

# MILLERS FOREST PUBLIC SCHOOL



# INFORMATION BOOKLET



Millers Forest Public School  
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Dear Parents and Carers,

Welcome to Millers Forest Public School. We hope that your interaction with our small school and all of its activities will be a happy and fruitful one.

To help you we have produced the following information, which we feel, will be of value and assistance to you.

Please feel free to communicate with the school whenever you feel we may be able to assist you or you may be able to assist us.

If you have any ideas, suggestions or doubts, please call in and discuss them. Education begins in the home and only through the interaction of parents and teachers can we expect to reach our mutual goal. We have a happy and caring school, and we encourage parents to support us and become active partners in the learning process. Your support and interest is essential if we are to do the best for our children.

We look forward to working with you in the coming years, establishing positive relationships with you and your children and striving to make Millers Forest Public School the best school it can be.

### **STAFF AT MILLERS FOREST PUBLIC SCHOOL**

Christyne Phelps  
Tom Walker  
Rhianne Crichton  
Catherine Bray  
Olivia Pohl  
Karen Vollmer  
Linda Merrilees  
Helen Tuyl  
Karen Cole

Principal  
Lorikeets Classroom Teacher  
Bluebirds Classroom Teacher  
Hawks Classroom Teacher  
Instructional Leader  
School Administrative Manager  
Specialised Art Teacher/Librarian  
Specialised Music Teacher  
School Learning Support Officer

Anna Kingston  
 Michelle Burdon  
 Pamela Mann  
 Paul Nickerson  
 Leo Jordan  
 David Gunter

School Learning Support Officer  
 School Learning Support Officer  
 School Learning Support Officer  
 Guitar Teacher/SLSO  
 General Assistant  
 Cleaner

**SCHOOL HOURS**

Official school hours are from 8.30 a.m. to 2.45 p.m. and during these hours a teacher is available to supervise students. Students should not be at school prior to 8:30 a.m.

**SCHOOL ROUTINE**

9.00 a.m. Morning Assembly and lines  
 11.00 – 11.30 a.m. Recess  
 1.00 – 1.45 p.m. Lunch  
 2.45 p.m. Home time for students

<b>SCHOOL TIMETABLE</b>				
<b><i>MON</i></b>	<b><i>TUE</i></b>	<b><i>WED</i></b>	<b><i>THU</i></b>	<b><i>FRI</i></b>
Morning Assembly  Student Banking	Guitar	Scripture		Library/  Visual Arts
<b>RECESS 11.00 – 11.30 A.M.</b>				
<b>LUNCH 1.00 – 1.45 P.M.</b>				
<b><i>Formal Assembly Newsletter</i></b> to eldest in family (fortnightly)			Choir	

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### **1. Absences**

When a child is absent from school a note from the parents is required to explain the reason for the absence. Children who leave the school during school hours or who arrive late in the mornings require a Student Leave Form from the office and a note of explanation.

### **2. Assessing and Reporting**

Students are assessed throughout the year by the class teacher. Standardised tests, school based tests and class work all form part of student assessment. In June and December, the school will send a report home on your child's progress. In term one, an invitation for a parent/teacher interview will take place.

### **3. Banking**

Children are able to open and deposit money into a Dollarmite Bank Account with the Commonwealth Bank each Monday morning.

### **4. Bicycles**

Years 3- 6 are permitted to ride their bikes to and from school. Students are to wear helmets and obey road rules. Bikes are to be walked into the school grounds, across footpaths and pedestrian crossings.

### **5. Bookclub**

Students have the opportunity to purchase books from the advertising leaflets which are handed out at intervals. Money and orders, sealed in a labelled envelope, are to be handed to the class teacher.

## **6. Change of Address and Family Details**

Parents are requested to please notify the school office by phone or by a short note immediately upon change of address, telephone or custody. Copies of court orders should be brought to the school as soon as practicable. These matters are very important as we must have correct information for obvious safety and legal reasons.

## **7. Counsellor Services**

The school counsellor visits regularly. The counsellor is trained to assess your child in a wide range of educational and social areas. Parents should contact the school office if they believe an appointment with the school counsellor would be of benefit.

