

Timbumburi Public School **HANDBOOK**



Where everyone has a chance to shine





ABOUT TIMBUMBURI PUBLIC SCHOOL

Timbumburi sits on Gamilaraay land. The first school was built at Timbumburi in 1911 to serve the farmers who had purchased blocks on the recently subdivided Goonoo Goonoo Station. It continued in this role until the 1970s when it began to serve an expanding urban and hobby farm community. In the late 1980s and early 1990s, it grew as the nearby Kingswood Estate grew, to over 100 students and four permanent teachers.

It now has around 150 students, one principal, two assistant principals and seven full time teachers. The school is supported by a full time School Administrative Manager (SAM), a part time School Administrative Officer (SAO), a full time and a part time School Learning and Support Officer (SLSO), a part time General Assistant (GA) and a part time cleaner.

Timbumburi draws much from its long tradition of serving a rural community. However it has adopted the latest in teaching practices and technology as it prepares its students to enter a diverse and changing world.

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CORE RULES

NSW Department of Education

All students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

TIMBUMBURI STAFF



Jane Kibble
Principal



Andrew McDonald
Assistant Principal



Lesley Lamb
Assistant Principal C & I



Pete Nuske
Acting Assistant Principal



Sue Dwyer
Teaching Staff



Julie Mitchell
Teaching Staff



Kim Pearson
Teaching Staff



Michael Rixon
Teaching Staff



Lucinda Stanton
Teaching Staff



Denise McAdam
Teaching Staff (RFF/Library)



Yvie Povea-Roworth
Teaching Staff (RFF/Library)



Suzanne Lewis
Teaching Staff (RFF)



Chris Ivin
School Administrative
Manager



Sandy Robinson
School Administrative
Officer



Natasha Jacobson
Support Staff



Sarah Nash
Support Staff



Bob Baldwin
General Assistant

ACCIDENTS

In case of an accident your child will be cared for at school by members of staff. A parent or caregiver will be notified if medical attention is required. If the accident requires a student to be transported to hospital via ambulance, a staff member will accompany them if the parent, caregiver or emergency contact is unable to do so. The NSW Department of Education has an arrangement with Ambulance NSW to cover the cost of transport for students from a school to hospital in case of an emergency.

ALLERGIES

Please notify the school of any allergies a student has (eg. peanuts, bees, food, animals etc). If students have an allergy you will need to provide the school with an Allergy Action Plan signed by a doctor. It must include the doctor's signature, a summary of the allergy and the emergency procedures that need to be followed, such as the use of an antihistamine or epipen.

ANAPHYLAXIS

Anaphylaxis is a severe, potentially fatal reaction involving two or more body systems simultaneously (eg skin, respirators, gastrointestinal, cardiovascular system). An anaphylactic reaction usually occurs quickly after exposure to a trigger and can be life threatening. If students are likely to have an anaphylactic reaction you will need to provide the school with an Anaphylaxis Action Plan signed by a doctor. It must include the doctor's signature, a summary of the condition and the emergency procedures that need to be followed, such as the use of an epipen.

The school has students with severe reactions to some foods and other triggers. The school requests that you do not send children to school with nuts, peanut butter, hazelnut spread (eg Nutella) or foods containing nuts. We aim to keep all students safe and appreciate your cooperation in this matter.

APPLICATIONS FOR EXTENDED LEAVE (TRAVEL)

Sometimes families need to be away for longer periods while school is open. You can apply for an "application for extended leave (travel)" from the school. Please contact the front office for the necessary paperwork.

ARRIVING LATE/LEAVING EARLY

School is important and we encourage parents to make non-school appointments outside school hours, but sometimes it is unavoidable. Sometimes parents may have to bring their children to school after it has started, or leave early. If this is the case, parents must come to the front office. Office staff will handle the early departure or late arrival. These partial absences are marked on our rolls and they will be reflected on student reports.

| School Timetable | |
|------------------|-----------------|
| 8:40am | Staff on duty |
| 9:10am | School starts |
| 11:10 – 11:30am | Recess |
| 1:15 – 1:50pm | Lunch |
| 3:05pm | School finishes |

ATTENDANCE

Regular attendance at school is essential to assist students in making the most of the learning opportunities offered. Schools, parents and caregivers work together to promote regular attendance.

