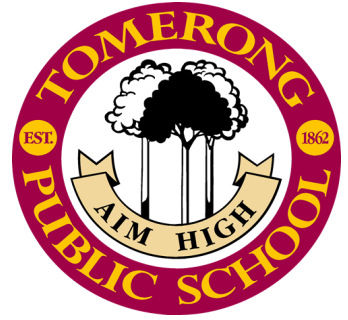


# TOMERONG PUBLIC SCHOOL



Be Safe - Be Responsible - Be Respectful - Be Your Best



Education

*Quality Education in a  
Caring Environment*

# **Welcome to Tomerong Public School**

*Welcome to Tomerong Public School. We intend to make school a pleasant and rewarding learning experience for your child.*

*Tomerong Public School currently caters for approximately 160 students across seven class groups ranging from Kindergarten to Year 6. Established in 1862, the school possesses strong, traditional links with the local community and a commitment to quality education.*

*The provision of a broad range of educational experiences is made possible through the dedication of staff and the support of parents and other members of our school community.*

*Quality teaching and learning programs have been developed to meet the students individual learning needs, whilst at the same time develop their sporting and creative talents and social skills.*

*Social development is enhanced when all members of the school community participate in the learning programs and activities of the school. We encourage all parents and carers to become involved in all aspects of our school.*

*Our school is supported by an active Parents & Citizens Association (P&C). This body works with the staff to identify and work towards achieving short and long term goals for the school.*

*I am sure that your family will enjoy being a part of the Tomerong School family and that your involvement with our school will be positive, enjoyable and very rewarding.*

**Rod White**  
**Principal**

## **How to contact us**

<b>Address</b>	355 Hawken Road, Tomerong NSW 2540
<b>Phone</b>	02 4443 4376 or 02 4443 5407
<b>Fax</b>	02 4443 5073
<b>Email</b>	<a href="mailto:tomerong-p.school@det.nsw.edu.au">tomerong-p.school@det.nsw.edu.au</a>
<b>Web</b>	<a href="http://www.tomerong-p.schools.nsw.edu.au/">http://www.tomerong-p.schools.nsw.edu.au/</a>
<b>Facebook</b>	<a href="https://www.facebook.com/Tomerong-Public-School-713114098818035/">https://www.facebook.com/Tomerong-Public-School-713114098818035/</a>

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# **Learning**

## **Student Outcomes**

At Tomerong Public School, student success is measured not only by academic results, but also by the values, skills and attitudes that students develop and display. Our staff provide students with opportunities for academic and social development, which will enable them to graduate with the following attributes:

- To be a self directed learner
- To take responsibility for their own actions and behaviours
- To have a sense of social justice
- To have an enquiring mind
- To have a sense of achievement and a positive sense of wellbeing
- To be a responsible and active member of the community

## **Subjects**

Our school teaches NSW Syllabus for the Australian Curriculum. Subjects taught at our school are: English, Mathematics, Science, Geography, History, Creative Arts and Personal Development, Health & Physical Education (PD/H/PE).

The school reports to parents on student progress twice a year at the end of each Semester (Terms 2 & 4). However, parents are welcome to discuss their child's progress with their class teacher at any time. We do ask that you contact the school on 4443 4376 so that an appointment can be made.

## **Student Wellbeing**

Tomerong Public School follows the 'BeYou' framework, incorporating a range of social and emotional programs to ensure student wellbeing is enhanced. With a focus on the teaching of positive values, students are taught to be respectful and responsible school citizens. The school values strong links to the wider community and sees the education of children as a shared responsibility of parents and students in partnership with the teachers. We have strategies in place to promote good discipline and effective learning. These include, a curriculum developed to meet student needs, the consistent use of good behaviour management techniques, programs aimed at developing self regulation, communication and responsible decision making, building networks to support our students and their families and school values that are consistently applied. Our school is focused on the development of positive relationships within the school and the provision of opportunities for students to take responsibility for their actions in a wide variety of situations.

## **School Learning and Support Teacher**

Tomerong Public School has a Learning and Support Teacher who works with students with additional learning and support needs to enjoy the same opportunities and choices in their education as their peers.

## **School Counsellor**

At Tomerong Public School the school counsellor provides valuable support for students and is an integral part of the school's Learning Support Team. The school counsellor works closely with students, parents and teachers to provide counselling and psychological assessment for students with specific needs.

## **Homework**

Regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits. Homework will be given to reinforce, extend and consolidate basic skills. Students are expected to take responsibility for completing their homework, but will benefit from parent or carer support. No formal homework will be given to Kindergarten students, although they may be expected to prepare for 'News' or find pictures and objects for class projects. Parents are encouraged to support literacy development with their children by sharing stories and reading with them on a daily basis.



# **Learning**

## **Library**

Our Library provides a place for children to explore and enjoy some wonderful resources to help instil a love of reading for life. The Library houses the latest in fiction, non-fiction and teaching resources. These resources are available for individual borrowing or class use. Our Teacher/Librarian is at the school for two days each week, during which time, each class will visit for a Library lesson and for the sharing of quality literature. All students are encouraged to borrow regularly from the Library.