## **8. Emergency Clothing**

Some emergency clothing is available to use when minor accidents happen at school. These clothes need to be washed and returned to school. Children who have more serious accidents, such as toileting accidents, need to be taken home for a bath or shower.

## **9. Equipment**

### ***WHOLE SCHOOL***

- a) ***Library Bag*** – These are used for readers. They are approximately 50cm square and are preferably a drawstring variety.
- b) ***Library Day*** – All students are encouraged to borrow library books on Fridays.
- c) ***Daily Fitness*** – We attempt to have fitness activities for a short period each Tuesday and Wednesday. Sports uniform is to be worn on Thursdays.
- d) ***Erasing*** – Liquid paper is not permitted at the school. Rubbers are ample.
- e) ***Labelling*** – Labelling of all personal items, including clothing, is requested.

### ***INFANTS***

- a) ***Paint Shirt*** – In the early years of their schooling, the children do a lot of painting and craftwork. It is very handy if the children have a painting smock which will totally cover their clothing. Such a smock can be made from a man's long sleeved shirt or a T-shirt. Cut the sleeves to the length of your child's arms and elasticized the arms and neck. Sew up the front where it buttons up. The shirt can then be slipped over the child's head.
- b) ***News Day*** – All children are able to present items of news or 'Show & Tell' on their news day as per the classroom roster.
- c) ***Electronic Equipment and Toys*** – Toys may not be brought along to the school, except for Show and Tell day. Please do not send along valuable or electronic items.

### ***PRIMARY***

#### ***Equipment Needed***

Most exercise books are supplied to students by the school. The following items may be purchased by parents:

- Coloured pencils (for book work)
- Textas (for use on charts and projects)
- Pens (blue, red for senior primary)
- Pencils (HB)
- Ruler
- Rubber
- Sharpener
- Glue
- Scissors
- Geometry Set

## **10. Excursions**

We attempt to program local excursions and a biannual major excursion for the whole school. These excursions highlight educational activities and broaden students' experiences. Details regarding time, cost, uniform and other requirements are sent home prior to the planned excursion. Many of our excursions require parents' assistance with *PRIVATE MOTOR VEHICLES*. If you are able to assist, the following is necessary and are Departmental requirements:

1. The vehicle has current registration
  2. Students have written parental consent to travel by car
- \*\*\* Licence details, registration and insurance must be copied for all private vehicle excursions.

All students will require a written consent note for every excursion outside the school grounds.

## **11. Code of Conduct**

### ***Rationale:***

To nurture a culture of friendship, care and support where students are encouraged to think, grow and achieve.

The Code of Conduct is designed to define standards of acceptable behaviour for all students as well as consequences for those students who are not yet able to make personal amendments for breaches of those standards.






# POSITIVE BEHAVIOUR FOR LEARNING/VIRTUES



## Millers Forest Public School CODE OF CONDUCT

**Think. Grow. Achieve.**

	<p style="text-align: center;"><b>Be Respectful</b></p> <ul style="list-style-type: none"><li>❖ Follow all adult instructions</li><li>❖ Be kind and considerate</li><li>❖ Friendly talk</li></ul>
	<p style="text-align: center;"><b>Be a Learner</b></p> <ul style="list-style-type: none"><li>❖ Do your best</li><li>❖ Listen carefully</li><li>❖ Be ready - Be on time</li></ul>
	<p style="text-align: center;"><b>Be Safe</b></p> <ul style="list-style-type: none"><li>❖ Keep your hands and feet to yourself</li><li>❖ Walk on hard surfaces</li><li>❖ Use all equipment safely</li></ul>



**Miller's Forest Public School**  
**Think. Grow. Achieve.**

The purpose of this note is to provide you with some information about Miller's Forest 'NEW' PBL System and Code of Conduct.

**PBL Code of Conduct**

<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>❖ Follow all adult instructions</li> <li>❖ Be kind and considerate</li> <li>❖ Friendly talk</li> <li>❖ Do your best</li> </ul>
<b>Be a Learner</b>	<ul style="list-style-type: none"> <li>❖ Listen carefully</li> <li>❖ Be ready - Be on time</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>❖ Keep your hands and feet to yourself</li> <li>❖ Walk on hard surfaces</li> <li>❖ Use all equipment safely</li> </ul>

**PBL (Positive Behaviour for Learning)** - PBL is a whole school approach for behaviour management. Our PBL rules explicitly teach behaviour expectations to achieve consistency of behaviour choices throughout the school. Our PBL program is continuing to be implemented this year, however it will take on a new awards and rewards system. Each Monday morning a new PBL focus will be introduced for the week. This PBL focus will be explicitly reinforced and taught throughout the week. To inform families of our PBL weekly focus it will be outlined on your child's weekly homework sent home on Monday's.