Timbumburi Public School expects all students who are enrolled to attend school whenever instruction is provided. Timbumburi's attendance policy aims to maintain and increase the attendance of enrolled students.

All schools have attendance rolls. These are legal documents that must be kept. Staff mark the roll first thing every morning. If a student is not present they are marked as absent without a reason unless a note has been provided to explain their absence. Notification can be made before the absence takes place. Contact must be made with school either before or on return to school to explain the absence, otherwise it will be marked "unexplained" "unjustified".

Please note that the school has a period of seven (7) days in which to record the absence reason. Any notification made after 7 days cannot be officially recorded and the "unexplained" "unjustified" would remain.

There are a number of ways to alert the school to an absence:

■ Use the Skoolbag school app

There is an e-form via which you can let the school know of any absences.

■ Phone the school

You can phone the school during office hours to notify the school of an absence.

This can happen before, during or on the student's return.

■ Send in a note

A note can be sent to school before, during or after the absence to explain why a student has been away.

■ Email

An email can be sent to timbumburi-p.school@det.nsw.edu.au before, during or after the absence to explain why a student has been away.

BEST START

The Kindergarten teacher will assess Kindergarten students early in Term 1 using the Department of Education's Best Start Assessment program. This gives the school a baseline measure of each child's learning needs. A Best Start report will be sent home to all Kindergarten parents in Term 1.



Communication between school
and home is vitally important

COMMUNICATION WITH SCHOOL

Communication between home and school is vitally important. There are times you will need to get in touch with the school and times the school will need to share information with you. Timbumburi has a range of ways we communicate information.

■ **Email – timbumburi-p.school@det.nsw.edu.au**

Please note emails may not be checked until after the school day has concluded.

Any important time-sensitive information (eg. bus changes, changes to pick-ups) must be phoned through to the office, before 2:30pm.

■ **Phone – 02 6767 0232**

If you are contacting the school by phone please be aware there are only two phone lines into school and at times they may be engaged. Don't leave important calls to the last minute if it can be avoided.

■ **School App – Skoolbag**

Timbumburi uses the app Skoolbag to pass on information to parents and caregivers. The school sends out notifications, reminders and newsletters via this platform.

The app is FREE for parents and caregivers to download and use and is available through Google Play for Android or the Apple App store for iPhones. The app has a facility for entering calendar dates into a smart phone's calendar. You can also notify the school of change of details such as address or phone numbers and submit absence notifications.

■ **Facebook**

Timbumburi Public School has a Facebook page that provides a constantly updated source of information for parents, caregivers and the wider community. Content on the page is posted by school staff and comments are moderated. Parents and caregivers have used the page respectfully and have demonstrated the power of social media to be a positive force. Student comments will be removed as they are under 13 years old.

■ **Instagram – @timbumburips**

The school has an Instagram account that showcases images from around the school. It is also used to share images with parents and caregivers when students are at activities away from the school environs. The account sometimes features photos from our "guest photographers" – the students themselves.

■ **Website – www.timbumburi-p.schools.nsw.edu.au**

The school website is primarily a source of information from the Department of Education. It also contains the Parent Payment Portal, where parents can make online payments for school expenses.

■ **Seesaw/Google Classrooms**

Many teachers use Seesaw to provide parents with a way of keeping in touch with the work their children are doing at school. They will provide you with details of how to access the app at the start of the year.

■ **Mobile**

The school mobile phone is generally used for excursions and taken when classes may be out of the school grounds. It may not be checked for periods of time. Do not leave important messages on the mobile phone.

