Restitution

- Students will be given the opportunity to make restitution through personal effort.

They can make amends by:
- making sure they follow their plan to avoid inappropriate behaviours
- accepting their responsibilities as a student of Parkes Public School.

What happens to students who receive several referrals

- Students will need to reassess their plan to avoid these behaviours.
- Students may need to seek the help or advice of their class teacher, school counsellor or executive staff.
- Student’s parents will be informed and will be invited to an interview. They will be asked to:
  - look at the responsibilities of the students
  - discuss what happens if the student receives another referral.
- Student’s behaviour may exclude them from sporting visits, socials and excursions.
- Student’s behaviour and effort will be closely monitored until they have shown they can accept the responsibilities as a student of Parkes Public School.

SUSPENSION

Suspension is an option available to our school as a response to unacceptable behaviour and serious misdemeanours.

Students will be suspended if:
- they are persistently disobedient, insolent or engage in verbal harassment or give abuse or disrupt other students
- they intentionally cause injury or threaten serious violence against another person
- they bring a weapon, use or threaten to use any instrument as a weapon
- they bring illegal drugs onto school property.
OUR BELIEFS

- Effective reading contributes to high self-esteem which in turn contributes to good behaviour.
- Early intervention is more effective than remediation.
- Every person can learn.
- Each child should be valued as a learner and have achievements recognised.
- Success breeds success.
- What a teacher expects is what a student will give.
- Learning should be enjoyable, relevant and challenging.
- The relationship between the teacher and student is a vital factor in successful learning.
- Teachers and parents need to work co-operatively for the child to experience success.
- The basic human needs are worthiness, competency and belongingness.
- People need to be accountable for their decisions and actions, and understand there are consequences for these.

PLANNING STAGE K-6

Students whose behaviour warrants a referral are placed on the planning level. These students are required to meet with a planning level teacher or attend detention. They will discuss the incident that led to the referral. They will then devise a plan that will help them avoid inappropriate behaviour in the future.

Reasons for visiting the planning stage
- Students are given a referral when they ignore the rights of others in the school and have not displayed respectful, responsible and safe behaviour in all settings.
  
  They may have:
  - continually tried to disrupt or upset the class which means others cannot get on with their work
  - stolen
  - intentionally injured another student
  - wilfully destroyed school property or the property of another student
  - bullied another student
  - verbally abused a teacher
  - been unco-operative for a teacher in the playground
  - been unco-operative for a visiting teacher
  - abused your lunchtime/recess/sport arrangements
  - left the school grounds during school hours without permission
  - displayed unacceptable rude behaviour outside the school environment (e.g., sport, excursions).

What happens to students who receive a referral
- The teacher will assist the student in devising a plan to ensure that these behaviours are not repeated.
- A plan will be documented by the teacher.
- The class teacher will give assistance to help the student implement their plan.
- Parents will be notified by the Child Watch Committee.
- Students should talk to their parents about their plan.
- Students may forfeit the right to attend extra-curricular activities whilst on the planning level.

  Students remain on the planning level until they have formulated and implemented their plan.
GREEN STAGE

Students will need 15 more PBL commendation tokens to achieve this stage.

Reasons for being placed on this stage

• Students will have made many positive contributions to their classes and school.
• They will have received 50 PBL commendation tokens.

What happens to students on this stage

• Students will be proud of their achievements and will know they are quality students.
• They will have another mufti day on a Tuesday.

PURPLE STAGE

Students will need 20 more PBL commendation tokens to achieve this stage.

Reasons for being placed on this stage

• Students have made a consistent effort. They are cooperative, helpful and contribute in many ways to the school community.
• They have received 50 PBL commendation tokens.
• They will have another mufti day on a Tuesday.
• They will be awarded a certificate at presentation night:
  • the 20 students with the highest number of PBL commendation tokens will receive a Gold Certificate
  • the next 20 students with the highest number of PBL commendation tokens will receive a Silver Certificate
  • the next 20 students with the highest number of PBL commendation tokens will receive a Bronze Certificate
  • the remainder of the students will receive a White Certificate.

SCHOOL PROFILE

Parkes Public is a co-educational primary school with over 500 enrolled students from Kindergarten to Year 6.

Primary and Infants students have separate playgrounds.

