

MIMOSA PUBLIC SCHOOL



PARENT INFORMATION HANDBOOK



RESPECT

RESPONSIBILITY

EFFORT

RESILIENCE



mimosa-p.school@det.nsw.edu.au



02 9451 8049



1 Mimosa St, Frenchs Forest NSW 2086

Message from the Principal



'Yaama' or welcome to Mimosa Public School! I am very proud to be the Principal of this wonderfully dynamic, inclusive and innovative school. It is a privilege to work with our students, staff and families to ensure our school is the best it can be. The whole Mimosa team - students, staff and parents - work collectively to achieve the NSW Plan for Public Education's goal of transforming lives through learning.

At Mimosa, we delight in creating a safe and nurturing yet challenging learning environment that is built on strong wellbeing programs, positive relationships and developing the whole child – emotionally, socially and academically. We value, care for and know each of our students for their uniqueness, with distinct talents, interests and needs, each bringing to school a vast range of experiences and backgrounds.

Our school is situated in a natural, leafy environment that provides a pleasant, peaceful setting for learning. We are fortunate to have many play spaces and outdoor settings that allow for a variety of games, explorative play and social development. We are well equipped with sporting equipment, play structures, yarning circles, synthetic and grass ovals, a basketball court, cricket nets and an extensive vegetable garden.

Mimosa Public School caters for students from Kindergarten to Year 6 with approximately 3 classes per grade and an enrolment of approximately 560 students. Our classrooms are well resourced and our students have access to a range of hands-on materials, literature, technology and learning support programs to assist them in their achievement of ambitious learning goals.

Our experienced and dedicated teaching staff use explicit instruction to deliver stimulating and challenging teaching and learning programs based on the NSW curriculum that are differentiated to meet the needs of every student. We are committed to everyone reaching their potential in a supportive and respectful environment. We promote excellence and equity to ensure all students become successful learners, confident and creative individuals and active informed citizens of the future. Technology is widely used across the school to support teaching and learning. Students have access to laptops and iPads in particular subjects as well as having the opportunity to develop skills in STEM education.

We offer extra-curricular activities including inter-school sporting competitions, enrichment programs, student leadership programs, band programs, choirs, dance groups, string ensemble, coding, chess, garden club, drama club and debating. We have an on-site Before School and After School Care Program (MOOSH), and long day care/pre-school, which are both operated by Mimosa Kids. Our strong ties with these centres and neighbouring Davidson High School, ensure positive transitions occur for students as they enter and leave our school, affording students the best start in their education and positive post-school pathways. We offer a pre-school to Year 12 learning campus.

We want each of our students to leave school with the core values of respect, responsibility, resilience and effort. As a Positive Behaviour for Learning school (PBL) our students develop responsibility for their own behaviour and the choices they make, along with a communal responsibility to assist their peers to do the same. We promote an anti-bullying environment and explicitly teach personal development programs to ensure students are well equipped with the necessary skills and understandings to be socially aware and build respectful relationships with adults and fellow students. We have a dedicated wellbeing room, the Daringyan Room, named after our school's totem (the stingray). This room is used by our school counselling and wellbeing staff, and occasionally by our school support dog, Millie.

Mimosa Public School is a friendly, vibrant, community-minded school. Our decisions always put our students first. We are very keen to involve the community in our learning, developing true partnerships that value each student. There are many opportunities for parental and community involvement. We hope that through your participation and interest you will also come to feel very much a part of our school and its warm and generous community.

We are always ready to help you and work with you to make your child's time at Mimosa Public School memorable and rewarding in every possible way. Please do not hesitate to contact us if you would like to know more, have a question, or wish to talk to us about how we can best support your child in their primary school journey.

We believe that we are always stronger together and we look forward to partnering you throughout your child's journey at school. We warmly welcome you to the Mimosa Public School Community.

Kindest regards,

Leesa Martin
Principal



Our Values

Students, parents and staff of Mimosa Public School

- Show **RESPECT** by demonstrating care and consideration for people, property and the environment.
- Exhibit **RESPONSIBILITY** through taking ownership of our actions and making safe choices.
- Demonstrate **RESILIENCE** by accepting opportunities and challenges.
- Give our best **EFFORT** to every task we undertake.





The 2025 Mimosa Team

Principal	Leesa Martin
Deputy Principals	Fiona Smith, Louise Grigg (Curriculum & Instruction)
School Admin Managers	Jodie Kenny (Admin & Finance), Michelle Sirkedjian (WHS, Assets & Attendance)
School Administration Officers Grounds Maintenance	Alice Shaddick, Dallas Cragg Vince Femia
Early Stage 1/Kindergarten Team	KG - Gayle Kennedy (Assistant Principal) Clare Gowing (Wed) KL - Liz Donnelly KD - Clare Gowing (Mon-Tue), Jo Dutton (Wed-Fri) KS - Jen MacKay (Mon-Tues), Sarah Sutton (Wed-Fri)
Stage 1 Team Year 1 Year 2	1S - Stacey Southon (Assistant Principal) Maddi Ho (Fri) 1M - Imogen McIntosh 1G - Maddi Ho (Mon-Tue), Kathryn Garrihy (Wed-Fri) 2N - Amanda Neal 2F - Kelly Franklin 2S - Sarah Symons
Stage 2 Team Year 3 Year 4	3C - Kristen Coolentianos 3D - Deb Davdison 3G - Jennifer Gray 4P - Renee Phegan (Assistant Principal), Nicci Mangano (Wed) 4F - Brad Ferguson 4O - Melissa Ord
Stage 3 Team Year 5 Year 6	5B - Joshua Bamford 5D - Annabel Davis 5S - Jennifer Smithies 6D - Mathew Duff (Assistant Principal) Anne MacKenzie (Thur) 6C - Aimee Carter 6M - Samantha Meikle
RFF team Science History/Geography Music Library	Christine Littlefield (Wed/Thur), Nicci Mangano (Tue) Jodie Goodyer (Wed-Fri) Lucy-Rose Tyler (Tue-Thur), Jen MacKay (Wed) Sandra Flower, Lee-Anne Marshall (Admin)
Learning Support Team	Emma Woodward (Mon-Thur), Louise Ferrari (Mon-Wed)
School Counsellor Wellbeing Officer	Rachel Hawksford (Wed-Thur) Sue Lavery (Tues)
School Learning Support Officers (SLSO)	Elaine Dempsey, Lisa Weber, Jodie Andrews, Maddi McGrath, Dallas Cragg, Imogen Hughes
School Canteen	Kath McQuoid, Pam Dooley
Uniform Shop	Helena van de Merwe





A-Z of School Information

Aboriginal Education

Aboriginal Education is an integral part of all teaching and learning programs at Mimosa PS and we highly value our connections to country and local elders. The school's Aboriginal totem is the Daringyan, or Stingray. The school acknowledges various dates of significance throughout the year, such as Sorry Day, Reconciliation Week and NAIDOC Week and strives to improve educational outcomes for all Aboriginal and Torres Strait Islander students.

