

***A GUIDE TO ARIAH PARK
CENTRAL SCHOOL***



***INFORMATION FOR PARENTS
AND STUDENTS***



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Welcome

On behalf of the staff and students, we would like to welcome you and your family to our school. We do hope that you will join with our existing parents in the many activities the school offers to students that involve parents. The involvement of our parents in supporting the school in a whole host of ways is a significant part of what makes this school special.

Ariah Park Central provides an education for students K - 12. Currently the school has approximately 150 students. It provides educational services for not only the students of Ariah Park, but of Quandary, Pucawan, Mandamah, Walleroobie, Yarrenjerry, Tara, Mirrool, Methul, Barmedman and Temora.

We hope that the information in this folder will explain the many routine procedures of the school, but if you are still unsure of anything, please do not hesitate to contact the school to find out. If you have any suggestions to offer or if any aspect of what the school is doing worries you, do not hesitate to contact us. We find that open communication assists greatly in everything we do.

Above all, we would like to urge you to come along to open days, school functions and parent interviews. Students of every age appreciate their parents' involvement with their school and are always proud that you have come. It is now well documented that students perform better at school both academically and socially as a result of active participation by their parents in school events. Male students in particular find school a more positive and rewarding place if their fathers take a positive interest in their schooling. As a school staff we cannot emphasise enough the value we place on the three relationships: teacher - student, teacher - parent, and parent - student. If these bonds are strong, and work with common purpose, much can be achieved for your child's education.

Again, please accept our warm welcome and our hope that you and your children will both enjoy and benefit from your association with Ariah Park Central School.

Ms Joy Reid
Principal



School Information - 2004

Schooladdress	Reid Street, ARIAH PARK 2665
Phonenumber	(02)6974 1105
Faxnumber	(02)6974 1017
Emailaddress	ariahpark-c.school@det.nsw.edu.au.
Staff	Joy Reid (Principal) Mark Englert (Head Teacher) Maira Burns (Head Teacher) Deidre Flakelar (Assistant Principal) Tony Dehlsen (Assistant Principal) Kerry Daley Catherine Drumore Justin Dunn Amanda Gooden Penny Goff Alan Hesketh Stacey Kelly Meg Morton Amanda O'Hare Anthony Sleeman David Thomas
Schoolassistants	Merilyn McBeath (Snr School Assistant) Helen Colwill (Administration) Vicki Leiper (Administration) Lorene Mesanovic (Reception)
Student support	Jennifer Haddrill Debbie Englert
Generalassistant	Rod Leiper
Farmassistant	Terry Ryall
Cleaners	Marilyn Brooks Margaret Schmetzer





AT ARIAH PARK CENTRAL SCHOOL

We Believe:

- that everyone given the opportunity to succeed and believe in themselves, will learn
- that a caring, happy and safe environment fosters effective learning
- that education involves an interactive partnership between students, teachers, parents and community based on mutual respect, open communication and collaborative teamwork
- that learning is a life-long process that should be fun
- that qualities such as commonsense, initiative, flexibility, self-reliance, pride in achievement, adaptability and citizenship should be valued and fostered at school.

Our Mission Statement

Ariah Park Central School's greatest resource is its students. Therefore our aim is to offer an education, within a caring environment, that provides appropriate opportunities and learning experiences and produces individuals whose abilities have been developed to their fullest potential.

School Aims

1. To develop individual literacy and numeracy to the highest standards possible, within the limits imposed by each child's ability and circumstances.
2. To extend students to their potential individual development through a positive attitude to learning in all curriculum areas and prepare them for the world of work.
3. To broaden interests, outlooks, experiences and knowledge so that students will develop an awareness of different lifestyles, an understanding of Australian society and a tolerance towards different cultures.
4. To encourage the development of good citizenship, good character, self respect and self discipline.
5. To practice, understand and learn the ideas of health, fitness and safety; and to learn how to constructively use leisure time.
6. To develop an atmosphere around the school that will permit meaningful communication with and maximum participation by parents.



School Organisation

School hours

PRIMARY: 9.25am to 3.25pm (Lunch 1.20pm to 2.00pm, Recess 11.00am to 11.30am)

SECONDARY: 8.55am to 3.25pm (Lunch 1.20pm to 2.00pm, Recess 11.00am to 11.20am)

Parents are asked to ensure that students not travelling by bus do not arrive before 8.50am for primary students and 8.30 for secondary students, as teachers are not officially on duty before this time. All students should leave promptly at 3.25pm as supervision ceases at this time. The bus stop is supervised until the last bus leaves.

Secondary Roll Call

Students are to be at school by 8.50am to enable prompt arrival at assembly by the 8.55am bell. Absences and Lateness are noted and recorded and daily notices and reminders are given to students. A formal roll call will take place at 2.00pm during DEAR period.

Students who arrive after morning roll call need to report to the Front Office, where a late note is issued. This note should be shown to the class teacher in the lesson to which they arrive late, then given to the roll teacher the next day. If they haven't already done so, students should bring a note from home to explain the reason for lateness.

