INFORMATION FOR PARENTS OF PRIMARY STUDENTS
Kindergarten, Years 1 - 6
SCHOOL TIMES

School commences for Primary classes at 8.55 a.m. each day and closes at 3.00 p.m.

There is a recess between 10.50 and 11.10 a.m. each day.

The luncheon break is from 12.50 to 1.40 p.m. each day.

TIME OF ARRIVAL

The school cannot accept responsibility for the safety of pupils who arrive at school at an early hour.

Supervision does not begin until 8.30 a.m.

The playground is unsupervised after 3.00 p.m. No students are to play on the equipment after 3.00pm

For safety and welfare your child should not be in the playground while it is unsupervised, or on the fixed equipment after 3pm.
KINDERGARTEN ENROLMENT

Children who will attain the age of five years prior to 1st August in that year **MAY** be enrolled during the first school week.

In our experience, some younger children struggle with the school experience and their learning. Parents may like to consider holding their child’s enrolment to the following year to ensure more successful academic and social outcomes.

An enrolment form should be completed and handed to the Deputy Principal/Primary Office, together with *documentary evidence* (e.g. Birth Certificate) of birthday and proof of residential address (e.g. Rates Notice etc.) The enrolment form assists us to better understand your child. It is helpful to give any pre-school history which will aid the teachers’ understanding of your child.

A **Certificate of Immunisation** is required for all children entering Kindergarten. The blue NSW Personal Health Record book is no longer accepted as a record of immunisation.

SCHOOL RULES

At Molong Central all students have the right:

* To be safe
* To be respected and valued
* To learn and participate.

To guarantee these rights, rules are necessary. These rules are based upon our theme of:

* Care, Courtesy, Commonsense*
# SCHOOL RULES

<table>
<thead>
<tr>
<th>THE RULE</th>
<th>HOW TO KEEP IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>LEARN ALL I CAN:</strong></td>
<td>• I will always try to do my best in class and in homework tasks.</td>
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<td></td>
<td>• I will take part willingly in all school activities.</td>
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<td>2. <strong>LOOK AFTER SCHOOL ENVIRONMENT:</strong></td>
<td>• I will take care of all school buildings</td>
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<td></td>
<td>• school furniture</td>
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<td>• school property</td>
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<td></td>
<td>• Keep the school clean and tidy.</td>
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<td>3. <strong>EARN THE SCHOOL A GOOD NAME:</strong></td>
<td>• I will wear the full school uniform with pride</td>
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<td></td>
<td>• I will try to have my best manners at all times.</td>
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<td>4. <strong>SHOW RESPECT TO MY FELLOW STUDENTS:</strong></td>
<td>• I will not disrupt the learning of others.</td>
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<td>• I will help my classmates whenever I can.</td>
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<td>• I will always be kind to others.</td>
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<td></td>
<td>• Never be involved in bullying or harassing other students.</td>
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<tr>
<td>5. <strong>SHOW RESPECT TO ALL MEMBERS OF STAFF:</strong></td>
<td>• I will follow instructions of all teachers and other adults at all times.</td>
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<td>• I will be polite at all times.</td>
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<td>• I will ask for help when needed.</td>
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<td>6. <strong>SHOW RESPECT OF THE PROPERTY OF OTHERS:</strong></td>
<td>• I will always ask permission before I borrow from others.</td>
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<td></td>
<td>• I will hand in any lost property.</td>
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<td></td>
<td>• I will come to class with my own equipment.</td>
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<td>7. <strong>BE AT THE RIGHT PLACE AT THE RIGHT TIME:</strong></td>
<td>• I will be on time to school.</td>
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<td></td>
<td>• I will be on time to class.</td>
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<td></td>
<td>• I will have permission if I am away from school or class.</td>
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<td></td>
<td>• I will stay in the right area.</td>
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<td>8. <strong>SHOW RESPECT IN HONESTY, TRUTH AND FAIRNESS:</strong></td>
<td>• I will always try to be honest, true and fair with everyone.</td>
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<td></td>
<td>• Report all serious unacceptable instances of behavior.</td>
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<td>• Accept full responsibility for my own behaviour.</td>
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<tr>
<td>9. <strong>ALWAYS ACT IN A SAFE MANNER:</strong></td>
<td>• by wearing a helmet when riding my bicycle.</td>
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<td></td>
<td>• by playing safely in the playground.</td>
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<td></td>
<td>• by keeping myself and others safe.</td>
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<td></td>
<td>• by walking safely to/from school.</td>
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</table>

**ALWAYS REMEMBER:** Care, Courtesy, Commonsense
ATTENDANCE, LATE ARRIVALS & ABSENCES

- The school day commences at 8.55 am and any child who arrives late will not be admitted to their class without going first to the Primary Office to receive a Student Late Arrival Pass. They will give this pass to their teacher on entry to their classroom.