Absences and Attendance

Students are expected to attend school punctually every day by 9:15am. Teacher supervision is provided from 8:45am. Until this time, children should not be at school unless they are attending the Before and After School Care Centre. There is no playground supervision after 3.15pm when school finishes.

Regular attendance is very important and we aim for every student to have an attendance rate of at least 95%. For short absences, an email or a digital note from a parent via the School Bytes Parent Portal should be sent to the office stating the reason for the absence within 7 days. For longer absences, please notify the school in writing about the nature of the absence and probable duration. If the absence is going to be for five school days or more, an Application for Extended Leave form must be completed via the School Bytes Parent Portal. The Principal will determine if the application will be granted or not. The school works with the Home School Liaison Officer to monitor and promote positive school attendance.

Partial absences – late arrival / early leaving

If your child arrives late to school please sign them in at the office before going to the classroom. A late slip will be provided to hand to the class teacher. If it is necessary to collect your child from school before 3:15pm please come to the office where your child will be signed out and a slip will be issued to give to the teacher for their partial absence. If your child leaves school for any period during the day they must be signed in and out at the office.

Access to Staff

The school has an 'open door' policy and encourages regular contact between parents/carers and teachers. Your class teacher is your first port of call for all issues. Of course, there are times during the day when teachers are unable to talk with parents/carers because they are teaching or have other school commitments. To ensure a convenient time and to avoid disturbances during teaching time, please contact the school via phone or email to arrange a meeting. In line with Departmental policy, teachers will reply to emails and phone calls during regular school hours only and reserve the right to switch off after school hours.

Accidents

Policies and procedures are in place for students who fall ill or are injured during school hours. All staff are trained in First-Aid, CPR, Anaphylaxis and Emergency Care. A sick bay with first aid requirements is located in the school office where sick or injured students are made comfortable and directly supervised until collected by a parent or caregiver or are well enough to return to class.

You will be notified if your child becomes sick at school and will be expected to collect your child as soon as possible. In the event of an accident, staff will take appropriate action and you will be contacted. The Department of Education has accident insurance to cover any ambulance transportation to hospital if required.

It is very important that 'Emergency Contact' details are kept up to date. Any changes in contact telephone numbers or relevant information during the year should be notified immediately to the school office.

Allergies, Anaphylaxis, Asthma

If your child has allergies or anaphylaxis to food, plants, stings etc. a current ASCIA Action Plan for Anaphylaxis or an Allergy Plan must be supplied in colour and the appropriate medicine or medical aids, eg. an EpiPen auto-injector, must be supplied. This is a requirement prior to the child's first day at school. The expiration date of medicine is monitored via School Bytes and you will be advised when it needs to be replaced.

The school has a supply of emergency Ventolin spray for use as required. However, if your child requires Ventolin, a puffer spray pack, a spacer delivery device and Action Plan provided by a medical practitioner should be supplied to the office. The child will be supervised when taking their Ventolin.

App - School Bytes

At Mimosa we use a school management system called School Bytes Parent Portal to keep our parents informed. The portal will deliver newsletters, notes and information to your phone via an app and/or to your email. The app is available for iPhone, iPad, Android devices, Windows and Windows Phones. This is the only way of receiving newsletters and other important information. The Parent Portal also contains our School Calendar, Permission Notes and a Payment section, where you can view past payments and any fees that are owing.

Anti-Racism Contact Officer (ARCO)

The ARCO is a specially trained member of staff nominated by the principal to support anti-racism education in the school. ARCOs are trained to undertake their role and play an important role in assisting and working collaboratively with the principal to implement major aspects of the anti-racism policy by promoting anti-racism education, supporting reporting processes of racism and collecting data.

Assemblies

Assemblies are held for students every Friday afternoon in the school hall. Attendance at these assemblies alternates each week between students in Kindergarten to Year 2 and students in Year 3 to Year 6.

Twice a term, the whole school assembles in the hall for a K-6 Values Assembly where students are recognised for their efforts in demonstrating our four values; Respect, Responsibility, Resilience and Effort. At these assemblies, a more formal format is followed, including the singing of the School Song and the National Anthem.

Assistance in the classroom

During the year many parents provide valuable assistance to teachers by helping in the classroom. They supervise activities, listen to the students read and help with writing, practical math activities and for particular class events and activities. Parents are encouraged to share their own strengths and skills in partnership with the school.

