



Education & Communities

Public Schools NSW

Glen William Public School

Information Booklet



Welcome to Glen William Public School

We welcome you and your family to our school. Glen William Public School is a very special place. We are proud to be a small school as this means that we know every single child and are able to cater to their individual needs. We have a warm and welcoming community and we encourage families to be involved in all aspects of school life so that we can work in partnership to achieve the best possible outcomes for every student.

Glen William is an historic school. It was established in 1849. It was the oldest one teacher school still operating in Australia until Term 3 1998 when numbers grew and a second full time teacher was appointed. The foundations of the teacher's residence can still be seen in the park area. We have been told that the rose bushes around the grounds are from the original teacher's residence. The school building is not the original building. It was burnt down by an aggrieved person or persons on 26 December 1890.

The large camphor laurel tree in the playground is over one hundred years old. Many locals have fond memories of spending hours climbing and playing in the tree during their childhood themselves.

This booklet is designed to help you to know our school better. Please keep it as a handy reference. From time to time policies and procedures do change so if you have any questions at all about any of the material in this booklet, please contact the office or your child's teacher.

Our school's statement of purpose is:

Glen William Public School is committed to developing students intellectually, physically, socially, culturally and emotionally.

Our school endeavours to instil confidence and provide experiences necessary for the children to move into the wider community.

Through commitment and professionalism our school aims to provide an education which is challenging and enjoyable thus laying the foundations for lifelong learning.

"Learn to Live, Live to Learn"

SCHOOL ADDRESS

Glen William Public School
717 Glen William Road
GLEN WILLIAM
NSW 2321
Ph 02 49965507
Fax 02 49965541
E-mail glenwillia-p.school@det.nsw.edu.au
www.glenwillia-p.schools.nsw.edu.au

SCHOOL STAFF

TEACHING PRINCIPAL	Sarah-Jane Hazell (Relieving)
CLASSROOM TEACHERS	Margaret Hanrahan Kate Punch
SCHOOL ADMIN MANAGER/ COMPUTER CO-ODINATOR	Gillian Manning Christine Reeves
TEACHERS AIDE	Shane Frost
GENERAL ASSISTANT	Liam Manning
ACTIVE AFTER SCHOOL CO-ORDINATOR	Wal Lindbeck
SCHOOL COUNSELLOR	

P & C EXECUTIVE

PRESIDENT	Helen Horn
SECRETARY	Chris Ness
TREASURER	Kathryn Flannery
FUNDRAISING	Leanne Doorey

The school counsellor visits the school on request from the principal or a parent. The counsellor's role is to assess students to be placed on special funding grants or to counsel students who are having learning or social problems.

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GENERAL INFORMATION

SCHOOL TIMES

School commences	9:00am sharp
Lunch	11:00am - 11:40am
Afternoon Recess	1:25pm – 2:00pm
School finishes	3:00pm

If parents are unable to pick up their children by 3:00pm, please notify the office.

LIBRARY

Library lessons are held once a week. The school has a large range of library books. It is expected that all students borrow books on a regular basis. Students need a clean library bag. This may be a large cloth or plastic bag. When returning books students must place their books in the tub provided, not directly on the library shelf.

RELIGIOUS INSTRUCTION

Religious instruction is not one set denomination. Basic Christian beliefs are taught in an informal atmosphere once a week in a half hour lesson.

HOMEWORK

Parents can greatly assist their child's learning by becoming involved in their homework activities. At the beginning of each year your classroom teacher will explain homework requirements. If your child is struggling with their homework, please see their teacher. All children are asked to read at home on a regular basis.

REPORTING

During the year you will have several opportunities to discuss your child's progress with their teacher. We welcome every opportunity to discuss the needs of your child. Please feel free to arrange an interview anytime during the year to discuss your child's progress.

Formal interviews will be held early in the year, and towards the end of the year. A formal report will be sent home at the end of Semester One and Semester Two, and interviews are available on request at these times to discuss any of the information in the report.

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MONEY COLLECTIONS

We ask that all money collections be sent in clearly labelled and placed in the red box in the foyer. The school office is currently manned all day on Tuesdays and Fridays and for an hour in the mornings and afternoons on Mondays, Wednesdays and Thursdays. This may change at the beginning of each year.