The use of a library bag is essential in order to keep our resources in top condition for all to enjoy. Sturdy school crested bags are available for purchase from the administration office. Volunteers are always most welcome in our Library and can assist with shelving or book covering. Please contact our Teacher/Librarian if you would like to help out in the Library.

## **Technology**

Our school is equipped with the latest learning technologies, including iPads, laptops and interactive whiteboards in each classroom to support student learning.

## **Bookmobile**

Our school Library is supplemented by the Shoalhaven City Library Bookmobile service which extends the range of books that our students can borrow. The Bookmobile visits the school every second Tuesday and students are encouraged to apply for their own Shoalhaven City Council Library borrowers card so that they can borrow books to read at home from this excellent resource.

## **Sport**

The physical fitness and wellbeing of our students is a priority. Regular lessons place emphasis on hand-eye co-ordination, game skills, positive attitudes and a knowledge of rules and fair play. Friday is sport day for K-6 at Tomerong and all students are encouraged to wear their sports uniform on that day.

All students are allocated a House group when they enrol at Tomerong. These groups compete for a House trophy at various sporting events throughout the school year. Tomerong Public School House groups are Acacia (yellow/gold), Spotted Gum (blue) and Turpentine (green).

Throughout the year, students have the opportunity to participate in school swimming, cross country and athletics carnivals. Students over 8 years of age also attend sporting trials and gala days where the students will compete against other schools from the district in sports such as soccer, netball, AFL and dragon tag. These events are organised by the South Shoalhaven Primary Schools Sports Association (P.S.S.A.) of which we are a member. Primary students also participate in our Leisure Sports Program during Terms 1 and 4 where they enjoy a range of activities such as fishing, swimming, mini golf and tennis.

## **Fruit/Vegetable Break - Crunch & Sip**

As part of our program to promote healthy eating, each class will stop for a short fruit or vegetable break each morning. We ask that parents please ensure that their child has a piece of fruit or vegetable prepared each day. For additional information and ideas about Crunch & Sip, please visit: <https://www.crunchandsip.com.au/parents>.

## **Special Religious Education**

Special Religious Education (formerly known as Scripture) sessions are currently conducted in half hour time slots each Wednesday afternoon. Our SRE teachers are volunteers from the local churches, however, classroom teachers remain with students during these sessions. Tomerong Public School currently offers lessons in both Catholic and Combined Christian religions. Our Combined Christian group incorporates Anglican, Wesleyan, Methodist, Presbyterian, Uniting, Baptist etc. churches. Students who do not participate in Special Religious Education groups will be supervised by a classroom teacher.

## Daily Routine

### Car Parking & Pedestrian Access

Car parking spaces in the school grounds are very limited and so are only available for staff, disabled parking and delivery vehicle access. Parent parking is available on Hawken Road and Church Street. Parents and students can access the school grounds via the Hawken Road pedestrian gate, next to the Tomerong Post Office or off Church Street through the pedestrian gate via the Council Playground, this is the safest option. Please take note of all bus zones and other signs. **For safety reasons, the driveway and car park are not to be used for pedestrian access at any time.** For the safety of our students, we ask that parents/carers use the designated Children's Crossing, on Hawken Road, at all times.

### Bikes At School

Children under the age of ten are not encouraged to ride their bicycles to school unsupervised, as they generally do not have sufficient awareness of road safety issues. All students who ride a bike to school must wear a protective helmet. Riders must always walk their bike when inside the school grounds to the designated bicycle storage area, on the northern sided of the school grounds, behind the Sensory Space.

### Bus Travel

Tomerong Public School is serviced by buses from Nowra Coaches and ShoalBus. All students in Kindergarten, Years 1 and 2 are eligible for free bus travel, but older students must live more than a 1.6km radius from the school to qualify for free bus travel. Parents can apply for a bus pass for their child by visiting [transportnsw.info/school-students](https://transportnsw.info/school-students).

When students are transitioning from Year 2 into Year 3, a new online application needs to be submitted to ensure that your child is still eligible for free bus travel. All eligible passes are then sent to the school for distribution in Term 1.

Students are required to show their bus pass as they get on the bus and if lost, bus passes can be replaced by the bus company at a cost to parents. Parents can apply for replacement bus pass by visiting the website above. Likewise, when students move house and are still eligible for free bus travel, they must apply for a new bus pass by visiting the website above.

Behaviour on the bus is the responsibility of the bus companies who may suspend the pass of any student who does not behave in a safe and sensible manner. All students are expected to behave appropriately as they travel to and from school.

### School Drive Subsidy

School Drive Subsidy is administered by Transport for NSW and is available to NSW residents in areas where there is no public transport to drive an eligible student all or part of the way to school. The subsidy is for driving school students to school or to the nearest transport pick up point (bus stop) by private motor vehicle. Information about the subsidy can be found by visiting the following link:

<https://apps.transport.nsw.gov.au/ssts/schoolDriveSubsidy#/schoolDriveSubsidy>.