Who to approach

On occasion, you may wish to contact the school to organise a time to talk with school staff regarding school-related matters. To help you know who to approach, please refer to this table. Please do not assume a teacher will be able to meet with you without an appointment. They are generally on class. Please make an appointment at a mutually suitable time.

| Concern | Appropriate Action |
|--|---|
| The academic progress of my child | Directly contact the student's teacher by either: <ul style="list-style-type: none">– note– phone– email A suitable time to discuss any issue can be arranged |
| The welfare of my own child | Directly contact the student's teacher to clarify information. Arrange a time to discuss any issues. |
| Change of personal details | Contact the office to inform of any change of address, phone number, emergency contact, custody details, health issues etc. |
| Actions of other students | Contact the classroom teacher for a playground or classroom problem. |
| School policy of practise | Contact the office and state the nature of your concern. The appropriate member of staff will contact you to discuss your concerns further. |



CHANGE OF ADDRESS/CONTACT DETAILS/EMERGENCY CONTACT

The school needs to have families' most up-to-date contact details on file so staff can contact you if necessary. Often emergency contact details change so the school would appreciate you reviewing these each year or as needed. The school sends out a copy of the contact details on file at the start of each year in case of any change. Please review and return as soon as possible after you receive them.

FEES – see *Voluntary Contributions on page 20*

CANTEEN

The school canteen is operated by the P&C and runs each Tuesday. It operates under the Healthy Canteen guidelines. Parents/caregivers can order prior to 9:00am on the QuickCliq website (www.quickcliq.com.au). Alternatively, parents can fill out a paper bag with the student's name, class and order written on it. Money is placed inside the bag. Separate bags are required for recess and lunch. The canteen menu is available through the school website, the app and on the QuickCliq site, as well as distributed with the school newsletter.

The canteen is always looking for helpers. A roster is drawn up for each term. Please contact the canteen coordinator via the P&C or front office if you can help.

CLASSES – see *Stages on Page 18*

COUNSELLOR

The school has the services of a qualified psychologist/counsellor for 1 day per week. With parental approval the school refers students to the counsellor for assessment. Where necessary, interviews for parents can be arranged through the Principal or Assistant Principal.

CURRICULUM

Timbumburi Public School follows the curriculum set down by Educational Standards Australia (ESA). It sets out the following Key Learning Areas (KLAs)

- **English**
- **Mathematics**
- **Science and Technology**
- **Human Society and its Environment (HSIE – History and Geography)**
- **Creative Arts**
- **Personal Development, Health and Physical Education (PDHPE)**

For additional opportunities at school, see 'Extra Curricular Activities' on page 11.

ENROLMENTS

The NSW Department of Education website has information about enrolment policy including enrolment forms. A link to online enrolment can be found on the Timbumburi Public School website. The school office keeps copies of these forms and can assist parents/caregivers with ensuring they have the relevant documents. Please contact the school office to make a time to meet with the principal for a tour of the school or to discuss out-of-area enrolments.

You will need to provide original proof of age documents, i.e. birth certificate, immunisation certificate, student/parent passport, plus 100 points proof of residence. All original documents must be sighted prior to enrolment.

There are procedures for enrolment in particular circumstances including the early enrolment of students who are gifted and talented, enrolment of students with special learning needs, enrolment of non-Australian citizens and out-of-area enrolment. Please contact the school in these instances.

EXCURSIONS

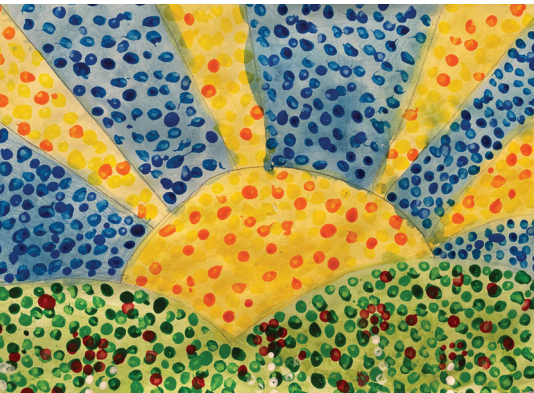
From time to time the school may take students on an excursion in the Tamworth area to provide additional learning opportunities related to something they are currently studying at school, or may be studying later.