Our school motto ‘Strive for Success’ reflects the attitude of our students and staff towards all aspects of our school including academic growth, sporting efforts and personal goals.

We offer a balanced curriculum of academic, cultural and sporting programs with a strong focus on the core subjects of literacy and numeracy.

We strive to provide a stimulating and safe environment where all children are given equal opportunity. Our programs provide for all levels, including those with special needs, learning difficulties, through to the gifted and talented.

Our enthusiastic and dedicated teaching staff operate under the guidelines of the Quality Teaching framework supported by ongoing professional development. Innovative practices are embraced.

A nurturing school community provides our students with a well-rounded education.

Parkes Public School is also a Positive Behaviour for Learning school (PBL), our core values being respect, responsibility and safety (pages 17-24 of this booklet outline our PBL program).
YOU AND YOUR SCHOOL

Parkes Public School’s principal and staff encourage parents to become involved in the school’s activities for the benefit of their children.

Following are some of the ways in which you are invited to participate.

PARENT’S & CITIZEN’S ASSOCIATION

The P&C Association meets at 7.30pm on the third Monday of each month in the staffroom. Fundraising activities are planned and educational matters are discussed.

This organisation provides valuable resources for the school which are additional to those resources the Department of Education provides. To help co-operate in your child’s education, you are urged to join.

ASSISTING IN SCHOOL ACTIVITIES

Parents are invited to become involved in many school activities. Some of the activities for which parental assistance is sought are:

- assisting in classrooms with a variety of learning experiences. e.g. reading, maths, story writing, kindergarten activities, cooking;
- helping supervise on excursions
- assisting with covering books
- providing expertise and knowledge in lessons
- participating in curriculum/policy committees
- assisting with the canteen
- assisting with sporting activities

The school greatly appreciates the help given by many parents and hopes that you will be able to assist in some way.

INVITATION TO VISIT THE SCHOOL

You are always welcome at your school. Please visit us for all our special occasions. The interest you show in your child’s school is reflected in your child’s attitude to it.

Serious misdemeanours needing immediate attention may be dealt with by:

- the student missing an excursion or sporting activity, at the discretion of the Principal in liaison with executive staff and the Child Watch Committee.
- the Principal issuing a suspension without consultation, based on DET policy.

YELLOW STAGE

Students will need five PBL commendation tokens to achieve this stage.

Reasons for being placed on this stage

- Students have been recognised as being people who make a positive contribution to our school and therefore received five commendation tokens.

What happens to students on this stage

- Parents and family will be pleased.
- Students will feel positive about their behaviour.
- Students will have a mufti day on a Tuesday.

ORANGE STAGE

Students will need 10 more PBL commendation tokens to achieve this stage.

Reasons for being placed on this level

- Students will have been hardworking, cooperative and pleasant on many occasions.
- Students will have received 15 PBL commendation tokens.

What happens to students on this stage

- Parents and family will be proud of them.
- Students will be appreciated by other students and be proud of themselves.
- Students will have another mufti day on a Tuesday.
**PBL REWARDS**

**K-2 Day Rewards**
A mufti day is rewarded for earning five commendation tokens. Subsequent mufti days are rewarded for each ten tokens earned.

- Students will receive recognition at school by having their names read out at assembly.
- Students’ names will appear in the School Newsletters.

**Years 3-6 Rewards**

- If students receive a number of commendation tokens, they will move through the various colours from yellow to purple.
- Each colour reached allows you to have one mufti day.
- Students will receive recognition at school by having their names read out at assembly.
- Students’ names will appear in the School Newsletters.

**Any student may receive commendation tokens.**

**Whole School Rewards**
Whole school rewards will be allocated at various times throughout the year at the discretion of the PBL/Welfare committee, in consultation with the staff and Principal.

**PBL Stages for Years 3-6**

There are four stages which students move through as a reward for positive behaviour. There is also a planning stage.

Placement on a planning stage is an indication that behaviour must improve. Students will move back to the previously held colour stage when he/she has earned another five PBL commendation tokens.