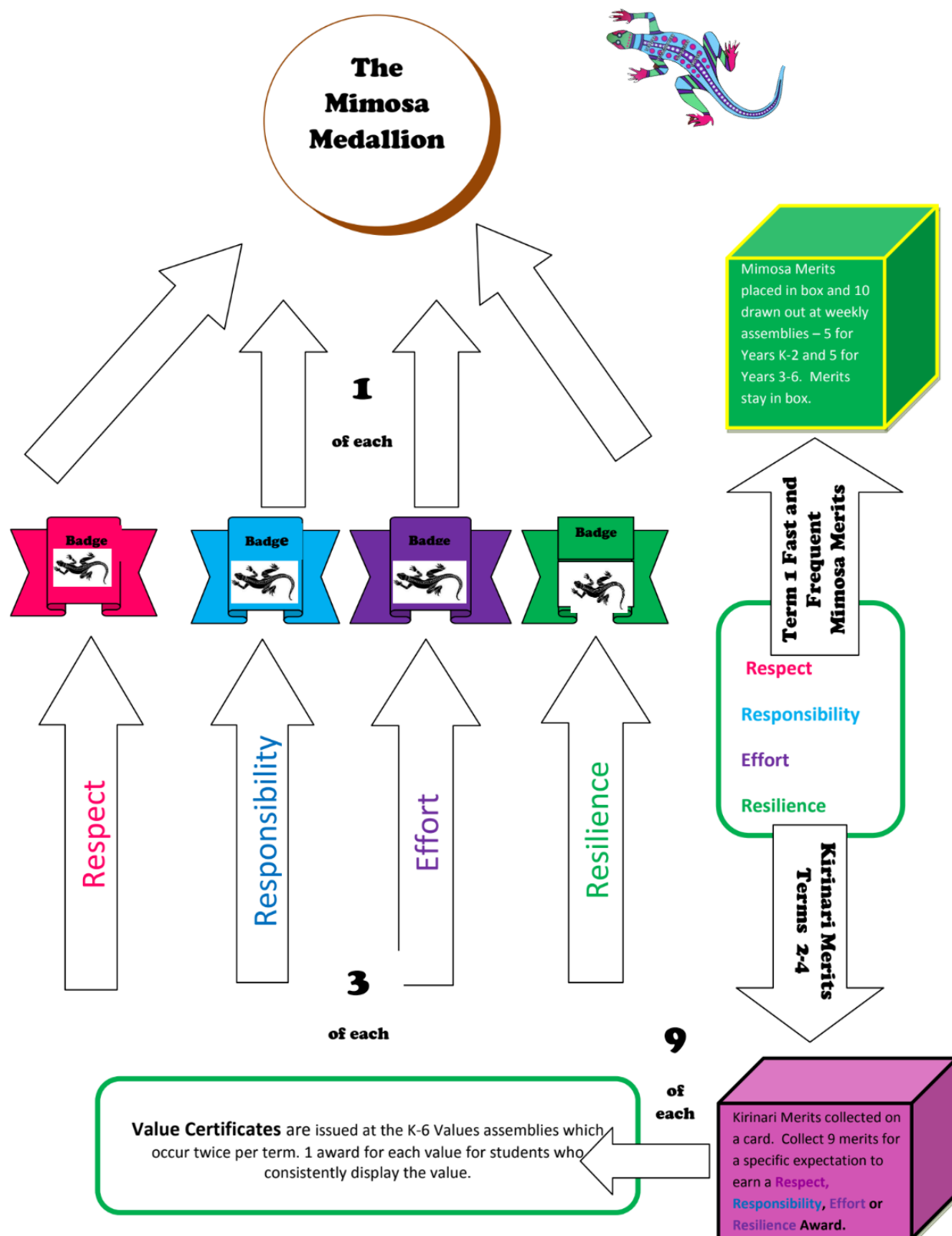
At the time of enrolment, parents are requested to complete a Digital Declaration for Child Related Volunteers which will cover them for their child's duration of school. If you have not completed one please contact the office.



Awards

Certificates are presented to students for demonstrating a wide range of positive behaviours, values and achievements. Certificates are awarded at the school assembly. Students are also able to collect the Values certificates and be awarded with a special Kirinari badge once they have collected the required number. Once they have collected all four Kirinari badges, one for each value Respect, Responsibility, Resilience and Effort, students will be awarded a Kirinari medallion on Presentation Day at the end of the year.

Awards System



Before and After School Care

Mimosa Out Of School Hours Care (MOOSH) is operated by Mimosa Kids and should be used if your child needs to be at school earlier than 8:45am or after 3:15pm as supervision is not provided outside of these times. Please see their website for enrolment details.

Hours of operation: 7:00am – 8:45am and 3:15pm – 6:00pm.

Telephone: 9453 1162 for registration information, bookings or enquiries.

Email: Moosh@mimosakids.com.au

Vacation care also operates during the school holiday periods. Please contact MOOSH for more information.

Bicycles

Children are able to ride bicycles or scooters independently to school with their parents' permission and assumed responsibility. Students riding their bikes or scooters to school must wear an approved helmet and obey the road rules. Students are not permitted to ride their bikes or scooters in the school grounds and must leave them in the designated area. Children observed riding in a dangerous manner will not be permitted to ride to school. Parents are urged to ensure that their child has proper bike or scooter control and knowledge of road rules prior to allowing their child to ride.

Skateboards, e-bikes and electric scooters are not permitted at school.

Book Club

Scholastic Australia Book Club operates several times a year and offers a convenient way for your child to select and purchase books that have been expertly selected to span a wide range of interests and reading levels. Order forms are sent home with your child. If you wish to make a purchase, simply order and pay online. Orders are usually delivered within 2 weeks to your child's classroom. Our school receives complimentary books and teaching resources from Book Club based on student orders. We run Book Fairs through the Library each year.

Buddy Program

When children begin Kindergarten they are teamed up with a buddy from Year 6 prior to beginning school. As part of this program they regularly meet to play games, read stories and complete tasks. The program provides the Kindergarten children with an older person they can rely on and it provides an opportunity for the older students to learn leadership and social responsibility. Children meet their buddies in the first week of attending school.

Budget

The school receives annual government funding based on the school's estimated enrolments for the following year. The budget is then determined during November and December after consultation with staff and the finance committee. Staff are employed and allocated across the school to provide the best possible education for our students. Additional money is raised by the P&C Association to extend and enhance the educational opportunities provided to the students.

Bullying

Mimosa PS has a no tolerance approach to bullying, including cyber-bullying. Our preventative approach to bullying includes anti-bullying classroom lessons and a range of programs to promote positive self-esteem and behaviour. Students are encouraged to report any incidents of bullying behaviour to their teacher so that prompt support for all students involved can be provided. Please see the school's Anti-Bullying Plan on our website for more information.

Bus Travel

Students in K-2 are entitled to a free travel pass if required. Students in Years 3-6 who live 1.6km straight line distance or 2.3km walking distance from the school are also entitled to a free student travel pass.

Applications are available online via Transport NSW – School Student Transport Scheme (SSTS). Please contact CDC NSW or go to their website to obtain timetable and bus route information.

Camps and Overnight Stays

Each year school camps or excursions are held that involve overnight stays for students in Years 5 and 6, along with students in Years 4-6 who are in our band programs. Camps are an educational experience related to our curriculum and provide an opportunity for students to develop enhanced social skills, cooperation, teamwork and independence in a setting away from home and school.

Camps are a valuable part of our school's learning programs. They cost on average between \$300 - \$500. All staff accompanying our students on camps and overnight excursions hold first aid, CPR and anaphylaxis training. Financial assistance to attend camps is available upon request.

Canteen

The canteen is operated by the P&C, who employs a Canteen Manager and Canteen Assistant. The canteen is open each Monday, Wednesday, Thursday and Friday for morning tea and lunch. The canteen maintains a high standard of nourishing food at reasonable prices and is guided by the Healthy School Canteen Strategy. It makes an important contribution to the school community life. A current canteen price list can be found on the school website.

