

School Prayer

This is our school
Let peace dwell here.
Let the rooms be full of happiness
And let love be found here.
Love for each other,
Love for mankind
And love for life itself.
Let us remember that as many
Hands build a house,
So many hearts make a school
AMEN



Tambar Springs Public School

Mullaley-Coolah Rd
Tambar Springs NSW 2381

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School Song

Tambar Springs is the best
in the North and in the West.
Young and sporty,
And learning a lot.

We love our country spot.
Tambar Springs is the best.
In the North and in the West
for oh, what heights we'll hit-
Tambar Springs we are it!

Tambar Springs is the best
When you put us to the test.
We're brave and fearless,
And strong as the rest.
We're proud of our school crest.
Tambar Springs is the best
When you put us to the test
Oh, what heights we'll hit.
Tambar Springs we are it!



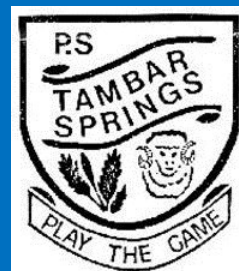
Tambar Springs Public School



School Information Booklet

What's Inside?

- Excellence in Education
- Parents Information
- General Information
- Uniform
- School Support
- Reporting to Parents
- Student Discipline





School Context

Tambar Springs Public School is set in a beautiful location at the base of Mount Tambar, overlooking the picturesque Liverpool Plains. It provides expansive grounds encompassing sporting fields, tennis court, shaded play equipment, chook yard, gardens and playgrounds. It has vibrant, flexible and safe learning spaces with extensive ICT networks embedded into teaching and learning, all within a caring small school environment.

Our school is devoted to equity and excellence in all academic, sporting, cultural and social endeavours and we aim to give our students the best opportunities available. We provide an exceptionally well-resourced school with highly qualified and dedicated teachers who have a strong focus on offering students extra curricula opportunities and challenges to support their interests including: specific interest groups, trampoline skills, kitchen gardening, public speaking, music lessons, operational arts, excursions, technology and sports.

Student Wellbeing is a large focus within our school. We deliver effective social and emotional programs as a proactive way to develop our student's self-worth, confidence, peer relations and mutual respect for others. We strive to help every child achieve their potential and become successful learners, confident and creative individuals, and active and informed citizens.

Tambar Springs Public School highly values the important role of involving the wider community in our school. We are very fortunate to have many active community links within our school and our strong relationships create an atmosphere of respect, value, pride, compassion and reward.

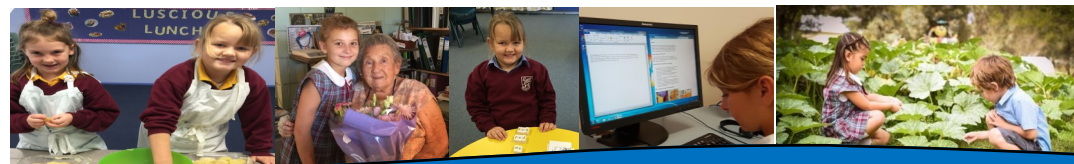
Tambar Springs Public School has a proud history as a school that is always striving for excellence.

**TAMBAR SPRINGS
PUBLIC
SCHOOL**



Educating the District
since 1880
and Shaping the Future

ENROLLING NOW



School Contacts

- Office Manager:** Miss Leanda Scott
- Canteen Manager:** Miss Leanda Scott
- General Assistant:** Mrs Deb Martin
- Cooking Specialists:** Mrs Bec Twidale
- Garden Specialist:** Community Volunteer
- Band and Musical Instrument Lessons:** Mrs Shynyn Worley
- Library Borrowing:** Miss Leanda Scott
- Horse Sports:** Mrs Shynyn Worley
- Student Leadership:** Mrs Shynyn Worley
- School Farm:** Mrs Bec Twidale
- Speakfest:** Mrs Bec Twidale
- ICAS Tests:** Mrs Bec Twidale
- Sport:** Mrs Shynyn Worley
- Counselling:** Miss Christie Burgess





Enrolments

Kindergarten Enrolments

Enrolments are accepted for Kindergarten in the year before the child is due to start school. To be eligible for enrolment, children must have turned 5 before 1st August in the year they commence. When completing an enrolment form, the child's birth certificate must be sighted by the school office and an immunisation certificate (supplied by the doctor when the 5 year old immunisation is complete) supplied before the commencement of school.

During Terms 3 & 4 a comprehensive transition to Kindergarten program called '**Springing into Kinder**' is held. Parents have the opportunity to become familiar with the school and the way it operates and children receive an introduction to Kindergarten by spending time with our Kindergarten teachers in a combination of half and full day sessions.

Best Start

The *Best Start* initiative is an ongoing commitment at Tambar Springs Public School. It is intended to ensure that all students are on track in their literacy and numeracy learning.

The Best Start Kindergarten Assessment is designed to identify each student's literacy and numeracy skills and understandings at the beginning of Kindergarten. Following the Kindergarten assessment, teachers meet with families to provide them with feedback on the assessment. The program generates a feedback sheet which outlines the things the children are able to do and ways in which families can support the children at home. Resources will be available to each family to support them at home and complement the programs at school.

At Tambar Springs, teachers use Planning Literacy and Numeracy software (PLAN) from Kindergarten to Year 6 to record, analyse and monitor student progress through the Literacy and Numeracy continuums.

Kindergarten Transition

Tambar Springs has adopted an extensive Kindergarten Transition Program which offers a caring and nurturing sequence of 'lesson tasters' and other school based experiences setting our future students up for success.

We have listened to parents requests and have worked with the local child care centres and preschools to develop a program which starts very early in the year.

Parent workshops make up a big part of our Kindergarten Transition Program where we



Principal's Message

Welcome to Tambar Springs Public School. Allow me to introduce myself, I am Mrs Shanyn Worley, the Relieving **School Principal**. As a leader, I place the upmost importance on students at Tambar Springs being provided with excellence in education. I strongly believe that an education opens doors for our students throughout their lives.

We are proud of our school and trust that your child will settle in quickly and happily. This handbook has been designed to assist you in becoming familiar with the school's routines and policies.

It outlines how Tambar Springs Public School operates and should answer any questions you might have regarding the day-to-day running of our school.