**PARKES PUBLIC SCHOOL HOURS**

**MONDAY - FRIDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.05am - 11.05am</td>
<td>Class</td>
</tr>
<tr>
<td>11.05am - 11.30am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.30am - 1.15pm</td>
<td>Class</td>
</tr>
<tr>
<td>1.15pm - 2.00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.00pm - 3.00pm</td>
<td>Class</td>
</tr>
</tbody>
</table>

Please note students should not be in the school grounds before 8.35am. There will be no teacher on duty until this time.

Students are supervised from 8.35am-3.00pm. Bus students are supervised until their bus leaves.

The school is not responsible for students who are in the grounds outside of these times.

**Teachers require written notification of a change in daily travel arrangements for each child.**
**INFANTS SPORT DAYS**

Kindergarten - Friday

Years 1 and 2 - Thursday

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**ASSEMBLIES**

<table>
<thead>
<tr>
<th>Class</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>Wednesday</td>
<td>2.00pm - 3.00pm</td>
</tr>
<tr>
<td>Primary</td>
<td>Friday</td>
<td>2.00pm - 3.00pm</td>
</tr>
</tbody>
</table>

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**SCRIPTURE**

<table>
<thead>
<tr>
<th>Class</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>Tuesday</td>
<td>10.30am - 11.05am</td>
</tr>
<tr>
<td>Primary</td>
<td>Thursday</td>
<td>11.45am - 12.15pm</td>
</tr>
</tbody>
</table>

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**THE PBL COMMENDATION SYSTEM**

This system rewards students who behave in a responsible, respectful and safe manner in the school.

If the teacher feels that your child deserves a PBL commendation token they will be given one and they should put the token in the box in their classroom. These will be collected and recorded, weekly.

They will receive a PBL commendation token for making a positive effort in their work and contribution to the school - in the classroom, in the playground, at school functions, at sport, on the school buses, etc.

Some examples are:

- continued co-operation
- showing care and helpfulness to others over a period or to a great degree at one time
- always having equipment and getting ready on time over a period
- an excellent assignment
- excellent bookwork
- enthusiasm for classwork
- enthusiasm and participation in discussion either as a listener or talker
- always handing work in early or on time
- continual politeness
- co-operative group work
- helping to solve problems rather than creating them
- good sportsmanship - fair play
- commitment to and perseverance in obeying school and class rules
- showing care for the school environment.
POSITIVE BEHAVIOUR FOR LEARNING

EXPECTATIONS

Be Respectful

- Follow instructions
- Be courteous and polite
- Listen when others are speaking
- Make positive choices
- Think before you speak
- Use positive body language

Be Responsible

- Accept consequences of actions
- Take care of school and own property
- Leave valuables, toys and games at home
- Be responsible for your own learning
- Make positive choices
- Be waterwise

Be Safe

- Stop, think, do
- Hands to yourself
- Follow directions
- Walk sensibly
- Be in the right place at the right time
- Stay in bounds
- Hold railings while walking down steps
- Carry/use equipment correctly.

SCHOOL TO PARENT COMMUNICATION

HOW THE SCHOOL LETS YOU KNOW WHAT HAPPENS

Throughout the year, you will receive many notices, notes and a regular school newsletter. These notices and notes keep you informed about what is happening in your school, provides information about your child and their class activities and occasionally seeks permission for your child to attend an excursion, activity, sporting event, etc.

The School Newsletter is distributed to all families each Tuesday via the youngest child and is our main form of communication. Please read it.

The school encourages children to give all written communication to parents promptly.

It would be appreciated if you could check with your child each day to see if he/she has a note for you. This will assist children to get into the habit of giving you notes from the school, immediately.

In addition, special education children have a daily teacher-family communication book. Parents of children with disabilities are invited to a case conference twice a year.

School Website - our newsletter is also published on our website along with information about our school and current events: www.parkes-p.schools.nsw.edu.au

REPORTING TO PARENTS

Progress interviews will be held at the end of Terms 1 and 3.

In Terms 2 and 4, a formal report will be sent home. This will be followed by an interview opportunity.

Work samples, assessment tasks, reports and interviews provide you with an overview, not only of your child’s academic achievements, but his/her social, physical and personal development.

Information sessions for each stage will be held for parents and carers at the beginning of each year.