School Terms - 2004

- Term 1** - Tuesday, 27th January to Thursday, 8th April, 2004
- Term 2** - Tuesday, 27th April to Friday, 2nd July, 2004
- Term 3** - Monday, 19th July to Friday, 24th September, 2004
- Term 4** - Monday, 11th October to Tuesday, 21st December, 2004

School Commencement

Tuesday, 27th January - Staff Resume

Wednesday, 28th January - Kindergarten, 7, 11 and 12

Thursday, 29th January - K - 12.



General Information

School Creed

This is our school
Let peace dwell here
Let the rooms be full of contentment
Let love abide here
Love of one another
Love of man kind
Love of life itself
And love of God
Let us remember that,
As many hands build a house
So many hearts make a school.

Communications from the School

During the school year you will receive a weekly newsletter. These will be forwarded home every Monday with the eldest child.

The newsletter will attempt to keep you informed of forthcoming events, dates and school news.

Permission notes for excursions, events and performances will be incorporated in the newsletter wherever possible.

At times it may be necessary to send supplementary notes home (these will be kept to a minimum).

The school encourages students to give all written communications to parents promptly. It would be appreciated if you would check every Monday with your child to see if they have a note/information for you. This will assist in ensuring that children get into the habit of passing on notes promptly.

It will also assist in the organisation and administration of events if parents could respond by returning notes and/or money promptly.

Informing the School

It will be greatly appreciated if parents could contact the school if any of the following occur:

- a) Regular attendance is essential to maximise learning. If an absence or lateness occurs, it is a legal requirement for a note to be sent to school informing of the reason for the absence when the student returns to the school. Red slips that you fill in are provided attached to the Newsletter at the beginning of each term for this purpose. We appreciate a phone call from parents if a student is away. If a long absence is anticipated please contact the school as soon as possible to discuss the circumstances and consequences of this absence with the Principal.



- b) If your children travel on a bus and you wish to pick them up at school on certain days, it is necessary to inform the bus driver about the change to normal routine. Either send a note or ring the school as it saves unnecessary confusion for your child and delays to the bus schedule.
- c) If your child is to go home with someone else please send a note to explain this change of routine.
- d) If your child is to go home for lunch, please send a note at the beginning of the year and a lunch pass will be issued.
- e) If there are any changes in family circumstances, (eg address, phone etc) please forward information to the school to allow us to update records.

Contacting the School/ Collecting Students

Parents are encouraged to make contact with the school whenever the need arises. Please make contact in the first instance with the office. If necessary, a mutually convenient time for an appointment can be arranged with an appropriate staff member.

Forgotten lunch or other essentials for the day should be left at the front office. They will be delivered promptly to the students.

Parents requiring students for any reason at any time, **must** enquire at the office and the student will be collected by a school assistant and brought to the office. This measure is seen as essential to student safety. Parents should not approach students in the playground at anytime during school hours.

The school can only accept written authority regarding the welfare of students from that student's parents or legal guardian. If a student is temporarily in the care of another person, the parent should notify the school of this in writing indicating clearly that the carer can sign permission notes and make other welfare decisions about the student in their care. The period for which this authority is given should also be indicated.

The school can not legally prevent contact with or withhold information from either parent of a student unless a current court order exists to that effect.

Equipment requirements

Towards the end of each school year parents will receive a recommended list of equipment for the next class/year attached to the Newsletter.



Leaving Grounds

Unless they have a Lunch Pass/Leave Pass students are not permitted to leave the school grounds. A note signed by a parent/guardian must be presented to the front office by 9.00am in order to obtain a Leave Pass. Students must have the pass in their possession when they leave the school grounds. Lunch Passes (laminated cards) are issued at the beginning of Term 1 and allow students to walk home for lunch ONLY. They DO NOT allow students to go down the street or visit another student's home.

Scripture

Lessons are held each Tuesday in the Primary Department - Anglican, Baptist, Catholic and Uniting.

Seminars for secondary students are generally conducted twice a term where possible. Regular ecumenical services are held by the school at significant times in the school calendar.

Leaving/Changing School

Students or their parents are required to inform the school at the earliest convenience if they intend to terminate their enrolment at the school.

A leavers form should be completed and signed and returned to the school so that transfer to another school if necessary can be arranged.

Change of Child's Surname

On enrolment the school Principal is required to site the student's Birth Certificate. School records must contain the name recorded on a child's Birth Certificate.

Advice from Legal Services Branch (Department of Education and Training) is as follows. Name can be changed under the following circumstances:

1. When a court order is produced directing that a name take place.
2. Where the school has obtained written consent of both natural parents.
3. Where the custodial parent provides a statutory declaration which declares that:
 - i. The current whereabouts of the other parent is unknown

AND

 - ii. There has been no contact between the missing parent *and the child* for a period of approximately three years and maintenance payments have not been paid.

OR

 - iii. The non-custodial parent is deceased.
4. The parent produces a "new" Birth Certificate which provides a new name.

Lost property

Parents should encourage their children to take responsibility for their possessions at school. It is inadvisable for children to bring toys, games, electronic devices or other valuable items to school.

A lost property box is located in the Canteen. To avoid loss of garments, names should be on all items. Unclaimed, unmarked clothing will be placed in the clothing pool at the end of each term. When marked items are found staff will return them to their owners.