A permission note for each excursion is sent home specifying travel, departure and return times, cost, materials to be brought and other necessary details. The tear-off sections of these notes is to be returned to the class teacher in an envelope with current medical information completed and with any money required. School uniform is to be worn on excursions unless otherwise indicated. Lollies, chewing gum, cans, bottles, phones and 'spending' money (unless the students are told otherwise), are not to be brought on excursions. Without the return of the permission note, a student cannot attend.

The school offers a payment plan for more expensive excursions (Years 3 – 6) allowing parents to spread payments over a longer period.

Students in Years 3/4 will have an overnight excursion each year. It will generally alternate between Lake Keepit and Dubbo.

Students in Years 5/6 will have a week-long excursion each year. It will alternate between a Sport and Recreation camp and Canberra.



EXTRACURRICULAR ACTIVITIES

As well as the key learning areas, there are a range of extracurricular activities students can be involved in, depending on interest and availability. They run for varying lengths of time, from a few days to the entire year. They may include:

- **Chess**
- **Choir**
- **Environmental Group**
- **Gymnastics**
- **Tennis**
- **Music**
- **Debating**
- **Public Speaking**
- **Sport**
- **Art**

Teachers organising these groups will send notes home with more information as the activity approaches.

FOOD @ SCHOOL

Students are encouraged to bring a healthy selection of food to school, including fresh fruit, vegetables and healthy snacks. Water is encouraged. Chewing gum, lollies, bubble gum, glass containers and carbonated drinks are not permitted.

■ **Crunch and Sip**

Each class takes part in Crunch and Sip (fruit break). Students should have a piece of fruit/vegetable that is fresh which they can eat around 10:00am. Manufactured fruit products such as fruit straps or fruit yoghurt are not considered fresh fruit.

■ **Recess**

Recess takes place at 11:10am each day. Students eat recess outside and can play afterwards.

■ **Lunch**

All students eat lunch in the classroom with their teacher which begins at 1:05pm. Students leave the room at 1:15pm, when they have finished eating. Please be aware that some students may be anaphylactic. Do not send food that contains nuts.

FINANCIAL ASSISTANCE

At times you may find you need some assistance with the costs associated with a school activity, such as a major excursion or uniform costs. Please feel free to talk to the Principal about this. The conversation will remain confidential. The school has a small amount of discretionary funding we can use to assist students with their school-related costs.

HATS

Hats are a vital part of the school uniform and must be worn whenever students are outdoors. They are available for purchase from the office and must be paid for with cash. All proceeds go to the P&C. If a student does not bring a hat to school they will have to remain under the COLA at play time.

HOLIDAY DATES

There are four school terms within the school year of approximately ten weeks each. The NSW Department of Education website has dates for school terms and school holidays.

In Term 1, the first two days of school are staff development days. In Terms 2 and 3, the first day is a staff development day. In Term 4, the final day of term is a staff development day. These days are pupil-free days. Please note that these days may change in response to state-wide departmental priorities.

HOMEWORK

The amount of homework set will depend on the age of the student and the teaching program at the time. All teachers will send home information at the start of the school year which will outline the role of homework in their class, including how much homework will be set and when it is expected to be handed in.

Homework is not designed to be a battleground between parents/caregivers and students. It is meant to reinforce the work happening at school and to give students an opportunity to learn home study skills.

HOUSES

Timbumburi has three houses:

- Garoo (white)
- Goonoo Goonoo (blue)
- Gowrie (red)

On enrolment, each student is placed in a house. Students in the same family are placed in the same house unless parents request otherwise. They are awarded house points for behaviour, effort and academic and sporting achievement.

House points are tallied each week and announced at the Friday assembly. Each term, the winning house is invited to take part in a free BBQ in the last week of term.



LEARNING AND SUPPORT

Timbumburi has Learning and Support staff who work collaboratively with classroom teachers to provide support for students with additional educational needs. This may include working with students one-on-one or assisting teachers to plan, implement and monitor personalised adjustments for learning as required. A range of strategies are implemented to assist students in areas such as social interaction, language and communication, literacy, numeracy and behaviour. Our aim is to ensure that all students can access the curriculum in a meaningful and relevant way.

