

Parent Handbook



2025



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Welcome to Murray Farm Public School

It is with joy I welcome you to Murray Farm Public School. If you are new to our school welcome for the first time, if you are returning to us from last year, welcome back.

We are very proud of the students and staff at our school and of our strong academic and performance record. Murray Farm Public School is a culturally diverse community with over 35 nationalities all adding to the rich culture of our school and the Australian community at large, with 85% of our school speaking English as a second language.

Contained in this booklet are some tips and hints to help you and your children settle into our school. Live links are coloured **green** or you can use the various coloured QR codes to access links and forms.

Murray Farm Public School offers a range of activities including academic and sporting programs and cultural events that occur throughout the year. Every activity at our school is underpinned by the Murray Farm Public School purpose and vision.

I welcome you and your family to the school and look forward to building a happy and productive relationship, making Murray Farm Public School a Great Place to Be, to provide the best education possible for your child.

David Smith
Principal

Traditional owners of the land

We acknowledge the original owners of this land the Darug people and will ensure that staff, students and parents have knowledge, understanding of and respect for Aboriginal Australia.



The traditional owners of the land on which Murray Farm Public School is built are the Darug Nation (may also be spelt Dharug, Daruk, Dharuk, Dharruk) nation, of the Western Cumberland Plains.

Durali is the name the Darug gave to the bird known as the White Crane. Darug legends say that Durali was once a famous dancer – she spurned the attention of Kidachi who changed her with a whirlwind cloud of dust into the graceful bird we see today.

This is, was and always will be Aboriginal land.

History of the school

Our school was named after the local pioneer Andrew Murray, who was granted 280 acres of land in 1823. Murray Farm Road is the approximate centre of the estate.

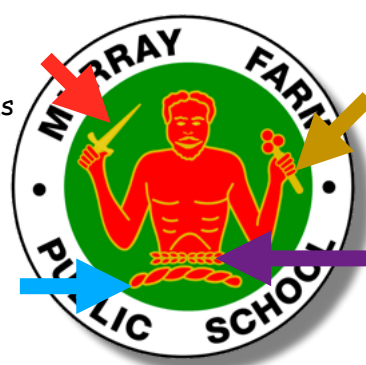
Murray Farm Public School was planned to accommodate 400 students. However, in the late 1970s several large parcels of land (a dairy, small farms and orchards) within the school's drawing area were subdivided, resulting in a large number of new homes being built. Enrolments peaked in 1979 at 1320 students. By 1986 a smaller population in the area saw enrolments decrease to 750.

A school hall was built in 2006. The hall was partly funded by the school community through our Building Fund, and in 2009/2010 a new school library was constructed.

School Badge

Mr Alan Cupit designed the school badge, inspired by the Coat-of-Arms of the Duke of Atholl. Significant features are:

- **Dagger** for Preparedness
- **Rampart** for Defence
- **Key** for Knowledge
- **Wreath** for Excellence



Murray Farm Public School Purpose

As a proud member of the NSW Department of Education, Murray Farm Public School follows departmental policies and rules. Our purpose is to educate public school students for the benefit of each individual, the community and the nation.

Murray Farm Public School exists for the benefit of enrolled students. Staff are committed to providing an education in which our students develop clear, positive values for learning and for life. We encourage students to understand and respect both past and present, and to gain skills to contribute to their future, whatever it may hold.

As a school community we value learning as a life-long process, through our school expectations of respect, responsibility, and personal best.

Stages of Child Development

Our educational programs are based on overall child development with a sensitivity from teachers and parents as to the expectations of each stage.

Early Childhood

Children's thinking patterns during this stage are limited by the ability to keep in mind only one concept at a time and from only their own viewpoint. They are beginning to grasp certain basic concepts and they are developing the ability to give reasons for their actions and beliefs. In these years children learn to adjust to reality through play and pretending, particularly in the pre-

school years. Our curriculum includes opportunities not only to see and listen, but to handle, smell and taste things, and to talk about their experiences.

The Middle and Later Primary Years

The middle and later primary years are characterised by children's growing ability to see things from different points of view, to develop concepts, and to solve problems which are directly related to themselves and their environment. Their perception of the world is more extensive at this stage.

Since they are beginning to see beyond themselves and their environment, children can be introduced to different ways of life, attitudes, and opinions which may differ from their own. Discussion and acting out of everyday situations help them to express attitudes and values in rational ways.

The Final Stage of Primary Schooling

The next stage of development begins to emerge towards the end of the primary or in early secondary school. Children develop an ability to think more systematically and to take account of more possibilities and alternatives than in the previous stage.

Children benefit from guidance in gathering information, encountering ideas, formulating hypotheses, and drawing valid conclusions. In evaluating their conclusions with peers they are learning to express, defend and modify attitudes and values which have more general application.

