“Every parent wants to find a school where their child will receive the very best education - a school where their child will develop strong values and good character; a school where their child will be cared for and respected; and a school that their child is proud to attend.

We strive to create that atmosphere at Dudley Public School everyday.”
# Principal’s Message

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*Dudley Public School provides a well-equipped and well shaded playground set in a beautiful bushland setting.*
Dudley Public School

This information booklet is produced for each family with children attending our school. It is designed to provide you with basic information and to answer common questions.

The school’s management plan (available on the school website in 2012) is indicative of the nature of this excellent centre of learning. Students welfare, academic achievement, social, cultural and sporting programs and the nurturing of individual potential epitomise our school.

The school curriculum covers the six key learning areas in developing stages from Kindergarten to Year 6.

- English
- Mathematics
- Science and Technology
- Human Society and its Environment
- Creative and Practical Arts
- Health, PE and Personal Development

Our students needs in education now are:

- to learn how to learn
- to learn to be risk takers
- to learn to problem solve
- to learn to co-operate
- to learn to be independent
- to learn to create
- to learn to take initiative
- to learn to be caring.

The school’s organization is focused on these needs and to address them the skills we teach are:

- collecting, analysing and organising information
- expressing ideas and information
- planning and organising activities
- working together
- using technology and problem solving

Dudley Public School is a very friendly school where children are taught in a caring supportive educational setting. Parents are encouraged to clarify any issues at any time. The school has developed an excellent reputation based on the solid performance of its pupils, high staff commitment and participation and the active support of parents.

We look forward to your involvement in the life of Dudley Public School this year.

Problems at school? Assume good will and call in, email, write or phone for an appointment.

Peter Adams
Principal
Welcome

The information presented in this booklet is intended to be helpful to you as your child enters our school. We look forward to a pleasant, co-operative relationship with the school and home in harmony to provide a happy, learning environment where children feel safe and secure and work toward reaching their emotional, social, physical and academic potential.

General Information:

Phone Number: 4944 7203
Fax Number: 4942 6097
Website: www.dudley.ps.education.nsw.gov.au
E-mail: dudley-p.school@det.nsw.edu.au
Address: Boundary & Ocean St, Dudley NSW 2290
Postal Address: PO Box 2208, Gateshead NSW 2290
School Code: 1778
District: Lake Macquarie

Term Dates 2013

Term 1

Staff Return: *Tuesday 29 January 2013—(SDD)
Kinder to Year 6: Wednesday 30 January
Kinder Best Start Testing: Wednesdays 6, 13 & 20 February
Term 1 Ends: Friday 12 April

Term 2:
*Monday 29 April (SDD) to Friday 28 June (Students begin Tuesday 30 April)

Term 3:
*Monday 15 July (SDD) to Friday 20 September (Students begin Tuesday 14 July)

Term 4:
Tuesday 8 October to Friday 20 December (Thursday 19 & Friday 20 are SDD days, therefore students will finish on Wednesday 18 December.)

Please note that the *first day of Terms 1, 2 & 3 are set aside for Staff Development Days (SDD), therefore the children commence those terms the following day.

Kindergarten Enrolment Procedures:

Children who turn 5 years of age before 31* July 2013, are eligible to enrol in 2013. “Application for Enrolment” form is completed, and proof of age (i.e. Birth Certificate) is to be presented to office staff. Immunisation details are also requested. Other forms to be completed for school administration purposes are available from the office. All Kindergarten children will commence school at Dudley Public School on Wednesday 30 January 2013.

Making the best start with ‘Best Start’

All Kinder students will have a scheduled one hour session with their teacher during the first 3 Wednesdays of the school year. This will involve a literacy and numeracy assessment to determine their needs for the start of school. This Best Start program is part of a special initiative in all public schools in New South Wales.
School Information

School Personnel:

Executive Team:

Principal    Mr Peter Adams
Assistant Principal   Mrs Dianne Murray
Assistant Principal   Mr John Costolo
Assistant Principal   Mr Jason Horadam

Class Teachers:

Mr Michael Birchill   Mrs Karen Murphy
Mrs Maureen Piper   Mr John Costolo
Mrs Melissa Hunt   Mrs Terina Parmenter
Miss Sharon Growden   Mrs Sonja Wild
Mrs Michele Stokes   Mrs Sharna Davis
Mrs Dianne Murray   Mr Jason Horadam
Mrs Jackie Winter