CANTEEN / FOOD

In conjunction with the Healthy Kids Association, the NSW Health 'Live Life Well' initiative and the Australian Government "Go for 2 and 5' health initiative our school supports healthy eating at all times. Parents are asked to pack a healthy lunch for their children. The staff would recommend no lollies, chocolate or peanuts at school. Children may use the fridge in hot weather. Please name all food items to be placed in the fridge and as the school is on tank water, we ask parents to pack drinking water daily. Students are encouraged to bring water bottles into the classroom and drink regularly throughout the day.

The school does not operate a daily canteen. However, 'Cool Canteen' is usually provided each Friday by parent volunteers. Order forms are sent home prior to these days, with a full list of available items to order.

Parents are welcome to send birthday cakes and party food on special occasions.

CRUNCH AND SIP

Each morning students are given a small break (during class time) to crunch and sip:

CRUNCH! - a piece of fruit or vegetable that has been prepared at home
SIP! - a bottle of water – NO JUICES OR CORDIALS

SICKNESS / ACCIDENTS / MEDICATION

If your child is sick, it is advised that they stay at home. This stops the sickness spreading to the other children. All medication is expected to be administered at home. Parents of children requiring medication during school hours need to discuss this with the Principal and complete an authorisation form. Medication is recorded in the schools medication register. Students must not keep medication in their bag or administer any medication themselves.

Every effort is made to ensure that your child is safe at school. There are times, however, when accidents do happen. Should your child be involved in an accident or fall sick at school, a staff member will contact parents by telephone as soon as possible. If contact cannot be made with parents the staff member will call the child's emergency contact. If the accident is very serious an ambulance will be called immediately. Emergency ambulance cover is provided to all students attending NSW government schools.

ASTHMA

If your child suffers from asthma, an asthma management plan must be provided to the school. This is prepared in consultation with your GP and allows clear communication of the treatment procedures to be followed in the event of an asthma attack. This will be on display for staff at the school and needs to be updated annually in order to ensure that the school holds current information about your child's medical needs.

ANAPHYLAXIS

If your child has been diagnosed as being at risk of a severe allergic reaction, please inform the Principal immediately so that an individual health care plan can be put in place. An ASCIA Action Plan for Anaphylaxis should be completed and signed by a doctor.

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▪ **HEAD LICE (Pediculosis)**

Unfortunately children seem to pick up head lice from time to time. Please check your child's hair regularly. Long hair should be tied back each day. When a case occurs at school a 'Nit Nite' card will be sent home with each child asking all families to check & wash. Please collect a fact sheet from the school office or for further advice try www.health.nsw.gov.au/headlice

ABSENCES

The Education Act (1990) requires parents to ensure that all children between the ages of 6 and 15 years of age attend school on each day that the school is open for instruction. A note from parents is required to explain the reason for a student being away. If your child is away for more than three days, the school needs to be notified. The school roll is regularly monitored by the Department of Education. A Home School Liaison Officer visits each school to investigate unexplained or regular absences. For long term absences under special circumstances, for example an overseas trip, an exemption from school attendance may be granted. Please see the office for more information if this applies to you.

LATE ARRIVALS/EARLY LEAVERS

We use electronic roll marking at GWPS. If your child is late to school, please bring them directly to the classroom and explain the reason for the late arrival to your child's teacher. It is a legal requirement that rolls be accurately maintained and an explanation from an adult must be provided. While we understand that situations arise which mean that a late arrival is unavoidable, please keep in mind that regular lateness interrupts the learning of your own child and the other children in their class.

PRIVATE VEHICLE SUBSIDY

In NSW, all parents of K-2 children are automatically entitled to private vehicle subsidy from their home to school. Primary children will receive the subsidy if they live more than 2.6km from the school **but because our school resides on a dangerous road, a special subsidy allows all our students to qualify** however it is the parents' responsibility to complete and submit this form. One form is required for each child. Payment is made directly to your bank account twice a year. Please pick up a form from the school office.