LIBRARY

At Timbumburi we have a well-stocked library with a range of picture and chapter books, as well as an extensive selection of non-fiction resources. Each class attends library once a week to return and borrow books. Most weeks, students are permitted to borrow two books, provided they have returned books previously borrowed. All students are expected to use a library bag for borrowing, to protect our books from accidental spills and damage. Additionally, the library is open during lunch. Students are welcome to use this time to read quietly, draw or play with some toys.

All students are invited to participate in the Premier's Reading Challenge that runs from March to August each year. Information is sent home in the newsletter at the start of the Challenge. Parents can also discuss the Reading Challenge with the school librarian. We also participate in the Scholastic Book Club and book catalogues are sent home each month. Purchases made from Book Club assist our library to purchase additional resources.

LOST PROPERTY

Any lost property that is found with a name on it is returned to the child who misplaced it. If property is handed in without a name it is placed in the lost property box in the office. Please check with the office if your child has misplaced any items of clothing. The lost property box is emptied once a term. Items of clothing are either given to the clothing pool or taken to an opportunity shop in town.

MEDICATION

From time to time, students may need to take medication at school. Please phone the school to let staff know if this is the case. Medication must be sent its original packaging with a pharmacy sticker indicating dosage and time. It must be handed in at the front office with the appropriate request to administer the medication.

Students requiring regular medication for conditions such as asthma or anaphylaxis require a medical plan signed by their treating doctor detailing how the medication is to be administered. You will need to complete a Medication form if your child is on regular medication that is administered at school. These are available from the office. This includes asthma medication such as Ventolin.

MOBILE PHONES

Increasing numbers of students are bringing mobile phones to school. This can be a useful safety measure for students when travelling to and from school. While at school, the expectation is that student phones stay in their bags, or can be handed in each day at the office if parents are concerned about security. Students are not allowed to video or photograph students, teachers or visitors to the school. Please do not contact your child via their phone during school hours. Ring the school and leave a message for them through the office. All phones/iPods and other devices are the responsibility of the student.

NEWSLETTERS

Our newsletter is emailed home weekly, generally on a Wednesday. It is also available through the Skoolbag app. It contains information, news, P&C information and permission notes relevant to the school and its students. If you have information for the newsletter please submit it to the school office by Tuesday. If you do not have an email address we will print a paper copy for you and send home on Thursday. Please contact the office if this is the case.

PARENT ORGANISATION: P&C

Timbumburi is fortunate to have an active and involved P&C that meets regularly and works for the betterment of the school and its students. Meetings are held on the second Monday of every month at 7:00pm. Information always goes out in the newsletter before the meeting. By attending P&C meetings you will be making a valuable contribution to your child's education as well as having input into decisions made by the P&C.

PAYMENTS

The school accepts payments for school-related expenses such as excursions and workbooks in a number of ways. The easiest and most secure way is to pay by credit/debit card via the Parent Online Portal located on the Timbumburi Public School webpage under the Payment tab.

You can also send in a cheque or cash. Place them in a sealed envelope with the name, class, amount and reason written on the envelope. Please do not send large amounts of cash to school. Money can easily be lost.

PHOTOGRAPHS/MEDIA

Parents are asked to complete a media permission note as part of the enrolment process which details the way photos of their children can be used at school. Permissions can be changed at any time, please contact the school to do so.

REPORTS/INTERVIEWS

Written reports are sent home twice a year at the end of Terms 2 and 4. Student reports follow the Department of Education's standard reporting guidelines, including a 5 point grading scale, an assessment of effort and application, involvement in extra curricular activities and the inclusion of attendance information.

Parents are invited to have an interview regarding their child's progress in Term 1. If there are any concerns before or after interviews are scheduled, you are encouraged to contact the school and make an appointment to see your child's teacher.

SCHOOL PHOTOS

Each year the school has photographers come to take individual and class photographs. Non-school siblings can generally be included in a family photo if required. Order forms are sent home and must be returned before photo day.