### School Assemblies

A brief morning assembly is held each Monday at 9:15am in the Covered Outdoor Learning Area (COLA). This is when messages and events are announced. Formal whole school assemblies are held fortnightly on a Friday, usually at 2:40pm, however, times may change depending on what will be presented at the assembly. Please check the weekly Bulletin for times. These assemblies are conducted by the student leaders. Class, Sport, Special Awards and Class Presentations are also presented at this time. Parents and friends of the school are always welcome to attend these assemblies.

# Daily Routine

## Office Hours

Our friendly school administration staff provide daily support to our students, teaching staff, visitors and members of our school community. Our office operates between 8:30am and 3:30pm from Monday to Friday. You can contact us in person or by phone on 4443 4376.

Email enquires can be sent to [tomorong-p.school@det.nsw.edu.au](mailto:tomorong-p.school@det.nsw.edu.au) and they will be directed to the appropriate staff member. For all enquiries outside of these hours, you may leave a message on the school's answering service and our administration staff will return your call as soon as we are able.

## Class Hours

Children are supervised from 8:45am until 3:10pm.

**Classes commence** at 9:15am.

On Monday mornings students first assemble in the Covered Outdoor Learning Area (COLA), Tuesday to Friday children line up at their classrooms.

**Lunch** is from 11:15am until 12:05pm.

**Recess** is from 1:35pm until 1:55pm.

**Departure** time is at 3:10pm.

## Before & After School Care

*Tall Trees Before and After School Care*, conducted by the Tomerong Parents & Citizens Association, operates each school morning from 7am - 8:45am and each afternoon from 3:10 - 6pm. Students can attend on set days, or on a casual basis when parents require the service. For all enquires, please contact Co-ordinator Anna See on 0490 337 292. Enrolment forms are available from the office waiting room.

## Attendance

Children are required to attend school every day, including special days and sport days, unless they are sick or there are authorised reasons why they cannot attend. Following an absence it is a Department of Education requirement that parents send a note explaining the absence to your child's class teacher within five days of the absence. A note of explanation should contain the date the note was written, your child's name and roll class, the days and dates that your child was absent from school, the reason your child was absent and the signature of the parent.

Absence notes can be provided to the school by using the Skoolbag App or by email to [tomorong-p.school@det.nsw.edu.au](mailto:tomorong-p.school@det.nsw.edu.au). For your convenience, Absence Note booklets are available from the office waiting room. On the day that your child is absent from school, you may call the school to advise of the absence, however, a note explaining the absence is still required upon their return to school. Regular attendance is essential if your child is to reach his or her full potential.

## Late Arrivals & Early Departures

When parents and carers collect their child early from school, we ask that they first go to the administration office to request an early leavers pass. Likewise, when a student is late for school or being returned after an appointment, parents should accompany them to the office to provide an explanation for the absence. A late/absence slip will then be generated for the student to hand to their classroom teacher.

Parents are encouraged to ensure that students arrive at school on time each day. Arriving on time every day, allows for socialising with friends prior to the commencement bell and helps to set a student up for their day of learning.

To minimise disruption in your child's learning, we ask parents and carers to make appointments for your children outside of school hours.

## Administration

### Application to Enrol

When enrolling a child into a NSW Public School for the first time, parents and carers will need to complete an Application to Enrol form. Personal information provided on the form will be obtained for the purpose of processing a student's application for enrolment. It will be used by the Department of Education for general student administration and communication and other matters relating to the education and welfare of the student.

While the provision of this information is voluntary, if you do not provide all or any of this information, it may delay or prevent the processing of an application for enrolment. You may access or correct any personal information by contacting the school.

If your child is transferring from another NSW public school to Tomerong Public School, it is not necessary to complete an additional Application to Enrol form.

### Proof of Residence

The Enrolment of Students in NSW Government Schools policy is in place to assist schools to meet their obligations under the Education Act 1990 - to ensure that every student has a place at their local school.

When enrolling a student at Tomerong Public School, parents and carers are asked to complete the 100-point residential check to confirm they live within the school's designated intake area.

Acceptable documents are as follows:

Documents showing the full name of the child's parent	Points
1. Only one of (i.e. No additional points for additional documents) <ul style="list-style-type: none"><li>• Council rates notice.</li><li>• Lease agreement through a registered real estate agent for a period of at least 6 months or rental bond receipt.</li><li>• Exchanged contract of sale with settlement to occur within the application school year.</li></ul>	40
2. Any of the following <ul style="list-style-type: none"><li>• Private rental agreement for a period of at least 6 months.</li><li>• Centrelink payment statement showing home address.</li><li>• Electoral roll statement.</li></ul>	20 each
3. Any of the following documents <ul style="list-style-type: none"><li>• Electricity or gas bill showing the service address.*</li><li>• Water bill showing the service address.*</li><li>• Telephone or internet bill showing the service address.*</li><li>• Drivers licence or government issued ID showing home address.*</li><li>• Home building or home contents insurance showing the service address.</li><li>• Motor vehicle registration or compulsory third party insurance policy showing home address.</li><li>• Statutory declaration stating the child's residential address, how long they have lived there and any supporting information or documentation of this.</li></ul>	15 each  *up to three months old

### Immunisation & Birth Certificate

To enrol your child at Tomerong Public School, parents and carers are asked to provide an immunisation certificate showing the status of their child's immunisation history e.g. up to date, not up to date or can't be immunised for medical reasons. If an approved immunisation certificate is not provided at enrolment, students can still be enrolled, but they will be considered as unimmunised in the school's Immunisation Register.