Practical subjects

It is advised that students require the appropriate protective clothing for Art, Agriculture and Technics. This includes the wearing of full leather shoes and may involve the use of safety equipment like safety goggles. These requirements are necessary to meet O H and S standards and are non-negotiable.

Sport and PE

Primary school sport is held every Friday after lunch. Secondary sport and PE is scheduled at regular times for all classes through the week.

These are compulsory areas of the school curriculum. Parents should be cautious about giving students permission not to participate in sport or PE.

Students who are sick enough to be excused from participating in sport are too sick to be at school. Parents of students who have a chronic medical condition which prevents them from participating in sports should discuss the circumstances with the Principal.

Menstruation is a normal and natural bodily function and it is generally not necessary for girls to be excluded from sports, including swimming when they are menstruating.

Textbooks

These are issued at the beginning of the school year to secondary students by the subject teacher and through the year as required. The number of the textbook is recorded on a sheet next to the student's name and the student signs for the textbook. A central register is kept in the administration office where records of all textbooks issued is recorded. It is expected that these books are returned promptly in good order as directed.

Library Use

The Library is open every day at lunch time for students to borrow and return books. The borrowing period is normally two weeks and students are normally allowed two books at a time.

Variations on this may be negotiated with the Teacher-Librarian if required.

Students are expected to accept responsibility for any books they borrow. Students are expected to pay for the replacement of lost or damaged books.

Other Library resources, such as the Internet and computers are available for student use as directed by the Library Staff.

Internet and Email

Electronic communicators are essential in modern education.

The internet is now a common place tool in the classroom.

Internet access at school is given to students strictly for curriculum based tasks, and for all students Years K - 10, is strictly supervised by class teachers.

The Department of Education and Training uses powerful filtering software to ensure that all internet access in schools is free from inappropriate material.

The use of personal email and mobile phones by students Years K - 10 is strictly prohibited, at school.

Students in Years 11 and 12 are permitted to use Internet and email for educational purposes without direct supervision. All students sign an agreement at the beginning of the year that they will observe the above.



Uniform

The school expects all students to wear school uniform. Clean neat uniform conveys a sense of pride in the school and plays an important role in generating a positive tone in the school playground and classrooms. It is also important that students bring credit to the school by being appropriately dressed in uniform when representing the school at sporting fixtures or excursions. Parents are requested that all items of clothing and other belongings are clearly marked with their child's name. Parents are required to provide a note if a student is to attend school out of uniform at any time. If circumstances make it difficult for parents to provide school uniform the school is able to assist with this.

Availability of Uniform

1. A good range of uniform items is always available through the clothing pool at reasonable prices. Please contact Debbie Englert on 69741139 for more information.
2. The P & C also takes orders for Yellow Polo Shirts which are screen printed with the school badge. These orders can be placed with Mrs Englert. Order forms are published frequently in the newsletter.
3. As the winter season approaches each year, order forms are published in the newsletter for black and gold uniform jackets with embroidered school crest and matching track pants. The school places one order for these garmets each year.
4. A hat must be worn by students in the playground in Terms 1 and 4. It is advisable that a hat be worn outdoors at all times.
5. A supply of formal school blazers, shirts and ties have been purchased by the P & C and are available for borrowing by students for formal occasions.
6. The summer checked pinafore for infants and primary girls is an optional alternative.
The fabric and a suitable paper pattern can be purchased from McDonald's Fashion Fabrics in Temora.
7. Enclosed, sturdy shoes are required to be worn by students at all times for occupational health and safety reasons.



Summer Uniform

Checked Uniform (grey, white, gold) as per designated pattern

(Option for K - 6 Girls only)

or Black/Grey Shorts and Yellow Polo Shirts

White/Grey Socks

Black Shoes/Joggers in colour tones of black/grey/blue/white only

* Broad Brimmed Hats to be worn Terms 1 and 4

Winter Uniform

Yellow Polo Shirt or long sleeve Yellow shirt /Yellow Skivvy

Black or Grey Skirt/Slacks or Trousers/Track Pants

Black Jumper/Gotcha/Jacket with Gold stripes

White/Black/Grey Socks

Black Shoes/Joggers in colour tones of black/grey/blue/white only

Sports Uniform

Yellow Polo Shirt

Yellow Skivvies optional for winter (not for representative sport)

Black or Grey Shorts - Boys

Long Black Shorts / Black Sports Skirts - Girls

Black Tracksuits

Black socks or White Socks

Sports Shoes

* Broad Brimmed Hats to be worn Terms 1 and 4

In 2004 Senior Students (Years 10 - 12) will trial a white shirt, either buttoned or polo style, as a senior variation on the normal uniform.



Getting Involved In Your School

Ariah Park Central School's staff encourage parents to become involved in school activities for the benefit of their children.

Parents and Citizens' Association

The P & C Association meets at 7.30pm (8.00pm in Daylight Saving Time) on the third Tuesday of each month in Room 12. Fund raising activities are planned and educational matters discussed. The P & C through fundraising provides valuable resources for the school that greatly enhance the learning environment. Your participation is most appreciated by the staff and the students.

The school catering committee runs as a sub group of the P & C. This committee organises the school canteen and other functions catered by the P & C.