SCHOOL RULES



OUR SCHOOL RULES

COURAGE

I HAVE THE COURAGE TO:

- Make good choices
- Do the right thing
- Stand up for what is right
- Keep my hands, feet and objects to myself
- Respect the property of school and other people

COURTESY

I DISPLAY COURTESY BY:

- Putting my rubbish in the bin
- Cooperating with teachers and other students
- Caring for our school environment
- Speaking nicely

COMMONSENSE

I SHOW COMMONSENSE BY:

- Wearing my hat in the playground or staying under the COLA
- Playing in safe areas
- Walking on all paved and concrete surfaces
- Staying seated while eating and waiting for the bell to ring
- Staying seated in the correct line while waiting for the bus

SENDING MONEY TO SCHOOL – see *Payments on page 14*

SPECIAL RELIGIOUS EDUCATION: SRE – SCRIPTURE

A basic level of religious education, called Special Religious Education (SRE), is provided in all NSW public schools. Authorised representatives of approved religious groups are invited to schools to teach students. Timbumburi currently offers an ecumenical program. Parents are asked to advise the school of their child's religious denomination at enrolment. SRE is not compulsory and students not attending SRE will be appropriately supervised for the duration of that lesson.



The school participates in a wide range of extra-curricular activities

SPORT

■ Sports Carnivals

Timbumburi Public School holds three sports carnivals throughout the year.

Swimming Carnival

The first is the swimming carnival, usually in the first two weeks of the new school year. This is for students aged 8 years and older. It usually takes place at one of the town pools and is usually held after school hours to reduce the amount of sun exposure. The only cost is the cost of pool entry. Notes go home with more information for those students who are old enough to compete. Parents and caregivers are welcome.

Cross Country Carnival

The school holds a cross country race at school. All students take part in this activity from Kindergarten onwards. Notes go home with more information. Parents and caregivers are welcome.

Athletics Carnival

An athletics carnival is held at the Tamworth Regional Sporting Field (TRSF) near TRECC. This is for all students. Students under 8 can participate in modified activities. Students 8 and over participate in a range of track and field events. There is a cost associated to cover the hire of the grounds and equipment. Notes go home with more information. Parents and caregivers are welcome.

Results from the three carnivals are used as a basis to determine representation at the Tamworth Zone swimming, cross country and athletics carnivals.

■ School Sport

Sport at school generally takes place each Friday, unless parents are notified otherwise. Students will take part in sporting activities depending on their age and class. In addition to school sport on a Friday, classes have fitness every day.

Sports uniforms are to be worn on Mondays, Wednesdays and Fridays.

■ PSSA Sport

Sporting teams of students under the direction of teaching staff, may be entered in Primary Schools Sports Association (PSSA) knockout competitions. PSSA knockout sport, currently available for students aged 8 years or older, by selection, may include cricket soccer, basketball and hockey. This is played during school hours. Costs will vary according to the travel needed and the hire of facilities.

Practices may take place before or after school and/or during lunch times. Parents/caregivers are notified of arrangements for matches and practices. Once a student nominates to play in a team and is selected, then they must honour their commitment.

■ Sport: school, other

From time to time school teams are entered in other knockout, round robin or individual competitions. They may range from sports such as football to equestrian and many different sports in between. Notes will go home about these competitions if they become available.

■ Sport: weekend

Many of our students take part in a range of sports outside school hours. This is not organised by the school, but students often like to be in the same club as their school friends. The school newsletter is a great source of information regarding sporting opportunities outside school.

STAGES

NSW primary schools are organised into stages. They are:

- **Early Stage 1** Kindergarten
- **Stage One** Years 1 and 2
- **Stage Two** Years 3 and 4
- **Stage Three** Years 5 and 6

You will often see reference to composite classes. These are classes that may cross one or more years, for example a 3/4 composite class. At some point, all students at Timbumburi will be in a composite class. When teachers organise class splits for composite classes they factor in many matters, the decision is never made solely on an academic basis. Every class, regardless of whether it is single grade or composite, will have a range of students at different places in their learning.