Teaching Support Staff

Mr John Costolo - Computer Education
Mrs Terina Parmenter - Learning Difficulties
Mrs Narelle Warren - Library, part-time teacher
Ms Candace Woods - School Counsellor

Administration Staff

Mrs Rosalie Clements - School Administration Manager
Mrs Heather Johnston - School Administration Officer
Mrs Cheryl Morris - School Administration Officer
Mr Robert Clark - General Assistant
Mrs Katarina Smith - Cleaner

School Profile

Positioned with magnificent ocean views and situated alongside the Awabakal Reserve in the Lake Macquarie District, Dudley Public School has 265 students organised into 11 classes from Kindergarten to Year 6. It has a dedicated teaching staff of experienced teachers and support teachers. There is a strong commitment to providing a caring, supportive and challenging learning environment. The school is proud of the very high achievement in literacy and numeracy and the strong use of technology to enhance learning. Every classroom is fitted with the latest Interactive Whiteboard technology with access to the world a just a single mouse click away. A range of sporting, cultural and environmental activities ensures student participation and learning in diverse curriculum activities. There is a positive school culture and a high level of parent and community support for and participation in school activities at Dudley Public School.
School Hours

The School hours are 8.45 am – 3.00 pm
School commences at 9.10 am and finishes at 3.00pm with the breaks as follows:

Recess: 11.10 - 11.30am
Lunch: 1.00 - 1.40pm

Late Arrival Early Leaving

School hours are from 9.10 am to 3.00 pm. If children arrive later than 9.10 am, parents are requested to accompany them to the office and complete a late arrival note. This note is then taken to the class teacher. Similarly, if children leave early, parents are requested to go firstly to the office and fill out an early leaving note. This note is then taken to the class teacher when children are collected from the classroom. We thank you for your ongoing support of this very important procedure as we have strict regulations governing the monitoring of student attendance.

Voluntary Contributions and Donations

The school contribution is set each year by the Parents and Citizens Association.
Contributions for 2012 were:
1 child $35.00
2 children $60.00
3 or more children $75.00

As well as the school contribution there is usually a textbook fee of approximately $32.00 for a Maths and Writing textbook and 24 hour insurance cover for your child in Yrs 1-6 and approximately $42.00 for Kindergarten children. Payments are made to the school office and can be paid in cash, cheque or by EFTPOS. If paying by cash, it would be much appreciated if you would put the right amount in an envelope.

Starting School

What to bring

- Children will need to wear their uniform, including the school black hat (labelled with your child’s name)
- Lunch and morning tea should be provided in a lunch box clearly labelled with the child’s name. Please make sure that your child knows what you have packed for recess and lunch. A sandwich cut into quarters, a piece of fruit and a water or fruit juice drink makes for a very healthy lunch. Each class takes a short 5 minute fruit break between morning and recess.
- Children will need a school bag to keep belongings together, please ensure that you label your child’s bag.
- We have a ‘binless’ school program and ask parents to help reduce packaging with food. Students take home food and drink wrappings.

What will happen

The structure of the morning will be the same as the orientation visit. Bring your child to the Kindergarten room (room 8) between 8.50am and 9.10am and let them select from the available activities. Meet with the Kindergarten teachers and your child will receive their name tag. Stay a short time in the room (approx. 10 minutes) then choose your parting time when your child appears relaxed and busy. Occasionally parents have difficulty separately from their child and may need to call on staff for support to establish a positive parting routine.
Information for new students of Kindergarten

Children entering Dudley Public School have many characteristics and needs in common. They also have their own unique rates of development, and needs that derive from differing cultures, language backgrounds, experiences, child rearing practices and parental expectations.

The ways in which these similarities and differences are responded to in the kinder class at Dudley Public School is crucial. The beginning year of schooling must not only be happy and a valuable attitudinal experience for your children but it must provide a sound basis for continuing education.

Routines are established as part of an ongoing process which allows children to develop gradual familiarity with their environment. This process takes time, requires consistency, and is extremely important in providing children with feelings of security.

A few simple rules are set, which the children can easily understand. It is a time for learning how to learn, so that later the children gain in real achievement, and activities are provided well within their capabilities. Once routines are established children are able to begin taking responsibility for their selection and management of resources.

Dear Parents of a New Kinder Student

The following items are mentioned for your information.

1. Parents will be invited to help with group work during the school hours. A request for helpers will be sent home once the children have settled into school routines.

