

Lismore Heights Public School



INFORMATION BOOKLET

School Motto

Aim High

Statement of Purpose

At Lismore Heights Public School we work together, guiding each other to achieve our best in mind, body and culture through quality educational experiences and a supportive learning environment.

Our school and its community will always “Aim High”.



“We respectfully acknowledge the Elders past and present of the Wijabal Wiyabal people and other peoples of the Bundjalung Nation. We acknowledge that they are the first peoples of this land on which our school stands.”

Lismore Heights PS

WELCOME TO LISMORE HEIGHTS PUBLIC SCHOOL

Lismore Heights Public School caters for approximately 210 students from Kindergarten to Year 6. The school is located above the town of Lismore, overlooking the picturesque mountains to the north. Our school provides a safe, caring and nurturing environment in which students of all ages and abilities thrive.

The teachers and support staff at Lismore Heights Public School share a passion for learning, and this radiates outwards into our daily teaching. As a result, our students encounter a range of stimulating and exciting learning opportunities which extend beyond the basics. Creative and Performing Arts and Sport feature heavily in our teaching and learning programs, as does our commitment to celebrating key events in the Australian calendar such as, ANZAC Day and NAIDOC Week.

Students' progress is carefully monitored throughout the year to ensure that students' individual needs are catered for in our day to day planning. Consequently, teaching and learning is tailored to the specific needs of our students, resulting in above state average progress for our students in National Tests.

Lismore Heights Public School is a proud member of 'The Rivers P-12' Community of Schools which serves Lismore and its surrounding area. Our schools work collaboratively to provide quality learning experiences for all students living in the region.

Mark Scotton
Principal



Lismore Heights PS Team

Principal

Mark Scotton

Assistant Principals

Melanie Le Sueur - ES1, S1

Kathy Kolarik - S2, S3

Lauren Battese - Learning & Support

Alex Schmidt - Curriculum & Instruction

Classroom Teachers

Maree Jameson

Erin Lewis

Skye Kelly

Kiera Freney

Melissa Eakin

Kylie Greentree

Support Teachers

Sara Hopkins

Kane Speers

Therese Smidt

RFF Teachers

Leah Wood

Michelle Barnard

Caitlin Harris

Administrative Manager

Yvonne Keevers

Administrative Officer

Lisa King

School Counsellor - Tracie Mitchell

General Assistant - Carl Lovett

Learning Support Officers

Fiona Poole

Felicia Ferry

Sarah Flower

Gretchen Mercer

Brooke Devine

Rebecca Lee

Aboriginal Education Officer

Leon Roach

GENERAL INFORMATION

Things you need to know

Assemblies

Assemblies are held in the school hall on Wednesdays, commencing at 9.15am during Terms 1 & 4 and 2.30pm during Terms 2 & 3. Class items are presented periodically throughout the year. We welcome your attendance at any of these assemblies as certificates and award items are presented.

Attendance

All children have a right to an education. Through regular school attendance children are able to make the most of educational opportunities, leading to greater social and academic outcomes. The Education Act 1990 requires that parents and carers ensure that children of compulsory school age are enrolled at school and regularly attend.

Absences

The school office should be notified of all absences. This is a legal requirement of the Department of Education.

Late Arrival/Early Departure Procedures

Students who arrive late to school or leave early from school must sign in/out at the front office. This is a requirement for the Department of Education.

- If your child has any change to their going home routine, please notify the school office.
We are unable to vary end of day travel arrangements for students without parent/carer notification.

Bell Times

Morning Session	9:10 – 11:10am
Lunch	11:10 – 11:55am
Middle Session	11:55 – 1:55pm
Recess	1:55 – 2:25pm
Afternoon Session	2:25 – 3:10pm
End of Day	3:10



Teacher duty: Teachers are on duty for recess, lunch and before school. Before school duty commences at 8.40am. Students should not arrive at school before 8.40am unless they are attending the 'Before and After School Care facility' as there is NO supervision before this time.

Before and After School Care

Northern Rivers Childcare Services provide before and after school care and vacation care (OSHC) at Lismore Heights Public School.