- It would be appreciated if parents could take their child to the Primary Office so they can verify lateness. The school is most concerned, for safety reasons, that all students need to be accompanied by their parents to the Primary Office, especially in the case of younger students. If a parent is unable to leave their student at the Primary Office THEN AN EXPLANATORY NOTE INDICATING THE REASON FOR LATENESS MUST BE GIVEN TO THE PRIMARY OFFICE. On the rare occasions when the Primary Office is unattended then the parent should accompany the child to their classroom.

- If a child needs to leave the school before the end of the day, then an explanatory note must be given to the Primary Office during the day and the child will be issued with a Student Early Departure Pass, which they will give to their teacher before they leave.

- All children who leave to go home for lunch (who have not already supplied the school with a letter to cover the whole term) must collect a Lunch Pass on exit from the Primary Office, and return this pass on re-entry to the Primary Office. Again, a note must be supplied to request the lunch pass. The school has been concerned that some children leave at lunchtime and do not return in the afternoon.

The information below outlines reasons for justifiable/unjustifiable absences:

A small number of absences may be justified if your child:

- has to go to a special religious ceremony
- is required to attend to a serious and/or urgent family situation (e.g., a funeral)
- is too sick to go to school or has an infectious illness. Please indicate on the absence note exactly what is wrong with your child.

Just recording “sick” is unjustifiable.

Explained/unjustified absence:

A parent has provided an explanation of the student’s absence which has not been accepted by the principal.

Parents are responsible for:

- explaining the absences of their children from school promptly and within seven days to the school.
- Principals may decline to accept as satisfactory an explanation for an absence. The parent should be advised that the explanation has not been accepted and a reason for the decision provided.
Please note lateness because the student has slept in or missed the bus would **NOT** be a justifiable reason.

**Unjustified absence:**
A parent has:
- not provided an explanation of the student's absence within seven days of the occurrence of the absence
- provided an explanation of the student's absence which has not been accepted by the principal.

**Exemptions:**
If your child is going to be absent for an extended period of time and you know beforehand, please contact the school so that paperwork may be generated to allow your child to be deemed exempt in regards to absence.

Exemptions can no longer be granted for family holidays.

**Justifiable reasons for exemptions** are:
- Extenuating illness
- Hospitalisation
- Accredited elite sports programs
- Elite Art Programs

The above procedures provide for your child's welfare and safety and will also streamline our attendance regulations.

**NOTES FROM PARENTS**

Please write or make direct contact with your child's teacher regarding any variation in attendance, e.g.:

1. Your child will be, or has been, absent.
2. You wish your child to go home from school earlier than usual.
3. Your child will be going home for lunch.

It is also helpful to let the teacher know any significant differences in normal routine, e.g.:

* Staying with friends.
* Parent(s) very sick.
* To be collected by another person.

A **WRITTEN NOTE OR DIRECT COMMUNICATION IS REQUIRED BY LAW FOR EACH ABSENCE.**
STUDENT INFORMATION

Please advise the school immediately of any change in your address, telephone number, emergency contact people, family changes, etc. If your child is on a regular or temporary medication please make arrangements to discuss the matter with the Deputy Principal Primary.

SCHOOL UNIFORM

K-6 SCHOOL UNIFORM POLICY

Introduction

The school community considers the wearing of our school uniform to be compulsory to assist the development of a sense of belonging and pride, as well as a good school image.

GIRLS' SUMMER UNIFORM K-6
Open neck style dress with half yellow collar and front zipper and cap sleeves.
Black leather shoes.

GIRLS' WINTER UNIFORM
Tartan pinafore OR navy blue dress trousers.
(Year 6 students may wear tartan skirts without pinafore).
White blouse.
School tie (optional) - Royal blue.
Jumper - MCS polar fleece or MCS woolen jumper.
Black shoes with white long or short socks or navy blue tights.