2. Equipment
   a. Most items of equipment including coloured pencils, books, etc., are provided.
   b. Make sure names are clearly marked on all items of clothing, lunch boxes, drink bottles, etc.
   c. Scrap materials for Arts & Craft are always appreciated. Coloured magazines, margarine and ice cream containers, egg cartons and empty cardboard cylinders are useful and will be requested from time to time.

3. Getting your child ready
   a. If your child can tie their shoe laces by the end of Term 2, it would be a great help. You will probably find that doing these things is very difficult for most children. Do not to expect immediate results.
   b. Above all, provide plenty of opportunities for your child to discuss their schooling and daily routines with you.
   c. Reading with your child is also a great idea.
   d. Home reading will begin when children are ready. Read these books with your child to help develop a passion and love for books and reading. When they are attempting to read be mindful that accuracy, at this stage of their development is not the highest priority. Many of the books they may bring home are purely for enrichment.
**Kindergarten Readiness**

Does your child

- Know his/her name and address well enough to repeat them when necessary?
- Know the safest way to and from school?
- Know how to blow their nose correctly?
- Know how to use and flush the toilet without assistance?
- Know that hands should be washed before meals and after visiting the toilet?
- Know how to put shoes on and off?
- Put away playthings and materials after using them?
- Put on and take off outer clothing without help?

If your child cannot do these things, you can assist by providing constant practice in the home situation.

**Kindergarten Preparation**

Parents can prepare their child for the first years at school through the following suggestions.

- Talk to your child about school where they will meet new friends, play games, sing and make things.
- Teach your child how to put on and do up shoes.
- Label clearly, with full name, all possessions your child will take to school, eg. raincoat, hat, jumper, bag, case.
- Send your child to school on time, each and every day.
- Give your child simple duties around the home. This will help foster confidence in the performance of small tasks.
- Allow your child to stay with relatives or friends for short periods so that he/she will accept the fact that it is not always possible to be with parents.
- Encourage your child by admiring work when it is brought home. Give the painting and handiwork a place of honour for a few days at least.
- Select suitable stories, picture books, radio & television programs for your child.
Vision and Beliefs
The school is committed to creating a caring environment, which nurtures students towards a love of learning. The school seeks to achieve this through relevant, negotiated curriculum experiences designed to be delivered in exciting, imaginative, appropriate and challenging ways. The school acknowledges individual differences; while promoting harmony and mutual respect. The school provides an opportunity for all students to: feel safe from verbal and physical bullying; enjoy success and recognition; make a useful contribution to school life and derive enjoyment from their learning.

Dudley Public School seeks a sound working relationship between the students, parents and teachers as it sees this as of prime importance in determining a child’s educational success. The school mission statement is nurturing individual potential.

Year 6 Exit Outcomes
We would like the student who leaves Dudley Public School at the end of Year 6 to exhibit as many of the following outcomes as possible:

- be thoughtful; able to learn and think critically; and able to communicate information they have acquired from a broad base of knowledge
- be creative, flexible, self motivated and possessing a positive self image;
- capable of making independent, informed decisions;
- skilled and able to make worthwhile contributions to society;
- productive and able to gain satisfaction through achievement;
- co-operative, principled and respectful to others regardless of differences;
- aware of their rights and prepared to exercise the responsibilities of an individual within a family, the community and the wider society;
- able to amuse themselves and enjoy life.

School Code of Conduct
At Dudley Public School we believe:

- That learning is valuable, enjoyable and continues for life.
- In respect for ourselves, other people, their belongings and the environment.
- That individuals should take responsibility for their own behaviour.

While at school and travelling to and from school:

Be Courteous
- Treat one another with dignity and respect.
- Listen to each other.
- Speak politely and listen to other children and staff

Be Considerate
- Show respect at all times for all school staff and helpers
- Care for property belonging to yourself, the school and others.
- Consider others feelings
- Help our school to be ‘bully-free’
- Don’t accept intimidating behaviour that is physical, verbal or psychological from others.

Be Co-operative
- Behave safely, considerately and responsibly, including when travelling to and from school
- Take pride in your appearance, always wear the full school uniform
- Attend school every day unless legally excused.
- Be in class on time and prepared to learn.
- Be honest and truthful.
- Be friendly—help each other
- Play safely and happily within the school boundaries
- Do your best in everything.
Enrolment

If accommodation is available, children are eligible to be enrolled in Kindergarten at any time from the beginning of the year to the end of Term 3, providing their 5th birthday occurs before 31st of July in that year. An enrolment application form must be completed for enrolment to occur. These can be obtained from the school office. It is essential that each child enrolling in Kindergarten have an immunisation certificate from a doctor and birth certificate or other evidence of age.

