

Explore, Discover, Learn



Information Book

Respect

Responsibility

Resilience

Welcome to your rural, village school



Jugiong Public School is an excellent school where quality teaching and learning takes place in a positive, caring environment. The school is highly regarded in the local community where it has provided exceptional public education for over 135 years. Our staff are dedicated, highly skilled, caring professionals who are deeply committed to ensuring that all our students reach their potential. We cater for individual differences through quality educational programs.

At Jugiong Public School we have innovative technology programs including a 1:1 laptops, interactive smartboards, Ipads, and robotics improving our students' learning through using tools of the future.

We are a welcoming, friendly school community and have strong relationships with parents and carers. The P & C and parents are actively involved and warmly welcomed in the school. Your role as a parent in the education of your child is valued greatly by our staff.

We provide an extensive variety of enrichment activities to enhance the learning of our students. These include:

- Innovative and engaging programs in the areas of Mindfulness and Wellbeing, Creative and Critical Thinking, and Robotics;
- Creative and Performing Arts activities are delivered by our teacher, Mrs Stephanie Corkhill-Hyles who is also a renowned local artist;
- Exciting learning through Premier's Reading, Spelling and Sporting Challenges, University of NSW ICAS assessments. We have excellent excursions and visiting performers. Bi-annually we also host the Jugiong Small School's Writers Day as part of the Jugiong Writer's Festival;
- Sport for health and fitness. Competitions in cricket, t-ball, touch football. Students have the opportunity to participate in a number of small schools sporting carnivals for swimming, athletics and cross country. We also enjoy participating in the annual School Swimming Scheme; and
- School spirit is celebrated through term assemblies, Education and Book Week, and Grandparent's Day. We also actively acknowledge important Australian traditions including: ANZAC and Remembrance Day, NAIDOC and Reconciliation Week, and Harmony Day.

At Jugiong Public School we pride ourselves on our excellent programs that promote self-belief, resilience, citizenship, respect and responsibility. Our students have a reputation for outstanding behaviour and excellent sportsmanship. Successful life skills are developed through our newly established Positive Behaviour for Learning program. The Student Representative Council (SRC) and other initiatives foster leadership and decision making in students of all ages. We develop confident, articulate students with skills for life through a comprehensive Kindergarten Orientation program and close links with the local high schools.

We are proud of our achievements, our students, our community and our staff. I am very proud to be a part of a wonderful educational team that serves the Jugiong community and happily welcome you and your family to join us.

School's Vision

Statement

At Jugiong Public School we learn, teach and lead for excellence.

We empower and motivate our students to confidently explore, discover and learn through the provision of a broad range of practical and innovative experiences which develop student creativity, critical thinking, communication and collaboration skills.



For more information about our great school, please contact:

Jugiong Public School

Flyde Street , Jugiong 2726

Telephone: 02 6945 4210
School Website: <https://jugiong-p.schools.nsw.gov.au/>
School E-mail: jugiong-p.school@det.nsw.edu.au

ClassDojo app for your smart phone or tablet.

School Personnel

Principal Trent Peckham—Relieving
K-2 Teacher Linden Webber
Librarian Danielle Manton

School Administration Manager Danielle Manton

School Learning Support Officer Linda Jones

General Assistant Lisa Elphick

Office hours: 8.30am to 3.30pm

Playground supervision: Commences at 8.40am.

Class Times:

The bell for the morning session rings at 9:10am and school finishes at 3:10pm each day.

Morning session: 9:10 am to 11:10 am (including fruit break)

Lunch: 11:10 am to 12.00 pm

Middle session: 12.00 pm to 1.45 pm

Recess: 1.45 pm to 2.10 pm

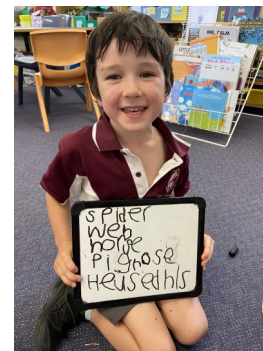
Afternoon session: 2.10 pm to 3:10 pm

Occasionally there may be some variations to these times, eg. To fit around excursions or visiting performances.

Parents are requested when making appointments to please make them outside these times.

General Information

Many of our school policies and information are available electronically on the school website at <https://jugiong-p.schools.nsw.gov.au> or alternatively, visit the Department of Education website <https://education.nsw.gov.au>.