For effective communication we believe in working together with our parent community. In order to achieve the best results for our students, it is essential that parents and teachers become partners in the education of each child.

Parents play a vital role in all aspects of the school's program. We keep our community involved through the publication of regular newsletters and the provision of opportunities for participation in school and classroom activities. Participation in decision making is enabled through membership of the P&C Association.

Please feel free to come in and see us at the school should you wish to discuss any aspects of your child's education. We look forward to seeing you and sharing in the wonderful educational, social, cultural and sporting opportunities provided for all of our students.

Shanyn Worley





Quality Learning & Teaching

At Tambar Springs Public School we implement the seven themes of best practice.

1. **High expectations** are linked with higher performance for all students. We challenge our students in order to learn in a high expectation learning culture.
2. **Explicit teaching** is delivered by all of our teachers with clear instruction of what is expected of students ensuring students are given time to engage in their learning and ask questions and get clear feedback on their learning.
3. **Effective feedback** is one of the most powerful influences we deliver to improve student achievement
4. **Use of data to inform practice** by effectively analysing student data to assist our teachers to identify areas in which students' learning needs may require additional attention and development.
5. **Effective classroom management** is provided, delivering maximum teaching time to assist in improving student performance.
6. **Student Wellbeing** is our main focus, in recognising and contributing to the development of the whole child, which in turn drives academic outcomes.
7. **Collaboration** is key to our success in building teacher capacity and sharing our successes and innovative teaching practices with others, resulting in improved student outcomes.

All staff members at Tambar Springs Public School make the following commitment.

Our students are our priority. We also commit to:

- Ensuring that students feel safe, secure and happy within our school environment, thereby fostering confidence and self-respect;
- Implementing quality teaching principles to meet individual student needs and maximise learning;
- Promoting a collegial, cooperative, courteous and sensitive school culture;
- Demonstrating the highest standards of professional behaviour when interacting with students, parents, colleagues and community;
- Presenting an orderly and attractive learning environment that supports effective learning;
- Maintaining professional documentation relating to the teaching and learning experiences of students;
- Promoting the standing of public education in the community through being positive role models for our profession; and ... we value our students, parents, community, school and each other.



Transition

High School Transition

We are very lucky to have surrounding secondary campuses, Gunnedah, Coolah, Quirindi and Coonabarabran High Schools, within 100km distance.

A quality transition program is developed between our Year 6 supervisor and Secondary School Transition staff very early in the year. A transition calendar is shared with parents and students following this meeting.

Students are introduced to their Year 7 support staff early in the year. Students are given the opportunity to become familiar with the Secondary School's facilities and surroundings as well as the 'art of reading a timetable'. Students are also involved in transition lessons at the Secondary School giving them a glimpse of the different subject areas offered at Secondary School. Parents are invited to attend parent information workshops throughout the year.

Parents of students who are feeling nervous about starting Secondary School, or have significant learning needs are contacted either by the Secondary school's Learning Support Team or our Year 6 supervisor. On some occasions, an individual meeting is planned to ensure a transfer of information is made. During these meetings, we also ensure that plans are made for students to have access to any specialised equipment necessary for them to have a smooth start at Secondary school.

Safe

Respectful

Learner



Parent Information

Parent Participation

Parents are always welcome at our school. Tambar Springs has a strong and caring parent body who work in conjunction with the staff of our great school. The school is committed to parents involvement and participation within the school and believes that the teachers, parents and educational programs work together to provide educational opportunities for all children. Parents can support the school by being actively involved in all parent organisations within the school, as a “Luscious Lunches” helper, helping with sporting teams and assisting with class activities such as cooking and reading.

Parents and Citizens Committee

You are invited to join the P&C which plays an important part in the school’s life. Meetings are held on the first Monday of each month. They provide an opportunity for parents to hear what is happening in the school first hand. They are also a vehicle through which information can be gained, ideas discussed and questions asked. The Principal and other members of staff attend the P&C meetings. These meetings provide an opportunity for the interaction of ideas between parents and staff and the clarification of issues regarding the general running and organisation of the school. Most importantly parents and staff get to know each other whilst sharing ideas.

The P&C assists in fundraising to assist with the purchase of resources to improve our school. Our parent organisations make a valuable contribution to the success of many academic, cultural, sporting programs and special events at the school. Meetings are advertised in the school newsletter.

Aboriginal Advisory Board

The school has formed an Aboriginal Advisory Board. The board meets on a regular basis to discuss matters relating to Indigenous students. Anyone can attend these meetings. Details are advertised in our school newsletter.

Aboriginal Education Consultative Group

The NSW AECG (Aboriginal Educational Consultative Group) is recognised as the principal source of advice on behalf of Aboriginal communities on issues relating to education and training. The AECG is an Aboriginal community-based organisation made up of volunteer members. Meeting details are advertised in our school newsletter.



Curriculum

Key Learning Areas

The NSW Department of Education requires schools to teach subjects which are grouped within the six curriculum areas. Every effort is made to present these programs in an interesting and motivational manner.

English: students learn to read, write, speak, view and represent language. They learn about the English language and literature through working with a wide range of spoken, visual, multimedia and digital texts. Students learn how language varies according to context, and how to communicate with a range of audiences for different purposes. They learn to read for information and pleasure. Students gain a sound grasp of language structures, punctuation, spelling and grammar and learn to think in ways that are imaginative, creative and critical.

Mathematics: focuses on developing students’ mathematical understanding, fluency, communication, reasoning and problem-solving through the study of Number and Algebra, Measurement and Geometry, and Statistics and Probability. These capabilities enable students to respond to familiar and unfamiliar situations, using strategies to make decisions and solve problems relevant to their further education and everyday lives.

Science & Technology: develops students’ skills in thinking, investigating and problem-solving. It gives them knowledge and skills in scientific investigation and inquiry, design and applying technologies. Children pose questions, test ideas, and develop and evaluate arguments based on evidence.

Personal Development, Health & Physical Education: develops the knowledge, skills and attitudes students need to lead healthy, active and fulfilling lives. Students learn about the importance of good food and regular exercise and develop positive attitudes towards a healthy lifestyle. Students learn how bodies grow and change over time. They learn skills to play individual and team sports, and the values of sportsmanship and teamwork.