Parents and carers are also asked to provide a Birth Certificate to confirm their child's identity. If your child is a permanent resident, but not an Australian citizen, you will also need to provide a Passport and a current Visa.



# **Administration**

## **Family Contact Details**

Upon enrolment at school, parents and carers will provide their contact details to the school. Should any of those details change over time, we ask that parents and carers please notify the school promptly, so that the information can be updated against your child's record. This includes; postal address, mobile and phone numbers and email addresses. It is also very important to periodically review your child's Emergency Contacts, as these can vary with each sibling, their contact details can change over time or they have moved away. Keeping contact details up to date is crucial when a child is unwell or there is a medical emergency. It can be very distressing for a sick or injured child when a parent cannot be contacted.

## **Permission Notes**

Every year, students will participate in a number of extra curricula activities and excursions for which we need parental or caregiver permission and in these instances individual permission notes will be distributed. These will outline the specifics of the excursion and the cost involved. Permission notes will usually have a return by date and we encourage parents and carers to action them promptly as this greatly assists us in organising extra curricula activities for our students.

Permission for students to attend Short Walking Excursions around the local area, outside of school grounds, is sort annually. These excursions can include, a visit to the Tomerong Rural Fire Station, attending the School of Arts hall for school activities, Clean up Australia Day or an historical village walk.

## **Authority to Publish**

From time to time, Tomerong Public School will include images of current students in the school's weekly newsletter, the Bulletin, on the school's website and Facebook page and in promotional material, such as brochures, prospectus and the Annual School Report. Also, on occasion, the school receives requests from local newspapers to publish images and names of students when covering school based activities. An Authority to Publish form is issued to all students at the beginning of each year on which parents/carers should indicate whether or not permission is granted for their child's image to be used in any of these formats. Should you wish to withdraw your permission for the use of these images, you should indicate this to the school in writing.

## **Communication Between Home & School**

Students thrive when there is strong connections between home and school. Good communication facilitates an effective partnership between families and school. Our staff endeavour to be as accessible to parents as possible and we encourage parents to make contact if they would like to discuss any aspect of their child's time at school.

Keeping parents and carers informed about school activities and events is disseminated in various ways.

Our school's newsletter, the Bulletin, is produced each Wednesday and is distributed to our families via email. As well as providing information regarding upcoming school events and services, the Bulletin also highlights our student's learning activities and their achievements. Please take the time to read the Bulletin each week. You can also access the Bulletin via the school's website at:

[website https://tomerong-p.schools.nsw.gov.au/](https://tomerong-p.schools.nsw.gov.au/). Or the School's Facebook page.

As well as the Bulletin, each classroom teacher provides a class newsletter, usually at the beginning of term 1, detailing planned curriculum content, homework expectations, library days and other planned activities.

Parents and carers can also keep up to date with current events via our school's Facebook page and Skoolbag app. For daily communication, such as student absence letters, parents are encouraged to use the Skoolbag app or email the school at [tomerong-p.school@det.nsw.edu.au](mailto:tomerong-p.school@det.nsw.edu.au), or call the school on 4443 4376.

## ***Administration***

### ***Medication, First Aid & Sick Bay***

Our administration, support and teaching staff are dedicated to ensuring the health and wellbeing of all students is our highest priority.

If your child has an existing medical condition, please advise our administration staff. Parents and carers are required to provide the school with a current individualised management plan for severe asthma, anaphylaxis, epilepsy and diabetes or any other medical condition that may require emergency care. This management plan should be developed in consultation with your family doctor.

Sometimes it is necessary for children to take prescription medications. We ask parents to arrange for medication to be administered at home before and after school. However, if a child needs medication throughout the day, parents may arrange with our office staff to administer medications and in this case, a form detailing the specifics of dosage, time, and duration will need to be completed. Request to Administer Medication forms can be obtained from the administration office. Please note that the school does not administer any non-prescription medications, such as paracetamol, anti-inflammatory, antihistamines, cough medicines etc unless it is for a diagnosed condition and prescribed by your child's doctor.

If your child requires Asthma medication, an Asthma Action Plan from your child's doctor will need to be provided to the school (even if your child self-administers). Parents and carers are also asked to provide the school with Asthma medication and a Spacer which will be stored at the office. Students may carry their own Asthma medication, however, parents and carers will need to complete a form seeking permission for a student to carry and administer their own medication.

Our school administration staff at Tomerong Public School are first aid trained and hold a current Apply First Aid certificate with St Johns Ambulance. Minor first aid will be provided to all students in need of it, however, in more serious cases, parents and/or an ambulance will be called if necessary.