N.B. Make-up is not to be worn by students to school. Any student wearing make-up to school will be asked to remove it.
Jewellery must not be worn at school, with the exception of earring 'sleepers'.

BOYS SUMMER/WINTER UNIFORM
Grey trousers or shorts.
Blue shirt.
School tie (optional) - Royal blue.
Jumper - MCS polar fleece or MCS woollen jumper.
Approved black shoes or boots with grey knee-high or short socks.
(Coloured canvas type shoes are not suitable for school).
WARMER CLOTHING FOR WINTER
Navy blue parka or raincoat. Navy blue beanies and scarves can also be worn.

SUN HATS - Children will wear navy blue school hats (provided by the school in the first instance) for all outdoor activities, including recess and lunch breaks.

A “No Hat-Play in the Shade” policy operates throughout the whole year.

SPORTS UNIFORM - Kindergarten to Year 6.
Gold Polo shirt.
Royal blue skirt, navy blue tracksuit pants or navy blue shorts.

NOTE: *No particular pattern is suggested as suitable shorts or skirts are available from most stores.
*Suitable sports pants or shorts to be worn under skirt.

White socks.
Joggers.

PLEASE LABEL ALL ITEMS OF UNIFORM especially items likely to be taken off during time at school, e.g. polar fleece, hats, etc.

AVAILABILITY OF ITEMS
Uniforms, school polar fleece jumpers, track pants, shorts & bags available locally at Fencing1 92 Packham Way MOLONG Ph - 6366 9208.

also Kingfisher School Gear - 151 Summer St ORANGE Ph - 63612252.

School hats are available from School Primary Office.
A Uniform Pool for second-hand uniform items operates through the School Main Office (Between 9.00 a.m. - 3.20 p.m. only, please).

Lost property items are located in box at the end of Infants classrooms.

To reduce the amount of lost property, please ensure your child's name is on all their property.
AWARD SYSTEMS

We use these award systems as another way of offering pupils positive encouragement for their endeavours.

1. HOME READING - CLUB 200 - Encouraging Daily Home Reading

Signature sheets are distributed from the Primary Office.

- Completed 25 to 75 signature sheets entitle children to Club Certificates
- Completed 100 signature sheets entitle children to Club 100 Certificate plus Principal's Morning Tea.
- Completed 125 to 175 signature sheets entitle children to Club Certificates
- Completed 200 signatures sheets entitle children to Club 200 Certificate plus Special Book Prize

<table>
<thead>
<tr>
<th>25 Signatures</th>
<th>50 Signatures</th>
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<tbody>
<tr>
<td>75 Signatures</td>
<td>100 Signatures</td>
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<tr>
<td>125 Signatures</td>
<td>150 Signatures</td>
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<tr>
<td>175 Signatures</td>
<td>200 Signatures</td>
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Club 100 Certificate (Principal's Morning Tea)

Club 200 Certificate (Special Book Prize)
2. **MERN AWARD$**

There is a set number of awards given out each Term. These are given by Staff, Parent Helpers, Scripture Teachers, for such things as:

(a) consecutive weeks with no spelling mistakes;
(b) sportsmanship;
(c) service to school/other children;
(d) book work;
(e) good manners.

When a student collects 10 Merit Awards they are then placed in the 'Merit Award' box in Mrs Backhouse's office for presentation of the next award at the following assembly.

10 Class Merit Awards = BRONZE AWARD
+ 10 Class Merit Awards = SILVER AWARD
+ 10 Class Merit Awards = GOLD AWARD
+ 20 Class Merit Awards = PLATINUM AWARD
+ 20 Class Merit Awards = SCHOOL BANNER
+ 20 Class Merit Awards = PRINCIPAL BADGE 1
+ 20 Class Merit Awards = PRINCIPAL BADGE 2
+ 20 Class Merit Awards = FOR EVERY EXTRA BADGE

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*Molong Central School*

**AWARDED TO**

Catherine Freeman

In recognition of receiving 10 Merit Awards

**Gold Award**

Given this twenty-fifth day of August, 2011

___________________

Signature
REPORTS ON PUPIL PROGRESS

Parents will receive written reports on their child’s progress. The information on the reports represents the consideration of a number of factors such as performance in a series of evaluation exercises, class work, assignments and assessments.