We have an online ordering system with Flexischools for ordering morning tea and lunch. Snacks can also be purchased over the counter at recess. To sign up for online ordering, go to www.flexischools.com.au

'Specials Days' are held from time to time. This is for one-off food and drinks not normally sold at the canteen. These days are advertised in advance in the school newsletter and are ordered via Flexischools prior to the day.

Parents are encouraged to volunteer to assist in the daily running of the canteen. Volunteer hours are 9:15am to 2:00pm, although shorter shifts are available. A roster is prepared on a one-day per month basis, where possible. If you are able to assist, even in a limited basis, please contact the school office or Canteen Manager via the school phone number.

Carnivals

Each year the schools holds 3 sporting carnivals - Swimming, Athletics and Cross Country. All students from Years 3-6, including any students in Year 2 who turn 8 that year and are proficient in that sport, compete at the carnivals. Successful students at each carnival progress to the local Zone Carnival and may also progress to the Regional and State Carnivals. A special Sports Carnival day is held for students in K-2 with age races.



Casual Relief

Casual or relief teachers assume the same responsibilities and duties as permanent teachers and are employed whenever a teacher is sick, on leave, or is attending a Professional Development course. All casual teachers have completed all mandatory training as required.

Communication

Regular communication about school events occurs via our school newsletter, **Mimosa Matters**. This publication is emailed to all parents and is also available on the School News section of the School Bytes Parent Portal.

All information regarding school events can be found on our school calendar, also available on the School Bytes Parent Portal and App. Please note - all attached information within the calendar can be accessed on the desktop version of the calendar on the Portal. Reminders about upcoming events are also emailed to year group families as needed via Daily Messages at or around 2:30pm each day.

Charities

The children are encouraged to support charitable appeals from time to time. Stewart House is our major charity as it is mainly funded by students and teachers of NSW schools. Our Student Representative Council (SRC) also fundraise for various charities throughout the year.

Complaints

It is important to resolve any issues which arise as soon as possible. In most cases the class teacher is the first person you should contact to discuss the issue. If the issue is not resolved then it is important see the appropriate Assistant Principal. If you are still concerned after discussing the matter with these people, then it may be necessary to raise the issue with the Deputy Principal or Principal. Please contact the school to make an appointment. We take all complaints seriously and will seek to work with you to achieve a positive resolution.

Computers and ICT

Every classroom at Mimosa is equipped with an interactive whiteboard or interactive panel. Mimosa is highly resourced with laptop computers available for use in each classroom and in the library. Students use various forms of technology to support their learning. Coding and robotics classes are also available for interested students before school.

Children use computers to create multimedia presentations and artworks, publish stories and to extend their learning across a variety of curriculum areas. The Department Intranet provides the children with safe access to school email facilities, as well as other services used for educational purposes. Cyber safety practices are taught and upheld throughout the school.

Counsellor

The school counsellor is a registered psychologist and can provide students, teachers and parents with educational and personal advice and support. The counsellor can administer educational assessments and assist with acquiring support for students with specific needs. Ongoing therapeutic support for your child is best provided through your General Practitioner.

Students can be referred to the school counsellor following consultation with the class teacher and through the Learning and Support Team. Please see your child's teacher if you wish your child to see the school counsellor.



Creative and Performing Arts

The development of each student's potential in the creative arts is an important aspect of our school plan. All students at Mimosa participate in performing arts programs during the year, delivered by specialist teachers. The school also offers a wide range of extra-curricular programs in music, dance, choir and drama. A bi-annual school concert is held where all students have the opportunity to perform.

Band Program

The band program at Mimosa is very comprehensive and enjoys an excellent reputation. The program caters for students' musical development in three bands: Training Band, Intermediate Band and Senior Band. Towards the end of Year 2, students apply to enter the Training Band for the following year. After one year, students progress into the Intermediate Band and then into the Senior Band (Years 5 & 6). The three bands offer members a wealth of performance opportunities and collegial musical experiences. The bands perform at a variety of venues throughout the year. A Band Tour is held for band members in the Intermediate and Senior Band.

The P&C Band Committee and school work in partnership to ensure the band program is run efficiently and effectively under the professional care of a band director.

Choir Program

Students at Mimosa receive many opportunities for participation in choir. Performances take place at a wide range of functions both in the school and further afield.

Drama Program

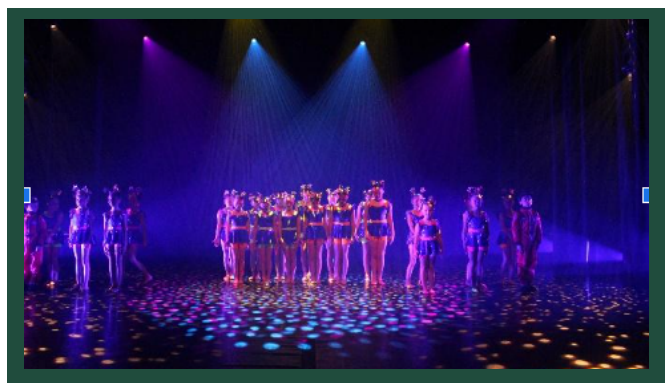
All students participate in drama activities as part of their learning in the Creative and Practical Arts syllabus. Drama Club also operates as an extra-curricular activity, with students participating in weekly drama activities at a lunchtime.

Public Speaking

Each year the school holds a Young Communicators' Public Speaking Program to encourage excellence in public speaking. This event encourages all students in the school to prepare and deliver a speech to their class and several students from each stage are chosen to present their speeches in front of the school and guest adjudicators. Students are then selected to attend regional competitions. Debating skills are also encouraged and developed in the senior classes through the debating program, with interschool debating held regularly.

Dance

Students are given the opportunity to audition for school dance groups, which perform at Dance Festivals at regional and state levels. The school also runs dance classes for all students, with a dance concert held every second year. Year 5 students also participate in the Dancesport ballroom dancing and wellbeing program each year.