The formation of classes is generally organised at the end of each year and parents are notified. It is important to remember that circumstances can alter and changes to class formation may occur.

STATIONERY LIST

If stationery is required, a note will be sent home with the student. Not all classes require stationery. If you are unsure as to requirements, please contact your child's teacher.

TECHNOLOGY

Our school has technology in place to assist students to become competent digital citizens. Classrooms are wirelessly connected to the internet, allowing digital access from most areas of the school. Each class has a number of laptops available for students to use. We have class sets of iPads and laptops that are shared among the classes each week. In addition there are a small number of iPads that stay in each room for students to use. Classes have interactive panels that are used every day.

Each student has their own individual login to the Department of Education's online services, including mail and internet access. Your child will be issued a user name and password when they enrol. Your child's teacher has a record of them and they will pass them on to you if requested.

The school and P&C jointly pay for a school-wide subscription to Mathletics, an online learning program that is also available from home. Mathletics is an excellent program for revision and homework. Each child has their own login for this program, please contact their teacher if your child does not have their login, or it does not work.

SCHOOL TRANSPORT: BUSES

There are three bus lines that service Timbumburi Public School. Each has an area that they manager. Students may be eligible for free transport under certain circumstances, including age, and travel distance.

| | | |
|----------------------------|-------------------------------------|--------------|
| ■ Tamworth Buslines | Tamworth and South Tamworth | 02 6762 3999 |
| ■ Hannafords Bus | Kingswood, Timbumburi surrounds | 02 6765 1900 |
| ■ Fiona's Buses | Gowrie, Garoo, Timbumburi surrounds | 02 6760 9084 |

All applications for bus travel must be made online through the Student Transport website. Parents can now update their details online (e.g. if there is a change of address or school). New applications for school travel passes for the new year open from the start of Term 4. Parents without ready access to the internet can phone 131 500 for assistance with their application.

Tamworth Buslines and Hannafords both issue bus passes. If students need to catch a bus other than their usual one, they will need to pay for the trip. Parents/caregivers who have to transport their children more than 1.6km via walking distance from the nearest bus pick up point may be eligible to apply for a private vehicle conveyance payment. The forms are available from school.

Transport NSW issues a bus code of conduct for all students. If they do not comply with the code of conduct they may have their bus pass suspended, which means they cannot catch the bus to or from school.

STUDENT TRANSPORT: CAR

Sometimes parents will drive their children to school. Be aware that Kia Ora Lane is busy in the mornings and afternoons. It is a School Zone and has a signposted speed of 40km/hour during school zone operating periods. The area at the front of the school is a bus zone and is signposted accordingly. Be aware of parking restrictions around the school area.

In the afternoons, parents/caregivers are asked to wait at the Library double gates near the tennis courts. This allows the staff to be aware of who is collecting students. Do not call students across the road. Kia Ora Lane is busy and safety is the key concern for staff. Students catching the bus in the afternoon wait in three groups under the COLA depending on their bus line. They are walked to the bus by staff.



UNIFORMS

New school uniforms are available from Lowes. There is a clothing pool run by the P&C that has a range of second hand uniforms for sale. The key to the clothing pool is available from the office. The P&C sells bucket hats through the office, these are the approved hat for school. Caps with logos are not appropriate.

VOLUNTARY CONTRIBUTIONS/FEES

The school charges a small voluntary contribution. It is currently set at \$30 per student or \$50 per family. Payment of this voluntary contribution is greatly appreciated. A note regarding the contribution is sent home in Term 1.