THE PARENT TEACHER INTERVIEW

This is the most effective method for parents to obtain information about children’s progress and such interviews can be arranged at any time throughout the year. Do not wait until the formal reporting times if you have any concerns.
ABSENCES
When a student is going to be absent please notify the school by phone or note. Following an absence, a note of explanation needs to be provided, if you have not already spoken with the office staff and organised them to do a note on your behalf. This is legal requirement.

AECG (Aboriginal Education Consultative Group)
All aboriginal parents are encouraged to participate. Advice re meeting times are advertised on the weekly parent newsletter. We also have Year 6 Aboriginal students who attend the Junior AECG.

BIKE RULES
- Infants children are not to ride their bikes to school.
- Primary students may ride their bikes to school. Bikes will be kept in the area behind the AV room. Students are not to ride their bikes into the playground. Bikes are only to be pushed in school grounds.
- Please ensure your child wears a safety-approved bike helmet.

BOOK CLUB
The school participates in the Ashton Scholastic Book Club Scheme which is operated by the librarian. Students are able to purchase books at reasonable prices through the school. The ordering system is explained to the students by their teacher or the librarian. Information is also on the newsletter.

BUS RULES
- Children will go quickly to lines after dismissal from class.
- Children will be supervised in bus lines from 3.00p.m.
- They will line up under the bus shelter and wait until told to move to the bus.
- On board the bus, children are required to remain quietly seated at all times.
- After alighting, they should wait for the bus to leave before crossing road/streets.
- Those eligible for free transport are:
  - students in Kinder, Year 1 and Year 2
  - students who live more than 1.6kms in a direct line from the school.
  - students who have a medical condition or safety concerns regarding the route to school may also apply for a free bus pass, forms are available from the school office.

THE POSITIVE BEHAVIOUR FOR LEARNING COMMENDATION SYSTEM

INTRODUCTION
This section of the school hand book contains information on students' responsibilities and the school’s PBL Behaviour Management Program. It has been written so that students, parents and staff will understand what type of student behaviour is expected and how we will respond to behaviour.

For students, this system means that they have to make decisions about their behaviour. Students can decide to make some positive changes or to continue to accept the consequences outlined in this section. The operation of a commendation system ensures that when their behaviour deserves praise it will be recognised.

Parents, this section should provide information that will assist you to discuss behaviour issues with your children and to provide necessary guidance and support.

The section clearly outlines various courses of action that will be followed. It also shows the importance of seeking and taking the advice of teachers, executive staff, school counsellor and principal.
WILL MY CHILD HAVE TO STAY HOME IF THERE IS A DISEASE OUTBREAK AT SCHOOL?

If a child has one of the childhood diseases, then he/she will have to stay home until well. Unimmunised children who have been in contact with the sick child must stay at home during the outbreak. This will prevent the disease from spreading to other children and people in the community.

The table below shows how long children must stay at home for specific childhood illnesses.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>HOW LONG TO KEEP YOUR CHILD HOME</th>
<th>WHETHER TO KEEP CONTACTS HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERTUSSIS (Whooping Cough)</td>
<td>Child should be kept home for 14 days from the start of the illness or until 5 days from the start of a 14 day course of antibiotics has been completed.</td>
<td>Unimmunised contacts who attend a child care centre or preschool, should be kept home for 14 days from exposure, or until they have had 5 days of a 14-day course of antibiotics. Unimmunised contacts in Primary School (K-6) do not need to stay at home.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>For at least 4 days after the appearance of the rash.</td>
<td>Unimmunised contacts should be kept home for 14 days unless immunisation given.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Until child has full recovered and for 9 days after the appearance of the swelling.</td>
<td>It is not necessary to keep contacts at home.</td>
</tr>
<tr>
<td>RUBELLA</td>
<td>Stay at home for at least 4 days after the rash appears.</td>
<td>May attend school.</td>
</tr>
<tr>
<td>CHICKEN POX</td>
<td>For at least 5 days after the first spots appear, or when blisters have all crusted.</td>
<td>May attend school.</td>
</tr>
<tr>
<td>DIARRHOEA</td>
<td>Keep child at home until diarrhoea has stopped.</td>
<td>May attend school.</td>
</tr>
<tr>
<td>GLANDULAR FEVER</td>
<td>It is not necessary to keep your child home, but some children with glandular fever are too sick to attend school.</td>
<td>May attend school.</td>
</tr>
<tr>
<td>HEPATITIS A</td>
<td>Until child has recovered (usually 7 days from the first signs of jaundice).</td>
<td>May attend school. Family contacts may need injections - see your family doctor.</td>
</tr>
<tr>
<td>INFLUENZA</td>
<td>For 5 days after the appearance of the first symptoms.</td>
<td>May attend school.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td>See your family doctor. Keep child at home until discharge from eyes has stopped.</td>
<td>May attend school.</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>Child must stay at home until treated. Can return after treatment.</td>
<td>Everyone living in the same house should be treated at the same time.</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>See your family doctor.</td>
<td>If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school.</td>
</tr>
</tbody>
</table>