Curriculum

The NSW Educational Standards Authority (NESA) is responsible for developing syllabuses to be taught in NSW schools from Kindergarten to Year 12. The latest information can be found at: <http://educationstandards.nsw.edu.au/wps/portal/nesa/parents/parent-guide>

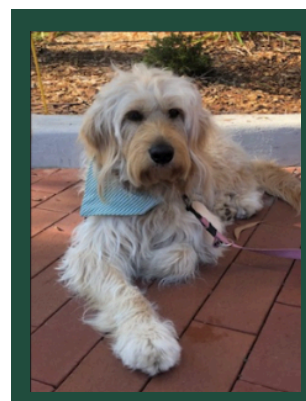
Differentiation for High Potential and Gifted Students

A differentiated curriculum is delivered for all students at Mimosa PS to meet high potential in academic, social, physical and creative domains. Along with individual learning goals, lateral extension and enrichment activities provided in the classroom, the school also offers additional programs to support students such as Maths Olympiad, art competitions, Young Communicators program, writing competitions, debating and leadership programs.

Dogs at School

Under the Companion Animals Act 1998 No 87 (14.1e) dogs are prohibited in school grounds whether or not they are leashed or otherwise controlled. Parents cannot bring dogs onto school grounds as they constitute a health and safety hazard. Should a dog be found on the school grounds an attempt will be made to contact the owner. If unsuccessful, Northern Beaches Council will be requested to impound the animal. We thank you for leaving your dogs at home.

The exception to this rule is for Millie and Chessie our school's support dogs. Both are specially trained therapy animals who provides support to students throughout the school day.



Driving/Parking

At all times, parking in school grounds is restricted to teaching staff, administration staff, cleaners and visiting personnel. This is for safety reasons.

Parents are asked not to drive into the school carpark grounds when dropping off or collecting their child, except in emergencies as advised by the administration staff.

Parents are also requested to observe traffic regulations (40km/h zone) and parking regulations in Mimosa Street and Blackbutts Road. The safety of all students is paramount.

English as an Alternate Language or Dialect

The school provides an English as an Alternate Language or Dialect (EAL/D) program for those children who require additional help in learning English. Children are either withdrawn from classes to provide intensive language instruction or the EAL/D teacher works in the classroom with the child's teacher.

Enrolment of Students

Children who reside within the local catchment area are guaranteed a place in the school. A birth certificate, proof of address and the child's immunisation record needs to be sighted before enrolment is finalised. Children residing outside the school's catchment area are welcome to submit an Out of Area Enrolment via our school website which will be considered by our school enrolment committee and determined by the number of placements currently available at the school. <https://schoolfinder.education.nsw.gov.au/>

A Kindergarten information evening and school tours are held for parents in Term 2. Our Kindergarten Orientation Program, or STAR program is held each year in Term 4.

Environment

The natural bushland environment is a unique feature of Mimosa PS and one that is highly valued by students, teachers and parents. The responsibility for the native vegetation rests with the Duffy's Forest Vegetation Management Strategy, which is a joint agreement between the school, Northern Beaches Council and the National Parks and Wildlife Service.

There is always a strong focus on students developing responsible and proactive attitudes and habits to care for the environment.

Our vegetable gardens and grove of fruit trees are maintained by our students, teachers and the P&C Committee with produce being used for lessons, cooking and the school canteen.

The school also maintains several recycling programs throughout the year.

Excursions and Performances

Excursions, incursions and special activities are a part of the school's educational program and are closely linked to current classroom practice. Students wear their school uniform on excursions. All students are expected to participate in excursions and special activities as they are part of the school education program. Excursion costs are closely monitored. Consideration and assistance is provided for any family experiencing financial difficulties, following confidential information being conveyed to the Principal.

Parental permission is necessary before a child can participate in any school excursion or special activity via the School Bytes Parent Portal.

Freedom of Information (GIPA)

The school cannot provide the phone number or address of any student without the authority of the parent. Similarly, student information and records are confidential. Such information will not be released without an appropriate court order.

Under the Government Information (Public Access) Act 2009 (GIPA Act) we are obliged to inform people that the personal information that you provide to the school will be used for general student administration and communication and other matters relating to the education and welfare of students. While the provision of this information is voluntary, if you do not provide all or any of the information it may delay or prevent the processing of student information and enrolment. All personal information is stored securely. You may access or correct any personal information by contacting the school.

Fundraising

School fundraising initiatives are coordinated by the school's Parents and Citizens Association (P&C). The P&C organises different activities to raise funds for additional programs and equipment to enhance student learning experiences. Parents are encouraged to support the fundraising activities that are organised for the children's benefit. The school also conducts fundraising activities from time to time.

General Assistant (GA)

The Department of Education provides the school with a General Assistant to help with the maintenance of the buildings and grounds. Our school receives a five day allocation per week.



Homework

Homework is an opportunity to consolidate class work and provides valuable practice and reinforcement of basic skills. It is considered important to develop regular work habits. At all times, the policy of the NSW Department of Education is followed.

All homework is marked and followed up by the class teacher. Homework is a home-school partnership in the teaching and learning process, with the child being responsible for his/her own work while parents provide a supportive, encouraging role.

Houses for Sport

There are four school houses:

- **Acacia** (yellow)
- **Boronia** (blue)
- **Waratah** (red)
- **Banksia** (green)

Each house has two captains. These leaders are elected by their peers. House points are earned in house sport competitions. To encourage participation at swimming, cross-country and athletics carnivals, children are encouraged to wear their house colours and are awarded house points for participating in an event, irrespective of the results.

Sport and physical education are an important part of the curriculum. Students at Mimosa take part in sporting activities from K-6. Mimosa provides an extensive sports program catering for all levels of ability.

Interschool sport is organised through the Primary School Sport Association (PSSA) and games are played against other schools in the Forest area. Students in Years 3-6 may try out for a PSSA team. PSSA summer sports are cricket, Eagle-tag football, softball, and T-ball. PSSA winter sports are soccer, AFL and netball. These weekly competitions are held on Friday mornings.

School Sport is held at the same time as the PSSA competition. The school sport program is designed to maximise the fundamental movement skills of the students and develop skills in sports that are played in the PSSA competition.

Annual carnivals are held for athletics, cross country and swimming and all students who are aged 8 years or over may compete at these events. Parents are encouraged to attend these exciting days to cheer for their children and to assist with events where required.

Year 2 students participate in an Intensive Swimming Program run by qualified instructors each year.

Immunisation

The Department of Health recommends that children entering school be immunised against childhood diseases. The Department of Education requires the school to sight an immunisation certificate at the time of enrolment. The certificate is available to download from the Medicare website.

Children starting school require an immunisation booster against diphtheria and tetanus (CDT) and polio (Sabin). Children should also be immunised for measles if they have not previously contracted the virus. Immunisation is available from a general practitioner, local council clinics and community health centres.