Operating hours

Before school 7.00am – 9.00am

After school 3.00pm – 6.00pm

Vacation Care 8.00am – 6.00pm

Co-ordinator: Dee on 0437 553 057

Enrolment forms can be obtained from the school office or directly from the OSHC, which is located under E block, at the back of the school.

Breakfast Club

Breakfast Club operates daily between 8.40am to 9.00am. Our Breakfast Club is supported by Food Bank and Woolworths.

School Bus

Northern Rivers Bus Lines and Ballina Bus Lines provide reliable bus services for students attending Lismore Heights Public School. Many students are eligible for FREE bus travel. Please contact the bus companies for details. Applications for a bus pass should be completed on-line at: <https://apps.transport.nsw.gov.au/ssts/applyNow>.

For assistance with on-line applications please call 131 500.

BUS COMPANY PHONE

Northern Rivers Bus Lines 02 6626 1499

Ballina Bus Lines 02 6686 3666

Canteen

The school has a modern, well-equipped canteen providing inexpensive and nutritious food. The canteen only operates on Fridays between 11.10am and 11.55am. The canteen uses flexischools for a cashless online ordering system.

To be able to place an order parents need to download the Flexischools App and follow the prompts.

Canteen Assistance: We depend on volunteers to assist in the running of the canteen. If you would like to volunteer, please see the ladies in the office.

Competitions

Academic

Throughout the year, students who show an aptitude for the following subjects may be invited to participate in several State-wide University competitions. These include Maths, Spelling, Computers, Science and English competitions. Parents will be notified if their child has been selected to participate.

Interschool

Many students are invited to participate in a wide range of inter-school sporting activities (athletics, cross country, swimming, netball, football, dance etc.), STEM (science, technology, engineering, mathematics) and debating and public speaking competitions. Parents will be notified if their child has been selected or qualified to participate in these events.



CONTACT DETAILS & UPDATING PERSONEL STUDENT DETAILS

Please ensure that any changes to contact details or any emergency contacts are brought to the attention of the school via the office as soon as practical. It is very important that all the student records are up to date, allowing us to be able to contact you in an emergency.

CURRICULUM

The school delivers the NSW Department of Education Syllabus. Beyond the basics of Literacy, Mathematics, Physical Education, Science and Technology etc., the school delivers a range of wider-curriculum programs, including Band, Broader Bundjalung Language, Public Speaking and Debating.

DROPPING OFF/PICKING UP CHILDREN

If you are dropping off/picking up your child please use the purpose built area at the back of the school in Milton Street. **For safety reasons please do not use the car park near the front office.**

ENROLMENT

All enrolling students are required to complete an Enrolment Application form. Proof of residency, age (e.g. birth certificate) and immunisation certificate are required.

EXCURSIONS

A variety of excursions are organised by the school during the academic year. These include overnight excursion to locations such as Sydney, Coffs Harbour and Lennox Head, as well as day excursions to local venues. Students must return their signed permission notes before they will be permitted to leave the school grounds to attend off-site activities.

FACEBOOK

The school regularly posts photographs and news updates on its Facebook page. Parents and carers are encouraged to visit and like the 'Lismore Heights Public School' Facebook page to receive updates. n.b. Parents and carers are advised not to use Facebook as a means of communicating with the school. All enquiries should be directed to the school office.



GENERAL SCHOOL CONTRIBUTIONS

With the agreement of this school's community, we seek from parents and carers a General School Contribution as outlined by the Minister for Education. Funds raised through this contribution are used to supplement educational resources and programs in our school. While this contribution is voluntary these funds provide vital resources within the school to enhance the education we provide.

School Contributions: The P & C sets the amount each year. Payments can be made in full or by instalments. Currently our annual School Contributions are \$50 for a single child or \$70 per family if more than 1 child.

HEALTH

Accidents or illnesses at School

If a student has an accident or becomes unwell at school, parents will be notified as soon as possible. Should the school be unable to contact parents/guardians, and if medical assistance is required urgently, the school will take emergency action as necessary to support the student. If your child has a medical condition or disability, please notify the school (e.g. allergies, asthma).

Contact details & Updating Personel Student details

Medication Procedure

Medication: If your child needs to take prescribed medication during the school day, please see the Office staff. The school will store and administer the medication for your child according to the prescription instructions you provide. A Medical Form must be completed, which is then filed.

