

RESPECT

LEARN IT



LAWRENCE PUBLIC SCHOOL



Information Booklet

EARN IT

SHOW IT

The Principal's Welcome

Dear Parents /Caregivers

On behalf of the students, staff and parents we would like to extend to you a warm welcome to Lawrence Public School.

Lawrence Public School is a small, family orientated school environment that offers a wide range of learning opportunities. We focus on providing a safe, happy and stimulating learning experience. We strive to provide a well-rounded education that values and supports the academic, creative, physical and emotional development of your child. We have a commitment to ensure that quality teaching and learning are the central focus of every classroom.

Our school is well resourced and provides students with access to the latest technologies to enhance their learning. Our teachers are an experienced and dedicated team of professional educators. Their knowledge, enthusiasm and creativity inspire students to achieve their best.

Our welcoming and friendly school community is based on strong co-operative relationships between staff, students and parents with high levels of parent participation within the school. We look forward to working in partnership with you in the education of your children.

This information booklet was developed by parents and staff to provide new families with information about the day to day administration of the school. If you have any additional questions or concerns please don't hesitate to contact us.

With regards
Jacqui Menzies
Principal

School Information

Location: Lawrence Public School
64 – 70 High Street
LAWRENCE NSW 2460

Telephone: (02) 6647 7354

Facsimile: (02) 6647 7068

E-mail: lawrence-
p.school@det.nsw.edu.au

Principal:	Mrs Jacqueline Menzies
Current Relieving Principal:	Mr Joe Cooper
Teaching Staff:	Ms Sharon Nelson Mr Joe Cooper Mr Andrew Davison Mr Ben Hill Ms Jade Clare
Support Teaching Staff:	Mrs Anna Cooper Mrs Lucy Davison Mrs Erin Gallagher
Office Staff:	Ms Debbie Davis Mrs Jennifer Batty
School Learning Support Officer:	Mr Kyle Vitolins Mrs Kerry Turner
Cleaner:	Mrs Sharon Ensbey
General Assistant:	Mr Raymond Colgrave

School Hours

START:	8:55am
RECESS:	10:55-11:25am
LUNCH:	1:25-1:55pm
FINISH:	2:55pm

Supervision

Students have teachers' supervision between the hours of 8:30am and 2:55pm. Students should not be at school prior to 8:30am and only those students travelling on the late bus may remain on the school grounds under teacher supervision after 3:00pm.

Enrolment

- New Kindergarten enrolments will need to present documentary evidence of date of birth, proof of residence and immunisation certificate at time of enrolment.
- Enrolment forms are available from the school office. Children transferring from another NSW public school should make an appointment with the principal to discuss enrolment.
- Children from interstate or non-public schools will need to present documentary evidence with their enrolment application.

Special Programs

Besides providing an excellent academic program this school also features:

- Specialist support teaching for students experiencing difficulties;
- An emphasis on Literacy improvement;
- Numeracy support using the Targeting Early Numeracy, Count Me In Too program and Djehuti Maths ;
- A comprehensive Student Welfare Policy and Anti-Bullying Policy;
- Peer Support and Leadership Training;
- Child Protection Program;
- Integrated Technology in every classroom;
- Fully air-conditioned classrooms;
- Integration of students with disabilities; and
- Specialist music tuition in ukulele, recorder, piano and guitar.

School Uniforms

Boys

SUMMER:	TOP—	Red school polo shirt with black sides.
	BOTTOM—	Black shorts, black pants or black tracksuit pants and white socks.
WINTER:	TOP—	Red school polo shirt with black sides—Red School Jacket or Red Sloppy Joe .
	BOTTOM—	Long black pants, black tracksuit pants or black shorts and white socks.

Girls

SUMMER:	TOP—	Red school polo shirt with black sides.
	BOTTOM—	Black shorts, skirt, tracksuit pants, long pants or skort and white socks.
WINTER:	TOP—	Red polo shirt—Red school jacket or Sloppy Joe.
	BOTTOM—	Long black pants / black tracksuit pants / black tights.