**School Awards and Rewards System** - Students receive 'Green Trees' for demonstrating the expected behaviors from our school's Code of Conduct. These 'Green Trees' must be kept and added to a personal chart which is kept in class. Students accumulate their 'Green Trees' and progress through steps which receive an award and reward. (Outlined in table below)



**Green Trees**



1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	

Achievements are in a specific step order:  
Bronze, Silver, Gold, Diamond and Badge of Excellence  
Awards are achieved through receiving 'Green Trees' for following our Code of Conduct.

**Our PBL Rewards System**

Whole School Rewards System				
Step	Achievements	Reward	Notes	
Step 5	50 Green Trees = Badge of Excellence	Badge & Certificate presented at a special ceremony	<ul style="list-style-type: none"> <li>❖ The Badge of Excellence will be awarded at the end of each Term at a special ceremony.</li> <li>❖ Green Trees are accumulated by students and added to their individual charts kept in their classrooms.</li> </ul>	
Step 4	50 Green Trees = Diamond Award	Principal's Lunch	<ul style="list-style-type: none"> <li>❖ Once they have collected enough Green Trees to fill their chart, they are to give the chart to their class teacher to proceed to the next step.</li> </ul>	
Step 3	50 Green Trees = Gold Award	Invitation to 1 <sup>st</sup> Movie Day	<ul style="list-style-type: none"> <li>❖ Once a step has been achieved they will receive a corresponding award which will be awarded at Monday morning lines.</li> </ul>	
Step 2	50 Green Trees = Silver Award	Sporting Item	<ul style="list-style-type: none"> <li>❖ All PBL rewards will be allocated at the end of each Term on a specific day.</li> </ul>	
Step 1	25 Green Trees = Bronze Award	Ice cream		

**Consequences for Breaches of Acceptable Behaviour:**

1. Discussion with the teacher leading to time out of playground or removed to another classroom.
2. Shadowing of teacher or isolated in classroom.
3. Referral slip – which will be recorded and referred to the Principal and entered into discipline register.
4. Written caution letter home and / or phone call to parents.
5. Suspension from school.

**Note:**

- Teacher referral will automatically be to the Principal, placement on discipline register may lead to loss of privilege and detention.
- Teachers use positive reinforcement whilst on duty/throughout the day.
- Some classroom offences, including violent behaviour, insolence or abusive language will be referred, with documentation, to the Principal and could lead to immediate suspension.
- A student who initiates serious violence, either towards another student or a teacher can be immediately suspended. If, in the opinion of the Principal, the incident is an example of serious unprovoked violence the matter will be reported immediately to the Department of School Education and Communities.
- Drug and weapon offences will lead to immediate suspension and be reported for further action.
- Misconduct on excursions may lead to withdrawal of privileges, exclusion from future excursions or parents having to accompany the student on future excursions.

- Bullying and harassment are against the law as well as a breach of our most basic code of courteous and respectful conduct.
- Cruelty to, or ill-treatment of animals is against the law and will be reported to the police.

Class Expectations	
Be Respectful	<ul style="list-style-type: none"> <li>✦ Follow all adult instructions</li> <li>✦ Be kind and considerate</li> <li>✦ Friendly talk</li> </ul>
Be a Learner	<ul style="list-style-type: none"> <li>✦ Do your best</li> <li>✦ Listen carefully</li> <li>✦ Be ready - Be on time</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>✦ Keep your hands and feet to yourself</li> <li>✦ Walk on hard surfaces</li> <li>✦ Use all equipment safely</li> </ul>

### **VIRTUES PROGRAM**

The Virtues Program sits along side our Positive Behaviour for Learning program. Virtues education is the process of bringing out the best in our children. It is the process of nurturing the seeds of those qualities of respect, cooperation, trust, helpfulness, consideration, gentleness, caring, patience, orderliness, confidence, reliability, determination and generosity, so that these qualities flourish and blossom.