Absence from School

In NSW students must attend school regularly. This means all children between the ages of six and seventeen are legally required to attend school. Attendance is recorded daily and a roll call is conducted before the first lesson of each day. Children are not allowed to leave the school grounds without permission or with unauthorized people.

For the benefit of all children, parents or carers should ensure their child attends school regularly. Any absence from school should be explained within seven days of the absence. Similarly, schools are required to inform parents promptly of any unexplained absences or suspected truancy.

If children miss out school, they miss out on vital information, their learning routine is broken, they can lose confidence and they miss out on building up friendships.

All students are legally required to attend school every day, including sports days, unless:

- your child has an unavoidable medical or dental appointment (preferably these should be made after school or during holidays);
- Your child is required to attend a recognized religious holiday
- Your child is require to attend an exceptional or urgent family circumstance (such as attending a funeral)
- If your child is sick, or has an infectious disease.

If you are having difficulty getting your child to attend school regularly, you might like to talk to the school principal or the school counsellor. If you can only arrange your family holidays during school time, you should inform the school principal in advance and request leave. You can ask the school to provide work that can be completed while your child is absent.

- **Every day counts...** because children achieve better when they attend school all day, every day.
- **Every day counts...** because going to school means getting a better chance at life.
- **Every day counts...** because school helps children make friends and be happier.
- **Every day counts...** because the law says children must go to school.

Minutes lost = days lost per year

A couple of minutes here and there doesn't seem like much, but...



Access / Custody of Children

Please keep the school informed about any Family Law papers.

This includes information about custody orders and current interim orders to keep students safe at school.

STUDENT REQUIREMENTS

The school provides the students with pens, pencils, books etc.

Paint shirts and library bags should be bought to school by students.

Jugiong Public School Library bags are available from the office for \$15.



Anaphylaxis

Jugiong Public School does not have any students who suffer life threatening allergies to nuts or other foods. Exposure to even tiny amounts of nuts or other allergens can cause an anaphylactic reaction, during which the child's face and airways will swell, possibly causing death unless adrenalin is injected. Should your child suffer from a life threatening allergy, please advise the school immediately and provide a current ASCIA Action Plan.

Assemblies

Whole school assemblies are held at the end of each term showcasing student learning over the term. Parents, carers and friends are most welcome to attend.

Bikes/Skateboards/Scooters

Bicycles, scooters and skateboards are permitted at Jugiong Public School. Students are to dismount and wheel all bikes, skateboards and scooters through the school grounds. This is ensuring the safety of all students. A bike rack is located near the bus shelter at the front of the school. All items are the responsibility of the owners. All students must wear a helmet when riding their bikes etc.

Bus Behaviour

The teacher on duty escorts students to the bus each afternoon. Students are expected to behave in a polite and safe manner while travelling on buses. Bus drivers will report unsatisfactory student behaviour to the Principal. If behaviour is of serious concern for the safety of students and the driver, the student may not be permitted to ride the bus for a designate time.

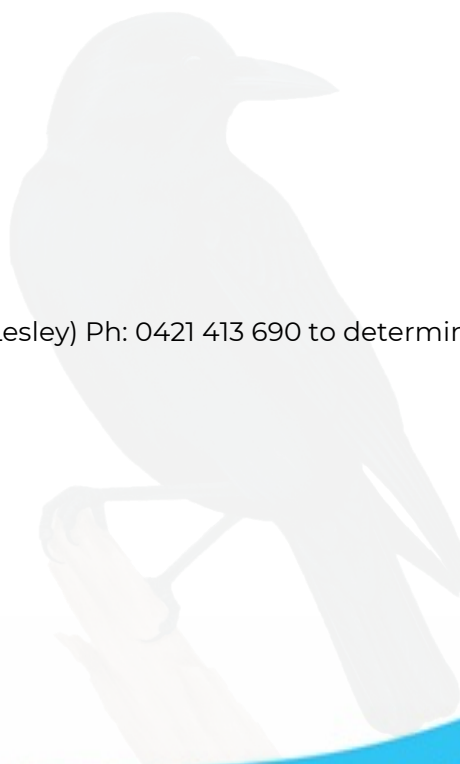
The Bus Service:

The school is serviced by Grange's Bus Service.

Bus times: MORNINGS – Arrives at school at 8:59am

AFTERNOONS - Leaves school at 3:15pm

Parents need to consult with Grange's Bus Service (Jim and Lesley) Ph: 0421 413 690 to determine if their children are able to access bus services.