Shoes Students may wear **black** school shoes or joggers.

School uniforms are available from the Lawrence PS P&C.

Hat Policy

No Hat—Play in the Shade

Lawrence Public School has a “no hat—play in the shade” policy. If a student has arrived at school without a broad-brimmed hat (no beanies or caps), they are only allowed to play under the shade shelter.

Students who know they are to be under the shade shelter, but repeatedly go onto the oval or tennis court areas without a hat, will be required to sit under the shade shelter (out of play). The message is clear, we need to be sunsafe.

All sport and outside activities conducted within class time require a hat, please ensure a “spare” is packed in your child’s bag for those times the main hat cannot be found.

Absences

Late to School?

Students who arrive after 9:00am are required to go to the School Office to be signed in so they will not be inadvertently marked absent for the whole day. A parent or caregiver should accompany the child to the office.

Need to Leave School Early?

If your child will be leaving school early on a particular day, they need to go to the School Office with your note and be signed out so they will be marked correctly in their Class Roll.

Absences

If your child is returning to school after an illness/injury, it is important to provide information to the school which will aid their recovery, eg may not be quite ready for sport yet.

If child is away for 2 days or more phone contact must be made with the school to ensure your child is not marked in their Class Roll as "unexplained absence". When your child returns to school you need to provide a written explanation stating your child's name, date/s of absence and the reason for the absence, this should be handed to the Class Teacher. An absence proforma is available at the office.

Change of routine

You need to notify the class teacher if there will be a change to normal routine for your child i.e. leaving early, different bus routine (if this involves the bus you **MUST** inform the bus driver as well as the school) or going with another adult. A change of routine proforma is available at the office.



Sick Bay

Sickness / Injuries

If your child is too sick to be in class they will be allowed to lie in sick bay so that their condition can be assessed by a staff member for a short-term recuperation only. Parents/caregivers will be notified if their child is unable to go back to class after this time.

Parents/caregivers will be notified immediately if their child has been injured in a way that requires more than basic first aid treatment.

An ambulance will be called if a student's condition indicates that it is needed.

Medication

Most medications these days can be administered at home prior to and after school. Please request medication from your doctor that does not need to be administered during school hours.



However, if your child has been prescribed medication needed within school hours, it must be brought to the school by yourself (parent/caregiver) to be administered.

Parents/caregivers, who want their children to be given medication while at school by a member of staff, must put their request in writing and also complete and sign an indemnity form available on request from the School Office. All medication provided for the student must have a label, clearly legible, showing the student's name, the name of the medication, the dose and the time of administration.

This information does not apply to inhalers or puffers that are used by students to help them manage asthma.

Health Care Plan

Students with a medical condition or allergy will require a healthcare plan to be completed by their parent/caregiver. This includes students with asthma who require medication on a regular basis.

Communication

Visiting the School / Parent/Teacher Meetings

Parents are most welcome to visit the school at anytime. However, should you wish an interview with your child's teacher an appointment is necessary. Contact the School Office and the teacher concerned will return your call to organise a mutually convenient time. Should your child's teacher feel the need to discuss any matter with you a request will be sent home. Ongoing communication and feedback between parents and teachers ensures your child has a positive learning experience.

Newsletter

Each week a Newsletter is sent via email (usually Wednesday). Please read thoroughly as this is our main communication to you with the many happenings here at Lawrence Public School.

Website

Visit our website at www.lawrence-p.schools.nsw.edu.au where we have our newsletters, permission notes, calendar and photo gallery or email us on lawrence-p.school@det.nsw.edu.au

Telephone Calls

Telephone messages from parents/caregivers to children will be passed on if possible.

The school telephone is available for emergency use. Students will not be allowed to use the school telephone to ring home for forgotten items (e.g. shorts, homework, guitar, etc). This will encourage our students to learn to be organised and independent.