**Contact between the school and parents is a high priority.** Parents need not wait until reports arrive home before visiting the school to discuss their child's/children's report/progress. Parent/Teacher Interviews are conducted after the Half yearly Report. Parents are always welcome to phone and make an appointment to call in to discuss any matters concerning their children.

Naplan results (Literacy, Numeracy, Writing) for Years 3 and 5 are sent home to parents as soon as they are made available to the school. Parents are encouraged to contact the school for further explanation, if required.

Molong Central School’s Annual Report contains details of academic results – see our website: www.molong-c.schools.nsw.edu.au/

CHILD PROTECTION PROGRAM

Each year, all classes at Molong Central School are involved in a program which gives children strategies etc. to use in order to protect themselves. Parents have access to background information and can discuss the content of the program with the class teacher. Parental permission for their children to be involved will be sought at that time.
**DISCIPLINARY SYSTEM *Consequences**

**Teacher/Classroom Warning**  
**Modification Strategies**  
Varied and individual strategies employed by the teacher

These may include:  
- verbal warnings, time out, changing seating position, class detention, behaviour reflection activities, etc.  
- Students sent to buddy class for continued misbehaviour. A demerit memo will be issued if sent to a buddy class.

**Demerit Memos**  
Issued at the discretion of staff, the Demerit Memo records the misconduct and disciplinary consequence applied by the staff member concerned. Demerit Memos can be issued by teaching staff for any behaviour deemed unacceptable both in the playground or classroom.

Supervised Detention during Recess and Lunch breaks: Up to 2 days (K-2), up to 4 days (Years 3-6) decided at the discretion of the Deputy Principal. Students will participate in restorative justice sessions, school service and detention as part of their punishment.

A demerit memo may be issued by any teacher for:  
- harassment of other children  
- non-compliance with teacher/staff instructions  
- disrespect to teachers/staff/visitors to the school  
- swearing (mild)  
- out of bounds after warning  
- misuse of technology, including the use of ipods at school without permission  
- chewing gum  
- minor damage to property

**Full Demerit**  
Three Demerit Memos incurred within a term will attract the issue of a Full Demerit by the Deputy Principal/School Principal.

Incidents of a serious nature may also result in a Full Demerit issued by the Deputy Principal/School Principal and can lead to suspension.

Supervised Detention during Recess and Lunch breaks: Up to 2 days (K-2), up to 4 days (Years 3-6) decided at the discretion of the Deputy Principal.

Students will participate in restorative justice sessions, school service and detention as part of their punishment.

While on detention, students cannot participate in extra-curricular activities or sporting events. Exclusion from school excursions is at the discretion of the Deputy Principal/School Principal.

A demerit will be issued by the Deputy Principal for:  
- accumulation of three demerit memos  
- persistent harassment of other children  
- persistent non-compliance with staff instructions (at the Deputy Principal’s discretion)  
- persistent or severe disrespect to teacher/staff/visitors  
- swearing (when in the presence of, or directed towards, a teacher or another student)  
- persistent out of bounds  
- leaving school grounds  
- repeated misuse of technology, including mobile phones, or using technology to harass other students (including DEC Policy)  
- damage to property eg vandalism or graffiti  
- fighting and hitting  
- stealing  
- possession of aerosol cans eg deodorant
### Disciplinary System *Consequences* (Continued)