Collecting children in cars at 3.10pm

We want to keep all of our children safe. Parents are reminded to adhere to school zone speed limits during the hours of 8am to 9.30am, and 2.30pm to 4pm. We have a flashing school zone sign to remind drivers of these times and 40 km per hour speed limit.

Communication between home and school

We have a number of communication methods for our families at Jugiong Public School.

- Newsletters: are uploaded to our school website fortnightly. The newsletter/ community journal is also emailed home to families and a tangible copy is also sent home. The newsletter contains information about school events, permission notes, important dates to remember, education-related issues and community happenings. It is an important communication between the school, families and wider community.
- ClassDojo App— ClassDojo is a school communication platform that teachers, students and families use every day to build close-knit communities by sharing what's being learned in the classroom through photo's, video's and messages.



Parents and Citizens Association

The P&C meets on the third Tuesday of every month at 3.15pm in the senior classroom. The P&C meeting is a great place to meet new parents and to receive current information about the school. It costs approximately 50c to join. It is for parents and community members and endeavours to bring parents, teachers and community together. It provides an active support system for the school, through parents being able to help e.g through working bees, fundraising, personal expertise, reading tutors and educational decision matters.

Please feel free to join. All parents are urged to attend the meetings, meet other parents, make suggestions and help us to plan interesting and worthwhile activities in line with the school's goals.

Parent Involvement and Visitors

The establishment of strong links between the home and the school is highly valued. Parent assistance is appreciated for: listening to reading, school excursions, helping in classrooms, sport and social events.

Any visitor, including those helping at school, must sign in at the office at the time of arrival and again on departure. This allows us to know who is in our school in case of an emergency.

Consent to publish name or photograph

In our current enrolment forms, your consent will be sought to allow the school/Department of Education to publish and/or disclose information about your child for the purposes of sharing his/her experiences with other students. This informs the school and broader community about student activities and participation in noteworthy projects and community service. This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

Please advise the school in writing if circumstances change and you wish to change this consent.

The communications in which your child's information may be published or disclosed include, but are not limited to:

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis.
- Department of Education publications including the school newsletter, annual school report, promotional material published in print and electronically including on the Department's websites.
- Official Department and school social media accounts on networks such as YouTube and Facebook.
- Local and metropolitan newspapers and magazines and other media outlets.

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

Emergency Procedures

Procedures are in place to evacuate and lock down the school in the event of an emergency. The procedures are available in all school rooms and we practise these regularly to ensure student safety.



Enrolment Policy

Our enrolment policy and procedures are available on the school and Department of Education websites and at the office.

Excursions and Visiting Performers

All excursions are to comply with the Department's Excursion Policy and Guidelines for the Safe Conduct of Sport and Physical Activities in Schools. The educational outcomes of planned excursions are linked with the current teaching program. All sporting activities are also classified as excursions.

Visiting performers and 'incursions' are part of the curriculum and students are expected to attend.

Students who are not attending, need to be encouraged to do so and teachers may need to contact parents to ascertain reasons for non-attendance. If it is financial, Student Assistance may be applied for through the Principal. This is in the form of payment plans or subsidies.



All students who are not attending the excursion are expected to be at school. All students are given the opportunity to attend unless their behaviour is of concern for their safety and the safety of other students.

Students must return permission notes and money in an envelope or pay online, prior to the excursion.

First Aid, Health and Medication

If a student becomes ill or is involved in an accident at school, he or she will normally be taken to the school's sick bay (in the Administration block). The school will contact the sick student's parents, if it is deemed serious. If this cannot be done, the School will attempt to contact the emergency contact number (given when the student is enrolled). In cases of a serious nature, the ambulance service will be called and every endeavour made to contact the parents.

If your child has a medical condition, please see the office and/or principal so that we can work together for the safety and wellbeing of your child, for example: allergies, asthma, epilepsy etc.

THE SCHOOL NEEDS TO BE KEPT UPDATED with changes of address, telephone numbers, emergency contact numbers and change of doctor. All Health Care Plans need to be regularly updated by parents.

As required by the Department of Education, medication can only be administered at school with the written authority of a parent or doctor. As a general rule, if a child needs medication, they would not be well enough to attend school.