Students will not be able to telephone parents to seek permission to go to someone's house that afternoon for a "play". Arrangements like these need to be made from home prior to the day. If there is a change in normal arrangements, a change of routine note to the teacher is expected so there is no confusion in the afternoon.

Having any Problems?

If you or your children are experiencing any problems please advise the class teacher as it could be impacting on your child's learning. Please contact the School Office for an appointment, and you are welcome to speak with the Principal if you would prefer. The teaching staff are here to support you and your children, and we have many resources available, i.e. School Counsellor, STLA teacher, etc.



Transport/Safety

Bus Travel

Lawrence Bus Service operates the school bus run.

All infants children (K-2) are entitled to free bus travel. Primary children living beyond a radial distance of 1.6km are also entitled to free travel. Application for free bus travel is completed online at transportnsw.info/school-students.

Primary children living within the 1.6km radial distance are able to use the bus to and from school and are requested to pay on boarding.

There is a "Bus Parking Zone" in Cook Street and it is not to be used by private vehicles. The bus parking zone operates between 8:30am–9:30am and 2:30pm–4:00pm on school days. There is also a "Bus Parking Zone" from 2:15pm–3:30pm in High Street for students who need to travel to Maclean in the afternoon.

If your child travels by school bus:

- Your child is expected to show good manners to the driver and other passengers.
- Send a note for the driver if he/she is to set your child down at other than the normal stop.
Students' bus behaviour is monitored and their bus pass can be revoked.

Do not hesitate to speak to the driver if the need arises—the safety of all children is his/her concern.

Bikes

Parents must be confident that their children know the rules of the road before allowing them to ride their bicycles to school. Approved helmets **MUST** be worn. Bicycles are to be placed in the racks provided for this purpose and the area is "out-of-bounds" during school hours.

RTA protocol states K-2 students (up to 8yrs old) should not be allowed to ride their bikes to school without prior discussion with the Principal.

Road Safety

Please keep in mind that children learn mostly by example. Therefore take the extra time/care in obeying road rules, especially in regard to pedestrian crossings, double unbroken lines and bus zones.

The safety of our students is our highest priority and therefore it would be greatly appreciated if you would always meet your child at the school gate. **NEVER** beckon your child from the opposite side of the road to come to you.

Financial Information

School Book Pack

Lawrence Public School parents are requested to pay for a Book Pack. This pack includes items your child needs for their grade. The items your Book Pack may include are a Maths Workbook, English Workbook, Mathletics & Reading Eggs membership and exercise books.

Kindergarten-

Also included in the book pack are art supplies, triangular pencils, library Bag, scissors, glue sticks and other items as needed.

Parents are asked to provide one large box of tissues.

All items should be clearly labelled with the child's name.

Years 1 and 2 -

Also included in the book pack are art supplies, triangular pencils, library Bag, scissors, glue sticks and other items as needed.

Parents are asked to provide one large box of tissues. Sometimes additional items are requested and your child may bring their own items and a pencil case.

All items should be clearly labelled with the child's name.

Parents are asked to provide the following materials for their child in Years 3 to 6:

Primary -

2 each of red, black and blue biro, lead pencils, coloured pencils, scissors, glue stick, wooden ruler, textas, erasers, sharpener, one large box of tissues, pencil case to hold supplies and a library bag.

All items should be clearly labelled with the child's name and replenished as needed.

Student Invoices

Each student may be invoiced for payments due to the School Office. These may include: book pack, excursions, performances, competitions, etc.

You are welcome to make part-payments towards your child's outstanding balance at any time.

Throughout the year "Outstanding Student Invoices" are sent home to show your current account.

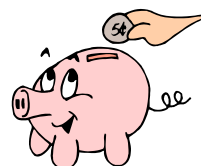
Parent-Online-Payment (POP) is available through the school's website and is a great way to pay an outstanding invoice.

Money Collection

If you are making a payment for your child, all monies need to be sent directly to the teacher or the school office at the beginning of the day. Please place the money in a sealed envelope clearly labelled with your child's name, class, amount and purpose.