No child is to have medication other than an Asthma puffer with them or in their bag.

Immunisations

Children starting school in Kindergarten must present an Immunisation History Statement at the time of enrolment.

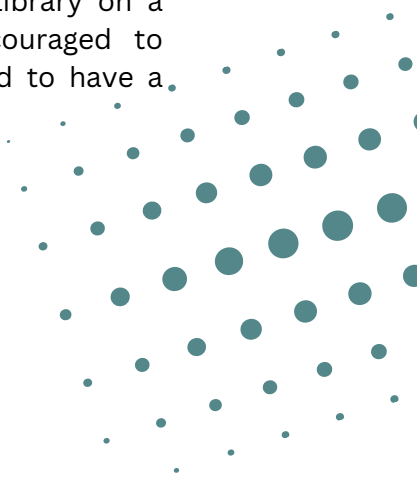
Infectious Diseases

If your child contracts an infectious disease, please notify the school as soon as possible.



LIBRARY VISITS

All students attend the School Library on a weekly basis. Students are encouraged to borrow from the library and need to have a Library Bag.



HOMEWORK

The development of home study skills becomes increasingly important as a student progresses through primary school. Homework is set regularly and is designed to assist learning.

Parents and carers can help by:

- taking an active interest in homework
- ensuring that there is time set aside for homework
- encouraging and supporting students to complete homework.
- providing, where possible, a dedicated place and desk for homework and study
- Listening to children read (parent/carers are encouraged to set aside time every night to listen to younger students read).
- encouraging children to read regularly (20 minutes of independent reading is recommended for older students)



LOST PROPERTY

If your child has lost an item of clothing, check the lost property baskets near the school office. Please ensure that all equipment and clothing your child brings to school has his/her name on it. This assists us in returning items to them or verifying ownership. At the end of each term, any unclaimed lost property is sent to a charity.

MOBILE PHONE AND ELECTRONIC DEVICES

All mobile phones and electronic devices must be handed in at the school office when students arrive at school. These items can be collected from the school office at the end of the school day.

NEWSLETTER

A newsletter is produced three times per term. The newsletter is posted on the school website and on the school's Compass App.

PARENTS & CITIZEN ASSOCIATION (P&C)

Parents & Citizens Association (P&C)

Our P&C meets monthly on a Wednesday evening. Meetings provide a wonderful opportunity to not only meet other parents and staff but also to contribute to the running of the school via committee involvement and discussing current initiatives and educational programs.

The P&C are a valued and very important component of our school community. Their enthusiasm, hard work and support provide ideas and fundraising opportunities to assist with the successful running of our school. New members are always very welcome. For further information please contact the P&C President via the Front Office on 02 6624 3344.

PARENTS AND CARERS (FAMILY MEMBERS) IN SCHOOL

Family involvement is actively encouraged at Lismore Heights Public School. Involvement takes many forms, from attendance at assemblies and special school events, to helping in the School Canteen, to supporting teaching and learning programs in the classroom. If you are interested in being a volunteer to assist in classroom activities, please contact your child's class teacher to identify a mutually convenient time for you to offer your support. If you are unable to come into class but would like to help, then covering of books, making costumes or classroom resources etc. can still provide much needed assistance. ALL voluntary classroom helpers are requested to sign in at the school at the Front Office on arrival and sign out on departure. ALL visitors to the school must obtain and wear a "Visitors" badge.

PARENT TEACHER INTERVIEWS

Interviews are held in Term 1. They provide an opportunity to discuss progress, achievements, and any concerns regarding each student. Teachers are also available for informal meetings with parents at other times. For short meetings teachers are available before school most days. For more detailed discussions, please contact the classroom teachers to make an appointment.

PERMISSION NOTES AND MONEY

Parents or carers please download the Compass App as all communication and permissions and payments are through this App. When forwarding notes and cash to school please ensure that these are enclosed in a sealed envelope with your child's name and the amount enclosed is clearly written on the envelope. These can be given to their teacher at roll call or handed to the Front Office.