Assisting in School activities

Parents are invited to become involved in many school activities. Some of the activities for which parental assistance is sought are:-

- assisting in classrooms with reading, maths, craft or writing,
- transporting children to and from school activities (a current comprehensive insurance policy must cover the car being used and the policy must be brought to the school, sighted by the office staff and then a copy will be taken to be kept on file,
- assisting with covering of books,
- providing expertise and knowledge in lessons,
- representing parents on school committees
- helping with sport and excursions
- working in the school canteen.

The school greatly appreciates the help given by parents and hopes that you will be able to assist in some way.



Invitation to visit the School

You are always welcome at your school. Please visit us for all our special occasions, but also feel free to arrange a visit at any time for any purpose. The interest you show in your child's school is reflected in your child's attitude to it. Please remember, however, that your point of entrance should be through the Front Office Administration Area so that Department of Education and Training requirements regarding Child Protection legislation, O H and S legislation and school security are not breeched.

Assemblies

Approximately once a month student achievements are acknowledged and showcased at a Whole School Assembly. Important school ceremonial events are often also included. The dates and times of these assemblies are notified in the calander section of the school Newsletter. We encourage parents and community members to attend these assemblies whenever possible.



Financial Matters

The School Budget

The expenditure of funds received by the school is determined by the School Finance Committee. The day to day management of the school budget is conducted by the Senior School Assistant and overseen by the Principal.

Voluntary School Contributions

School contributions are set by the P & C. Textbooks and equipment are purchased from these contributions for student use. It would be appreciated if these contributions are paid on receipt of information, via the school newsletter. Subject fees are also set by the class teacher for practical subjects to cover the cost of consumable materials. This information is also distributed through the school newsletter and in some instances an invoice is given to the student.

Banking

The Commonwealth Bank of Australia provides students with the opportunity to bank regularly. This takes place on Friday mornings when students bring their bank books and money to school to be processed.

Information regarding the opening of new accounts will be sent home early in the year.

Return of notes/ money to school

When forwarding permission notes and/or money to the school please ensure that these are **enclosed in a sealed envelope** with your child's name and class and, if necessary, amount enclosed. This should then be handed to your child's teacher in Primary or the Year Adviser in secondary roll call.

Many of the activities such as excursions and sporting fixtures involving the collection of money, require a lot of organisation. It is important that notes and money be returned promptly.



Transport

Buses

Many students travel to and from school by bus. It is important that the student knows which bus they will be travelling on and the name of the bus driver, before starting school. Contacting the bus driver before enrolment day will be most helpful. All students who live more than 1.6km from school are eligible for free bus travel. The appropriate form must be filled in. This form will be available on enrolment day. It is also a good idea to be at the bus stop to collect your child for the first week or so. Please ensure that your child is familiar with the Code of Behaviour expected of bus travellers as outlined on your transport form.

Private conveyance

Parents conveying children more than 1.6km to the nearest bus stop or school are entitled to private vehicle conveyance subsidy. This form can be obtained from the school and should also be completed on enrolling.

Travel concessions

For students over the age of 16 years, Travel Concession Cards are available. Please contact the office for further information.

Bicycles

Some students ride their bikes to school. Please ensure that these students have a helmet and they use it correctly. It is against the law to ride a bike without a helmet.

It is inadvisable for students under the age of 8 years to ride a bike to school unless closely supervised by a responsible older person on the journey.

Students and Cars

Many senior students obtain their drivers licence in their final year of school. They are permitted to drive to and from school if a permission note is brought from home. They are not permitted to leave the school in their cars during school hours unless extraordinary circumstances arise and the Principal is consulted. Student drivers are not permitted to transport other students in their cars at any time unless written permission is given to the school by the parents of both the driver and the passenger/s.



Health

Vaccinations

It is advisable that your child receives the appropriate vaccinations before starting school. Only children starting in the Kindergarten class of a primary school, need to present an Immunisation Certificate.

Students turning 10 years of age are involved in a inoculation program for Hepatitis B organised by the District Nurses. Parents will be contacted prior to this.

School Dental Clinic

The nearest School Dental Clinic is at Temora Primary School. This is a free service and all infants and primary children are offered a check-up every 6 months and basic dental treatment if needed. The Dental Clinic visits the school every year and offer a free screening to all students in Primary. Parents will be forwarded the appropriate forms to complete before this takes place.

Illness at School

Students who become sick during the day will be cared for in the sick bay by a School Assistant with First Aid training. Should students need to go home, parents will be contacted by phone, so that somebody can be organised to collect the student. They cannot leave the school unaccompanied.

If your child is unwell before they leave for school please keep them at home, the school is not the place for a sick child.

Infectious diseases

If your child gets any of the common infectious diseases, let the school know and make sure they are fully recovered before returning to school. Periods of exclusion from school are listed. A note from parents explaining any absences should be sent to school on the day your child returns to school.

Parents often enquire as to how long their child needs to be excluded from school due to certain illnesses. Common disease of childhood are listed below, together with their symptoms and signs, as well as the period of time they should be kept at home.

Health regulations require that if your child is not immunised against a disease, and an outbreak occurs, that your child remains at home until students have recovered.