Every child is born with all of the virtues and as parents, carers and educators it is our task to train and develop these attributes. Students will be given opportunities to practise them so that virtuous behaviour becomes who they are. As with any skill, training and practice is essential for children to learn about each virtue and integrate it into his or her character and behaviour. To learn more about the Virtues Program go to - [www.embracevirtues.com](http://www.embracevirtues.com)

### **ANTI-BULLYING POLICY**

Please refer to the attached booklet on our Anti-Bullying Policy.

### **STUDENT WELFARE POLICY**

**School Needs** To develop responsible attitudes, care and respect towards one another, looking after personal and school equipment and the environment.

**Aims**

- To develop self-esteem and self-discipline
- To care for each other and to play amicably
- To create a positive, caring school culture
- To reward correct behaviour
- To deter incorrect behaviour
- To show friendship towards visitors, our school mates, family and those in our community.

## **12. First Aid**

On occasions, when children have minor accidents at school, first aid is provided by the School Administrative Manager. Should medical attention be required, every effort is made to contact parents or others nominated before any child is transported to hospital. If contact cannot be made, the principal has the authority to seek medical attention as required.

## **13. Guitar**

We have a guitar teacher that comes to school each week. For a fee, students may participate in these lessons. Guitars are supplied by the school and the guitar group performs several times a year. Students from grades one to six participate in this activity.

## **14. Health and Medication**

Good health is vital for school progress. When children are sick they will need to remain at home. When they return to school, please send a note to the class teacher explaining their absence.

Should a child become ill while at school, a parent/guardian will be informed as soon as possible by telephone. The student will be kept under observation until the parent/guardian arrives.

Students requiring prescribed medication to be administered during school hours must contact the office. An indemnity form must be signed giving permission for the school staff to administer medication. Children suffering from asthma must have their medication readily available and an Asthma Action Plan.

The Department of Education and Communities insists on the following procedure, should your child need to take any form of medication during school time.

Register of Medical Conditions:

Parents must notify the school in writing of any noteworthy medical conditions. Parents are asked to advise the school as soon as possible of any change in their child's medical condition

This information will be kept in a central register for staff reference.

Special information will be attached for teacher reference.

It is dangerous for children to keep medication in their school bags.

### **15. Homework**

Homework is a purposeful activity which consolidates class work at home. The most important thing is to establish a regular homework period so that a pattern is established, particularly in readiness for High School. Homework is usually set for children to complete between Monday and Thursday. Parents will be notified when homework is not completed regularly.

How to help your child

From the school's point of view it is most important for the parent to show interest and encouragement in the child's work, develop sensible TV habits, and ensure that children arrive at school well rested and prepared for a day's work.

More specifically, some of the ways you can help your child are by:

- reading with your child, listening to your child read, asking questions about what your child has read;
- helping with spelling and numbers, by giving short tests, written and oral;
- showing pleasure in your child's successes and being sympathetic to his/her problems;
- attending regular parent information sessions conducted at the school to assist parents.

### **16. Infectious Diseases**

#### **RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL FOR COMMUNICABLE DISEASE CASES AND CONTACTS**

<b>CONDITION</b>	<b>CASES</b>	<b>CONTACTS</b>
<b><i>Chicken pox (Varicella)</i></b>	Exclude until fully recovered. Minimum exclusion: five days after the first spots appear.	<b>Not excluded</b>
<b><i>Diphtheria</i></b>	Re-admit on production of a medical certificate of recovery and following at least two negative nose and throat swabs, the first not	Exclude domiciliary contacts. A public health officer should investigate contacts immediately and release them when they