History & Geography: provides opportunities for students to explore the past and present to develop an understanding of their personal and community identity. They investigate the interactions between people, places and environments that shape their nation and world. They learn to participate in society as informed, responsible and active citizens.

Creative & Practical Arts: gives students experiences in the visual arts, music, drama and dance. They have opportunities to explore their creativity in each of these areas. Students learn to appreciate the meanings and values that each art form offers. They perform and express themselves through the visual arts, music, drama and dance.



Excellence in Education

Language, Learning and Literacy



Language, Learning and Literacy (L3) is a research-based intervention program for kindergarten students, targeting reading and writing. It complements the daily literacy program for Kindergarten students who do not bring a rich literacy background to their first year of school.

Students receive explicit instruction in reading and writing strategies in small groups in a daily literacy lesson. Students then rotate to independent or group tasks.

Teachers of L3 complete professional learning throughout a school year including workshops, demonstration lessons, supervised practice and on-the-job support.

Teachers share the same understandings and techniques for teaching reading, writing and talking and listening and regularly undergo professional learning to enhance their instruction. Teachers work cooperatively to plan teaching and learning experiences and share assessment data of their students.

We hold regular parent workshops held by our L3 teacher trainer to help parents understand this effective way of teaching.

Mathematics across the curriculum

If you were to walk into any of our classrooms at Maths time you will see students highly engaged, discussing their findings with their peers, working in a 'hands on way' discovering new concepts and skills in a motivated environment. This is all due largely to our school embracing the Numeracy Skills Framework

The Numeracy Skills Framework provides teachers with the numeracy skills required by students at each stage of development across all syllabuses. The framework supports the successful integration of numeracy across the curriculum.



Parent Information

Custody Arrangements

It is advisable to notify the school in writing of any special custody arrangements concerning children. Relevant information regarding access and custody should be passed onto the Principal and school office. This will be treated in strict confidence.

Emergency Contact Details

Each student has contact information located in the school office containing vital details in the event of an emergency. It is essential that this information is accurate and up to date. An Information Card is sent home annually. Please ensure that you advise the school of any changes to the information on this form or contact details as soon as possible.

Attendance

Children are required by law to attend school regularly. Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development.

Notes to Cover Absences: When children are absent from school, a note must be provided to the class teacher explaining the reason. Notes should be forwarded the day your child returns to school, be signed and state the date and reason for the absence. School rolls are legal documents and reasons for absences must be recorded by the teacher. We would appreciate a phone call if a child is going to be absent for an extended period of time if the school has not already been informed.

Late Arrivals / Early Departures: Parents should make every effort to ensure that children arrive by 8.55am. Late arrivals should report to the office for a late note. If you need to collect your child from school during the day, a note should be sent to the class teacher. An early leaver's note must also be obtained from the school office before collecting the child. For safety reasons students are not released to unauthorised persons. Disruptions to the class should be kept to a minimum and where possible dental, doctors' appointments etc., should be made outside of school hours.



Excellence in Education

Authentic Learning

Our school runs a great program called Authentic Learning. This program takes place after lunchtime and has been designed to increase students engagement, organisational skills and independence in preparation for Secondary School. KLA subjects are offered to students such as:

- Creative Arts
- PDHPE
- Science and Technology



Making community links is a fundamental part of this initiative with community members regularly coming into the school and enriching student learning. Opportunities are also offered to students to visit certain businesses in our area helping them learn more about future career choices. Students' independence and organisational skills are boosted by giving them an opportunity to follow a timetable, keep track of assignments and important dates in a student diary and encourage them to pack all necessary equipment each day.

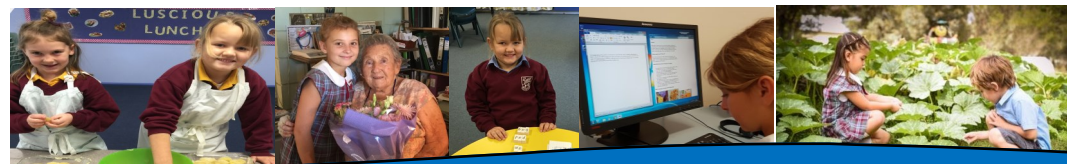
Information and Communication Technology (ICT)

ICT is an important component of our school's curriculum. The school has a computer laboratory, computers, laptops and iPads in all classrooms. All classrooms are connected to the school network and have Internet access. A network of printers ensures all classrooms have easy access to printing facilities. In addition to this, a wireless network enhances network access.

All students participate in a sequential technology skills program linked to class learning programs.

Video conferencing facilities are also available and are regularly used to access additional opportunities for students.

Every classroom is equipped with a SmartBoard enabling highly interactive lessons and through access to the internet, the most up-to-date information for use in lessons and student research tasks.



Parent Information

Whole School Assembly

K-6 assemblies are held on Thursday every 3 weeks. The School Captains conduct these assemblies and students are recognised through the presentation of awards. Parents are always welcome to attend.

Open Classrooms

To celebrate special occasions such as Grandparents' Day, Education Week and Literacy and Numeracy Week, we open our classrooms to parents and family members. Details of these opportunities are advertised in our school newsletter.

Requested Interviews

If a student starts to experience difficulty with classroom work or seems unsettled for some reason at school, a teacher's first course of action will be to plan a meeting with parents. Likewise, if you have any concerns about your child, you will need to make an appointment with your child's classroom teacher. Please understand that they are unable to speak to you whilst they are on class, and will need to negotiate a mutually convenient time. If there is a problem which cannot be resolved by the classroom teacher, please contact the Principal.

School Website and Facebook Page

Parents are encouraged to follow our school website and Facebook page. Search 'Tambar Springs Public School' and follow the links. These applications will alert parents to important reminders, make them aware of up and coming events and allow them easy access to school documentation such as newsletters.





General Information

Our school is very proud of the way we develop partnerships and maintain well established lines of communication with parents. We keep parents informed and involved in the following ways:

Student Reports

Teachers report on student development at the end of Semesters 1 and 2. These reports are designed to keep parents informed about their child's learning. To further add insight to these reports, parents are offered an opportunity to have a parent/teacher interview with their child's classroom teacher.