Infectious Diseases/Illness

Parents are reminded that students with infectious diseases should be kept home and not return to school until the required number of days has elapsed for them to be regarded as free from infection. Please contact the office so that the school community can be notified if necessary. If your child is absent from school, an explanatory note is required (see Absences). The NSW Department of Education requires the following periods of exclusion from school for students with the infectious diseases listed in the table below.

Infectious Disease	Exclusion from School
COVID-19 and Influenza	Parents and carers are NOT to send students to school if they are unwell, even if they have the mildest flu-like symptoms. Students need to be completely symptom free prior to returning to school.
Chicken Pox	Exclusion from school until fully recovered. Minimum exclusion seven days after first spots appear.
German Measles	Exclusion from school until fully recovered. Minimum exclusion five days after rash appears.
Measles	Minimum exclusion five days after rash appears.
Mumps	Exclusion from school until fully recovered. Minimum exclusion one week after swelling occurs.
Whooping Cough	Exclusion from school until fully recovered. Minimum exclusion three weeks from onset of whoop.
Ringworm/Scabies	Re-admission to school after appropriate treatment has commenced. A medical certificate detailing treatment is required.
Pediculosis (headlice)	A student with head lice at school will be isolated to protect other students from possible infestation. The child will need to remain away from school until the infestation is treated. Hair should be free from "nits" upon return to school.

Learning and Support Team

Our learning support team works with teachers and parents to develop special programs for children requiring additional support with aspects of their learning. There is close liaison with parents, the school counsellor and the school's Learning Support Team in the initial assessment of children in need of additional support. Parent volunteers are sometimes trained to provide additional support for students. Literacy programs for students requiring additional intensive support for their learning are administered at school. Our school also implements the Multilit and Macqlit intensive literacy programs.

Leaving School Grounds

Children are not permitted to leave the school grounds during school hours without a parent or care giver. People collecting children from school must report to the office first and sign the child out.

Library

Mimosa Public School Library is an inviting and engaging space that seeks to instill a love of reading and learning in the school community. Students are encouraged to collaborate, communicate, investigate and learn in a comfortable, safe and enjoyable environment. We participate in many exciting literature-based events such as National Simultaneous Storytime, Book Week dress up parade and activities, author and illustrator visits and the Premier's Reading Challenge. Students are encouraged to borrow books during their weekly library lesson and must bring a library bag to school if they wish to do so.



Lost Property

It is essential that all clothing and personal possessions be clearly marked with the student's name. Lost property is managed within the school and is returned to your child if clearly marked. All items found are placed in our lost property boxes located outside the canteen. Unnamed items are sent to the uniform shop for recycling or to charitable organisations.

Management Plan

The school develops a 4 year School Excellence Plan (SEP) which is available on the school website. It details the goals set by the school community and includes the Department of Education's focus areas for NSW schools. Data regarding school targets is regularly generated and analysed to determine progress. The SEP initiatives are supported through the school's annual budget.

Media in the School

The school occasionally promotes its educational programs by encouraging local media coverage of school events. No child will be interviewed or photographed by the media without parental permission. Permission to publish forms are completed by parents via the School Bytes Parent Portal.

Medical Plans

An individual health care plan written by your child's doctor must be provided to the school for students with complex health care needs.

Individual health care plans are required for:

- severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- any student who is diagnosed as being at risk of an emergency
- any student who requires the administration of specific health care procedures

The plan must also detail procedures to be followed if an emergency arises. Plans must be reviewed annually or when the parent notifies the school that the student's health needs have changed.

Medications

Many medications are now available in a form that minimises or eliminates the need to provide students with medication during the school day. Parents should consult with their medical practitioner to determine the best course of action if their child requires medication.

Medication requiring administration on a daily basis during school hours should be in a pharmacy issued package with instructions including the student's name and stored at the front office. Information about the dosage to be administered must be included with the medication. Parents must complete a Deed of Indemnity Form and a medical plan prior to medication being administered. These are available from the office. It will be the child's responsibility to come to the front office to take their medication. Medications of any kind should not be kept in school bags during the day.

Meet the Teacher

In early Term 1 parents are invited to attend a Meet the Teacher evening. This gives parents the opportunity to meet their child's teacher and gather information relating to class routines, organisation and expectations. This is a valuable forum that paves the way for teachers and parents to work together in partnership, for the benefit of each child.

NAPLAN Assessment

The National Assessment Program in Literacy and Numeracy, or NAPLAN, is designed to assess the literacy and numeracy learning of students in all Australian schools in Years 3, 5, 7 and 9. This program assists teachers to identify students' strengths and needs in literacy and numeracy. The NAPLAN results for each student are provided to parents and the overall school results are reported to the school community in the Annual School Report. Since 2018, students have completed these assessments online, with the exception of Year 3 writing.

Open Day

During Term 3 the school organises an Open Day for the parent community during Education Week. The program for the day varies from year to year. At some time during the day, parents and relatives are invited to visit the classrooms and share quality time with the students. Please see the school calendar for the date for this year.

Parents and Citizens Association (P&C)

The P&C Association is the major forum for discussions between the teaching staff of the school and all interested parents. Meetings are held in Week 3 and Week 8 each term, at 7:30pm. The Mimosa P&C is responsible for the canteen, uniform shop, band program, social / fundraising events and environmental sustainability. New parents are always made welcome and encouraged to attend meetings and be involved in committees. Elections for the P & C executive take place at the Annual General Meeting, where all members can vote. A membership fee of \$1 per person per year makes you a voting member of the P&C.



P&C Class Representatives

Every class has a class P & C Rep, who volunteers to take on the role for the year. This role includes disseminating information via email to families in the class from the P&C, assisting in recruiting volunteers and coordinating social events for the class. Class parents are asked to attend at least one P&C meeting each term, either online or in person.

P&C Committee for 2025

President - Danny Dresner mimosapandc@gmail.com 0403 511 780

Vice Presidents - Shellie Brodie, Morghan Harrington

Secretary - Sara Rhodes **Treasurer** - Barry O'Leary

Canteen - Kath McQuoid mimosacanteen1@gmail.com

Uniform Shop - Helena van de Merwe mimosaclothingshop@gmail.com

Band - Mark Robb mimosaband@live.com

Social & Fundraising - Ekta Chauhan

Parent/Teacher Interviews

Teachers welcome interviews with parents. A face to face interview is held in Term 1 to help parents and teachers set goals to support student learning. Information regarding online interview booking times will be sent out early Term 1. Parents are also encouraged to make an appointment via the office at any time during the year to discuss their child's progress or raise any concerns.