	less than 24 hours after cessation of anti-microbial therapy and the other 48 hours later. Notify Regional Director of Health.	are shown to be clear of infection. Booster immunisation may be necessary.
<b><i>Encephalitis</i></b>	Exclude until fully recovered.	No exclusion periods are necessary for contacts unless it is measles encephalitis, in which case exclude as for measles.
<b><i>German Measles (Rubella)</i></b>	Exclude until fully recovered. Maximum exclusion necessary: six days after rash appears.	Not excluded. (Female staff should check their own immune status).
<b><i>Hepatitis (Viral Type A)</i></b>	Exclude until subsidence of symptoms or until receipt of a medical certificate of recovery. Minimum exclusion: seven days from onset of jaundice.	Not excluded. Generally, only family contacts are recommended to have protective injections.
<b><i>Hepatitis (Viral Type B)</i></b>	Exclude until production of a medical certificate of recovery. No exclusion for carriers of virus.	Not excluded.
<b><i>Leprosy</i></b>	Readmit on production of a medical certificate from an appropriate health authority. Notify Regional Director of Health.	Not excluded.
<b><i>Infectious Mononucleosis (Glandular Fever)</i></b>	Not necessary to exclude from school from point of view of infection. Some children with Glandular Fever are too sick to attend school.	Not excluded.
<b><i>Measles</i></b>	Minimum exclusion: five days from appearance of the rash. Notify Regional Director of Health in case of outbreak.	Not excluded. Vaccine preventable. It is recommended that all children be immunised at 15 months. Available data suggests that if a child has neither been vaccinated nor had measles previously, vaccination within 3 days of exposure may provide protection.

<b><i>Meningococcal Meningitis</i></b>	Re-admit on production of a medical certificate of recovery. Notify Regional Director of Health.	Domiciliary contact should be excluded until they have been receiving appropriate medication for at least 48 hours.
<b><i>Mumps</i></b>	Exclude till fully recovered. Minimum exclusion: one week after the appearance of swelling.	Not excluded. Vaccine preventable. It is recommended that all children be immunised at 15 months.
<b><i>Poliomyelitis</i></b>	Exclude till fully recovered. Notify Regional Director of Health.	Exclude domiciliary contacts. A public health officer should investigate contacts immediately. Booster immunisation may be necessary.
<b><i>Streptococcal infection (including Scarlet Fever)</i></b>	Exclude till fully recovered, or until a medical certificate of recovery is produced.	Not excluded
<b><i>Tuberculosis</i></b>	Notify Regional Director of Health. Re-admit on production of a medical certificate from appropriate health authority that the child is not considered to be infectious.	Not excluded
<b><i>Typhoid and Paratyphoid</i></b>	Notify Regional Director of Health. Re-admit after a medical certificate of freedom from infection is produced following three negative faecal and urine cultures taken at least 24 hours apart, commencing at least 72 hours after cessation of specific therapy.	May be excluded if public health medical officer considers exclusion to be necessary.
<b><i>Whooping Cough (Pertussis)</i></b>	If the child has not received any antibiotic treatment then the child should be kept away from school or pre-school for 3 weeks from the onset of the "whoop". If appropriate antibiotic treatment is given (oral erythromycin), the child only needs to be kept away from school or pre-school for 5 days from the start of erythromycin therapy.	Keep the child from close contact with young children who are not immunised against whooping cough.

***P.S. All information written in this brochure is correct at the time of publication, but is subject to alteration. If you require further information, please contact your doctor.***



### **17. Interviews**

A warm invitation is extended to all parents to discuss their child's problems or progress at any time. Teachers are most receptive to your concerns and personal contact. Please contact the school so that a suitable time can be arranged for both you and your child's teacher.

### **18. Immunisation**

Children enrolling in school need to provide an immunisation certificate noting the diseases they have been immunised against.

### **19. Lost Property**

Please remember to mark your children's clothing with their name written clearly. Many items of clothing are found and it is difficult to locate owners if names are not on the items. Please label lunch and drink containers. Unclaimed lost property is stored in a green and blue toy boxes located on the verandah.

### **20. Library**

All children have the opportunity to use the Library every Friday for borrowing. Each child is asked to have a library bag.

### **21. Money Collection**

Students will be required at various times to bring money to school (e.g. excursions, bookclub or sport). Money should be handed to the classroom teacher or to the office if it is attended. When it is necessary to send money to school for any purpose, please ensure that it is in a sealed envelope with the child's name, class and activity written on the envelope. Please ensure you have the correct money in the envelope as the office does not carry change.

### **22. Newsletter**

Newsletters outlining school happenings are sent home with children on Monday of even weeks of the term. It is important to read this as we attempt to keep you regularly informed of news involving the school. P&C are encouraged to contribute to the newsletter as well as community. The newsletter is uploaded to the Skoolbag App.