Learner Led Meetings (PLPs)

In Kinder to Year 2, teachers meet with every student and their parents each term to discuss academic achievement, social and emotional development, plan goals and discuss how parents can help at home. In Years 3 to 6 these meetings change to involve Indigenous families, students with special learning needs or parents who have requested a PLP. Teachers will send home a time nomination note. Parents will then receive notification of meeting details and location. When parents arrive at school for their meeting, they need to sign in at our front office where they will be directed to where the teacher is holding their meeting.

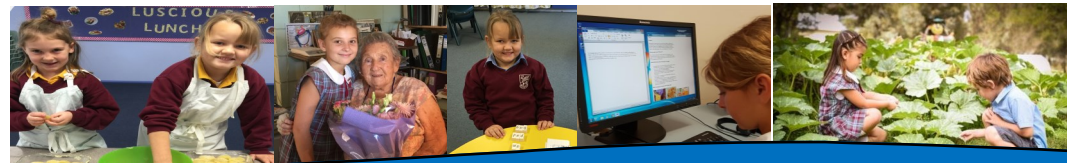
Classroom Information Nights

These are held early in Term 1. You will be notified of exact dates in the school newsletter. We urge you to attend to gain a better understanding of teaching methods, class routines and how you can help settle your child into the school year.



School Development Days

There are five days during the year which are called School Development Days. The first of these is always the first day back each year, when teachers are able to discuss current school priorities and generally prepare for the new school year. The other days occur on the first day of Term 2 and Term 3 and the last two days of Term 4. These days are important as they allow all teachers to meet together to develop policies, review school programs, develop curricula, participate in compliance training or engage in professional development activities.



Excellence in Education

ICAS Tests

During Terms 2 and 3, students from Year 3 to 6 are invited to participate in the International Competitions and Assessments for Schools (ICAS) Tests. Students voluntarily sit these tests and pay their own entry fees. Students are able to enter in tests for Science, Spelling, Writing, English and Mathematics. Students are sent a copy of their results in a detailed report and receive a certificate.

Technology

Tambar Springs is committed to the pursuit of excellence in education through best teaching practice, innovative programs and the integration of Information and Communication Technology (ICT).

ICT is embedded in every classroom and e-learning is an integral part of the teaching and learning programs.

Tambar Springs delivers outstanding educational outcomes through a digitally rich environment. It is imperative our students are able to move with the swift changes in the digital world and we are committed to preparing them for this rapidly changing world by exposing them to ICT, especially mobile devices that are an 'all-in-one' device e.g. iPads, XO's and laptops. This is vital in creating capable students who feel at ease in creating, playing and being global learners.

Premier's Sporting Challenge

The Premier's Sporting Challenge aims to engage young people in sport and physical activity and encourages them to lead healthy, active lifestyles. The Challenge includes a range of initiatives with one common purpose - to have more students, more active more of the time.

Each class across the school participates in a 10 week sport and physical activity. Each student is challenged and needs to work together to accumulate a certain total of hours of physical activity. A class may include time spent in a broad range of sports and recreational pursuits during lunchtime, in school sport programs or class time. Money raised by our school participating in this challenge goes towards the purchase of new sporting equipment.



Excellence in Education

Music at Tambar Springs School

Tambar Springs Public School offers a diverse range of musical experiences to its students. There are opportunities to join the Primary and Infants Choirs and the school band. They can also access individual and small group tuition to play a musical instrument under the guidance of experienced staff. Most tuition incurs a reduced cost. We offer:

- piano
- singing
- percussion
- glockenspiel
- drums
- guitar

The children regularly perform at school assemblies and special events, Gunnedah Schools on Stage and the Gunnedah Eisteddfod.

Extension Programs

Catering for the needs of gifted and talented students is a high priority. Along with differentiation of regular classroom work, we offer an enrichment program for students with high learning potential. The program focuses on critical and creative thinking skills, communication skills and independent research skills. It also incorporates aspects such as time-management skills, organisation of ideas, risk-taking and performing to potential. We have a teacher who specialises in implementing these programs in our school, offering high achieving students additional programs in their area of talent that are set at a level to challenge their ability.

Each year students from Years 3 to 6 are also given the opportunity to participate in a variety of local, state and national academic competitions.



General Information

Buses

Children who wish to use bus transport to and from school need to apply for a bus pass from the Department of Transport. Applications are available from the office.

Infants:

All children are eligible for a bus pass which entitles them to free bus travel. Bus arrivals and departures are from the front of the school gate. Students are walked to the bus by the supervising teacher.

Primary:

Children living more than 1.6 kilometres from School are eligible for a bus pass which entitles them to free bus travel to their place of residence. Bus arrivals and departures are from both the Kite and Sale Street entrances. A term pass can be purchased for primary aged children living less than 1.6kms from the school.

Bikes

In line with policy issued by the Road and Traffic Authority, it is recommended that children under the age of ten years (10 years) do not access the public road system when riding their bikes. Children must walk their bike on entering and leaving the school grounds and on the footpaths. All students must wear a helmet.

Walking

Kinder to Year 2 students who walk to school are required to be accompanied by a responsible adult or older sibling on a safe route that has been identified by the family. Safe behavior is expected of all students.





School Routines

School Hours

8.25 am Students start arriving at school. They go straight to the COLA area to sit down and wait.

8.30 am Teacher supervision starts - morning play begins. Students may be asked by their classroom teacher to use this time to set up their desks, hand in lunch orders, etc.

9.00 am Lessons commence.

The morning session is spent on literacy.

Recess: 11.00 am to 11.20 am Students eat their recess under the COLA area. After the majority of students have finished eating, the students go to their corresponding play areas for play.

The middle session is usually spent with students participating in a PE lesson followed by numeracy. Some classes have library lessons during this time.

Lunch: 12.50 pm to 1.00 pm Children eat lunch in class under the classroom teacher's supervision.

1.00 pm to 1.30 pm Children play. There are a number of places where the students can play. The library, play gyms, sand pits, computer lab, creative centre, fairy garden and ovals. We also have a group of students who work in our vegetable gardens and help look after the animals up at our farm during lunch.

The afternoon session is mainly spent on Key Learning Areas (KLAs) such as Creative Arts, History & Geography, Science, etc.

Afternoon Assembly: At 2.55 pm Classes assemble on the going home rocket under the COLA where daily messages/notes/jobs, awards, changes to home travel and notices are handed out.

Students are dismissed at 3 p.m.