- Teachers are not permitted to give medication.
- Medicine is not to be kept in school bags or under desks.
- Medication should be labelled with the child's name and dosage and handed in at the office.
- Only the required dosage should be brought to school.
- The child/parent is responsible for collecting the medication at the end of the day.

School Uniform

Boys Uniform

Summer Uniform

- * Maroon & white polo top with school logo
- * Grey school shorts
- * Grey socks
- * Black shoes/black sneakers

Winter Uniform

- * Maroon & white polo top with logo
- * Maroon tracksuit or grey slacks
- * Grey socks
- * Black shoes or black sneakers

Sport Uniform

- * Maroon & white polo with logo
- * Maroon shorts
- * White socks
- * Sneakers

Girls Uniform

Summer Uniform

- * Maroon & white polo top with logo
- * Maroon shorts or skirt
- * White socks
- * Black shoes/black sneakers

Winter uniform

- * Maroon & white polo top with logo
- * Maroon tracksuit or skirt with tights
- * White socks
- * Black shoes or black sneakers

Sport Uniform

- * Maroon & white polo with logo
- * Maroon short
- * White Socks
- * Sneakers

The wearing of school uniform develops school spirit. Children feel secure and accepted as school community members; and it promotes a positive school image.

Where school uniform is impractical, children should wear clothing as close to the uniform as possible.

It is expected that the school uniform be worn with respect in a neat and tidy manner.



Labelling of Clothing and Personal Belongings

Please make sure that all of your children's clothing and personal belongings are clearly marked with their name. This helps us to return lost property.

Hats

The school has a 'no hat, play in the shade' policy. Children without correct school hats will not be allowed to play in the playground areas due to the risk of excessive sun exposure and will be required to be in a shaded area during playtime. Bucket hats or wide brimmed hats are the only hats permitted. Students are asked to wear the Jugiong school hat that will protect the face, neck and ears. Girls and boys style bucket hats, with the school crest are available from the office for \$15. Beanies for winter are also available for \$10.

School logo embroidery is available at Baileyana, 182 Parker Street in Cootamundra on Ph: 02 6942 4956. They also stock the polo tops, polar fleece jumpers etc. Alternatively, 180 Clothing, 1 Derby Street, Harden, ph: 0435873420 and YES Young Embroidery Services ph; 02 63827225 also stock the maroon and white polo top with logo.

School uniforms (maroon tracksuit) are available in most big retail stores and grey stubbie shorts are available from Kmart or Big W.

A second hand clothing pool operates from the school staffroom, with limited used stock for \$1 per item.

Lost Property

Please ensure your child's name is on all items including lunch boxes, drink bottles, hats etc. Lost items can be easily returned if labelled. Students who bring personal items to school must remember, that while all care is taken, the school cannot accept responsibility for any items that go missing or get broken.

Mobile Phones and Technologies

Please see the Mobile Phone and Internet Policies for further information about the appropriate use of these devices.

Our School Badge

The School Badge portrays a crow and merino sheep. The name Jugiong means "valley of the crow" while the sheep depicts the major land use of the area.



Homework

Participation in homework is left to the discretion of parents. It can help students to practise and extend work learnt in class. Jugiong Public School supports the role of the parent as a major teacher in the child's life. By reinforcing school work positively at home through encouragement and promotion of good work habits, parents can help in developing successful learners.

If your child doesn't understand the work, please let the teacher know. Homework expectations will vary depending on the child's age, the nature of the work being undertaken in the classroom, and other factors.

Kindergarten

Home reading every night is expected and reading to your child is of great benefit. As the year progresses, students may get sight words and some hands on Mathematics activities for you to do together.

Years 1 to 6

Children are expected to do home reading and to complete any other set work that the teacher sends home for them. Homework in Years 3 to 6 will be varied and students will be expected to work more independently.

NAPLAN – National Assessment of Literacy and Numeracy

These tests are administered on a national basis for all students in Years 3 and 5. The testing is now done online, over approximately three days in early May each year.

Kindergarten enrolments

Children may commence school provided they turn 5 years by 31 July in the year of enrolment. Parents are encouraged to advise the school as early as possible about intended kindergarten enrolments. We have a kindergarten orientation program which begins in Term 4 each year.

Late Arrivals and Early Departures

Children arriving late (after 9.10am) must go to the office so that their arrival and reason for being late can be entered into the roll, before heading to class. These will be recorded as partial absences. If students have to leave the school during the day for an appointment, parents need to send in a note and visit the office before collecting the child from the classroom.