- **Chickenpox**

Few symptoms, usually only a small upset. Pink spots may appear over the body. They may be so few as to escape notice. Exclusion from school is necessary for 5 days after the first spots appear.

- **Measles**

Fever, sneezing, running from nose and watering of eyes. Rash appears after 4 days, starting on the forehead and working its way down. Isolate the child immediately. Exclude from school for 5 days.

- **Mumps**

General upset. Swelling and soreness in glands. Exclusion from school is necessary until the child has fully recovered (this should be not less than one week after the appearance of the swelling.)

- **Rubella (German Measles)**

Headache, sore throat and fever. Small pink spots may be noticed on the face and then spreading over the body. Exclude from school until fully recovered (this should be not less than 6 days after the appearance of the rash.)

- **Whooping cough**

Starts with a normal cold leading on to the characteristic dry “whoop” style cough. Exclude from school for 3 weeks unless the child has been given the appropriate antibiotic treatment. In this case the child may only need to be excluded from school for a minimum of 5 days.

- **Acute Conjunctivitis**

Redness of the eyes followed by a discharge. Exclude child from school until discharge has ceased.

- **Glandular Fever**

It is not necessary to keep your child away from school, but some children are too sick to attend school.



- ***Infectious Hepatitis***

The child must be excluded from school until fully recovered but for at least 1 week from the first signs of jaundice.

- ***Pediculosis (Head Lice)***

Itchy scalp. Nits (eggs) look like tiny white specks stuck to the hair. This is the most common health problem faced by students at school and can be very difficult to treat and is highly contagious. The recommended and most effective treatment is to apply hair conditioner to dry hair and comb through carefully using fine toothed comb to dislodge the eggs. Repeat treatment 5 days after the first treatment day. Exclude from school until the first treatment has been applied. There are many treatment shampoos available but it is now believed that the insect is developing an immunity to the insecticides they contain. It is advisable that children with long hair wear their hair plaited to reduce the risk of contracting lice.

- ***Impetigo (School sores)***

Starts with small red sores which enlarge to become blisters. These generally become pus-filled and crusted. Tenderness and swelling of the glands may occur. See your doctor. If the sores have a clean dressing and are properly covered, your child may attend school.

- ***Ringworm***

A red scaly patch may form on the scalp or body. They form in a round or oval shape. Exclusion from school until appropriate treatment has begun.

- ***Scabies***

Exclude from school until appropriate treatment has begun.

Medication

For the safety of your child, it is important that all medical conditions or allergies they may have are brought to the school's attention. If medication is to be administered to your child at school, written instructions must be received. The medications should be provided to the school in the original packaging with the doctors instructions intact. Students are not to have medicines of any kind in their possession at school. Analgesics (panadol) will only be administered at school if the staff believe it is absolutely necessary.



Food Services

Canteen

The school has a canteen that operates on Monday and Friday of each week which supplies nutritious and reasonably priced lunch and morning recess. This is run by the P & C.

Summer lunches include rolls and sandwiches.

In winter time hot food items are available (pies, pizzas and sausage rolls) as well as sandwiches.

Lunches are ordered by writing name, class and order on an appropriate bag. Orders need to be placed in the blue box outside Room 1 before school commences.

Cafe

The cafe provide a lunch service for students on days that the P & C canteen does not operate. Orders are written on a bag which includes payment and placed in the box located on the verandah near Room 1 for all students. Students should include their name, class and order on the bag.

Students are not permitted to leave the school to go to buy their lunch at the cafe.

Prices

Canteen and Cafe price lists will be published at the beginning of the school year and updated when necessary.

Fundraisers

From time to time, groups of students in the school will organise food for sale to students in the playground to raise funds for a worthy cause. These are usually sausage sizzles, and are very popular, fun occasions for students. These occasions are notified in the Newsletter prior to the event, with prices of food items listed.



Beginning Primary School

Be ready for school

Does your child know?

1. Know his/her name, address and telephone number well enough to repeat them if necessary?
2. Know the safest way to and from school?
3. Always have a handkerchief or tissues and know how to use them?
4. Know that hands should be washed before eating and after visiting the toilet?
5. Know how to use and flush the toilet without assistance?
6. Know how to do up shoes, especially shoelaces?
7. Put away playthings and materials after using them?
8. Take off and put on outer clothing without help?

Do you?

- * talk to your child about school,
- * teach your child how to put on and do up shoes and sandals,
- * buy clothes that are easy to manage, the buttons and buttonholes should be large,
- * label CLEARLY with FULL NAME, all possessions your child will bring to school, eg raincoat, hat, jacket, jumper, bag, case, drink bottle, lunch box, etc.
- * send your child to school on time each and every day,
- * give your child simple duties around the home, this will help to foster confidence in the performance of small tasks,
- * allow your child to stay with friends or relatives for short periods of time so that they will accept the fact that it is not always possible to be with parents,
- * show an interest in your children's friends, and encourage them to play with other children.
- * encourage your child by admiring work when it is brought home, give paintings and craft work a place of honour for a few days at least, and
- * select suitable stories, picture books, radio and television programs for your child and share these with your child.

Doing these things will greatly assist us at school.



How to help your children have a happy day at school

If your children are happy about going to school, they will have a better chance of learning.