<table>
<thead>
<tr>
<th>Formal Suspension</th>
<th>ANY STUDENT WHO:</th>
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<tr>
<td><strong>Out-of-school suspension</strong>: up to 4 days (short suspension) or up to 20 days (long suspension). On return, in-school isolation for up to 2 days. Supervised detention during Recess and Lunch breaks for up to 2 days (K-4), up to 4 days (5-6). While on detention, students cannot participate in extra-curricular activities or sporting events. Exclusion from school excursions is at the discretion of the Deputy Principal/School Principal. Students who return to class from suspension will be placed on a Behaviour Monitoring book for 5 consecutive, successful days at the discretion of the Deputy Principal/School Principal.</td>
<td>• Displays continually unacceptable behaviour&lt;br&gt;• Is extremely insolent, persistently disobedient, disruptive or continually harasses other students or teachers&lt;br&gt;• Assaults anyone physically, or assaults verbally with the use of obscene language&lt;br&gt;• Consumes, deals in, or has in his/her possession any banned substance including illegal drugs, alcohol and tobacco&lt;br&gt;• Wilfully vandalises school or students’ property&lt;br&gt;• Is involved in incidents of serious theft&lt;br&gt;• Takes unauthorised absence from school premises and fails to return&lt;br&gt;• Has in his/her possession any implement which could be considered a dangerous weapon&lt;br&gt;• Misuses technology and/or mobile phone to harass or victimise others: uses illegal sites&lt;br&gt;WILL BE SUSPENDED FROM MOLONG CENTRAL SCHOOL</td>
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<tr>
<th>No Contact Policy</th>
<th>Consequences</th>
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<tr>
<td><strong>Zero contact with the exemption of anything within the school or curriculum framework, eg PE/Sport, Drama, as deemed by ‘common sense’</strong>.</td>
<td><strong>First offence = Verbal Warning</strong>&lt;br&gt;<strong>Second offence = Demerit Memo</strong>&lt;br&gt;<strong>Third offence = Full Demerit</strong>&lt;br&gt;<strong>Repeated offences = Full Demerit and possible suspension</strong></td>
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</table>
School Counsellors have special training in counselling and their main job is to help students and their families with problems associated with school and home. School Counsellors are in every government school. They help students of all ages, and their families, from pre-school to Year 12.

School Counsellors:
• support individual students as they deal with their problems
• assist students to learn new skills such as
  o getting on better with friends
  o controlling their anger
  o keeping out of trouble in class
• help teachers to ensure students are not harassed or bullied
• work out why some students find it hard to learn and suggest ways to help them
• help students and others deal with tragedies or natural disasters.

A School Counsellor is in the school for up to three days a week.

Mr Paul Kelly

Mrs Elizabeth Franks
This school believes that there is value in completing homework on a regular basis.

Homework will take the form of:

(i) Directed activities set by the teacher, for a specific purpose;
(ii) Other programs to be completed at the discretion of parents.

(a list of suggested activities follows).

**HOMEWORK SHOULD:**

- be done at a regular time in a designated place - (parents can help with this).
- be done as a partnership between parents and students - continue your interest in what your child is doing.
- consolidate, extend and/or enrich what is already happening in the classroom.

**HOMEWORK SHOULD NOT**

- be used as a punishment.
- be left to be done at the last moment, therefore pupils need to plan ahead for assignments.

**POINTS TO NOTE**

- Not all topics being covered in the classroom can or should become homework.
- Homework can be completed in the library or classroom before school if necessary.
- Parents need to negotiate/arrange with children a set time for homework completion considering other activities (sports, clubs, etc.).
SUGGESTED ACTIVITIES IN LIEU OF HOMEWORK

Suggested activities when no directed work is set by the teacher. Activities will depend on the ability level of individual children.

READING

- Stories can be read to younger children each night by older brothers, sisters or parents.
- Utilise the Reading Award Scheme (Club 200).
- Set aside a quiet reading period each afternoon/night.
- Encourage borrowing from the Library.
- Encourage your child to read aloud to you each night.
- Discuss the contents of books/stories with older children.

SPELLING

(a) Learn lists nightly. The best method is:

LOOK - COVER - WRITE - CHECK

(b) Complete activities similar to those used in class.

MATHEMATICS

Tables Practice: drill of tables is of real benefit.

In order: 2x, 5x, 10x, 3x, 4x, 6x, 7x, 8x, 9x, 11x, 12x.

Remember that children reach different levels at different stages. A certain class level does not mean that a particular table should have been mastered. Children should work through the tables (in the above order) according to their ability, after each one has been mastered.

eg 2 x 4 = 8
    4 x 2 = 8
    8 ÷ 4 = 2
    8 ÷ 2 = 4
2's in 8 = 4
4's in 8 = 2
WRITING

- Encourage your child to WRITE  WRITE  WRITE
- Writing a letter to a friend or relative is very meaningful and practical.
- Daily diary/sentence book.
- Shopping lists.
- Continue school story-writing.
- Draw a picture and write a sentence about it.
- Message box. (Let your child write a message to you - be sure to write back).