Money Collection

Money for excursions and other events should be sent to school in a sealed envelope with the child's name, class, reason for money and amount. Children should take all money and notes to the office at the beginning of the day, prior to the commencement of class. We also accept online payments (POP) through our school website.



Immunisation

The NSW Department of Health recommends that all children entering school be fully immunised. Your child will be in contact with many other children and infections spread easily in these circumstances. Any unimmunised students may need to be excluded from school during periods of contagious infections.

Internet Access and Email

The NSW Department of Education provides your child with an internet and email account. Your child will have an individual username and password to login to the internet at school. This means that while at school, their access to the internet will be filtered to help stop inappropriate sites from being accessed.

Your child will also have an email account, which lets them send and receive written messages. Students can access their email account from the Student Portal.

Learning and Support

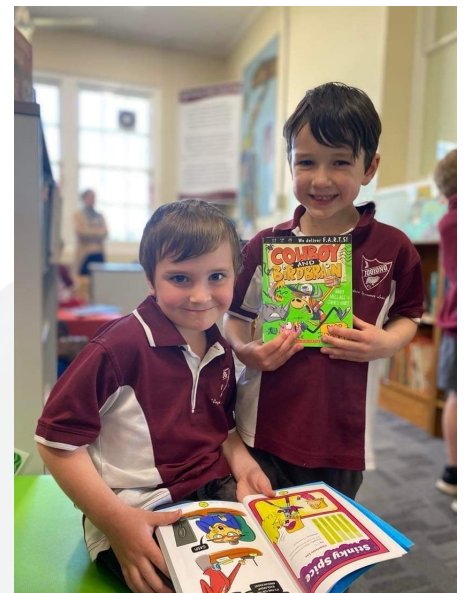
Teachers respond to the learning needs of every student. Teachers at Jugiong Public School also gain support from the Assistant Principal Learning Support (based in Cootamundra), Learning and Wellbeing Officer (Wagga Wagga), Home School Liaison Officer (Wagga Wagga), and School Counsellor/Senior Educational Psychologist (Wagga Wagga). These people provide invaluable support to parents and teachers in planning programs to meet the needs of all students and developing Individual Learning Plans.

Library

The library is a crucial part of our school. As we have a strong commitment to the development of literacy in our students, we continually endeavour to build up our resources and to help the children develop a love of reading.

All students must have a library bag to borrow a book. Library bags are available from the office. If books are damaged or not returned, the office will notify you about the replacement cost.

We regularly offer students the opportunity to order quality books at very reasonable prices, from the Scholastic Book Club.



Musical Tuition

Parents can register their children for weekly, individual music lessons with a highly qualified tutor from the Young Regional School of Music. The tutor provides these lessons at school one day per week. We also participate in whole school choir lessons and the children have numerous opportunities to perform each year.

Playground

We are fortunate to have two distinct playground areas that are supervised by teachers. Our upper grassed and concrete playground areas have basketball and netball goals, cricket nets and sandpits. 'The Flat' offers a large grassed play area with covered climbing equipment, picnic tables, netball and football goals and a cricket pitch for students to use during break times.



Policies and Procedures

Our policies and procedures follow requirements and guidelines from the Department of Education. Please see our school website or the Department of Education website for further details.

Positive Behaviour for Learning (PBL)

PBL is our whole school approach to teaching students good behaviour choices through our core values of Respect, Responsibility and Resilience. Students can earn rewards through demonstrating our core values in classrooms and in the playground.

RFF (Release from Face to Face Teaching)

Classroom teachers are released from their class for two hours per week. During this time, another teacher takes the class for specific lessons. Teachers use this time to plan, prepare and mark work and have meetings with parents.

Religious Education

Religious Education is usually called 'scripture'. Scripture lessons are held on Friday's for thirty minutes. Jugiong Public School has a teacher from the Catholic Archdiocese of Canberra and Goulburn.



Transport to and from School

Whether students travel to and from school by bus, private car, bicycle or foot, road safety is paramount. Research shows that young children rarely have good, reliable road safety sense and we request that you drop them off/pick them up on the school side of the road at all times.

Parents permitting students to ride a bike to school are asked to consider bike road worthiness, bike size, appropriate clothing including the compulsory wearing of a helmet, and the school rules. Bikes are only to be walked within the school grounds before being placed at the northern end of the weather shed.