Bus passes can be revoked by the proprietor or the principal when a child misbehaves.

In the event of a student missing the bus:
- an executive teacher will phone parents or contact person.
- teacher and parents will agree on procedures for getting the student home.
- if no contact is made after a reasonable time, the police will be asked to assist.

CANTEEN

Two canteens operate every day for the sale of lunches and snacks.

A sub-committee of the P&C Auxiliary operates the canteen, with the employment of a manager. Volunteers are required to assist with the preparation of lunches and counter sales. An invitation is issued regularly and a roster prepared in advance. Menus and price lists are distributed as they change.

LUNCH ORDERS

Primary Students - Order before school and place money (inside paper bag) in the yellow bin outside the computer room.

Infants Students - Place orders in green bin outside office area in Infants playground. Lunch bags to be written at home. Money to be placed in bag.

Lunches are delivered to the area where the children each lunch.

Recess - Two canteens are in operation (one on each site).
- Years 3-6 line up outside canteen from 11.05-11.25am to buy food.
- Infants students may make purchases from the canteen from 11.05-11.25am.

Lunch
- Years 3-6 line up outside canteen from 1.25pm - 2.00pm to make purchases.
- Infants students line up outside canteen from 1.25pm - 2.00pm to buy food.

Providing a healthy recess and lunch is essential!
CHANGES OF ADDRESS / ROUTINE
If your child is the issue in a custody problem, the school should be advised of the nature of the problem. **Confidentiality will be maintained.**

**DENTAL HEALTH**
Checks are done on children’s teeth in Kindergarten Yrs 2, 4 and 6 with parental permission. Advice is given to parents if follow-up treatment is required.

**SCHOOL COUNSELLOR**
A School Counsellor is available for children with academic, social or behavioural problems and works closely with staff and parents. Children can be referred by class teachers or at the request of parents. Parental permission is always sought before any counsellor intervention can proceed and is confidential.

**GENERAL INFORMATION FORM**
*Parents are asked to complete the information form and contact the clerical assistant of any changes, eg new address, phone number, emergency contact person, etc. It is vital the school has up-to-date information in case of an emergency.*

**GENERAL COVER NOTE**
*Parents’ permission is required for students’ attendance or participation in regular sport or local excursions, Child Protection lessons and media publishing of photographic images or videos.*

*HOWEVER, when a major excursion involves transport, full details will be supplied and a separate consent note required for each excursion. Parents are asked to return these notes promptly, even if permission is declined.*

*Children have to bring notes when:*  
  - they have to leave the school grounds during the day  
  - they are absent from school (see ABSENCES section)  
  - they are unable to participate in sporting activities (including morning fitness)  
  - there is a change in home travel routine.

**SPORT UNIFORM**

**BOYS**
- Black shorts
- Navy track pants
- T shirt in House colour
- Navy blue sloppy joe with school emblem
- White socks
- Joggers

**GIRLS**
- Navy blue shorts or pleated skirt
- T shirt in House colour
- Navy blue track pants
- Navy blue sloppy joe with school emblem
- Navy blue or black sports briefs (scungees)
- White socks
- Sandshoes or joggers

**HOUSE COLOURS**
- Blaxland - Red
- Mitchell - Green
- Lawson - Blue
- Wentworth - Gold

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Please label all articles of clothing and personal belongings.
SCHOOL UNIFORMS

BOYS:  SUMMER
Blue shirt
Grey shorts
Grey socks
Black shoes
Broad brimmed navy hat

WINTER
Blue long sleeve shirt
Grey trousers
Grey socks
Unisex navy jumper/sloppy joe with school emblem
School navy jacket with emblem (Optional)
School tie (Optional)