If a child is sick and admitted to the sick bay, parents will be contacted and requested to come and collect their child when needed. Please keep your child at home if they show signs of illness prior to leaving for school as this will help to ensure that the spread of infection is kept to a minimum.

Please don't hesitate to call our office staff if you need to discuss anything in relation to your child's health care needs.

### ***Payment for Activities & Money Collection***

At Tomerong Public School, the preferred method of payment for school activities is via our Parent Online Payment facility. This can be done by visiting the school's website at: <https://tomorong-p.schools.nsw.gov.au/>, selecting the Make a Payment tab at the top of the page and entering the requested information. Please note that credit card details are not stored using this facility, so each time a payment is made, this information needs to be re-entered. This is a safe and efficient means of paying for school activities. If making an online payment for an excursion or activity where a permission note is required, please ensure the signed permission note is returned with the payment receipt number recorded on the note.

Money can also be placed in a paper envelope (no plastic clip lock bags please), sealed securely and labelled with the student's name, class, amount and reason for payment. These envelopes are to be placed into the money collection box located in the office waiting room in the morning, prior to the commencement of classes, so that any monies can be processed during the day. A receipt will be issued to each student and these will be returned to students via their class teacher. Please note that in most cases the school cannot provide change. Therefore, we request that if paying by cash, that the correct amount be placed in the envelope. If change is to be given, this will be sent home with the student unless otherwise requested.

Please note that Tomerong Public School does not have EFTPOS facilities.

# **Administration**

## **Voluntary Contributions**

At the beginning of each school year, families are asked to contribute towards the ongoing costs of providing resources for student use throughout the year. Voluntary Contributions are reviewed and determined each year at the first P&C meeting in Term 1. The funds collected from Voluntary Contributions are used to purchase classroom resources such as home/school readers' and topping up reading schemes.

## **Book Club**

Scholastic Book Club provides families with the opportunity to purchase quality books at very reasonable prices. Hard copy catalogues for Book Club are distributed to families twice each term, from which they can order merchandise and books through the school. Parents and carers can place an order with Scholastic Book Club using the Loop Order facility for our school (this can be accessed at: <https://mybookclubs.scholastic.com.au/Parent/Login.aspx> or via the link in the Bulletin on the school's website). This is the preferred method of ordering through Scholastic Book Club. However, payment for Book Club can also be made through our Parent Online Payment (POP) facility. Please type Book Club as your reference in POP and write your payment reference number on your order form prior to sending it back to school. If you would like to pay for your order by cash, please place your order into an envelope (no plastic bags please), along with payment, with the student's details clearly marked on the outside. Orders can be placed in the Money Collection box located in the office waiting room. With each order, the school earns bonus points which are deposited into our electronic Bonus Point account. These points accumulate and are used to order free books, software and resources for the school.

## **Lost Property**

Our staff will always endeavour to return all labelled clothing to its owner, although the responsibility for the care of personal property rests with each child. All items of clothing, including shoes should be labelled with the current owner's name. Please also label lunch boxes, pencil cases, school bags, hats and other easily misplaced property. The lost property box is located in the COLA and can be accessed by students and parents at all times during the school week. Students are encouraged to check through it regularly for any missing items.

## **Personal Property**

Toys and personal property can be the cause of many disputes at school. Students may bring items to share with their classmates in 'News' sessions, but these items should remain in the classroom. Valuable toys should not be brought to school as staff members cannot assume responsibility for them.

## **Mobile Phones**

Students are not permitted to bring a mobile phone to school. Mobile phones are not needed as contact can be made, if necessary, through the administration office. Any student carrying a mobile phone will be required to leave it at the office in the morning and collect it before leaving school in the afternoon. The school does not accept responsibility for any phone lost, stolen or damaged at school.

# ***Policies***

## ***School Uniform***

The Tomerong Public School community has an established uniform policy. Students are expected to be in uniform each day unless exceptional circumstances arise. Our Uniform Pool exists to support parents in providing uniform at affordable prices. The Uniform Pool is co-ordinated by parent volunteers and operates completely online. Uniforms are purchased through School Locker and can be purchased online and delivered directly to a student's home with a postage fee applicable. They can also be delivered to the school for collection, free of postage charges. If this option is better for you, simply select 'Pick Up From Liverpool' in the delivery section. All items selected for pick up from Liverpool will be dispatched to the school, at a P&C cost. Once delivered, parents will be notified and can collect their order from the school.

The Uniform Price List can be obtained from School Locker or can be downloaded from the link in the Bulletin on the school's website.

The Tomerong Public School uniform is as follows:

### **Girls Summer Uniform**

Maroon and white checked dress, culottes or skort. White collared polo shirt. Black shoes or runners. White socks.

### **Girls Winter Uniform**

Maroon and grey pleated skirt. Grey trousers. White collared polo shirt. Maroon jumper. Maroon jacket. Maroon tracksuit. Black shoes or runners. White socks or grey tights.

### **Girls Sports Uniform**

Maroon skort. Maroon sports shorts. Gold collared polo shirt. Runners. Gold socks.