**DO** seek clarification from the class teacher if problems arise - we are only too happy to help.

2016 School Leaders
Reading Recovery is a school program offering individualized help to Year 1 students to become better readers and writers.

A trained Reading Recovery teacher works with your child for 30 minutes every day on an individual reading and writing program

This is extra support to the classroom reading and writing program for your child.

The library and every classroom has access to an Interactive Smartboard for class lessons. We also have a well equipped lab for computer lessons. A bank of 15 laptops and 16 Surface Tablets are available for use in classrooms, with wireless internet access. The students also have access to a connected classroom, which is utilized for Pre² activities.
The Peer Support Program has been running at Molong for the last few years. Small groups of students from K-6 are led by Year 5 and 6 students, who have been trained in leadership skills. These groups meet once a week for a Term for 30 minutes, and engage in activities that help develop in students a sense of self, connectedness and resilience.

Benefits for the Peer Leaders include opportunity to:

- practise leadership skills
- develop confidence in leading a group
- act as a positive role model
- enhance their own life skills
- develop organizational and time management skills

Younger students are provided with an optimum learning environment in which to:

- learn life skills through fun and safe activities
- form positive relationships with Peer leaders and teachers
- practice co-operation and collaboration
- build confidence to actively participate

Primary students have the opportunity of being a member of the Primary Student Representative Council at Molong Central School.

The SRC represents all students and listens to their ideas and issues. The SRC plays a big role in fundraising for various charities as well as providing exciting opportunities for the student body.
Students at Molong Central School have the opportunity to be involved in a number of extra curricular programs.

These are:

- UNSW Testing
- Primary Choir
- Premier’s Sporting Challenge
- Premier’s Spelling Bee
- Debating
- Public speaking
- SRC – Student Representative Council
- Peer Support
- Premiers Reading Challenge
- Bi-annual K-6 production
- Sporting Schools
- PSSA Sporting Teams
**SPORTING ACTIVITIES**

The children are encouraged to participate in sporting activities to develop their physical and social skills.

Sport within the Primary Department is conducted each Friday. All students must wear a hat for sport. Students also participate in Daily Fitness Sessions as part of the PD/H/PE curriculum.

Children are permitted to wear sports uniform on sports and P.E. days.

Students are also involved in PSSA representative sport and participate in District, Regional and State Carnivals.

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**BUS TRAVEL AND VEHICLE SUBSIDY**

**Bus Travel**
All Kindergarten to Year 2 children are entitled to free bus travel (where space is available), while Year 3 to Year 12 children must live further than 1.6 km (radial distance) from the school to be entitled to this free bus travel.

**Vehicle Subsidy**
Parents who convey their children more than 1.6 km ("as the crow flies") to a bus pick-up point, or directly to school where no bus service is available, are entitled to a subsidy in respect of each child.

Bus Travel and Car Subsidy application forms are available online at [https://apps.transport.nsw.gov.au](https://apps.transport.nsw.gov.au) or phone 131 500.
During the year, invitations are extended to class and grade groups to undertake excursions both in the local area and further afield. When organised, these excursions have the approval of the Principal. Students require a permission note signed by parents along with a non-refundable deposit to ensure their place in the excursion.

Appropriate behaviour is expected, and where this is not forthcoming, students may not be included in future excursions.

Where a cost is also required, and this presents some difficulties, the Principal or Deputy Principal are happy to discuss assistance etc. Please do not hesitate to approach them.

For last minute non-attendance at an excursion the bus component is non-refundable.
The school has an excellent Library that is well resourced for the whole school community. Computer technology is encouraged and incorporated into Library lessons to support the development of the students’ information literacy skills.

During the week the Library provides structured lessons for students from Kindergarten to Year 7, supervision for Senior Study periods and opportunities for all students to borrow before, during and after school. To assist in the proper care of our books, all children are expected to have a Library Bag in which their books are carried to and from school.

The Library is manned by experienced staff who are only too willing to help with any enquiry from the school community. Staff are responsible for the selection of resources and the everyday running of the Library.