It is helpful to provide any pre-school history, which may help the school’s understanding of your child, and with this in mind, kindergarten parents together with their child are invited to have an interview with the Principal towards the end of Term 3. In the following term during November, we hold three kindergarten orientation days. Other children are able to enrol at any time during the year. Non-Local children are welcome provided there are places available in the relevant classes.

Absences or Partial Absences from School

Please contact the school if your child will be away for two or more days. It is a Departmental requirement that if your child is away for more than two days without explanation that the school make contact and ask reasons. When your child returns to school after an absence please send a note giving the reason within 7 days of the absence.

What Parents should know about school attendance

When does a child have to attend school?
All children are required by law to attend school between the ages of 6 and 17 years. Some children attend the school below the age of 6. Once a child is enrolled, it is expected that he/she will attend school daily.

When does attendance become important?
From the first day. Much of the play that goes on at school teaches skills. If the basic skills are missed in the early years, they are rarely learnt fully later on. It has been shown that poor attendance in infants and primary, leads to worse attendance in high school.

Do I need to send my child every day?
YES - this includes sports carnivals and excursions. If your child is absent, a note, explaining the absence, needs to accompany him/her when they return to school. This is a legal requirement of the department. You may wish to contact the school office if your child is going to be absent for more than one day.

When may my child be away from school?
The Department of Education & Training accepts few reasons. Generally, they are:
Ø The child is too sick to leave the house.
Ø The child has an infectious disease like chicken pox, measles, etc.
Ø The child is incapacitated by injury and unable to move around at school.
Ø Religious commitment or family annual holiday - by arrangement with the Principal.

Doctor and Dental appointments should be made after school where possible.
School Uniform Shop – Open Tuesdays 8.45 am – 9.15 am
The P & C at Dudley believe that the school uniform is important as it gives a sense of identity and pride in ones self and the school. All children are encouraged to wear full school uniform. The uniform can be seen on display in the school foyer. If you have any queries relating to the uniform or are unable to attend when the shop is open, please contact our Uniform co-ordinator, Jill Coram-Parker on 0414 923 150. Please find a detailed description of our uniform below:

**SUMMER**

**Boys:** Grey Polo shirt, black cargo shorts. Black school jumper or red and black school jacket. Black footwear and grey socks. Wide brimmed black hat.

**Girls:** Black & white checked A-line shift dress featuring white peter pan collar and red tab on collar or black & white checked shorts with white polo shirt. Red school jumper or red & black school jacket. Plain white socks, black footwear. Wide brimmed black hat.

**WINTER**

**Boys:** Grey Polo shirt with long sleeve black skivvy underneath. Black cargo pants or school black tracksuit pants. Black school jumper or red and black school jacket. Black footwear, grey socks. Black beanie (optional)

**Girls:** Black dance pants or school black tracksuit pants. White polo shirt with long sleeve black skivvy underneath. Red school jumper or red and black school jacket. White socks & black footwear. Black beanie (optional)

**Sports Uniform**

**Boys:** Polo shirt in house colours, black shorts, joggers, white sock, and school red and black jacket with pants in cool weather. Wide brimmed black hat.

**Girls:** Polo shirt in house colours with black A-line sport skirt (with in build lycra shorts) or black shorts **(NO BIKE PANTS!)** Wide brimmed black hat. School red and black jacket with tracksuit pants in cool weather.

The school clothing shop sells everything except the socks, shoes, girls black dance pants and the black skivvies. **Please note that jumpers, jacket and tracksuit pants, must be ordered.** We also have a range of school bags eg: backpack, sports bag, excursion bag and chair bag available, however, these must also be ordered. There is a clothing pool for second hand clothes.

**Labelling Belongings and Lost Property**
All clothes and personal belongings should be **clearly labelled with the child’s full name.** Enquiries about lost property should be made at the School Office. Unnamed, unclaimed items are unusually sent to Stewart House at the end of the year.

**Canteen**
The school canteen operates four days each week, catering for children’s needs at lunch and recess time. The canteen operates on the principles set down by the Department of Education and Training for the provision of healthy food. Children order before school. Their name, class and lunch order should be written clearly on the outside of the lunch bag and given into the Canteen before 9.10 am or alternatively you may wish to purchase re-usable lunch bag from the Canteen.