Excellence in Education

Kitchen and Garden Program

Students at Tambar Springs are very fortunate to have their own state of the art kitchen and extensive vegetable gardens. This is all due to our school being chosen to be a part of the Stephanie Alexander Kitchen Garden Program. The fundamental philosophy that underpins this program is that by setting good examples and engaging children's curiosity, as well as their energy and their taste buds, we can provide positive and memorable food experiences that will form the basis of positive lifelong eating habits.



Stephanie says... 'I believe that education has to be education for life. The children in the Stephanie Alexander Kitchen Garden Program learn how to grow, harvest, prepare and share delicious and wholesome food – experiences that will influence and inform the rest of their lives.'

Our kitchen is well equipped with age appropriate cooking bay complete with everything students require to whip up a nutritious meal. Parent helpers are encouraged to join in on the fun.

Students participate in cooking and gardening lessons each week and are taught by teachers and often guest specialist staff. Tambar Springs showcases this wonderful project at "Luscious Lunches" and Tambar Springs Market Days where students prepare, serve and sell produce from our gardens, chickens and kitchen.





Excellence in Education

Tambar Springs has a proud sporting reputation. Students are encouraged to participate in a range of fun physical activities and join various teams to represent our school. Programs available are as follows:

Fundamental Sporting Program

The Fundamental skills is used throughout K-6 to ensure the development of student movement, balance and general motor skills. Every day, students are involved in focused physical activity that helps them improve their overall ability, confidence and sportsmanship.

Swimming Scheme

The School Swimming Scheme is a learn to swim program that develops water confidence and provides students with basic skills in water safety and survival. Students in Year 2, 3 and 4 are involved in an intensive series of lessons supported by qualified Austswim staff.

Primary Schools Sporting Association Teams (PSSA)

Our school has a proud reputation in sporting teams success. Our students enter teams in athletics, swimming, tennis, cricket, netball, touch football, rugby, football and basketball. Each year we have many teams entered in PSSA competitions with a significant number making it through to the final rounds of competition. Places on these teams are usually offered to students in Years 4 to 6.



Coaching of Sporting Teams

At any given time of year, you'll see coaching sessions being held at lunch times or after school. We are very lucky to have quite a number of qualified coaching staff who have used their expertise to train successful teams. We are also very fortunate to have a supportive P&C who have just recently purchased new uniforms and equipment for many of our sporting teams. Many of the students who represent our school often make comment that it was one of the proudest moments of their lives.



General Information

Permission Notes and Payments

During the year students are issued with permission notes that may require money to be returned to the class teacher. Parents are asked to include the correct amount of money where possible as the school does not carry change. We ask that when money is sent to the school it is in a well-sealed envelope clearly marked with the name and class of the student, purpose and amount contained within the envelope. Credit card facilities are available to pay for school excursions, school fees, text books or school based activities. A school receipt will be issued to your child on the receipt of any monies. Please keep these receipts for proof of payment.

Copies of all notes sent home are also available on our website in case you misplace your original copy.

Newsletters

A fortnightly newsletter is sent home with the youngest child in the family on Thursday. This newsletter outlines school policy, planning, events and reports on activities throughout the school. The newsletter is also available on our website, our Facebook page and can also be sent via email if requested. When required we have additional newsletters to inform parents of aspects of school programs or organisation.

News from the school is published in the local newspapers on Thursday (Tambar Springs, Coolah and Gunnedah Independent papers) in a column entitled 'School News' and is broadcast fortnightly on local community radio station '2MO' at 8.30am on Thursdays, usually in school newsletter weeks. Our Facebook site is also a source of up-to-date news on school events.





Student Leadership

School Leadership

All Year 6 students are eligible for nomination to become a school leader. The school selects a group of leaders, two school captains, two vice captains and six prefects. Students undertake a number of leadership roles throughout the year, from running assemblies, greeting school visitors, thanking special guests and helping to run school events.



Interest Groups

Interest Groups have been running in our school for the last four years. This is where Year 5 students volunteer to run a short activity with a group of younger students during lunch play time. This opportunity teaches our senior students essential organisation and leadership skills. They work closely with Year 5 teachers to plan a sequence of lessons, organise the equipment needed and learn ways of keeping younger students engaged and learning. The younger students benefit from this experience in a number of different ways including making new friends and learning social skills.



Student Representative Council (SRC)

The Student Representative Council is a body within the school which represents students and promotes their views and their participation in school decision making. These students are elected by fellow classmates from Year 2 to Year 6. The SRC aims to take action to improve the quality of school life for all students through student leadership programs. It is an important way of allowing students to have a voice in the way the school functions.



School Support

Health Care at School

If your child has special medical needs, please provide the school with information using the appropriate form (available from the office). A Medical Plan will be put in place to ensure your child's medical needs are met. These plans are placed in numerous positions around the school for staff to access in the case of an emergency.

Breakfast Club

Breakfast Club operates when needed. We offer students the opportunity to have a healthy breakfast. This is a program we introduced to our school as students are hungry before starting class. Any student can take advantage of this initiative and best of all it is free!

Crunch & Sip

Crunch & Sip is a set break to eat fruit (or salad vegetables) and drink water in the classroom during the morning session. This assists physical and mental performance and concentration in the classroom. Students may also have a water bottle in the classroom to drink throughout the day to prevent dehydration.

School Canteen

Our school canteen is open on Thursday. Orders may be placed at the Royal Hotel by phone or students may give their order to the School Office from 9.00 am. Orders are collected by the School SAM at lunchtime. Price lists are available from the School or Hotel and may be sent home upon request. Please remember that the Department of Education recommend a healthy lunch for best results for students.



School Support

Creative Centre

The Creative Centre provides a positive kinaesthetic learning space to address 21st century learning outcomes. The centre is utilised by students and staff during class time and breaks. The centre provides a rich opportunity for students to develop their communication, collaboration, critical thinking and creativity skill base and addresses the needs of the whole child.

Extra Tuition

A number of our teachers tutor students out of class time to help them cope with stage appropriate content. If parents are interested in this service they should make inquiries at the school office.

Buddy Programs

Each Kindergarten class has a buddy class from Stage 3.

These buddy classes meet each other throughout the year with the students working together on reading, assembly items, gross motor development and creative arts.