### **Boys Summer Uniform**

Grey shorts. White collared polo shirt. Black shoes or runners. Grey socks.

### **Boys Winter Uniform**

Long grey trousers. White polo collared shirt. Maroon jumper. Maroon jacket. Maroon tracksuit. Black shoes or runners. Grey socks.

### **Boys Sports Uniform**

Maroon sports shorts. Gold collared polo shirt. Runners. Gold socks.

## ***School Hats***

Australia has a high incidence of skin cancer. Skin damage is the result of cumulative exposure to the sun and most damage occurs during childhood and adolescence. Under the school's 'Sun Safe' policy it is compulsory for all students to wear a broad brimmed hat each day in the playground. School hats with the school logo can be purchased through School Locker or from the administration office.

A 'NO HAT - NO PLAY' policy is followed at Tomerong. Students without hats are required to sit in the Covered Outdoor Learning Area (COLA). Parental support would be appreciated in assisting us in implementing our 'Sun Safe' policy.

















## ***Second Hand Uniforms***

The P&C are always seeking donations of uniforms that have been outgrown, so if you would like to donate these to the school, please drop them off at the office. All donations are very much appreciated. Second hand items are available for purchase for a gold coin donation. The Second Hand Uniform Pool is open during school hours. If you would like to access the Second Hand Uniform Pool, please ensure you sign into the visitors book located in the office waiting room upon arrival and departure. Please don't forget to write your child's name on each article of clothing.



# Policies

## School Uniform

			
Polo Everyday S/S White	Jumper Maroon	Fleece Jacket with Hood	Polo Sport Maroon/Gold
			
Tunic Summer	Sport Skirt & Short	Winter Skirt	Mesh Shorts Maroon
			
Short Gabardine Grey	Pants Cargo Grey	Grey Tailored Trousers	Straight Leg Track Pants
			
Polo Everyday White L/S	Hat Broad Brim	Sock Ankle Grey	Sock Ankle White

# ***Parent Participation***

## ***Parents and Citizens' Association***

Children learn best when parents and staff work together in partnership and when parents and teachers share the responsibility for this partnership.

The Tomerong Public School Parents and Citizens' Association (P&C) has been in operation since 1924. Our school is fortunate in having an active, valued and supportive P&C Association which works towards providing the best for your child and all parents are encouraged to become involved.

Our Parents and Citizens' Association is a forum for participation in discussion and decision making. Its objective is to promote the interests of the school and to assist in providing resources to the school. The P&C raise fund for the purchase of teaching and learning resources and offer guidance, support and expertise in the development of school facilities, policies and curricula.

Regular meetings are held in weeks 3 and 9 of each term, with the date and time of each meeting notified in the 'Bulletin'. These meetings enable parents and citizens to come together to determine the needs and aspirations of the school community. The Annual General Meeting (AGM) is scheduled for February each year.

The P&C conducts a range of fundraising activities throughout the year, when they call upon all parents and carers to become involved. All funds raised by the P&C are used for the benefit of all students at Tomerong Public School.

## ***Canteen***

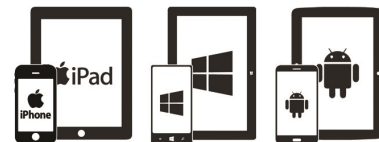
Tomerong Public School has a 'Healthy Canteen' which provides a wide variety of freshly made, highly nutritious food for the students. The canteen operates for lunch and recess on Tuesdays and Fridays. The canteen is run by the P&C Association and is co-ordinated by volunteers.

Orders should be written on a paper bag (no plastic please), with the child's name, class and order clearly marked and placed in a container which is located on the canteen counter.

The canteen menu is regularly reviewed and can be downloaded from the Bulletin on the school's website. Canteen menus can also be obtained from the office waiting room. In order to provide the high standard of freshly made lunches, volunteers are needed each week. If you would like to volunteer to assist in the canteen, you can place your name on the roster which is located on the canteen door. Your support will ensure that our canteen can continue to provide this valuable service to our students and families.

## ***Parent/Carer Volunteers***

We value the support of our parents, carers, grandparents and friends. Parents and carers are most welcome as volunteers at our school and can assist in a variety of ways, e.g. reading groups, Learning Through Play, Library shelving, book covering, canteen, timekeeping (sporting events), sport coaching etc. Should you wish to be a volunteer, it is a requirement of the Child Protection (Working with Children) Act 2012 that all persons undertaking voluntary work at a school, will need to complete a Working With Children Check (Declaration For Volunteers and Non Child Related Contractors) form. You will also need to provide, one government-issued photo identity document with full name, date of birth and current residential address and if relevant, one change of name document. The Department may verify any document with the issuing authority. These documents will need to be provided prior to volunteering for the first time. Declaration forms can be obtained from the administration office.