POSITIVE BEHAVIOUR FOR LEARNING

Positive Behaviour for Learning (PBL)

Lismore Heights Public School is a Positive Behaviour for Learning (PBL) school.

Our 3 core rules are:

Be Safe
Be Respectful
Be a Learner

Students are encouraged to follow our school rules at all times and are rewarded for their efforts with class awards, Assembly ONYA Certificates (Bronze, Silver, Gold, Diamond and Platinum) and termly ONYA celebration events.



Private vehicle Use by Parents carrying students on School Excursions

When considering the use of Private Vehicles by parents carrying students on School Excursions, the following points will be considered before authorisation is given.

1. The vehicle must be registered (a copy is to be provided).
2. The driver must be licensed to drive that particular vehicle (a copy is to be provided).
3. The vehicle should only carry the number of students for which it has seat belts fitted or is registered to seat.
4. Parents must be advised and approve of the travel arrangements made.

Reporting on Student Progress

The school assesses student progress continually throughout the year. Formal school reports are issued twice each year, in Terms 2 and 4, and Parent Teacher Interviews provide families with an opportunity to spend quality time discussing individual student progress.

Scripture

Each Tuesday scripture classes are available from 2.25 - 3.00pm. Please advise the school if you would like your child to attend these classes.

Compass

Compass is a communication system that utilises a FREE App on parents' mobile phones. It is a quick and easy way to get regular updates and notifications about what is happening at school.

Class Dojo

Class Dojo is a free app on mobile phones which allows communication between teachers and parents.

Special Education Programs

Lismore Heights Public School offers a range of special programs designed to support and/or extend students in their learning including, Enrichment Programs for Gifted & Talented students, and special Support Classes for students with a disability diagnosis.



Sport

Sport is a compulsory component of the school curriculum. Sport and Personal Development, Health (PDH) lessons are important parts of the school curriculum and an important part of the total education of all students. As well as participating in school sports activities, students have the opportunity to compete in Regional, State and National competitions. House teams compete at the Swimming Carnival in Term 1, the Cross Country Carnival in Term 2 and the Athletics Carnival in Term 3. Students are encouraged to dress in their House Team colours on carnival days.

Houses.

All students are allocated to one of our School Houses:



HOUSE COLOURS

Clay **Green**

Rous **Red**

Stapleton **Yellow**

Wilson **Blue**



Staff Development Days

Staff Development Days enable the whole school staff to participate in a range of professional learning activities aimed at the overall development of the school.

Schools are entitled to five Staff Development Days per year. These are normally scheduled as two days at the beginning of Terms 1, 2 and 3. There are no staff development days in Term 4.



Student Representative Council (SRC)

The school recognises that there will be greater commitment to school life if students have a say in the running of the school. Each class has elected student representatives who form the SRC. They meet regularly to discuss school matters, fundraising and social events.

Supervision

Before and after school

Students should not arrive at school before 8.40am. The playground will not be supervised by teachers before this time. Teachers will provide supervision at lunchtime and recess time. There is no supervision after 3.10 pm.

Bus Duty

A teacher supervises students who catch the school bus in the afternoon from 3.10pm. Students are escorted to the bus lines by a Teacher.

Transition

Starting Kindergarten: Teachers at Lismore Heights Public School meet with families and preschool staff to discuss the capabilities and specific needs of individual students prior to the students starting school. A program of Kindergarten transition days during the term prior to students starting school helps ensure that students quickly and successfully settle into school life, and receive the level of support that they require. A series of Parent Information Sessions held on the same days as the Kindergarten transition days provides families with a detailed overview of the school and our educational programs, as well as providing parents with advice around how best to prepare their children for starting school.

Starting High School: Staff at Lismore Heights Public School work hand in hand with public high school staff to ensure that students are supported throughout their transition to high school. This includes providing detailed profiles on all students leaving Year 6, arranging a program of high school transition days, for students in Year 5 and Year 6 and also providing opportunities for high school staff to visit Lismore Heights Public School to meet and work with students when they are in Years 5 and 6.



Uniforms

Lismore Heights Public School is a 'uniform wearing' school and takes pride in the way that its students present themselves. Students at our school are expected to wear school uniform each day unless there is a special event (i.e. mufti days / Sports carnivals).