BOOKCLUB

Scholastic Australia operates a Book Club during the year. It enables children to purchase a range of good quality books at an affordable price. The school receives a small commission from books purchased. Book orders are to be placed in an envelope. Please make cheques payable to Glen William Public School.

GENERAL SCHOOL CONTRIBUTIONS

The P&C has set voluntary school contributions at \$25.00 for the first child and \$10.00 for every other child. These funds are used to purchase school resources. If you are having difficulties in paying, please see the principal.

TEXT BOOK FEES

Literacy & Numeracy Text books are ordered by the school at the beginning of the year for students to work in throughout the year. The cost of text books is expected to be reimbursed by families and is usually set at approximately \$45 per student. If you are having difficulties in paying, please see the principal.

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SPORT

The school provides a variety of sporting activities. Opportunities are given for children to represent the school at zone level in swimming, athletics and cross country. During term 4 we go to Clarence Town Swimming Pool for intensive swimming. Non swimmers are taught how to swim and swimmers are given squad training. The school participates in the Active After School Communities program, which provides free sporting activities to students with a qualified coach.

TEACHER'S RELEASE TIME

All full time teachers are allocated two hours per week of release time. This time is for lesson preparation, interviews or training and development. A teaching principal is also given 30 days each year for office administration and principal meetings. The casual teacher follows the teacher's program to ensure continuity in the classroom.

SMALL SCHOOLS INTERACTION DAYS

We feel it is very important for the children to mix from time to time with a larger group of children. We hold small school interaction days with other local small schools which include Iona, Martins Creek and Mt Kanway Schools. These informal social days develop socialising skills among the children. Parents are asked to participate in extra curricular activities such as CSIRO Show, Musica Viva etc.

HIRE / BORROWING OF SCHOOL EQUIPMENT

Parents may hire or borrow school equipment. Any equipment taken from the school grounds needs to be authorised by the principal. Equipment must be recorded in the loans register for auditing purposes.

A small fee is charged for the following items:

Photocopier	20c per copy
Fax	\$1.00
Laminating	\$1.00, \$3.00

EXCURSIONS

All excursions are organised in conjunction with the total school curriculum. Parents are usually most welcome to attend. Transport is often by bus however, there are occasions (due to cost factors) that we use private transport.

KINDERGARTEN ORIENTATION

Starting Kindergarten is a very exciting time for all. It can also be met with reservations and anxiety. We provide a formal orientation program in term 4 of each year, however individual arrangements to suit your child can be made by negotiation. Attendance at orientation programs allows children to meet all the students and staff, and become familiar with school and classroom routines.

PARENT HELPERS

Parent helpers and community volunteers are welcome within the classroom and as reading tutors. Please see your classroom teacher if you would like to assist. All volunteers will need to complete an induction process. This includes the completion of 'Working with Children Check' paperwork and the presentation of 100 points of personal identification. Induction sessions are held early in term 1 and by arrangement later in the year. If you have a special talent that you would like to share, please see the principal.

NEWSLETTERS

A newsletter is sent home each week. Please refer to our newsletters to keep informed of upcoming events. A term calendar is also given at the beginning of each term.

P & C ASSOCIATION

The P&C association meet on the third Tuesday of each month at 2.30pm. All parents are most welcome to join these friendly meetings. Children are most welcome under parents' supervision.

CONCERNS

There may be a time when you have some concern regarding your child's education. We ask that parents please discuss this concern early with the class teacher. Staff can sometimes be unaware of problems that your child may be having. If you are still concerned, please make an appointment with the principal, where every effort will be made to rectify the problem.

If the problem persists, you could notify the Director of Maitland School Education Area (SEA). The Director would then discuss the problem with the Principal. This action would only occur in extreme circumstances.

We hope that you will feel comfortable to come directly to the staff and air your concerns early before the situation deepens. We pride ourselves on building positive relationships with our families and try to ensure that regular and proactive communication regarding any school issues avoids any misunderstandings.

'Learn to Live, Live to Learn'

SCHOOL UNIFORM

The Department of School Education supports the wearing of school uniforms. The wearing of school uniforms also enhances pride within the school. By wearing a school uniform all children come to school on an equal standing.