Excellence in Education

Aboriginal Awareness Program

Tambar Springs is committed to cultural awareness, knowledge and understanding of the histories, cultures and experiences of Aboriginal and/or Torres Strait Islander people as the First People of Australia. The school provides Aboriginal cultural education for all staff and education about Aboriginal Australia for **all** students.

The priorities of our school are to encourage our students to “follow their dreams” achieving their highest possible level of education with confidence and pride. Tambar Springs Public School staff representatives attend the local AECG meetings on a regular basis.

To support and enhance cultural awareness for all students and improve educational outcomes for Aboriginal students, this program is a high priority for our school.

NAIDOC Week, Sorry Day and Reconciliation Week

NAIDOC Week is held in the first full week of July and is a time to celebrate Aboriginal and Torres Strait Islander cultures and an opportunity to recognise the contributions that Indigenous Australians make to our country and our society.

National Sorry Day (26 May) offers the opportunity for staff and students to acknowledge and reflect on the impact of the policies of forcible removal on Australia’s indigenous population.

National Reconciliation Week is celebrated across Australia each year between 27 May and 3 June. The dates commemorate two significant milestones in the reconciliation journey—the anniversaries of the successful 1967 referendum and the High Court Mabo decision.

At Tambar Springs Public School, the week is a time for all students to learn about our shared histories, cultures and achievements and to explore how each of us can join the national reconciliation effort.





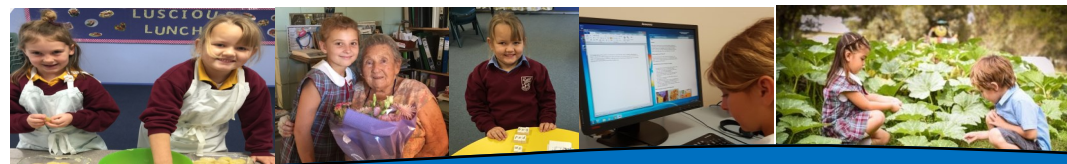
Small School Networks

Tambar Springs is part of a number of Small School Networks that aim to benefit the staff and students of the small school by supporting collaboration and the sharing of resources.

The students gain through increased social, sporting and learning opportunities, the teaching staff through collegial support and increased professional development opportunities and the school whilst minimising costs and the sharing of resources.

Tambar Springs students often work cooperatively with students from like local schools - Premer, Spring Ridge, Blackville, Walhallow, Curlewis, Mullaley and Carroll Public Schools.

Opportunities for students through the small schools networks may include sporting carnivals, author visits, sports coaching, intensive swimming instruction, creative arts workshops and robotics and coding sessions, just to name a few.



School Support

Tambar Springs School offers a number of different services to ensure all students are reaching their full potential.

School Counsellor

Our school counsellor, Miss Christie Burgess, is available to work three days a week with students who are experiencing academic, behavioral or social difficulties. Access to this service is available through teacher or parental referral. Parent consent must be obtained for students to visit the school counsellor.

Learning Support Team

The Learning Support Team (LST) is one of the most important teams in our school and will give direction to most other teams based on what is best for our students. This team meets weekly to discuss and manage student learning, welfare and behaviour. It consists of the School Executive, School Counsellor, Learning and Support Teachers and our Aboriginal Education Officer. Students may be referred to the LST by teachers who are concerned with particular aspects of a student's growth and/or development. Strategies to improve student outcomes are discussed and support programs are planned and implemented. All referrals for student support, whether they be for school counselling, family support, speech therapy, occupational therapy, all need to be approved by our LST.

Child Protection Program

The total well-being of all students is an important responsibility within the school curriculum. It is Department of Education policy to provide a curriculum, which promotes not only students' intellectual development, but also their emotional and social development. Child Protection Curriculum materials have been introduced to all grades. Parents will be advised prior to the implementation of this program each year.



General Information

Excursions

These are an important part of our Education Program. Major excursions are usually held once a year. Parents are notified of these excursions in our Newsletter during the first few weeks of Term 1. Detailed information packages and consent forms will be sent home. Consent forms need to be returned to school along with payment to enable your child to participate. Copies of all notes are kept in our front office for parents' convenience in case they misplace their original note. The school has a Refund Policy that applies to all excursions. The teachers coordinating excursions ensure that a detailed report including photos, is placed in the school newsletter.

Visiting Performances

Our students have the opportunity throughout the year to attend shows presented by visiting performers. Information is provided via the Newsletter. Student attendance at a performance is completely at parent discretion.

Scripture

Scripture is held each Tuesday. Parents are asked to indicate the religion of their child when they enroll so scripture lessons can be provided accordingly.

Book Club

A Book Club is offered by Scholastic Australia. The aims of the Book Club are to encourage children to read for enjoyment and to provide reasonably priced books designed to appeal to all children. Brochures are usually distributed twice each term. There is no obligation to purchase books. The school also receives a bonus entitlement for each book sold.

School Banking

School Banking occurs each Tuesday and is provided by the Commonwealth Bank. Students are given a "Dollarmite" pack during Term 1 of Kindergarten.

Library

Your child will need a library bag to borrow from the library. Classes visit the library once a week. The library is also open most lunch times.



Rights and Responsibilities

STUDENTS HAVE THE RIGHT TO:

- Learn and experience regular success in their learning.
- Feel emotionally and physically safe in the school environment.
- Work and play in a safe, secure, friendly and clean environment.
- Respect, courtesy and honesty.

STUDENTS HAVE THE RESPONSIBILITY TO:

- Ensure that their behaviour is not disruptive to the learning of others.
- Ensure that the school environment is kept neat, tidy and secure.
- Ensure that they are punctual, polite, prepared and display a positive manner.
- Behave in a way that protects the safety and well being of others.
- Act according to the discipline code established by the school community.

STAFF HAVE THE RIGHT TO:

- Respect, courtesy and honesty.
- Teach in a safe, clean and secure environment.
- Teach in a purposeful and non-disruptive environment.
- Cooperation and support from parents and colleagues.
- Expect regular student attendance and punctuality.
- Participate in policy formulation and implementation.
- Expect positive feedback and constructive advice.
- Adequate resources, professional development and management support.
- Expect cooperative and positive attitude and behaviour.