## How To Install Skoolbag On Your Smartphone

### For iPhone and iPad users:

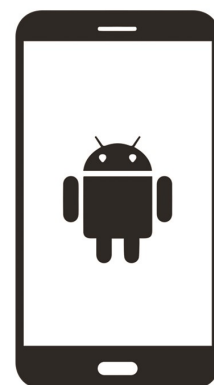
1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install".
4. The app is FREE to download.
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



### For Android users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.

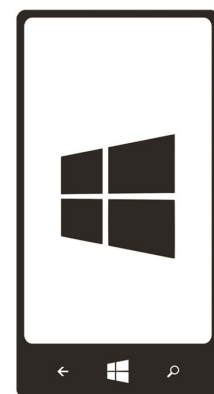


Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

### For Windows 8.1 Phone and Windows 8.1 or 10 device users:

1. Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: The Skoolbag Windows App is for 8.1 version Windows Phones, or Windows 8.1 and 10 devices.



# ***Tomerong Public School***

## ***Award System***

To assist teachers in achieving a positive learning environment, Tomerong Public School has a school award system in line with the school values.

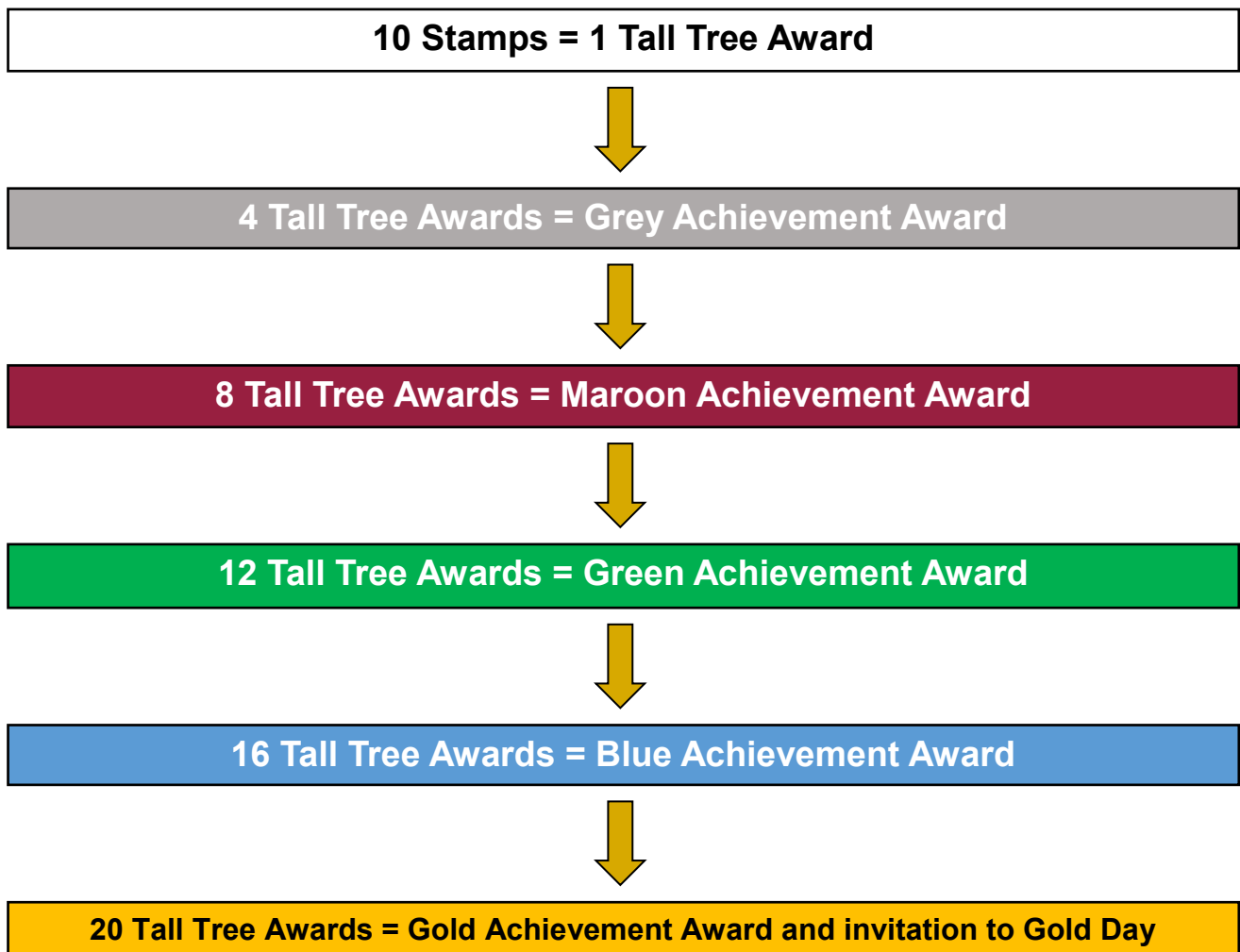
Students progress through five coloured award categories, receiving grey, maroon, green, blue and gold certificates as identified in the flowchart below.

Achievement Awards are presented at fortnightly assemblies and recipients are announced in the Bulletin.

Students who receive any coloured Achievement Award in a term are invited to a reward day at the end of that term.

Students who receive a Gold Award throughout the year are invited to a Gold Day at the end of the year where they will celebrate their achievements with a reward, which is usually held off site.