Boys	Summer	Sky blue polo shirt Grey shorts. Grey socks Black shoes
	Winter	Royal blue track suit/or grey long pants Sky blue skivvy / polo shirt Royal blue bomber jacket
	Sports	Royal blue school sports shirt Royal blue sports shorts
Girls	Summer	Blue and white checked dress Royal blue culottes/sky blue polo shirt White socks Black shoes
	Winter	Royal blue track suit/or long pant Sky blue skivvy / polo shirt Royal blue bomber jacket
	Sports	Royal blue school sports shirt Royal blue shorts or gym skirt

Hats Our school has adopted a sun policy.

No hat, play under the covered outdoor learning area (COLA).

Our Glen William School hats have been approved by the Cancer Council. School hats can be purchased from the school. Two styles of hats are available:

Bucket Hats - \$10

Slouch Hats - \$12

Uniform Coordinator

This is usually a P&C member. Order forms for uniforms are sent home regularly or please see the school office if you need an order form.

Parents are asked to label all school clothing.

“Learn to Live, Live to Learn”

THE GLEN WILLIAM SCHOOL SONG

In 1849 our school was established
Down in the valley of the William's River
And its name is Glen William
And we are its students
Learn to live and
Live to learn

Our school is admired in its bushland setting
The old school room stands solid and grand
And as the camphor laurel gave shade
Generations laughed and played
Learn to live and
Live to learn

We're proud of our history, we're proud of our heritage
We come from the farms and we come from the towns
And together we strive
Believing in our motto
Learn to live and
Live to learn

In 1849 our school was established
Down in the valley of the William's River
And its name is Glen William
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*Written by Donna Gorton.
Sung to the tune of Waltzing Matilda*

"Learn to Live, Live to Learn"

Our School Rules

Hands Off
In The Right Place
Friendly Talk
Do As You Are Asked

Please also see our twelve school values sheet (to post on your fridge as a family conversation prompter) which you will also see proudly displayed in our covered outdoor learning area when next you visit our school.

"Learn to Live, Live to Learn"

Bullying is something that we would like to think that we didn't have to speak about at Glen William, but unfortunately, like at every other school, it can happen here as well. Often we assume that bullying is associated with stand over tactics by one person over another, but bullying is much more than that. Bullying is a deliberate attempt to make a person feel uncomfortable or unhappy. To help our school be a safe and happy place for your child, it is important that we work together to solve any bullying problems. Glen William Public School has a zero tolerance for bullying. But remember, if we don't know about it we can't solve it.

BULLYING CAN BE:

- Giving nasty looks
- Making rude gestures
- Calling names
- Being rude and impolite
- Spreading rumours and stories
- Teasing
- Keeping someone out of the group
- Acting in an unpleasant way near someone
- Hurting someone physically
- "Mucking about" that goes too far
- Harassment
- Any form of discrimination based on disability, gender, race or religion.

WHAT CAN YOU DO TO HELP?

- Assure your child that the problem can be solved.
- Let the school know that your child is being bullied by contacting their teacher.
- Communicate and co-operate with the school until the problem is solved.
- Explain to your child that bullies are usually people with a problem themselves and use bullying as a way to make themselves feel good.
- Bullies are often victims themselves.
- Bullies often have poor social skills and do not know how to behave towards others in a positive way.
- Explain that bullies know that what they are doing is wrong and the reason that they pressure their victim not to "dob" is because they are afraid.
- Develop your child's sense of humour and tolerance for others.
- Positively reinforce your child's self esteem and sense of self worth
- Develop your child's social skills by teaching him or her to share and to co-operate with others in group situations

WHAT THE SCHOOL WILL DO IF BULLYING IS REPORTED

We will:

- Assure him/her that the problem can be solved and provide ongoing support
- Investigate the problem raised
- Treat everyone involved with fairness
- Take action that is appropriate to the particular to the particular circumstances – this may be:
 - ❖ Warning
 - ❖ Mediation
 - ❖ Time out
 - ❖ Parental involvement if bullying re-occurs

As staff members we aim to:

- Be role models in words and actions
- Ensure students feel safe and valued and are listened to
- Be observant of signs of distress or suspected incidents of bullying
- Encourage students to TELL and ask for help when needed
- Maintain records of incidences of bullying

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