The canteen is operated by the School P & C with parent volunteers under the co-ordination of a P & C parent committee. **Canteen helpers are always needed.** Expressions of interest and availability are taken at the start of the year, with a note sent home to each family.
NB: Canteen not open on Wednesdays for lunch orders

Assemblies

Students assemble in the old school hall each Monday at 9.10 am for a short assembly (approximately 10 minutes). This assembly outlines the week’s events for the students.

Parents are invited to join a whole school assembly held each Friday 10.40 - 11.10 am in Fairleigh Hall. Merit awards and a class item are the highlights of this gathering.

Students also assemble briefly in the primary quadrangle at the beginning of the school day, after recess and after lunch. Class teachers collect their class from this safe area to move off to the next session.

Student School Banking

School Banking is conducted each Friday. The deposit books can either be handed into the school office or given to the class teacher by Thursday and they will be returned to the children on the following Monday. The Commonwealth Bank has installed a facility, which allows the school to process the students’ deposits electronically. Use of the student banking facility by the students will also help school finances as a commission is paid to the school by the bank for every transaction, however small, that is made. The bank also has a student reward system to encourage children to bank on a regular basis. If any student is interested in opening an account please contact the office.

Parking

There is limited parking in the school grounds. We suggest parking in either Boundary or Ocean Streets. Please be very careful in these streets, as there are two crossings especially for the children. There is one in Boundary Street and another in Ocean Street, which is supervised by a crossing controller morning and afternoon.

Please ensure your children understand how dangerous it is to cross busy streets.

Please avoid double parking, parking in the crossing zones or near the corner.

NEVER call your child across the road to you. PLEASE come and collect your child and escort them across the road or allow the teacher to do so. If too many people show a lack of respect for the road and traffic rules, police may attend.
Immunisation

The Department of Health recommends that children entering school be fully immunised. This is particularly important because your child will be coming in contact with many children and infection can spread easily. Children starting school who have not already had booster immunisation should have:

- One booster injection against diphtheria, whooping cough and tetanus (DTP/TRIPLE ANTIGEN)
- One booster dose of polio vaccine by mouth (SABIN)
- One injection of measles / mumps vaccine (if not already immunised or have had measles / mumps)

Please contact the Community Health Centre or your family doctor for details. Dates and times of clinics can be obtained from the local Council. Please keep a written record of your child’s immunisation as it must be presented to the school upon enrolment. Please note: Children who have not been fully immunised may be excluded from the school should an outbreak of an infectious disease occur.

Children and sickness

It is often very difficult to decide if your child is too sick to go to school. We do not have the facilities to look after sick children for any length of time. The school sick bay is located opposite the school office in the administration building. Our policy is to ring the parent or the emergency contact, AND WE ASK THAT YOU ENSURE YOU KEEP OUR OFFICE STAFF INFORMED REGARDING ANY CHANGE OF CONTACT DETAILS.

If your child is sick before school or has been sick during the night please keep them at home.
It is wise to keep sick children at home because disease spreads very fast in a school environment. This is especially so in the case of infectious diseases. The NSW Department of School Education has strict rules about excluding children from school until they are better. Here are some common infectious diseases and the expected exclusion periods.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Period of exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>For 5 days after the first spots appear.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>It is not necessary to keep the child away from school, but some children are too sick attend school. Until the child has recovered, no less than one week from (Viral type A) the time jaundice appeared.</td>
</tr>
<tr>
<td>Infectious hepatitis</td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>5 days from the appearance of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until your child has fully recovered and for one week after the appearance of the first swelling.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered and for at least 6 days after the rash appears.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>If the child has not received the antibiotic treatment then the child should be kept away from the school for 3 weeks from the onset of the “whoop”. If appropriate</td>
</tr>
</tbody>
</table>
Impetigo

Your family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body, such as scalp, hands or legs, the child should be kept at home until the sores have healed.

Pediculosis
(Head Lice)

Until appropriate treatments is begun.
Head Lice occurs in all schools at all times of the year. Please help to control this by checking your child’s hair regularly.

Ringworm

Until appropriate treatments is begun.

Scabies
(“the itch”)

Until appropriate treatments is begun.

