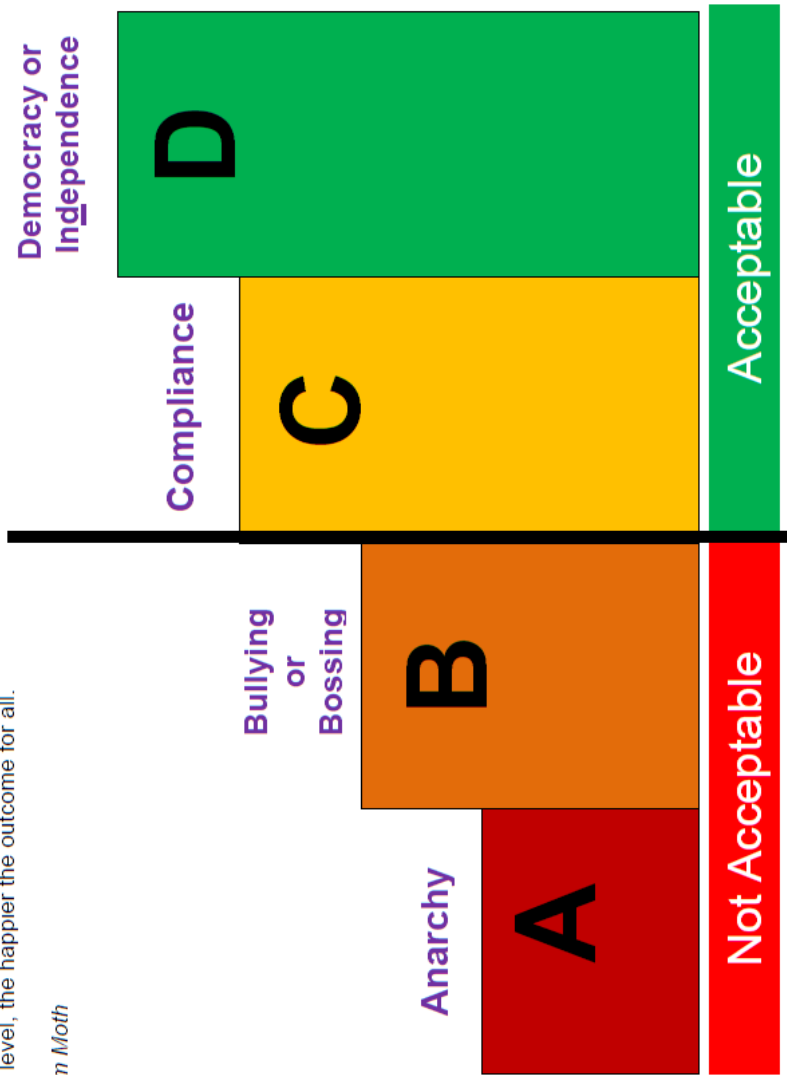
Dear parents,

We use this 'Responsibility Ladder' as a simple model to promote more considerate behaviour and the awareness of the value of following rules and being co-operative. You may wish to check your child's understanding and awareness of the levels. This is a tool to help students think constructively about modifying/improving their behaviour. In any chat I have with a child about a behaviour issue I will avoid telling a child what level I think they are acting at. Instead I will ask, 'So what level do you think you were on when you were doing that?' 'Is that acceptable?' 'What would I see if you were acting at level C instead?' 'How would that help?'

For a change to really occur a child needs to know what is expected, understand how their choices are affecting others and see the benefit of following the rule. Students can see that levels C & D are 'above' the line of acceptability and A & B are below the line. Students are taught that they have a right to meet their needs for fun, power, choice and belonging. But they also have the choice of how responsibly they act to meet these needs. Nobody controls the behaviour of others – not even me! We are all in control of our own choices and this message is consistently presented to students. This is particularly useful when students abstain from responsibility by responding that 'somebody made me do it.'

Students learn that each choice brings its own consequence and the more responsibly we act the happier everyone can remain. Students can see that acting at a particular level is more likely to produce a response at that same level e.g. a B level action towards another (bossing or bullying) generally invites a similar B level response. The higher the level, the happier the outcome for all.