Photographs

Class and individual photographs are taken annually. Family photos with siblings are also available. Please ensure you have signed your child's Permission to Publish form to allow them to appear in any photos taken whilst at school. Parents are given the opportunity to order the photographs of their children and classes.

Playground Supervision

The playground is supervised by teachers before school from 8:45am. Parents are requested to use the 'Before School' care service, located in the school grounds if a child needs to be at school before this time. Similarly, parents are requested to use the 'After School' care service or make other arrangements if they are unable to collect their child by 3:15pm at the end of the school day. (Please refer to 'Before & After School Care' for further details.)

Teachers also supervise the playground at recess and lunchtime. Students are expected to remain in the designated playground areas that are under supervision.

Primary and High School Links

Being situated next door to Davidson High School has many advantages, including opportunities to be involved in a wide range of educational initiatives and the sharing of facilities. Our students have the opportunity to participate in enrichment programs and our teachers work together for professional development.

Relief from Face to Face (RFF) Lessons

Every full time teacher employed by the NSW Department of Education is entitled to 2 hours relief from classroom teaching duties each week. This time is used by teachers for parent interviews, lesson preparation, organising materials, marking, administration and collaboration with other teachers.

During the teachers' RFF period the students are taught by specialist teachers for Music, Drama, Science and Library, providing opportunities for students to engage with a variety of teachers throughout the week.

Reporting to Parents

A written report of individual student progress is provided to parents at the end of Term 2 and at the end of Term 4. Reports are accessed via the School Bytes portal.

School Crossing

The crossing at Blackbutts Road is supervised each morning from 8:45am – 9:30am and each afternoon from 2:45pm – 3:45pm by a trained School Crossing Supervisor employed by the NSW Roads and Maritime Services.

School Development Days

There are 8 school development days each year. These are pupil free days which are used for planning and professional development. The school development days are usually held on the first days of Terms 1, 2 and 3 and the last day of Term 4.



School Expenses

Each family receives a term expense sheet outlining the expenses and subsequent costs early each term and payments are expected by the end of that term. On occasion, payments may be required upfront. These costs are for activities the students partake in during this period. Preferred method of payment is via the Parent Portal but we also accept EFTPOS, cash or cheque via the school office. Class teachers cannot accept payments for school activities or expenses.

Consideration and assistance is provided for any family experiencing financial difficulties, following confidential information being conveyed to the Principal.

School Security

Unauthorised persons are not permitted in the school grounds. All parents and community members are asked to help protect our school by reporting suspicious unauthorised activities to Frenchs Forest Police Station 9452 9599 or contact school security on 1300 880 021. Security cameras are also in operation throughout our school.

Special Religious Education (SRE) and Special Education in Ethics (SEE)

The NSW Education Act 1990 requires that, 'In every government school, time is to be allowed for the religious education of children of any religious persuasion.' Scripture lessons are kindly provided by volunteer teachers on Wednesdays. Protestant, Catholic or Jewish instruction is available. If any child does not attend they are supervised and provided with alternate activities. Ethics is offered to students where a trained Primary Ethics teacher is available.

Students are allocated to Scripture classes via the religious instruction cited at the time of enrolment. If you do not wish your child to attend Scripture lessons, you must provide this advice in writing. If places are limited in a particular class, allocation to the class may be through a ballot system.

Sport

The school offers a comprehensive sporting program from Kindergarten to Year 6 with an emphasis in the early years on developing students' gross motor skills. School sport aims to develop positive attitudes to health and fitness and endeavours to foster team spirit. Each student is placed in a house team, with siblings placed in the same house. Friday is the designated sport day for children in Years 3-6 and they are required to wear the school's sport uniform. The school also selects junior (8-10yr olds) and senior (11-13yr olds) selective teams to participate in summer and winter competitions run by the Primary School Sports Association (PSSA). Information regarding team selection is communicated through school assemblies and via the parent portal.

Staff

The school staff is comprised of a Principal, Deputy Principal, 4 Assistant Principals, 1 Assistant Principal Curriculum & Instruction, Class Teachers, a Teacher-Librarian, a School Counsellor/Psychologist, School Learning Support Officers, Learning and Support Teachers, a School Administrative Manager, Administrative Staff, a General Assistant and Cleaners. Canteen staff also work within our school. We promote positive relationships and expect all school staff to be treated with respect in line with the [School Community Charter](#).

Student Assistance Scheme

Financial assistance is available for parents who may be experiencing short term financial difficulties. The scheme provides subsidies to enable students to purchase books and participate in excursions or school activities that otherwise may not be affordable. Arrangements for confidential, financial support are available through written application to the Principal.

Student Representative Council (SRC)

Members of the Student Representative Council are drawn from Years K to 6, with representatives being elected by their class peers. The SRC meets several times each term. Issues related to school improvement are brought to the meetings by class representatives. The SRC meetings are run by the school captains and correct meeting procedures are followed. An agenda is distributed prior to each meeting and minutes are recorded.

Subject Areas

Subjects are organised into six Key Learning Areas (KLAs). The NSW Education Standards Authority (NESA) is responsible for setting the core curriculum in New South Wales by developing syllabuses for Kindergarten to Year 6.

Schools in New South Wales use the K–6 syllabuses listed below.

English

Students will engage in oral language and communication, vocabulary, phonological awareness, print conventions, phonic knowledge, reading fluency, reading comprehension, spelling, handwriting and understanding & responding to literature.

Mathematics

Students will develop knowledge and understandings in Number and Algebra, Measurement and Space and Statistics and Probability. Working mathematically (processes, communicating, understanding and fluency, reasoning and problem-solving) are incorporated into all sub-strands.

Science and Technology

Knowledge and understandings will be developed in Natural Environment (Physical World, Earth and Space, Living World and Material World) and Made Environment (Built Environments, Information, Products and Material World). The skills of Working Environments, Information, Products and Material World). The skills of Working Scientifically and Working Technologically are incorporated into all units of work.

History

Through investigation of key inquiry questions students will study familiar topics, such as: Personal, Family and Community Histories in Early Stage 1, Local Community History in Stage 1, British Colonisation and Indigenous Peoples in Stage 2 and The Development of Australian Democracy in Stage 3.