Other features of our library include:

- **Book Week** – students study a selection of books shortlisted by the Children’s Book Council of Australia. Celebrations include a Book Character Parade each even year and activities to support the theme each odd year.
- **Premier’s Reading Challenge** –
  - Students from K-2 participate in the challenge in their classrooms each year. They must experience 30 books.
  - Students in Years 3-9 may nominate to participate in the challenge. They must read 20 books.
- **Book Fair** – A Book Fair visits the school annually. Parents and their children may purchase books for themselves or choose to donate books to the Library or classrooms.
- **Scholastic Book Club** – catalogues are issued twice a term and allow families to purchase books at discounted prices. Orders are organised through the Library.
**HEALTH**

Good health is vital to school progress.

It is probable that at some time during your child's school career he/she will contract one of the common diseases of childhood listed below and therefore be required to be absent from school. These are:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude for at least five days after first spots appear and blisters have scabbed over.</td>
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<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until doctor has given a certificate of recovery.</td>
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<tr>
<td>German Measles</td>
<td>Exclude for four days from appearance of rash.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Exclude until anti-lice lotion or shampoo has been used and treatment is on-going.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until sores on exposed surfaces such as scalp, face, hands or legs are treated and they <strong>MUST</strong> be covered with waterproof dressings. Keep hands clean.</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>Exclude for at least seven days after onset of jaundice. Re-admit on receipt of a medical certificate of recovery.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for five days from appearance of rash or until a medical certificate is produced.</td>
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<tr>
<td>Mumps</td>
<td>Exclude for nine days from the onset of the swelling.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Exclude until appropriate treatment has commenced or a medical certificate is produced on request.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Exclude until at least 24 hours of treatment has begun and child is feeling better.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude until child has taken first five days of a special antibiotic.</td>
</tr>
<tr>
<td>Meningo-coccal Disease</td>
<td>Seek medical help immediately. Patient will need hospital treatment. Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop. May need special antibiotic.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Keep children at home until they feel better.</td>
</tr>
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**Please call us about the illness as your child may be exempted.**
IN CASE OF ILLNESS

Should your child become ill at school, or be injured, the following procedure will be followed:

- Contact with parents or that person nominated as the emergency contact will be made if possible.
- If this contact is not made your child will be under the guidance of the school’s first aid officer unless medical treatment by a doctor, ambulance officer or hospital is necessary. The child will be made comfortable in the school clinic, which is located in the main office block. This clinic is adjacent to the main office to ensure close observation is maintained.
- A note indicating your child has attended sick bay will be given to the student to take home to parents. It is imperative that if your child has any medical condition the school be notified immediately.

If you suspect your child may be ill prior to the commencement of school, please keep him/her at home. Illness often causes distress in small children when not at home.

If your child is on a regular or temporary medication please make arrangements to discuss the matter with the First Aid Officer in the main office.
Parents need to be aware that Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening.

The main causes are certain foods and insect stings. Anaphylactic reactions can occur from the following foods:
* Peanuts
* Tree nuts (hazelnuts, cashews, almonds)
* Egg
* Cow's milk
* Wheat
* Soybean
* Fish and shellfish

Other common allergens include some insect stings, particularly bee stings, some medications, latex and anaesthesia.

Symptoms of a mild to moderate allergic reaction can include:
* Swelling of the lips, face and eyes
* Hives or welts
* Abdominal pain and/or vomiting

Symptoms of anaphylaxis (a severe allergic reaction) can include:
* Difficulty breathing or noisy breathing
* Swelling of the tongue
* Swelling/tightness in the throat
* Difficulty talking and/or collapse
* Young children may appear pale and floppy.

Symptoms usually develop within 10 minutes to one hour of exposure to an allergen but can appear within a few minutes.

We would ask all parents to be aware that there are children in school who are anaphylactic. It would be appreciated if all parents could provide foods for their children to eat that do not cause anyphylactic reactions.
School Assemblies are a regular part of the school’s program. They are held in the Hall each Thursday starting from between 2.10 and 2.20 pm. During every second assembly in Terms 1 & 2 a different class makes a presentation to the rest of the school. Special Awards, Club 200 and Principal’s Awards are presented at these assemblies.

K-2 hold an additional assembly each Friday at 12.15 pm in the Library.

Daily morning assembly takes place at 8.55 a.m.
‘Tis Molong we cherish,
The school on the hill,
Her fame never perish,
But grow greater still,
Our motto exhorts us
To be ever to the fore:
Press onward then - EXCELSIOR!
Hail! Hail! Honour the school ever more!
Our tributes we bring
Her praises we sing,
We give our pledge - EXCELSIOR!