### **Tall Trees Award System Flowchart**



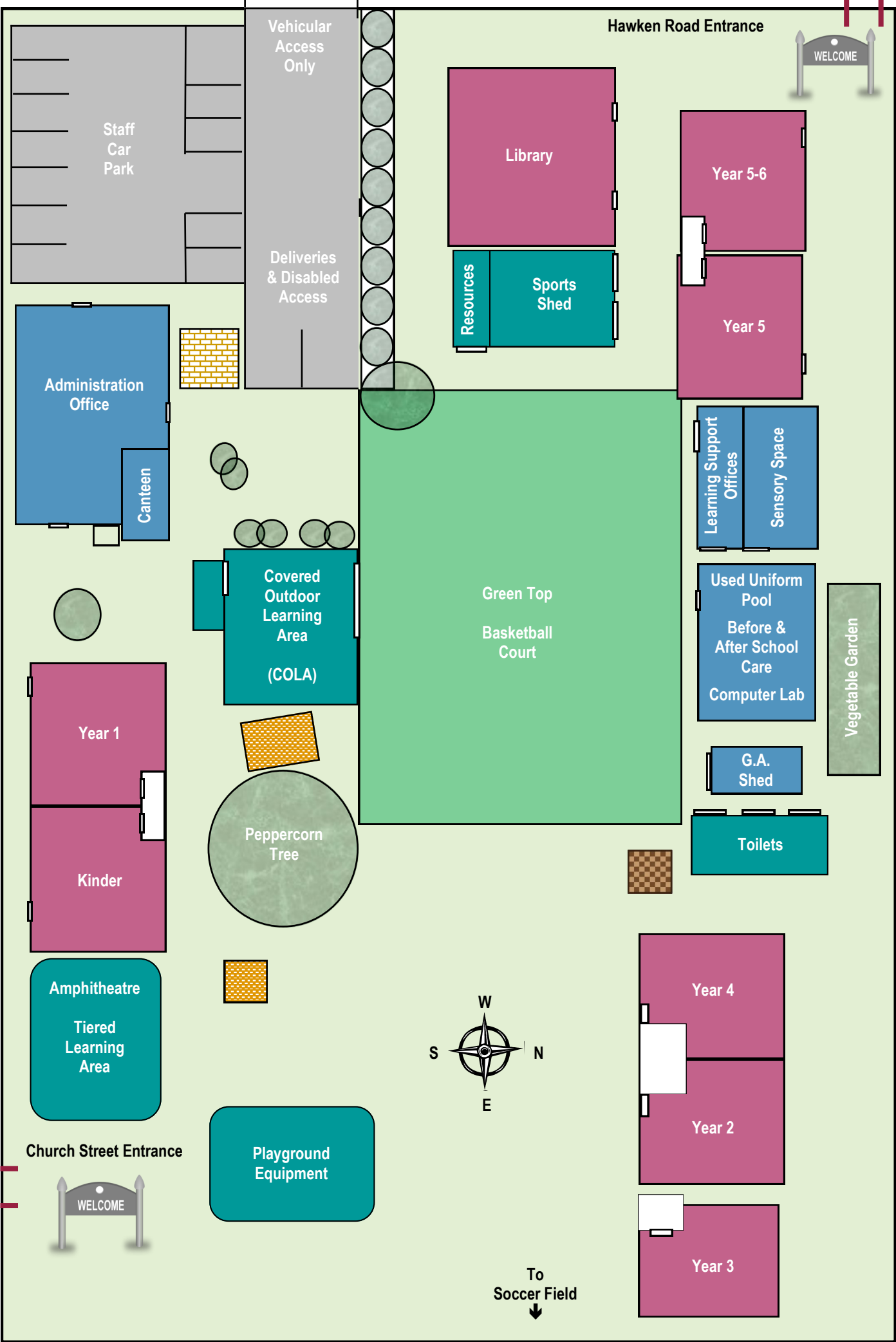


# ***Tomerong Public School***

## ***Code of Behaviour and Expectations***

<p><b>Be Safe</b></p> <ul style="list-style-type: none"><li>• Hands and feet to yourself</li><li>• Stay in bounds</li><li>• Use equipment safely</li><li>• Wait your turn</li><li>• Walk on concrete</li></ul>	<p><b>Be Responsible</b></p> <ul style="list-style-type: none"><li>• Follow instructions</li><li>• Right place, right time, right thing</li><li>• Take care of your own belongings</li><li>• Tell the truth</li><li>• Accept responsibility for your actions</li></ul>
<p><b>Be Respectful</b></p> <ul style="list-style-type: none"><li>• Speak politely and be a good listener</li><li>• Respect other people's property</li><li>• Respect personal space</li><li>• Display good manners</li><li>• Consider the feelings of others</li></ul>	<p><b>Be your best</b></p> <ul style="list-style-type: none"><li>• Wear school uniform</li><li>• Complete quality work</li><li>• Challenge yourself</li><li>• Actively participate</li><li>• Be a resilient learner</li></ul>

Parent Parking available on Hawken Road



Parent Parking available on Church Street