Geography

Students will undertake inquiry-based learning to explore and understand the world. They will investigate environments and communities across local to global scales and will develop an understanding of being informed, responsible and active citizens.

Creative Arts

Music, Visual Arts, Craft, Drama, Dance.

Personal Development, Health and Physical Education (PDHPE)

Through the study of Personal Development, Health and Physical Education, students develop the knowledge, understanding, skills and attitudes needed to take action to protect and enhance their own and others' health, safety and wellbeing in varied and changing contexts. Physical education is fundamental to the acquisition of movement skills and concepts to enable students to participate in a range of physical activities – confidently, competently and creatively.



Teaching in Stages

Teaching in Stages

At Mimosa there is an emphasis on a stage structure of teaching, which reflects the organisation of the syllabus and student achievements of outcomes.

Early Stage 1 - Kindergarten

Stage 1 – Year 1 and Year 2

Stage 2 – Year 3 and Year 4

Stage 3 – Year 5 and Year 6

Organisation occurs within the stages for a range of learning opportunities.

Uniform

Mimosa Public School takes pride in the appearance of its students. Students are expected to wear their uniform at all times. Hats are a compulsory component of the uniform with a playground policy that says “No hat – play in the shade.”

Uniforms are available from the Uniform Shop which operates at the school from 8:45am – 9:30am on Friday. Online orders can be placed via the uniform shop and will be delivered to the classroom.

Summer Uniform

School dress

White ankle socks

Black school shoes

Green school hat

Optional – green shorts with

Short sleeved Peter Pan Blouse

Summer Uniform

White short sleeve shirt

Grey shorts

Grey socks – green & yellow stripe

Black school shoes

Green school hat

Winter Uniform

Winter tunic (with Tab)

White long sleeve Peter Pan Blouse

Black tights or white socks

Black school shoes

Jacket with school emblem

Optional green pants

Winter Uniform

White long sleeve shirt

Grey long trousers

Grey socks – green & yellow stripe

Black school shoes

Jacket with school emblem

School tie

Sports Uniform

Green netball skort or shorts

Sport shirt with Mimosa emblem

Runners & short white socks

Green tracksuit pants (winter)

Sports Uniform

Green shorts

Sport shirt with Mimosa emblem

Runners & short white socks

Green tracksuit pants (winter)

Optional accessories

School backpack with Mimosa Public School

Mandatory accessories

Green school hat



Wellbeing

We implement a range of inclusive wellbeing programs at Mimosa PS to foster a climate where the students feel safe, known, valued and cared for. All students are encouraged, trusted and accepted, enabling students to relate to others and take responsibility for their behaviour and learning. This environment also allows students to take risks in order to do quality work.

Our School Behaviour Support and Management Plan (SBSMP) is focused on meeting the needs of each child and developing each child as a responsible school citizen. The school is a 'PBL School' which means we implement the 'Positive Behaviour for Learning' program. The four values of Respect, Responsibility, Resilience and Effort are embedded in all aspects of school life and students are specifically taught how to demonstrate these values in all settings around the school.

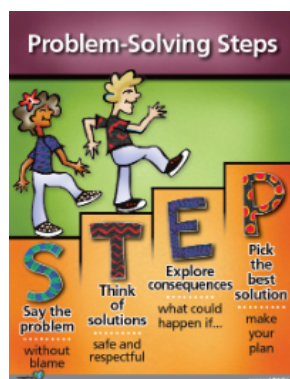
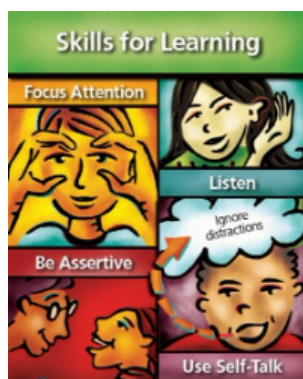
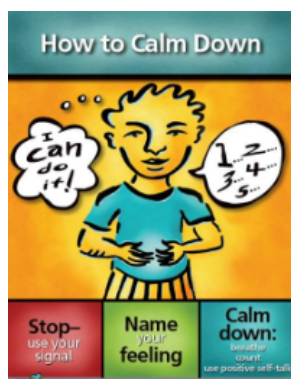
The school has a purpose built 'Daringyan' wellbeing room, named after our stingray totem, which is used by our school counsellors, wellbeing officers and staff throughout the week to provide a safe and supportive space for our students.

The school adopts a pro-active approach to wellbeing through the delivery of the K-6 Second Step program. Second Step is an empathy-based social-emotional wellbeing program that promotes the creation of a supportive, successful learning environment to equip all students with the skills and strategies to thrive. Second Step strategies are displayed in our playground to provide visual support to students. Senior students are also involved in mentoring and supporting younger students in the school through the Wellbeing Ambassadors and Buddy programs.

Mimosa PS aims to develop positive and respectful relationships amongst all members of the school community in an atmosphere of mutual respect where parents, teachers, students and the wider community support the decisions and responsibilities exercised by each group. This approach is supported by the [Community Charter](#) and Student Behaviour Code.

A variety of strategies for maintaining and enhancing a positive and caring environment are used. We aim to empower students towards self-discipline by making better decisions and using sophisticated problem solving skills. The school community believe in satisfying the needs of all students and nurturing the notion that every child is unique. More information regarding the many programs to support wellbeing at Mimosa Public School can be found in our Behaviour Support and Management Plan on our website.

The Second Step Program Components



School Map



In the event of an emergency requiring evacuation, a siren will sound with a voice over message advising to evacuate to either Evacuation Area 1 or 2. Students are made familiar with this process during drills throughout the year to ensure they are prepared in the unlikely event of a school emergency.



Our School Song

There's a place that I know, where the gum trees grow,
and the wattle bushes sway with the banksia.
Where the sunlight glows on happy faces who all know,
It's the place where children grow, Mimosa!
It's a school we respect, it's our learning nest
where we learn about the things that will matter,
Where the parents and the staff, all work on our behalf,
to ensure that we all grow, at Mimosa!

This the place where we belong, our school Mimosa,
This is the place where we learn and love, our school Mimosa,
Our talent is known for miles around,
The laughter here has the sweetest sound,
This is the place where quality's found, our school, Mimosa!

There's a place that I know where the gum trees grow,
and the wattle bushes sway with the banksia.
Where the sunlight glows on happy children who all know,
That's the place where children grow, Mimosa!
It's the place where children grow, Mimosa!