Anaphylaxis

Anaphylaxis is severe form of allergic reaction to food or an insect bite that can progress rapidly to a life-threatening emergency. We have 7 students at Dudley P.S. who have been diagnosed with anaphylaxis. They have severe allergies to: peanuts, tree nuts, and egg. So serious is their allergy to these foods that we ask all parents to please ensure no student brings any of the above foods to school. In particular parents are to ensure that peanut butter and muesli bars with nuts are not sent to school. We ask all parents to help the school to maintain the safety of these students.

Medication

It is not recommended that medication be administered at the school. If there is medication prescribed by a doctor it may be administered in exceptional circumstances. However, it must be:
- clearly labelled
- only enough for one day in a small container (not the whole bottle please)
- accompanied by a note stating dosage and time
- sent to the Main School Office
Where medication is required to be taken on a regular basis, parents must provide an indemnity letter.

Bike Safety

We do not encourage children under 10 to ride bikes to school. If your child does come to school on a bike please ensure that:
- he/she wears a helmet
- he/she is in control of the bike
- he/she knows and abides by the road rules
- the bike is in safe condition
- a bike chain is used for security.
School Counsellor

Our School Counsellor is a very important and integral member of our school staff who has a very special role in assisting in the development of programs for any of our students who may require extra assistance. It is the School Counsellor’s role to provide sensitive guidance and support for students, staff and parents who are in need. It is the School Counsellor who is able to assist in gaining access to the Department of School Education’s support services such as a cross section of itinerant support teachers and the Home School Liaison Officer. It is also the School Counsellor’s role to support and counsel parents who need guidance.

Early Intervention Programs

Teachers with special skills visit the school and observe children experiencing difficulties in the classroom and the playground. These children are usually in their early years of schooling. In conjunction with the classroom teacher a variety of strategies are devised which will develop in the child skills and concepts required to ensure that the identified students will progress to the next stage of learning.

Information Technology

Dudley Public has developed a special focus to ensure student learning is enhanced through the use of technology. A designated computer room has been established, which encompasses 28 networked computers with internet access. All classes K-6 will complete 2 - 3 lessons per week in the computer room, led by a computer teacher and class teacher. Computers have also been established in each classroom to support learning. The most exciting development in our computer education is the use of interactive whiteboards in all of our classes. This technology is a valuable learning tool which assists students across all KLAs and our students have displayed a high skill level in using this tool. A detailed computer education program ensures all students achieve computer skills at stage levels.

Library

Dudley Public has a well equipped library which is widely used by teachers and students across the school. With the support of the P & C and through a variety of fund raising activities, the school continues to purchase quality books and resources for teachers.

Every class has a regular library lesson each week, with a literature or research skills focus taught by Mrs Bowles and Mrs Warren. Students are encouraged to borrow books from the library during this session. The library is also open to students at lunchtimes to utilise for reading and quiet games. Library books need to be handled with care, so we ask you to supply a library bag for your child. Please ensure your child looks after the books and returns them on time so that other students can enjoy them too.

Choirs

The choirs are exceptional at Dudley. They practise regularly and perform on a variety of occasions. We currently have an infants, junior and senior choir.
Excursions and Visiting Artists

Children learn through experience. Often that experience cannot be replicated within the school. For this reason we encourage excursions outside the school and visiting artists to come to our school. Excursions for our K-2 classes take the form of day trips, whilst our Year 3-6 experience 2-4 day excursions including overnight. Excursions support the unit of study being undertaken by the class within a given term.

Intensive Swimming Classes

A 10-day intensive swimming school is conducted each year. This is held during Term 4 for non-swimmers in Years 2-6. This is conducted at Charlestown Swimming Pool by trained instructors.

Sport

Dudley P.S. has a long history of sporting success. We celebrate our students successes and encourage the qualities of fair play, sportsmanship and consistent effort. All classes from Kindergarten to Year 6 participate in organised sports programs. All students are encouraged to enjoy sporting activities and participate at their own level of expertise.

Students dress in their house colours and complete sport on Fridays. Years 3 & 4 and Years 5 & 6 have their sports session from 1.50pm—3.00pm. They are organised into four sporting houses and walk down to Dudley Oval to complete a range of in-school activities. Sporting programs for K-2 classes are held from 10.00 - 11.00 am by class or stage teachers.