Australians all let us rejoice,
For we are young and free;
We’ve golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature’s gifts
Of beauty rich and rare;
In history’s page, let every stage
Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair.

Beneath our radiant Southern Cross
We’ll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who’ve come across the seas
We’ve boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair.
The partnership between Molong Central School and its school community has proved invaluable and with the dedication, hard work and support of its parent committees, the school has been able to provide students with a number of additional resources and opportunities that would otherwise have been beyond reach.

Over the years the Molong Central School P & C and Canteen Committee have donated thousands of dollars to the school. These generous donations have been used in a number of different ways from the purchase of a new school bus, supplying Smartboards in classroom to supplying curtains for demountable classrooms.

P & C Associations and their sub-committees are a true reflection of real communities.

P & C Associations promote diversity, uniqueness and inclusiveness while working towards better futures for all students in public education.

Scripture is conducted on an interdenominational basis each Thursday in class groups.

Scripture lessons are held every Thursday at 12.20 in the students’ classes.

Parents who do not wish their child to be involved in Scripture must advise the Deputy Principal - Primary (in writing) each year and they will then attend Non-Scripture in the Library.
CANTEEN

Your child can order lunch from the canteen. All orders are taken between 8.30 and 8.55 a.m. Primary children are not to go to the canteen at recess. They are allowed to buy at the canteen at lunchtime only when the canteen bell goes at 1.15pm.

The Canteen is run by a paid Canteen Manager with volunteer staff and therefore relies upon the help of parents to fulfil roster requirements. The job is not a difficult one and by volunteering your services, apart from being a service to the children, it also allows the Canteen to run successfully with the workload shared by many people rather than just a few. If you can afford some time once a month this would be appreciated.

Telephone: 6366 9009 (Tina McGovern - Canteen Manager)

Meetings of the MCS Canteen Committee are held once a term.

Mrs Tina McGovern, Mrs Jenny Gamsby & Ms Alex Chilcott
Canteen Supervisors

SCHOOL BANKING

School banking takes place on Thursday mornings. Deposits to be handed in at the Primary Office before 9.00 a.m. Regular banking develops Life Skills. Students who bank weekly receive tokens towards prizes to encourage this habit.
PRIMARY STAFF

Mrs Michelle Barrett - Principal
Mrs Jane Backhouse - Deputy Principal
Mrs Audrey Brown - Assistant Principal Stage 2 (Yrs 4/5 Tomah)
Mrs Kathy Schaefer - Assistant Principal Early Stage 1/Stage 1, (Yrs 1/2 Snowy), Reading Recovery.
Mrs Jane Mutton - Relieving Assistant Principal Stage 3 (Yrs 5/6 Gibraltar)
Mrs Sally Bale - Assistant Principal Stage 3 - RFF
Mrs Dianne Monk - Teacher (Kinder Hope)
Mrs Donna Thornhill -Teacher (Kinder Yr1 Blue Cow)
Ms Lydia Ebert - Teacher (Yrs 1/2 Barrington)
Mrs Amanda Collins - Teacher (Yrs 3/4 Bimberi)
Miss Rebecca Horan - Teacher (Yrs 3/4 Canobolas)
Mr Michael Linde - Teacher (Yrs 1/2 Zeil)
Mrs Erin Smith - Teacher (Yrs 5/6 Kosciuszko)
Mrs Melissa Quinn - Computers, Teacher (1/2 Snowy)
Mrs Karen Honeyman - RFF
Mr Christopher Ruming - RFF
Mrs Kate Sullivan - RFF
Ms Robyn Wheeler - LaST
Mrs Michele Hall - Librarian
Mrs Susanna Brown - School Counsellor (W, Th)
Mr Paul Kelly - School Counsellor (Tu)
Mrs Jeanette Boyd - Primary Office
Mrs Wendy McMillan - Library Assistant
Mrs Mary-Ellen Betts - Learning Support Officer
Mrs Ruth Dugmore - Learning Support Officer
Mrs Debbie Dwyer - Learning Support Officer/Banking
Mr Leonard Punch - Learning Support Officer
Mrs Donna Thomas - Learning Support Officer

CHECK OUT OUR WEB SITE!
www.molong-c.schools.nsw.edu.au
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