A happy start to the day will help your children have a happy day at school.

If you are involved with your children's education, your children will be happier and do better at school.

Have a good start to the Day

- * Make sure your children have a good night's sleep.
- * Make sure you and your children get up early enough to:
 - have breakfast
 - get lunch ready
 - pack a school bag
 - get dressed
- * Make sure your children leave in time to get to school a little before the bell.
- * Sometimes it helps if your younger children have something occasionally
 - to show the teacher
 - to show the whole class
 - to put on the display table or walls.

Be Organised

The best way to help you and your children have a happy day is by being organised. You can ...

1. Help your children pack their bags for the next day eg books, homework, sports gear etc before they go to bed
2. Use timetables, calendars, phone lists and notes on the fridge door to help you plan. This teaches children good habits for success at school and later life.
3. Encourage your children to be part of school every day. Establish good attendance habits early.
4. Keep your children home only when they are sick.
5. Advise the school of any absence.

Be Involved with School

- * Meet with your children's teachers and talk regularly
- * Let the school know you are interested
- * Offer your support and help
- * Read the school Newsletter
- * Read notes from school and reply on time
- * Phone the school if you want information
- * Attend Parent/Teacher and P & C meetings



How to help your children with their learning at home

Talking - Talking to your child also means that you listen to what they to say. Don't talk at them, talk with them. Ask your children about their day at school. Ask questions that start with "Show me", "Tell me", "How was", "What did", to encourage your children to talk about school.

Listening - Children need the opportunities to express themselves. Encourage your child to talk about things they have seen or done. The more a child talks, the better they are likely to read. Make sure you are listening to them and responding to what they tell you.

Reading - Everytime you read to your child you are building an appreciation of books and reading. A child who has been read to is usually more anxious to read themselves, reading becomes more important to that child. Remember a child's interest level is above their reading level.

Teach Your Child How to Take Care of Books - They will then learn to regard books as friends.

Take him/her on Short Trips - This will excite their curiosity and interest in the world around them. Point out interesting things and give them new meanings for words.

Build up a Reading Atmosphere at Home - Have books, magazines, newspapers, etc., around the home. Let your child see you reading frequently.

Encourage your children to get into the habit of homework, be asking them to get their homework and show you each afternoon. Show an interest in the homework.

Look for good things your children are doing. Praise them when they are successful. If they do not do as well at something, encourage them to keep doing their best.



Starting Year 7

Having your child enter Year 7 is a little like having them start in Kindergarten after Pre-school - it's similar, but very different. No two children have the same experiences of Year 7 - Here are a few suggestions to make the transition as smooth as possible.

- * encourage your child to be organised! ie. actually USE the homework diary to write down what is to be done and when it is to be done!
- * encourage your child to start daily homework not too late at night, soon after they get home
- * encourage your child to commence work on assignments well before due date
- * encourage your child to ask for help from teachers as and when they need it - this way problems in class work can be dealt with promptly and satisfactorily
- * encourage your child not to bow to peer pressure or embarrassment in admitting in class they don't understand something
- * encourage your child to speak to their Year Advisor about problems

High School is a whole new experience for children who are still basically children. They will still need lots of encouragement from home and guidance in organising themselves for study or assignments. However, they also need to be able to keep a balance between schoolwork and time to relax, play sport, read, watch TV, learn music etc.



Encourage Homework and Study

It is especially important for high school students to have a quiet place to study.

- * Provide your children with a suitable homework and study area away from the family areas.
 - a table and comfortable chair
 - good lighting
 - school equipment such as folders, paper, pens and pencils, a sharpener and liquid paper and even a computer if possible.
- * Try to keep noise and distractions to a minimum. If possible, turn off the TV.
- * Encourage other family members to support these students where possible eg. older brothers and sisters can help with homework, going to the library etc.
- * Other good places to study are libraries, after school homework centres.

Be Organised

It is important for your high school children to use their time effectively when studying.

- * Help your children select a regular time for studying
- * Help high school students make study timetables. Encourage them to keep to the timetable
- * Help your children to be prepared for the next day by making sure homework is done and packed in the school bags
- * Remember to set aside time for regular breaks when doing homework and study during the school week
- * Often setting achievable study goals with negotiated incentives can motivate student's to stay on task and complete required homework.

Supporting your children in homework and study lets them know their education is important to you.



Student Welfare

The staff at Ariah Park Central School accept a responsibility for the welfare of their students acknowledging that they share the responsibility with parents/guardians/caregivers of the students and the general community.

Due to the unique nature of Ariah Park Central School, much of the caring in our school occurs spontaneously and incidentally.

Ariah Park Central School has an advantage in that it is small, so students and their families become well known to staff.

Parents feel welcome in the school and so keep the school informed about the needs of their children.

The school in turn, has policies and procedures which emphasise the importance of consultation with parents about all matters to do with their children.

A Student Welfare Committee comprising staff and parent representatives exists and meets regularly to make recommendations to the Principal on welfare issues.