### **23. Painting Shirts**

It is recommended that all children have an old shirt to protect their clothing during painting or craft lessons.

### **24. Parental Involvement**

Millers Forest Public School recognises that education is enhanced by a positive partnership between home and the school. Parents and community members participate in the life of the school in a variety of ways.

- P & C Association

- Transport
- Excursions
- Classroom helpers
- Fundraising
- Special Events
- Gardening

### **25. Parents and Citizens Association**

The Millers Forest Parents and Citizens' Association meets once a month in the School Library. The P & C acts in consultation with the Principal in considering and developing educational philosophy and policy, the school curriculum and to plan fundraising events. All parents are urged to join the P & C and attend meetings.

### **26. Personal Property**

Students must accept responsibility for items of personal property that they bring to school with them. Electronic games are banned from school. If toys or other possessions are brought from home, the owner is responsible for their safe keeping.

### **27. Photographs**

School photographs are taken each year. These are taken by a professional photographer. Dates and prices are advised each year.

### **28. Private Car Subsidy**

If you live more than 1.6 km from a bus route and drive your child to the bus by car, or if you drive your child to school because there is no bus at all you may be entitled to a subsidy. Forms are available from the office. Bus routes are available for Woodberry and Raymond Terrace areas.

### **29. Progression to High School**

The local High School for students attending Millers Forest Public School is Francis Greenway High School. A range of Year 6 to Year 7 orientation activities are arranged by the High School.

### **30. Road Rules**

Students who walk or ride home have been given the following set of instructions regarding safe road behaviour.

1. Always walk on the side of the road
2. Walk on the side of the road so you are facing oncoming traffic
3. Be aware of traffic and possible dangers around you
4. Go straight home
5. Do not accept lifts or gifts from strangers

Some parents share pick-up and delivery of children to school. Please ensure your child and teacher knows these details. There is a car park outside the school grounds which parents are encouraged to use. Use of the car park will prevent children crossing the road when it is busy with school traffic at 2:45 p.m. Please make sure your children wear their seat belts – even if you live close by. All children under the age of 7 are required to be restrained in an appropriate seat.

### **31. Religious Education**

The scripture lessons are non-denominational and are given by trained scripture teachers. Scripture lessons are half- hour classes on Wednesdays.

### **32. School Telephone**

While the staff are available to answer the phone at most times, occasionally staff are occupied with other matters. In this instance the school has a message bank and will try to return your call as soon as possible.

### **33. School Uniforms**

#### ***GIRLS***

<b><i>Summer</i></b>	Bottle green skirt, shorts or culottes with green and white school shirt. Black shoes and white socks.
<b><i>Winter</i></b>	Green long pants or green culottes with black stockings, tie, black V-neck jumper, white long sleeve shirt, blazer, school badge.

#### ***BOYS***

<b><i>Summer</i></b>	Green shorts with green and white school shirt. Black shoes and green socks.
<b><i>Winter</i></b>	Long pants, tie, black V-neck jumper, white long sleeve shirt, blazer, school badge.

#### ***SPORTS***

<b><i>Summer</i></b>	Sports uniform is the same colour for both boys and girls. Green and white sports shirt Girls may wear bottle green shorts or culottes, with white joggers and socks. Boys wear bottle green shorts with white joggers and socks.
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<b><i>Winter</i></b>	Black tracksuit jacket and green tracksuit pants.
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**NB** The green school shirt and sports shirt can be purchased through Twin Rivers Workwear & Uniforms, Shop 3, 36 William Street Raymond Terrace. 49872040.

**SCHOOL HAT**

Hats in school colours are available for purchase from the school. It is expected that all students wishing to go outside to play will wear a hat; No Hat, No Play policy.

**CHANGE OF UNIFORMS**

Generally, the winter uniform should be worn in Terms 2 and 3.

**34. Sports Day**

Thursday is Sports Day and the children are asked to wear their sports uniform on this day.

**35. Student Assistance Scheme**

This scheme provides the school with a small pool of funds to support families in meeting cost of texts books, uniforms, excursions and performances at the school. Please contact the office regarding student assistance.