The sporting houses and colours are:

- Shortland - blue
- Jeffries - yellow
- Currey - green
- Macquarie - red

In Term 1, a swimming carnival is held for Years 1 - 6. In Term 2 a cross country carnival is held for all students K - 6. Term 3 the athletics carnival is held for all students K - 6. Students in Years 3 - 6 have the opportunity to qualify for participation in Zone, Regional and State Carnivals. Despite being a relatively small school in a zone of 24 schools, we consistently finish in the top few schools.

Public Speaking

Students in Years K - 6 are encouraged to participate in a range of Public Speaking activities within the classroom, across stage activities, in front of the whole school and in district competition which are usually conducted in Term 2.

We possess a well deserved reputation for producing excellent debating teams. Our team competes each year in the Premier's Challenge Competition; often coming out on top of our division. In the past few years we consistently have at least one of our team selected in the Hunter Team for the State Titles.
“You Can Do It” Program

Dudley P.S. introduced the “You Can Do It” program during 2007 as a central program supporting all curriculum areas. You Can Do It focuses on teaching students the 5 foundations of **Confidence**, **Persistence**, **Organisation**, **Getting Along** and **Resilience**, that are the keys for developing academic potential. It also teaches students how to think rationally and to eliminate the negative habits of the mind that are associated with anxiety, low self esteem and work avoidance.

The “You Can Do It’ program integrates into all curriculum areas, however provides specific social and emotional learning through explicit teaching in the 5 foundation areas.

Kindergarten Buddy Program

Each year students in Year 6 (and sometimes in Year 5) have the opportunity to be a buddy to new Kindergarten children to help them become familiar with school routines and procedures and support them in their first year at school. Buddies are trained in Term 4 and participate in the Kindergarten Orientation program.

Peer Support Program

A Peer Support program is implemented across the school from Kindergarten to Year 6. In Term 1, Year 5/6 leaders and co-leaders are trained in various aspects of leadership, group dynamics and responsibility. They then become leaders of small groups of eight students from each grade level. This forms a structured, cooperative, multi-aged social group which meets on a weekly basis in Term 2. The group is involved in personal development and cooperative learning activities aimed at developing a sense of belonging and tolerance, building identity and self esteem and celebrating differences. Leaders are prepared each week and debriefed after each lesson. The program provides opportunities for students to establish positive relationships with peers, helps develop leadership skills in senior students and provides a social support network for younger students.

Child Protection Program

Child protection is a sensitive and challenging area for school communities. Because children and young people are relatively powerless in abuse relationships, they rely upon responsible adults to intervene and assist them. The NSW Department of Education and Training (DET), as an agency responsible for the care and welfare of students, has a character to protect young people in its care from sexual, physical and emotional abuse and neglect, and from improper conduct of a sexual nature. The school is bound by legislation to report any suspected abuse or neglect of children in cases where the school has reasonable grounds for such suspicions.

Through its schools, it is the role of the DET to:
- provide educational programs in child protection
- protect students from abuse and neglect and assist in the recognition of suspected child abuse and neglect
- provide ongoing support for students within the normal duties of school staff.
Child protection education aims to assist students to develop skills in:
- recognising and responding to unsafe situations
- seeking assistance effectively
- establishing and maintaining non-coercive relationships and strengthening attitudes and values related to equality, respect and responsibility.

Through child protection education, children will learn:
- about feeling safe and their right to feel safe
- to recognise appropriate touching and inappropriate touching
- that appropriate touching is an important part of positive relationships
- that they have a right to say no to a person who touches them inappropriately or who threatens their safety
- that it is important to tell trusted adults about such situations
- that they may have to keep on telling people until they are believed
- that help is available to them in their communities.

Research supports the idea that effective child protection education:
- commences at the point of entry to school
- deals directly with relevant aspects of sexuality
- includes practice scenarios which deal appropriately and specifically with child abuse

There is a need to use correct anatomical names to label specific parts of the body and to this end we seek your permission for your child to take part in the program.

Mandatory units of work may be viewed by parents at any time. The material is presented by class teachers as part of our C.O.G.S. units completed by all classes.

**Prohibited employment declaration**

The Child Protection Act 1998 aims to reduce the risk of abuse to children by preventing a “prohibited person” from gaining or remaining in child related employment in any private or public capacity in NSW.