Student Welfare Programs include:-

- Student Representative Council
- Drug Education
- Career Education
- Road Safety
- Sun-Safe Education
- Peer Support
- Child Protection
- Anti-Bullying Strategies
- Merit Awards/Rewards Excursions
- Learning Support
- Anti-Discrimination Education
- Effective Discipline

The School Discipline Policy is pivotal to effective student welfare. A copy of this policy is found at Appendix A.



- ***Aims of the Student Welfare Programs***

To promote in students:

- * an ability to communicate effectively;
- * a coherent set of values to guide behaviour;
- * a sense of personal and social responsibility for their actions and decisions;
- * a sense of personal dignity and worth;
- * self-reliance;
- * a sense of cultural ability;
- * a feeling of belonging to the wider community;
- * a caring attitude towards others; and
- * an ability to form satisfying and stable relationships.

What we do if Your child has a learning difficulty

The progress of all students in the school is monitored by a group of staff members, who form the school's Learning Support Team.

Your child may have a learning difficulty if ...

- * Your child has difficulty with sounds of letters and joining sounds to make words
- * Your child avoids or refuses reading
- * Your child is frustrated at not being able to read
- * Your child keeps writing numbers and letters back to front or out of order
- * Your child continues to write words as they sound (eg. kat **not** cat)
- * Your child seems to get further behind
- * Your child is increasingly in trouble or unhappy at school
- * Your child often does not want to go to school
- * Your child increasingly avoids homework
- * Your child doesn't understand what he or she reads
- * You can't read your child's writing.

Parents will be consulted if it is considered by the Learning Support Team that their child requires extra support.

- * There may be many reasons why your child is not learning. You can do a lot to help your child
- * It is important that you and the school work together to help your child
- * Try to follow the suggestions made by the support staff at the school, to help your child at home
- * Meet with school staff regularly to talk about your child's progress and plan further support
- * It may be necessary to follow up with medical services, like speech therapy in order to respond successfully to your child's learning needs.



In addition to the permanent staff, the school receives the services of various support personnel that assist with the education of our students.

Itinerant Support Teacher (IST) - works with students who have particular needs eg. hearing or vision problems. These teachers are based away from the school but make regular visits.

Support Teacher Learning Assistance (STLA) - A member of the permanent staff who assists students with needs identified by the learning support team.

School Counsellor - Supports students who are having problems at school. Helps staff and families identify reasons for learning difficulties.

Integration Teacher Aide - Assists the class teacher to support students with learning disabilities.

Home School Liaison Officer (HSLO) - Helps students with attendance problems.

What you do if - Your child is being bullied or teased

What is bullying?

- * bullying occurs when someone acts aggressively towards your child to gain power over him or her
- * bullying is a deliberate attempt to make your child feel uncomfortable or unhappy
- * children who are bullied feel frightened and powerless. They sometimes blame themselves. Being bullied can seriously harm self-esteem and school progress.
- * to help your school be a safe and happy place for your child, it is important that you work with the school to solve any bullying problems.

Bullying can be

- * giving nasty looks
- * calling names
- * being rude
- * spreading stories
- * teasing
- * keeping someone out of a group
- * acting in an unpleasant way near someone (body language)
- * hurting someone physically
- * any form of discrimination based on disability, gender, race or religion.

Your child may be being bullied if

- * your child suddenly does not want to go to school
- * your child has bruises but won't talk about them
- * your child is suddenly unable to sleep
- * your child suddenly becomes moody
- * your child seems to be feeling sick a lot of the time.



What you can do to help

- * let your child know that he or she can talk to you about any bullying experienced
- * tell your child it is not his or her fault
- * tell your child that he or she has the right not to be bullied - every one has the right to feel safe
- * tell your child it is cool to walk away - that means he or she is in control
- * remind your child that doing what bullies want, allows the bullies to win
- * be supportive and willing to listen to your child's concerns
- * tell your child you will work with the school - by acting on the bullying, you are also protecting other students from the bully
- * let the school know that your child is being bullied. If possible, do this in writing, or you can ring the school and ask to speak to the Principal
- * tell the school staff you want to work with them
- * communicate and co-operate with the school in their attempts to address the problems.

Your support will let your child know that his or her safety and happiness are important to you.



Secondary Curriculum (7- 12)

Ariah Park Central School provides secondary education studies towards the School Certificate and the Higher School Certificate.

Studies for Year 7 and 8 (Stage 4)

include:

- English
- Mathematics
- Science
- World Geography, World History
- Design & Technology (including Computer Awareness)
- Visual Arts
- Music
- Physical Education/Personal Development/ Health (PD/H/PE)
- Agriculture
- Language

Stage 4 studies are mandatory, there is no choice.

Studies for Years 9 and 10 (Stage 5)

include: Mandatory Courses

- English
- Mathematics
- Science
- Australian History
- Australian Geography
- Personal Development, Health & Physical Education

Electives for 2004

- Food Technology
- Work Education
- Agriculture
- Computing Studies
- Technics (Wood)
- Technics (Metal)
- And for Year 10 only Primary Industries Or TAFE Courses

At the successful conclusion of studies in Year 10 students are awarded the School Certificate.



Studies for Years 11 (Preliminary) and 12 (HSC) (Stage 6)

Ariah Park Central School jointly participates with Ardlethan, Barellan and Hillston Central Schools in offering the Higher School Certificate through the Riverina Access Program. This involves the students being taught most subjects via a video conference link with the other schools. This enables a huge variety of choices available for study and fosters peer interaction which promotes effective learning.