STAFF HAVE THE RESPONSIBILITY TO:

- Model respectful, courteous and honest behaviour.
- Encourage cleanliness of the school site.
- Establish positive relationships with students, parents and colleagues.
- Ensure good organisation, planning and efficient use of resources.
- Report student progress to parents.
- Develop and implement curriculum initiatives that reflect the goals and purpose of the school.

PARENTS HAVE THE RIGHT TO:

- Communication from the school about their child and the school in general.
- Be informed about procedures and decisions affecting their child's health and welfare.
- Be informed of their child's progress.
- Access a meaningful and adequate education for their child.

PARENTS HAVE THE RESPONSIBILITY TO:

- Ensure that their child attends school.
- Ensure that the physical and emotional condition of their child is at an optimum for effective learning.
- Ensure that their child is appropriately dressed and provided with all necessary materials to make effective use of the learning environment.
- Support the school in providing high standards of behaviour.



School Discipline

The school discipline code is evidence of a partnership between the members of our school community. The code sets out a series of rights, responsibilities and rules for students, parents, visitors and school staff. It includes an overview of likely actions taken by the school if the discipline code is not followed by students, and an overview of the Merit Based Award system which aims to reward students who follow the discipline code.

School Rules

Tambar Springs is a safe and happy school because:

1. We respect the rights of others to learn
2. We co-operate with others and strive to do our best at all times
3. We care for and respect others, their property and the school environment
4. We are responsible, courteous and polite
5. We play in a safe and friendly way
6. We stay in the right place at the right time

Hat Badges

Leadership

Academic
Excellence

Sporting
Excellence

Citizenship

Artistic
Endeavours

Community



General Information

Photographs

Each year, class groups are photographed as well as individual or family groups, as requested by parents. Sporting teams, cultural groups, school leaders and other groups or individuals who represent the school are also photographed. These photos are available for purchase by parents.

Lost Property

Lost property is a major problem which can be avoided if names are sewn or written on all belongings. Labelled items are returned to owners but unlabelled items are stored in the administration area. Lost property not claimed is given to the Uniform Shop for resale, donated to local charities or disposed of.

Voluntary Contributions (School Fees)

Each year Voluntary Contributions are requested. Fees are set by the School Council in line with Department of Education and Communities guidelines. These fees, which are greatly needed and appreciated, help to purchase equipment and supplement educational resources and programs in our school. Our school welcomes your payment, as these significantly enhance the resources available to students.

Our school fees are:

First child: \$30 Second Child: \$25 Third & Fourth: \$20 each

Year 6 Farewell

Towards the end of each year the children of Year 6 are farewelled from primary school. This occasion is semi-formal and is usually held at a local restaurant. During Term 4 various types of fund-raising activities are held by Year 6 to assist them in purchasing a farewell gift of their choice for the school.

Presentation Night

On the second last Thursday night of Term 4, we hold our annual presentation night where the academic, citizenship and sporting efforts of students are recognised and celebrated. This is the culmination of our school year.



Medical Information

Medical Information

Infectious Diseases: Under the Public Health Act and Department of Education and Training Regulations, some common infectious diseases require children to be kept from school to prevent the spread of infections. It is requested that the school office be advised of any infectious diseases as soon as diagnosed.

First aid/sick students: Occasionally children become sick at school and we place them in our Sick Bay. Worst cases are sent home where possible. Parents are strongly urged not to send sick children to school. Basic first aid is administered for injuries suffered at school. Injured students must be picked up by parents so treatment can be arranged. In all cases where the injury is more than minor we make a special effort to contact parents or emergency contacts. Students who are treated in Sick Bay receive a medical note detailing the injury or sickness and any first aid administered.

On-going medication: Policy statements from the NSW Department of Education and Communities outline procedures which must be followed when a child requires ongoing daily medication to be administered at school. We are required to maintain the following records:

- detailed written advice from the student's medical practitioner;
- a written request with a statement of the child's condition and requirements from the parent; and
- a written statement from the parent granting information to be supplied and discussed by the staff.

Medication required for a short period: If a child must bring medication to school (tablets, medicine, etc) the child or parent should take the medication and written instructions to the office. The medication, preferably in an unbreakable container, correctly labelled, will be kept safely and the correct dosage will be administered at the appropriate time. Only a daily dose should be brought to school. No child is permitted to have medication in their possession (asthma puffers excluded). These procedures have been devised to protect everybody and are common to all schools.



School Discipline

Good discipline is fundamental to the achievement of high educational standards. Tambar Springs Public School has introduced a discipline policy, which is based on a level system. This policy has been developed so as to reward good behaviour and to provide clear consequences for negative behaviour. It also rewards the positive aspects of student performance, application and behaviour. We also recognise the importance of the partnership between staff, parents and students in encouraging positive behaviour.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. Any inappropriate behaviour that interferes with teaching and learning and the wellbeing of students will not be accepted.

The school discipline code describes positive measures by which behaviour can be modified and presents teachers with a system by which they can show students alternative ways in which to behave to conform to classroom expectations. This also incorporates a 'Levels' system whereby all students begin the year on Level 0. Unacceptable behaviour will lead to students being placed on various levels (1, 2, 3 or 4), which in turn result in the withdrawal of privileges, e.g. sporting activities or excursions.

Students demonstrating leadership, citizenship, academic excellence, sporting excellence, community and/or artistic endeavours will receive hat badges presented at whole school assemblies/Luscious Lunches.

We work together as a team to fill the whole school Gem Jar for learning and when filled students participate in an agreed event celebration.

Anti-Bullying Plan


At TSPS, no form of bullying is tolerated. It devalues, isolates, frightens and affects an individual's ability to achieve, often with long-term effects. All incidents of bullying will be dealt with in accordance with classroom and playground behaviour management procedures. Students will also be offered counselling which includes interviews, and peer mediation. In cases of serious or persistent bullying the School Demerit system will be followed.

Planning Room

The planning room is a place where students discuss behaviour with a member of the school executive. It is held during recess and lunch time play. During this time, students discuss their choices and goals in life. They are taught ways of managing difficult situations in a way that will see a better outcome for them.