Under the Act it is mandatory for schools to require its employees and volunteers to disclose that they are not a prohibited person by completing a Prohibited Employment Declaration (a prohibited person is a person convicted of a serious sex offence). It is an offence for a prohibited person to apply for, undertake or remain in child related employment. All teachers and staff at Dudley Primary School have completed a declaration and all parents (who have not already done so) are asked to sign a Prohibited Employment Declaration before they,
- assist in the classroom
- join a school excursion
- work in the school canteen, etc
- It is only necessary to fill a Prohibited Employment Declaration in once. Declarations are securely retained in the school and a list of signatories is generated and updated for the convenience of parents & staff.
- Prohibited Employment Declarations are available at the school office. They take only a minute to complete and I would urge parents who are new to the school or have not already done so (at this school) to assist us by filling one in now.
Parents join in the fun to prepare for Dudley Public School’s Art Exhibition
School Newsletter

The School Newsletter is published every second Monday and distributed to the eldest child in the family. The newsletter includes recognition of student achievement, weekly events, canteen price lists and rosters, excursion notices, information sessions for parents, community notices and prior notification of upcoming events. The newsletter is our major means of communication between the school and home, so we ask that you ensure you receive a copy each week and carefully read it. This will guarantee that you are kept up to date with school policies, procedures and activities at Dudley Public School. The Newsletter is also available on the school website—www.dudley.ps.education.nsw.gov.au

Parental Involvement

All research indicates that the link between home and school is a vital one for the child. Parental interest and involvement contributes greatly to the creation of an optimal learning environment for the child. Parent assistance is welcome;

- in the classroom to help with reading and writing
- on excursions
- at craft days
- athletics and swimming carnivals as officials
- social events
- working bees
- fund raising

Reporting to Parents

The Department of Education and Training has developed a reporting format that will be completed twice yearly; at the end of term 2 and term 4.

At the beginning of the school year, class teachers will outline their class routines and teaching programs to parents. Stage outcomes and indicators will also be discussed and assessment tasks explained.

Parents can make appointments with teachers at any time to discuss their children’s performance and progress. At the beginning of Term 3 Parent/Student interviews are conducted by class teachers to explain the report on student’s progress in relation to stage outcomes and these interviews can be booked online. At the end of Term 4, an end-of-year student report is sent home to parents.
School Office

This is open from 8.20 am every day of the week and closes at 3.20 pm. It is the Office where all enquiries are directed. The office staff is responsible for receipting all monies which come into the school, the distribution of all notes and newsletters, enrolments, appointments, and general enquiries. Any items you may have missed out on, enquire from the office staff and they should be able to help you. Uniforms, P&C related funds are to be posted in the appropriate section of the box in the foyer.

Parents and Citizens Association

The P&C at Dudley is an active, enthusiastic and informed group of parents. It is the aim of the association to promote closer liaison between the school and parents. It has assisted greatly in the provision of funds for improved amenities and resources at the school.

The P&C is not just a fund-raising body. It assists in setting the school’s goals and priorities. It is a forum for discussion, information gathering and dissemination.

The P&C meets in Week 3 & 7 each term at 7.30 pm in the school staff room. The time and date are advertised in the School Newsletter.

New Members are most welcome and all parents are encouraged to participate and support this important school body.

Staff/Parent Committees

From time to time decisions need to be made about policy relating to particular issues. The advice of both parents and staff is necessary to ensure a fair, balanced and amicable policy is devised.

Parent and staff volunteers work closely in committee to work out guidelines for policies to be presented to the community.
Homework Policy

The school’s Homework Policy has been designed to encourage students to undertake a reasonable amount of homework from Monday to Thursday commensurate with their age and development level. Homework is an experience whereby each child should reach a stage of responsible self-direction.

Homework is set by class teachers and will be outlined to parents at the beginning of the school year. We have introduced a “Homework Grid” whereby students have a choice of activities that are practical and enjoyable. The focus of homework and the time to be taken to complete activities will vary through the stages. Please discuss homework issues with the class teacher.

Sun Safe Policy

No hat, no play. Any child not wearing a hat will sit in the shade and not participate in any activity in the sun during Terms 1 & 4.

School Prayer

This is our school,
Let peace dwell here
Let our rooms be full of contentment. Let love abide here,
Love of one another,
Love of mankind, love of God
Let us remember
That as many hands build a house
So many hearts make a school. Amen

School Pledge

I honour my God,
I serve my country,
I am loyal to my school
I salute my flag.

School Song

House of learning in thy praise
Joyful voices now we raise
Dudley school with reverent pride
Here our thoughts forever abide
Here we learn to play life’s game
Praising honour more than fame
Here abides the golden rule.