GIRLS:  SUMMER
Dress in school material with navy tie, white collar and sleeve cuffs with navy piping
Navy pants
White socks
Black shoes
Broad brimmed navy hat

WINTER
Navy trousers and white socks  OR
School pinafore with navy tights or navy socks
Blue long sleeve shirt
Unisex navy jumper/sloppy joe with school emblem
Black shoes
School navy jacket and emblem (Optional)
School tie (Optional)

1. All children in K-2 must have a library bag in order to borrow a book.
2. Years 3-6 children are strongly encouraged to have a library bag.
3. You will be required to cover the cost of books lost or destroyed by your child.

LIBRARY

HOME READING

Home reading is a vital component of reading development. Borrowing occurs twice a week and books are usually a level or two below current reading level to allow children to demonstrate their achievements and to develop fluency. It is not intended to be an instructional or stressful time, but a celebration of reading. Kindergarten students begin home reading borrowing in Term 2.

LIFE EDUCATION VAN

This Unit visits our school once each year. The program is excellent and varied for all children, K-6. The Life Education books cover topics on logical, sequential and physiological development of the human body.

LOST PROPERTY

There are two places where you may locate lost property:
Infants:  In the multi-purpose demountable that houses the canteen.
Primary:  In the cupboard next to photocopier in Bushman building.
Please encourage your child to be responsible for his/her own property.

MEDICAL ALERTS

If your child suffers a medical problem that may affect him/her at school, the class teacher and the office should be notified.

MEDICATION

Department of Education guidelines issued to school have meant a formalisation of procedures whereby only a trained member of the ancillary staff is to give medication to students. To come in line with these procedures, parents of the children concerned will be asked to complete an authorisation form and Deed of Indemnity.

This means only ADD and ADHD medications will be administered at school. We realise this is an inconvenience but in the current climate of litigation this is the only option. Parents will need to come to school and administer any other medications.

Parkes Public School P&C operates a Uniform Shop in the multi-purpose building behind the administration block - times will be advised.
**MONEY**

- Students should not bring large amounts of money to school.
- Money to be paid for excursions and performances must be placed in an envelope with child’s name, class, amount and reason for money. The envelope should be given to the class teacher for recording.

**PEDESTRIAN CROSSING**

The instructions to students are:

- Stop on the footpath, look right, left and right.
- Wait for all traffic to stop before walking onto the pedestrian crossing . . . and walk quickly across.
- No K-5 child will be allowed to cross the road unsupervised.
- The crossing supervisor is employed Monday to Friday from 8.30am-9.30am and 2.30pm-3.30pm.

**PICKING UP AND DROPPING OFF CHILDREN**

Parents can pick up children at exit points on Hill Street, Bushman Street and Currajong Street. Please check parking restrictions on these streets. Parking in the school grounds is for staff only.

Bus children are dropped off and picked up at two bus zones on Hill Street. Traffic conditions at these times are extremely busy. Please ensure that you have a safe procedure to pick up your child, especially that she/he doesn’t have to cross the road to reach you.

**SICK OR INJURED CHILDREN**

- Children feeling ill before school should not attend.
- Limited attention is available at school. However when it is obvious the child will not improve, parents will be contacted to collect the child.
- Should your child be injured in the playground, the following actions are taken:
  - If the injury is minor, the child is treated by a teacher or a school assistant.
  - If the injury is more serious, the school will immediately seek the assistance of the Ambulance Service. The school contributes to this service at no cost to parents.

Should medical attention be recommended, every effort will be made to contact you. However, the school will act in the best interest of your child and have this medical attention obtained at either Parkes Hospital or by the family doctor. It is also important that you nominate your family doctor on the Student Information Form when you enrol your child. **It is imperative that you keep us informed of any change of phone number or emergency contact.**

**TOYS**

Toys are only allowed at the school for news and must be kept in the classroom.

**UPDATING INFORMATION**

For the safety of the students it is imperative that the information you have supplied to the school is current. Please ensure you inform the school office of any change of:

- address
- phone numbers
- emergency contacts and their phone numbers
- family changes regarding parental care.

**WEAPONS**

No student is to bring any object to school that will harm others (eg chain, knife).