Tom Moth



Democracy

- Dependable, responsible
- Shows self discipline
- Chooses to do right thing (because they know it's the best way to be)

Compliance

- Listens, co-operates, follows directions, conforms
- Will do the right thing when required or because it is expected

Bossing

- Bosses others, bullies others
- Bothers others, breaks rules
- Meets needs at others' expense

Anarchy

- Acting unsafely
- Noisy, out of control
- Dangerous
- Meets needs with little or no regard for the consequences



Total Behaviour Car

Dear parents,

We use this 'Total Behaviour Car' as a simple model to assist students understand their behavioural choices and the choices of others. Total Behaviour is an approach that acknowledges at any moment in conscious time, an individual is: thinking, acting, feeling and experiencing physiological changes – these are the four wheels of the car. We recognise behaviour by the most dominant aspect (or wheel) of behaviour. For example, a student who is running a cross country race is obviously acting. S/he is running with one foot in front of the other, arms pumping. However, at the same time s/he is thinking ('I can do it, not long to go now'), feeling (tired, exhausted, exhilarated), and experiencing bodily responses (sweating, increased heart rate). A student who is playing a game of chess is quite obviously thinking. However, at the same time s/he is acting (moving a piece carefully), feeling (nervous, in control), and experiencing bodily responses (deep breaths, twitching nose).

Just like on a car when a driver turns a corner, the front wheels move. The driver has direct control over the front wheels. Therefore the front wheels in total behaviour are acting and thinking. Students (and adults) have direct control over their acting and thinking. They can choose different actions or different thoughts when things aren't going well. Teachers support students to replace unproductive actions or thoughts with productive or responsible ones. For example, instead of thinking 'I can't do this work because it's too hard and I'm dumb', a teacher will re-write the script with the student to say 'if I apply myself and keep trying I will do the best that I can do and I will be proud.'

The back wheels on a car follow the front wheels and so the back wheels in total behaviour (feeling and physiology) can only be controlled indirectly by the individual. One cannot click their fingers and choose to feel better. One cannot tell themselves to stop sweating. However, they can change actions and thoughts to influence feelings and physiology. So, going for a jog might help clear the head and improve feelings of sadness, while drinking some water, turning on the fan and having a shower can reduce sweating.

At North Kellyville Public School one of the pillars of our wellbeing programs is a joint understanding that you can only control your own behaviour. You are in total control of your own behavioural choices, but have zero control over others'. Peers, teachers and parents can influence choices (like a back-seat driver!), but they cannot control or make decisions on behalf of the driver. Please take the time to explore the other aspects of the behaviour car analogy below.

Tom Moth

- **THE HOOD...** Under the hood is the engine and battery. This is the student's nutrition, needed to keep their car running smoothly.
- **THE SUN ROOF...** The sun roof reminds us to be outdoors as much as possible and to be active. Staying indoors without any natural light is not conducive to leading an active lifestyle.
- **THE HAZARD LIGHTS...** Cars break down and so do people. Look for warning lights like exhaustion, illness and irritability. When cars break down they go to a garage. When people break down they need to see a doctor and/or rest!
- **THE BOOT...** The skills we have in our toolkit are put in the boot for when we might need them. Resilience, persistence, self-esteem, confidence, work ethic.
- **THE PETROL TANK...** Total behaviour cars are fuelled by thought and there are only two choices – positive fuel or negative fuel. Filling a behaviour car with negative fuel will lead to negative outcomes, but being positive in your approach will help maintain a smooth running car!
- **THE STEERING WHEEL...** The driver uses the wheel to choose which direction to go. If the same behaviour keeps leading to the same (negative) result, it may be time to turn the wheel. The wheel of changing behaviour moves slowly.
- **THE BACK SEAT...** People will try to control your behavioural choices but they are not able to. They can influence only. The driver is the only one in control and is responsible for all behavioural choices.
- **THE REAR-VIEW MIRROR...** Students look into the rear-view mirror to see events from the past. The more time goes by, the smaller those events appear. We cannot change the past, but the rear-view reminds us of the lessons we learn from events.
- **THE WHEELS...** Acting, thinking, feeling and physiology are the four wheels because they move in unison with one another. We control acting and thinking directly, but only have indirect control over feeling and physiology.