If, at any time, your child needs to go home with somebody other than the usual person, please let the teachers know (ring or send a note), so we have no cause to worry about the child being with strangers.

If the situation arises whereby your child misses a bus, please assure them to return to the school office, whereby home will be contacted.

Private Cars

Students travelling by private car are dropped off/picked up outside the school perimeter.

Students being picked up are requested to wait inside the school fence until their parent arrives. Parents are requested to be alert to student movement in the "pick up" area.

Walkers

Students walking to and from school must walk straight home once they leave the school grounds unless they have special permission from their parents and the teacher concerned is informed.

Application forms for free bus travel under School Student Transport Scheme are available from the school. The school is able to advise the eligibility criteria for free student transport. Please contact the office.

Special Days and extra curricula Opportunities

Extra curricula activities vary each year. These can include learning, sporting, social or environmental opportunities. Special days make school life a rich and interesting place. These events may include; sport, carnivals, in school performances, guest speakers, excursions, Spelling and Sporting challenges, public speaking, P&C BBQ's, Education Week activities, Book Week activities, Athletics Carnival and more.

Mufti days are sometimes held as fundraisers. A mufti day is where students do not have to wear school uniform. For this privilege they usually make a gold coin contribution to a selected charity.

Eating at School

FRUIT BREAK

Please encourage your child(ren) to participate in Crunch n Sip by supplying fresh fruit or vegetables for your child to consume in the morning.

Also a large water bottle that can be bought into the classroom.

Students who are not hungry and well hydrated perform better in the classroom, show increased concentration, and are less likely to be irritable and disruptive.

LUNCH TIME 11.10—11.55am

All students are required to be seated to eat their lunch for a period of no less than 10 minutes. Please consider your child's well-being by providing an adequate and nutritious lunch.

AFTERNOON RECESS 1.45—2.10pm

Again consider healthy and nutritious snacks. Children get hungry at school and burn off a lot of energy during play. Ensure that you pack enough food to sustain your child for the entire day.



Mother's Lunches

Mother's lunches, where parents provide morning tea and lunch that can be purchased by the children, will be held sporadically throughout the year.

Sport

For Infants, a Perceptual Motor Program operates to develop motor skills within the school curriculum. Infants' students also participate in a Small Schools Carnivals where there are juvenile events.

K-6 sport is held on Friday afternoons.

Carnivals

Primary students participate in swimming, cross country and athletics carnivals.



Reporting to Parents and parent/Teacher Interviews

Parent information sessions are held early in the year where parents are invited to meet the teacher and be informed of curriculum content to be taught, homework and other organisation. Parents can ask general questions.

At the end of Term One, all parents and carers are invited to meet with their class teacher. Parents may also make an appointment at any time to have an interview with a teacher. Please ring the office or see your teacher to make an appointment. Remember that teachers cannot have long conversations with parents when they are with their class.

Parents will receive a report twice each year at the end of Terms two and Four. Keeping parents informed of their child's academic and social progress is an important function of the school. Reports are based on continuous assessment and evaluation. Judgements on individual progress will be based on the knowledge, skills and understanding that each student should develop at each stage of primary school as outlined in the syllabus.

Textbook levies' or subscriptions

At our school, textbook levies or subscriptions are part of our school supplies and it is expected that parents will purchase these for students. In our ever increasing digital age, 'textbooks' are often subscriptions to online resources and resources like School Magazines. This is the way of the future where traditional textbooks may be replaced with subscriptions that are a more engaging and interactive way to help students both at home and at school.

These are not part of the voluntary Contributions. We ask parents to pay for these as you would any 'textbook' levy.

Voluntary Contributions

Our school also has a voluntary contribution currently set at \$30 per student. This money helps to ensure that our school can provide a quality education to students. Please pay these to the school office at the beginning of the year.

Sun safety

Our school is a Sunsafe School. NSW public schools run programs designed to make students aware of the damaging effects of the sun.



Values Education

Students in NSW government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community. Schools in NSW share, with families and the community, the responsibility for teacher values.

Public schools teach values, that underpin learning. Public schools also provide students with opportunities to explore the values that lie behind diverse community attitudes to political issues and social concerns. Values are taught explicitly in classrooms and through the activities and relationships of the school and its community.

Values guide student welfare and discipline, how the school communicates with parents and the opportunities for staff, students and parents to participate in decision making. Our core values are integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