Students are required to develop self discipline and independence to be successful learners in our access program.

The Benefits:-

Students who study in Access -

- * are well prepared for tertiary study
- * have a high success rate at University
- * develop into independent and disciplined learners
- * experience a higher teacher to student ratio (more help from teachers)
- * access an extensive and flexible curriculum, with increase subject choice
- * gain a wide range of skills and competencies through using technologies
- * can remain in their own community to complete senior study
- * experience being a part of their local community at a significant time in their own lives
- * additional teachers in specialist fields and specialist faculties

Course Available in 2003:-

English - Standard	Industrial Technology
English - Advanced	Software Design and Development
Mathematics	Exploring Early Childhood
General Mathematics	Primary Industries
Mathematics - Extension 1 and 2	Hospitality
Senior Science	Information Technology
Biology	Business Studies
Community and Family Services	<i>and some Vocational Courses through TAFE</i>
Chemistry	<i>Students can also access courses through</i>
Physics	<i>Distance Education if they are not listed</i>
History - Ancient/Modern	<i>above</i>
Agriculture	
Business Studies	
Food Technology	
Visual Arts	
Music	
Personal Development/ Health/ Physical Education	
Information Processes and Technology	



School Routines

Assessment Procedures

Student progress is determined by comparing what students know and can do with outcomes statements in Board of Studies Syllabuses. Teachers make these assessments using a number of strategies.

For any class they may include:-

- Class Tests
- Assignments
- Projects
- Performances
- Classroom Observation
- Practical Work

Students and parents are made aware early in their courses how they will be assessed. In most cases this is communicated to students and parents through Newsletters or Assessment Booklets given to senior secondary students.

- ***Examinations***

There are mandatory state wide exams, these are:

- Basic Skills Test (BST) - Years 3 & 5
- Primary Writing Assessment - Years 3 & 5
- Computing Skill Assessment - Years 6 and 10
- English Literacy and Language Assessment (ELLA) - Years 7 & 8
- Secondary Numeracy Assessment Program (SNAP) - Years 7 & 8
- School Certificate Tests - Year 10 in English - Literacy, Mathematics, Science and Australian History and Geography,
- Higher School Certificate - Year 12.

The school conducts some internal exams where appropriate for secondary students as part of their overall academic assessment. Parents will be informed of these in the school newsletter.

Reporting to Parents

Students reports provide parents with an overview of academic achievement, social and physical progress, and personal development in the school setting. Reports will be forwarded home at the end of Terms 2 & 4 for K - 10 and the beginning of Terms 2 & 4 for Years 11 & 12.



Interviews with Teachers

Formal parent teacher interviews are scheduled regularly to allow teachers and parents to discuss together the progress of students. However, parents should feel free to request an appointment for an interview with their child's teacher/s, at a mutually convenient time if they have any concerns about their child's progress.

Homework

Homework is an important part of the learning experience.

Recommended home study:

K - 4:	20 - 30 minutes per day
5 - 6:	30 minutes per day
Secondary:	Year 7/8 - 1 hour daily, Year 9 - 1.5 hours daily, Year 10 - 2 hours daily, Year 11/12 - 2.5 hours daily.

All Secondary students should have a homework diary in which they record set homework tasks. This homework diary forms an important communication link between teacher, parent and student.

Information from class teachers will appear regularly in the newsletter to keep parents informed when homework and assignments fall due especially for secondary students. This will enable parents to effectively support their students at home and help them manage their time.

Students and their parents should note that the responsibility for getting required work completed on time lies with the student.

Primary teachers compile a class newsletter each term which summarises the curriculum areas being studied by students during that term and an outline of term projects that may be required.



Sporting Events

The school provides opportunities for students to participate in many individual and team sports. Successful performance at school level may lead to representation at District/Zone, Regional and State level.

The school participates in some State Knockout competitions.

Anticipated Sporting Calendar:

Term 1	-	Swimming Carnival
	-	Basketball
	-	Cricket
Term 2	-	Athletics Carnival
	-	Cross Country
	-	Lawn Bowls
	-	Netball
	-	AFL
Term 3	-	Mike Daniher Cup (Sec)
Term 4	-	Intensive Swimming

The school participates extensively in local public speaking, debating and eisteddfod activities throughout the year.

Excursions

Excursions are valuable in that they supplement the learning taking place in the classroom, by providing students with the opportunity to see and experience at first hand, places, events and objects which are being studied.

Parental permission is required for all excursions. A permission note will be attached to information concerning the proposed excursion that is usually forwarded in the weekly newsletter.

Anticipated Excursions:

Term 1	Yr 11 Access Orientation Camp
Term 2	Yr 12 Access Excursion to Sydney
Term 3	Infants - local Henty Machinery Day Excursion Yr 10 - Work Experience
Term 4	Primary - Major Excursion (4 year cycle) Secondary - Major Excursion Yr 10 Work Experience

Senior students generally have two study days per term. These rotate between the four schools.

Senior students who study VET courses are also required to do a week of Work Placement each year which may require them to go out of town.

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