ACTING

FEELING



THINKING

PHYSIOLOGY

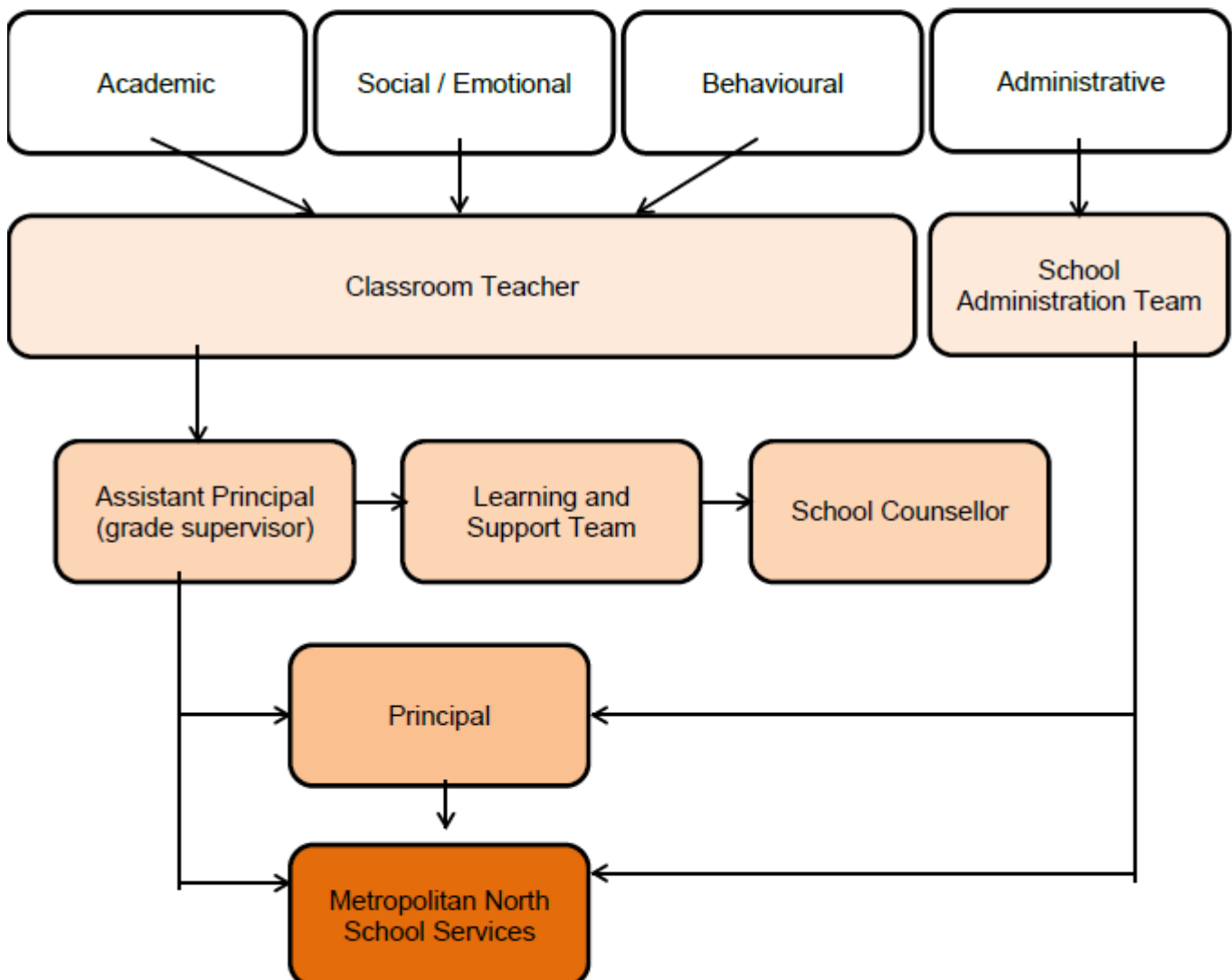


NORTH KELLYVILLE PUBLIC SCHOOL

D R E A M ♦ B E L I E V E ♦ S U C C E E D

School Implementation Guidelines COMMUNICATION FLOW CHART

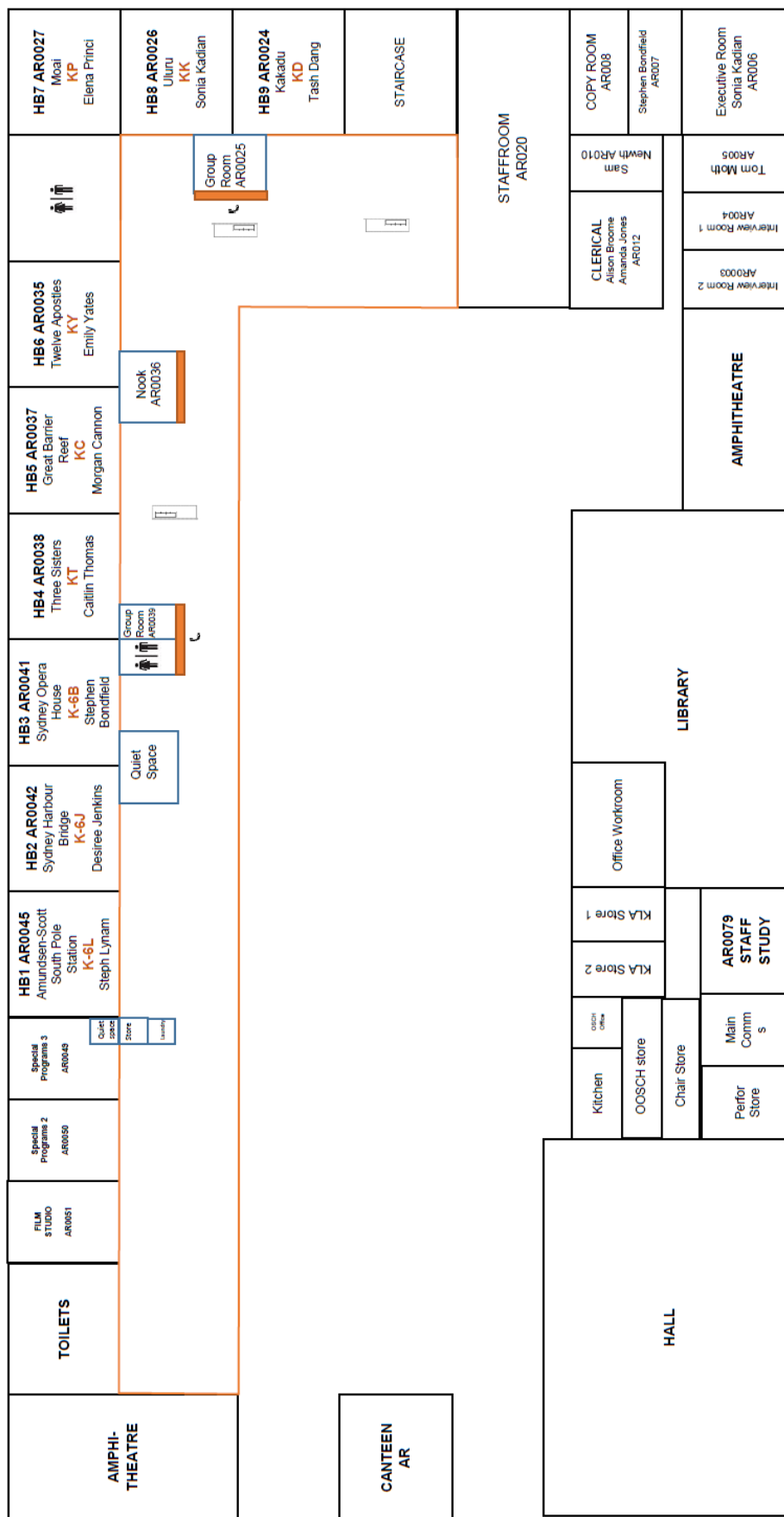
To receive the most effective and timely response to a query, parents are asked to use the following chart when directing their communication within the school. The flowchart only progresses to the next level if the issue or concern is not satisfactorily resolved.



Tom Moth
Principal

22 January 2019

Appendix – Classroom Map (Downstairs)



Notes:

NORTH KELLYVILLE PUBLIC SCHOOL

120-128 Hezlett Road, North Kellyville NSW 2155

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