Student Banking

The Commonwealth Bank of Australia have "Youthsaver" kits available through the School Office. School banking (deposits only) operates each FRIDAY. Please encourage your child to save and bank, as the school receives a commission from the CBA for students who do their banking using this method.



Parent Involvement

Lawrence Public School has an enthusiastic and dedicated parent body, providing outstanding support with: class programs, cultural presentations, fundraising activities, the making of classroom resources and involvement in social and sporting events.

Parents are actively encouraged to assist the school in maximising student outcomes by participating in policy development and decision making processes.

The help of parents is often requested by teachers. In the Kindergarten, Year 1 and Year 2 classes parents have helped with Literacy, PE, Craft, Creative and Developmental Activities. This assistance is invaluable and your help would be appreciated if you are available.

Assistance by parents and community members in school activities is most welcome. Some areas where assistance is essential are:

- Tutoring children in reading and Maths
- Excursion supervision
- Repairing books and equipment
- Providing transport for outside activities
- "Special Day" activities
- Canteen assistance
- Sports carnivals

Parental assistance will be requested through both the regular newsletter and P&C meetings, or should you wish to leave your name at the School Office to assist when necessary please do so.



We could
use some
help!

P&C

P&C Executive 2019

President:	Mrs Kerry Turner
Secretary:	Ms Kerri Anderson
Treasurer:	Mrs Margie Lloyd

P&C Meetings

- Lawrence Public School P&C usually meets in the School's Library on the second Monday at either 5:30pm or 6:00pm each month. Everyone is welcome to attend, the weekly newsletter and school sign will advise of the next meeting.
- The role of the P&C is varied, including running of the school canteen, the clothing pool, fundraising and assisting the principal and school staff in any way possible. By doing all of these things the students will benefit. That is the primary role of the P&C—to benefit our children.
- Membership is \$1.00 per annum and only financial members are entitled to vote and hold office. If you would like to be part of the P&C Executive, the Annual General Meeting is held in March and you are welcome to nominate for one of the positions.



Fundraising

We have a Parent Club who organise great fun ways to raise money.

Canteen

The canteen is open each the week on a Tuesday. Recess foods are made fresh at the school and cost between .50c and \$1.50 each.

Lunch is delivered from Clarence Eats. It is best to drop your order at the school office on Monday, so orders can be sent through to Clarence Eats on Tuesday morning.

A great way to meet other mums/dads is to be part of the Canteen Roster. If you are able to spare a few hours once a month, please see the School Office so you can be contacted by the Canteen Co-ordinator to organise what suits you.



General Information

Student Reports

At the end of Semester 1 (Term 2) and Semester 2 (Term 4) your child will bring home a student report with a grade and their teacher's comments on each Key Learning Area. An interview with your child's teacher will support this report if needed.

Music

Students will be involved in a variety of musical opportunities including choir, recorder, keyboard, ukulele and percussion. We have choir for junior and senior students.

We offer ukulele hire as well as experienced and beginner tuition.

We often are involved in local Eisteddfods, Big Impact Concert and our own school concert.



Assemblies

Usually three or four times each term on a Monday afternoon we have a "Special Assembly" which you are invited to attend via the Newsletter. At the special assembly, students are awarded certificates for many different reasons including class and competitions. To encourage our students to be familiar with audiences, each class on a rotation basis, has the opportunity to entertain their fellow students and parents.

Library

Each week your child will be going to the Library for a lesson and will have the opportunity to borrow books for home reading. All Library rules are displayed and explained to the children. To encourage a healthy respect for books please ensure you send a Library Bag for the protection of our books on your child's "Library Day".

Homework

Each teacher will formulate their own classroom homework tasks commensurate with the needs of the pupils.



General Information

Sport

Friday is our Sports Day. Students are expected to wear their appropriate footwear and full uniform. Due to our warm weather in summer, sport usually takes place in the mornings and in winter takes place in the afternoons. Physical Education is conducted regularly during the week, all children are expected to actively participate.