Uniforms can be purchased from our school office. We also have a selection of preloved uniforms available for a small cost. These are also available from the Uniform Shop.

What is the School Uniform?

- All children are expected to wear a brimmed hat, not a cap. Children who do not have a hat must play under the COLA in the shade.
- Boys uniform: Bottle green shorts/tracksuit pants
School shirt with logo or school Aboriginal shirt
Black shoes or joggers
Bottle green jumper/fleece/hoodie
- Girls Uniform: Bottle green shorts/skirt/skort/skorts/tracksuit pants
School shirt with logo or school Aboriginal shirt
Black shoes or joggers
Bottle green jumper/fleece/hoodie



Year 6 students may wear the official Year 6 white shirt with the school logo.

Students in Years 5 and 6 have the option of wearing black or bottle green shorts/skirts/skort/s.



Hats

Lismore Heights Public School has a policy of 'No Hat, No Play' to minimise the risk of sunburn and skin-cancer.

Ornaments & Jewellery

Students are not to wear earrings to school other than small sleepers or studs with smooth ends.

Other articles should be kept to a bare minimum even if they are of sentimental value, but under no circumstances should rings with joins, sharp edges or stones be worn.

School Counsellor & Wellbeing Team

The School Counsellor attends our school regularly. The School Counsellor is available for students and parents to discuss issues of concern to them. We also have a Wellbeing Team coordinated by our Learning & Support Teacher that helps students with identified additional needs.

Work health and safety policy summary

Audience – All workers of the NSW Department of Education (department), students and visitors while in department workplaces or participating in authorised department activities.

Policy statement

The department is committed to providing a safe and healthy working and learning environment by:

- Adopting a preventative and strategic approach to managing work health and safety (WHS) through a systematic process of hazard identification and risk assessment.
- Developing and maintaining a single, integrated WHS management system, comprising of structured procedures, guidelines, resources, training and systems that are accessible.
- Providing appropriate information, training and induction to ensure all tasks are conducted in a safe manner.
- Supporting and promoting workers' wellbeing by providing resources, programs and initiatives that foster positive work environments, enhance physical and mental health and promote work-life balance.
- Engaging in meaningful consultation with workers, their representatives, students and visitors on WHS matters.
- Ensuring contractors have specified knowledge and appropriate safety systems in place, with monitoring processes.
- Promoting dignity and respect, and taking action to eliminate, prevent and respond to psychosocial hazards such as workplace bullying, harassment, discrimination and role overload.
- Maintaining effective emergency response procedures and conducting regular drills to ensure workers, students and visitors are prepared for workplace emergencies.
- Requiring the prevention and timely reporting of incidents, injuries/illness, hazards and/or near misses in accordance with statutory and regulatory obligations to support practical incident response activities.
- Providing a return-to-work program that facilitates safe and durable recovery at work for workers, where possible, for both work-related and non-work-related health conditions.
- Establishing programs of continuous improvement by engaging with government agencies, peak bodies and industry to make appropriate health and safety decisions in consideration of changes to legislation and industry-recognised standards.
- Improving performance through the establishment of measurable objectives and targets aimed at identifying and monitoring WHS hazards, risks and control effectiveness.
- Taking reasonable steps to eliminate, or if not reasonably practicable, to minimise and reduce the risk of reasonably foreseeable harm to students and workers under a legal duty of care. This ensures the health, safety and welfare of workers, students and visitors when engaging in restrictive practices to meet this objective.
- Ensuring that, so far as reasonably practicable, all workplaces are maintained and have the appropriate facilities to ensure the health and safety of workers, students and visitors.
- Integrating sustainability and resilience principles, where possible, into WHS practices to enhance the adaptability of learning and working environments to environmental hazards.
- Complying with all relevant statutory and regulatory obligations, codes of practice, standards, and associated record-keeping and disclosure obligations.
- Maintaining a positive and proactive safety culture that is adaptable to changing demands.

Policy contacts

Health, Safety and Staff Wellbeing

ExecutiveDirector.HealthandSafety@det.nsw.edu.au

POST026

Visit the NSW Department of Education's Policy Library to view the complete WHS policy.





**Lismore Heights PS
Team**