School Discipline

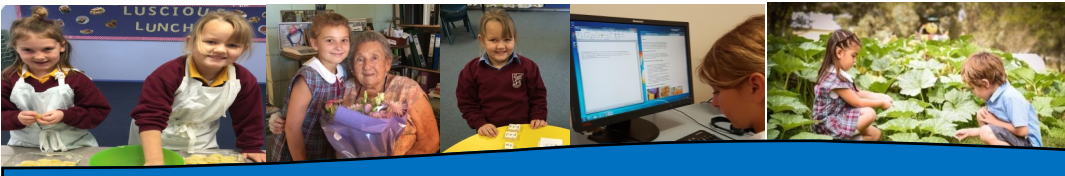


Tambar Springs Public School

Demerit Levels

Reason	Level	Consequences
<ul style="list-style-type: none"> Continually disobeying school rules / teacher instruction Non compliance Fractional Truancy Directed swearing 	D1	<ul style="list-style-type: none"> Your parents will be contacted. You will spend 1 day in the planning room. You will be placed on a Monitoring booklet. You will return to Level 0 after 5 days without further incidents.
<ul style="list-style-type: none"> Bullying Physical harassment Racial abuse Repetition of D1 behaviours. 	D2	<ul style="list-style-type: none"> Your parents will be contacted. In school withdrawal program will occur. Students spend lunchtime in the planning room for the duration of the program. Exclusion from social, non-subject excursions, school teams. You will be placed on a Monitoring booklet. You will return to Level 1 after 5 days
<ul style="list-style-type: none"> Physical harm of another person Continued non-compliance Aggressive behaviour Repetition of D2 behaviours. 	D3	<ul style="list-style-type: none"> You will be suspended Parents will be called in as a result of a suspension During your suspension you are prohibited from entering the school. On return from suspension you will be monitored according to your action plan developed at your resolution meeting. A resolution plan will be discussed with the Principal, Teacher, Parents, student and School Counsellor
<ul style="list-style-type: none"> Smoking, possession of a weapon or drugs Violence or seriously threatening others or operation of the school Repetition of D3 behaviours 	D4	<ul style="list-style-type: none"> You will be suspended Parents will be called immediately and informed of the suspension. Police will be informed as a result of illegal substances, weapons and vandalism. During your suspension you are prohibited from entering the school. On return from suspension you will be monitored according to your action plan developed at your resolution meeting. A resolution plan will be discussed with the Principal, Teacher, Parents, student and School Counsellor. Counselling will be provided

← The Principal has ultimate discretion and authority to determine final resolutions. Individual circumstances and backgrounds will be taken into account upon making decisions based on the principles of procedural fairness. The principal must also ensure that the implementation of these procedures takes into account factors such as the age, individual needs, any disability and developmental level of students.



Medical Information

Asthma treatments: Students are allowed to keep their own asthma medication with them. Our school is registered as an asthma friendly school and we keep a register of every child who suffers from asthma. If your child is an asthmatic you are asked to give the school a copy of their medical management plan as supplied by their family doctor.

If your child requires Ventolin to be taken via a 'spacer', please provide one for them. Current regulations mean 'spacers' cannot be shared.

Anaphylaxis/Allergy to bee stings/Allergy to nuts etc: Children with certain allergies usually require immediate attention. Parents must inform the school of these needs. An emergency action plan must be negotiated. Clearly labelled medication containers must be provided. A written statement outlining procedures to be followed must be supplied by the parent.

Ambulance Service: An ambulance will be called to transport a child to hospital should the need arise. Every effort will be made to contact the parents or emergency contact prior to calling the ambulance.

Immunisation: The Department of Health recommends that children entering school should be immunised. This is particularly important because your child will be coming into contact with lots of other children and infections can spread very easily. Children starting school who have not already had a booster immunisation should have:

- One booster injection against diphtheria, tetanus and pertussis;
- One booster dose of polio vaccine by mouth (Sabin);
- One injection of measles/mumps/rubella vaccine; and
- One injection against meningococcal C.

Immunisation is available from your family doctor, and from some community health centres.

NB: It is important to obtain and keep a written record of your child's immunisation.

Head Lice: Children with head lice must be treated with appropriate preparations. It is essential that outbreaks be controlled – your child's class will be notified if the need arises.



School Uniform

Students of Tambar Springs Public School wear their school uniform with pride. School uniform is worn neatly each school day in accordance with the school's dress code.

Girls Uniform

Summer

Blue/white/check dress with collar and maroon neck tab, inverted back pleat with white long or short socks and black shoes.

Winter

Princess line tunic in blue, maroon, grey and white check. Long sleeve blue blouse and maroon tie. White socks or black tights and black shoes. V neck maroon fleecy jumper and school sports wind cheater.

Boys Uniform

Summer

Grey shorts and short sleeved blue shirt button through business style. Grey socks and black shoes.

Winter

Grey trousers and long sleeved blue full button through shirt and maroon tie. V neck maroon school jumper. Grey socks and black shoes.

Sport Boys and Girls

School sports polo shirt. Girls have the option of wearing either maroon shorts or a maroon skirt. Boys wear maroon shorts. In cooler weather, students can wear maroon with gold piping tracksuit pants and jacket.

Hats

Children wear maroon hats with a broad brim. These are a compulsory part of our uniform.

A No Hat, Play in the shade policy during Term 1 and 4 is set as part of our school rules.

Jewellery: Other than watches, jewellery should not be worn to school. In the interests of safety, studs (not sleepers) are preferable in pierced ears.



School Uniform

Uniform Shop Price List

School hat	\$15
Sports shirt	\$35
Sports shorts	\$15
Fleecy jumper	\$25
Fleecy trackpants	\$25
Microfibre jacket	\$45
Microfibre trackpants	\$35
Boys short sleeved shirts	\$20
Boys polo shirts	\$20
Boys grey shorts	\$20
Long sleeved shirts (boys and girls)	\$20
Boys long trousers	\$30
Ties	\$20
Primary backpack	\$45
Infants backpack	\$35
Girls black tights	\$10
Ankle socks (grey or white)	\$7
White socks (pack of three)	\$11
Football socks	\$10
Swim caps	\$15

Tambar Springs School operates a Uniform Shop which is located in our front office. We sell a wide range of student uniforms at competitive prices.

The Uniform Shop is open to parents during school hours. We will advertise dates in our newsletter when the shop will be open in school holidays.

Girls Summer and Winter dresses are available from:

In Stitches
38 Barber Street
Gunnedah
6742 3870