Houses

There are two sport houses—Eagles and Hawks. When the children are attending school for a sports carnival, they are encouraged to wear their house colour to show their support. Eagles—YELLOW and Hawks—GREEN.

Students from the same family are placed in the same house.

Scripture

Protestant Scripture Teachers hold lessons each Thursday morning. Your child will be placed in the Protestant Scripture classes. If you do not wish your child to be involved in Scripture, you will need to complete a form which is available at the school office.

Student Representative Council (SRC)

The purpose of the SRC is to allow the children an avenue through which to raise matters which concern them, to build organisational skills through fund raising activities, and to generally offer character building opportunities to children.

The SRC is comprised of students from each class in Year 1 to Year 6. Each semester nominations are requested for students who would like to be part of the SRC and the successful candidates are elected by their peers. Kindergarten elect an SRC member in Semester 2.

School Captains

School Captains are elected by the students and staff, the selected students lead Lawrence PS at assemblies and represent our school on special occasions such as ANZAC Day.

General Information

Magpie Warning

During August/September/October (usually for 6 to 8 weeks) we have a magpie who makes a nest near the School Office (High Street).

Some magpies swoop people during the breeding season as a means of protecting their young. Occasionally, a magpie may actually strike a person, causing injury.

To ensure the safety of our students so as not to cause them concern/distress, please use the Cook Street entrance during this time.

Lost and Found

There is a "Lost Property" box located inside the front office. Avoid having to go there by **clearly marking all items sent to school with your child's name** for easy identification—particularly jumpers and hats which are put on and off throughout the day.



Toys at School

There is always a "latest craze" and we appreciate that students need to be part of it! Students are welcome to bring to school anything that is not going to cause upset if it is broken or lost. Unfortunately, the school can not accept responsibility for personal belongings, so if the toy is important to the student, keep it at home.

School's Sport Equipment

The school's sport equipment is marked with "LPS". It would be greatly appreciated if you would return any of this equipment found outside the school grounds.

School Grounds

Entering school grounds outside normal school hours or during weekend/holiday periods is prohibited. If you need access to the school during these times you must have written approval from the Principal, otherwise you may be prosecuted for trespassing.

Peer Support Program

Peer Support is a skills based experiential learning program that provides students with the opportunity to develop the understanding, attitudes and skills they need to live a safe and healthy lifestyle, realising their potential and contributing positively to society. It assists students to build self esteem, skilling them to cope with the challenges of day to day life, while learning how to support each other to make safe and healthy life decisions. (From the Peer Support Foundation Primary Schools Manual 1996.)

The Peer Support Program is a K-6 school based program led by Stage 3 students. A teacher supports the leaders by introducing them to each week's lesson prior to the peer support lesson. Prior to the school based program, leaders are trained in either a one or two day leadership course.

The lessons have been developed as part of a pro-active approach to assist schools in promoting positive behaviours, both in the playground and in classrooms.

The program is linked to Values Education. Values influence all actions and decisions, not only in classrooms, but also in the wider school and its community. Students can adopt the core values by observing the good models provided to them by members of the school community including student leaders.

Values influence the way students think, speak and behave. There has always been a strong focus on the importance of values in relation to the achievement of the educational goals and outcomes of public schooling. Some of these broad goals include:

- love of learning
- high standards
- care and respect for self and others
- care and respect for families and communities
- respect for work
- fairness and social justice
- pursuit of excellence

Peer Support helps students to understand and value themselves as individuals and as members of groups, exercise more control over their own lives. They can identify and appropriately express a range of feelings. They also appreciate that the way they think influences the way they feel. They are open to learning more positive ways of responding to situations. They are therefore able to make more considered choices and are less influenced by immediate circumstances and responses.

When students understand and value others, they work more cooperatively in teams and enjoy more stable and satisfying interpersonal relationships. They are also more tolerant and caring members of the community who value difference and respond to others as individuals. Students who understand and value themselves and others are better equipped to respond to change and to overcome adversity. They are also more likely to seek help when they need it.