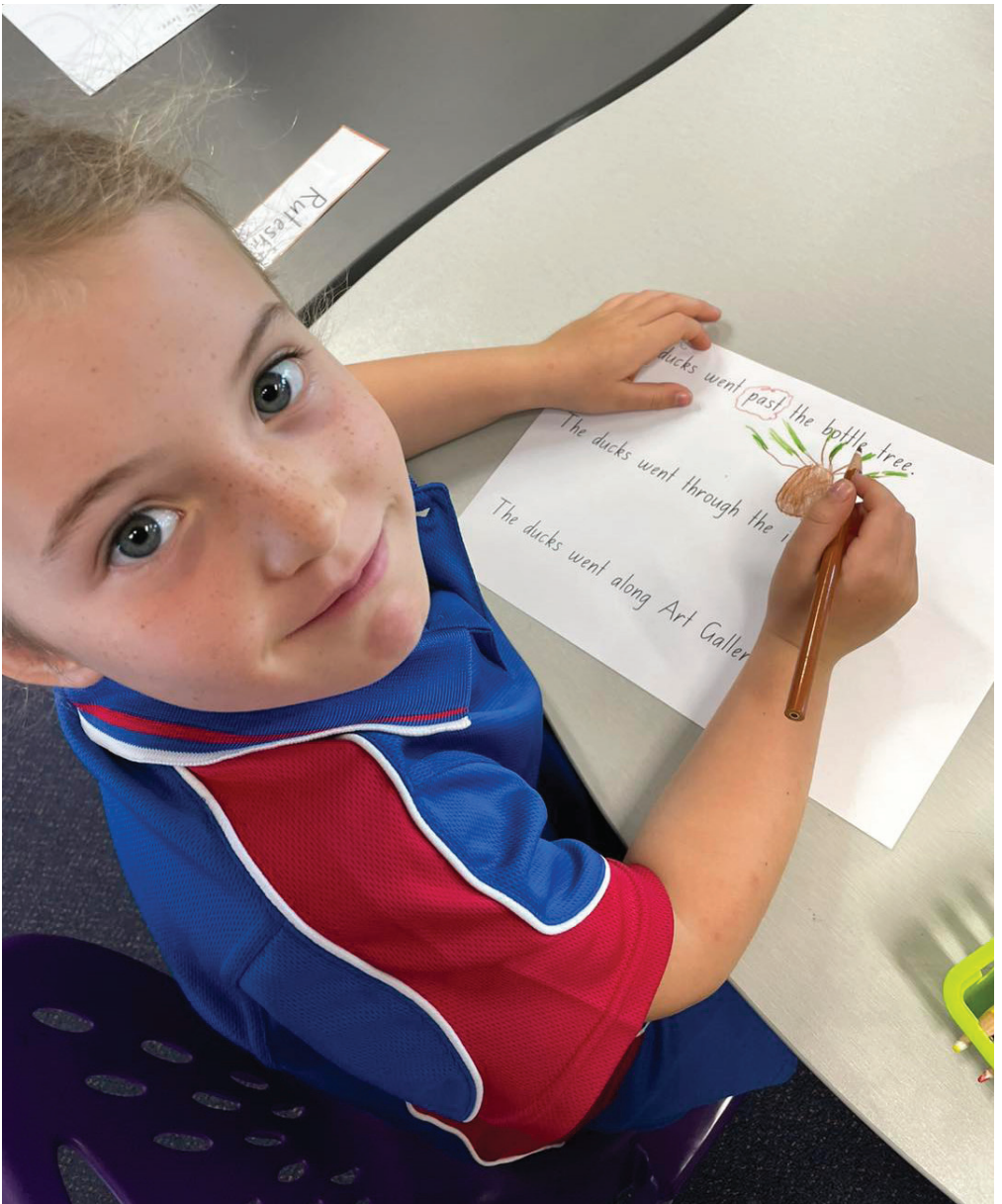
WELCOME BBQ

The Welcome BBQ is organised by the P&C and takes place early in Term 1. It provides an excellent opportunity to meet staff and other parents. Details are sent home early in Term 1 each year.

WORKBOOKS

Each teacher orders workbooks that best suit the grade they are teaching. You will receive an invoice for these books. These are generally invoiced in Term 1. The amounts are often different for each class because books ordered may be different types or prices. Not all classes will use workbooks.





We look forward to a wonderful year
at Timbumburi Public School



TIMBUMBURI
PUBLIC SCHOOL

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