A



Absences and Attendance

Attendance

Please ensure your children are at school by 8.45am for school to begin at 8.50am. A Home School Liaison Officer (HSLO) visits the school regularly to monitor school attendance and enforce Departmental regulations. We ask parents to keep appointments to after school, where possible to limit interruptions to learning time. Please allow for traffic when dropping off your child to school. Bad traffic is recorded as an unjustified absence against a student's attendance record.

Absences

All absence notes and medical certificates are to be emailed to murrayfarm-p.school@det.nsw.edu.au or handed in to the front office staff.

Murray Farm Public School is required to regularly monitor student attendance. Letters are sent to families when student attendance falls below 85%. This includes students who have applied for extended leave and or had explained absences. The 85% or less letter is a formal parent information letter, part of the attendance procedure of the NSW Department of Education.

Early Leavers

Children may be collected during school hours by parents or, in some circumstances, by a responsible person with parental permission.

Please email the office to notify of this absence.

An early leaver note, which acts as an absence note, must be obtained from the office. Students will be paged and dismissed from the office. Please ensure your children know of any changes to their day.

Illness - Absences due to illness must be explained by a note to the office or an email sent to the school's email address within 7 days of the student returning to school. The absence will be recorded on the student's permanent attendance record. A doctor's certificate, after three days of leave, may be helpful in explaining an absence of a student.



Late - A student arriving late at school, after 8.50am, must go to the office with their parent to obtain a late arrival slip.

Leave-extended - If a student will be absent from school for any reason other than an illness (eg for an extended holiday), permission must be obtained from the Principal prior to leaving. Parents can apply for extended leave via the School Bytes app, in the Forms/School Forms section.

Absences notifications are automatically emailed to parents via School Bytes. If you believe an absence to be in error, please contact the school office. Parents can respond to absence notifications with reasons for the

School forms

Attendance



Application for Student Extended Leave from
MFPS
Murray Farm Public School

The anti-racism contact officer will listen to the problem and, with the Principal, find ways to resolve it as quickly as possible.



Anti - racism

Download the school's anti-racism book by clicking the [link](#) or scanning the **QR code**.

Assemblies

Assemblies are held in the school hall, to publicly acknowledge successful learners with awards. News items and information is delivered and the Principal addresses the assembly.

Brief daily assemblies are held in the playground for all students, allowing routine announcements to be made and occasional visiting speakers to address the students.

At the end of the year, students and invited parents attend the Academic Presentation Day. Four Categories, listed below, are selected by staff from each class, as well as, but not restricted to EAL/D, and Performance (Dance, Choir etc)

Academic Presentation Day Assembly.

The following categories are awarded for each class for presentation day.

1) **High Academic Achievement** - the student in the class who shows consistency in high achievement across all areas of the curriculum. Effort may be a way of differentiating between students, but is not necessarily a criteria for the award. Literacy and numeracy may get a higher weighting in the considerations, but all 6 Key Learning Areas and specialist programs are considered.

2) **Citizenship** - class citizen award, the student in your class who displays outstanding citizenship within and out of the classroom.

3) **Outstanding Application** - the student in your class who applies themselves with an outstanding effort across all aspects of school.

4) **Most Improved** - the student in your class who has improved the most, in one or more aspects of schooling.

Students who receive major awards will have their parents invited to attend. These invitations can include but are not limited to Principal, Star and Presentation Day awards. Parents will receive an email invitation to attend the assembly.

B



Behaviour – Positive Behaviour For Learning or PBL



Core Expectations

Positive behaviour and adherence to core expectations are part of learning at Murray Farm Public School. A range of methods are used in classrooms to encourage and teach responsible behaviour, including specific lessons, praise, merit schemes, awards, responsibilities, and various privileges.

Behaviour Management Plan

[Click here](#)

Behaviour Student Code

CODES	RESPECT	RESPONSIBILITY	PERSONAL BEST
			
ACTIONS	Follow staff instructions	Be accountable for your actions and choices	Challenge yourself and persevere
	Allow yourself and others to learn	Care for your personal belongings and the belongings of others	Actively participate in all learning opportunities
	Listen and communicate with courtesy	Care for the school environment and school property	Be resilient
	Take pride in yourself and the school community	Play safely and fairly	Be a role model
	Be considerate, tolerant and cooperative		Set a good example

Personalised learning plans, related to behaviour, are negotiated with parents and students and are closely monitored. Review meetings are held with parents to discuss learning and progress. Failure to follow the school's core expectations of respect, responsibility and personal best can include reflection time, loss of privileges, suspension, or expulsion.

Our three school expectations are Respect, Responsibility and Personal Best, and they apply across all areas of school life and to all members of the school community. Students learn about all expectations within the Positive Behaviour Learning program. (PBL) and Friendly Farm lessons, taught in each classroom. Teachers also award merit certificates focused on learning and behaviour skills. [Click here to see more information on the merit certificate process.](#)

Behaviour Parents and Staff

Parents to staff

Parents are entitled to be upset when things are not going well for their child at school. Parents are not entitled to be aggressive or rude towards any member of staff. Together we are able to solve any issue, separately we divide our efforts and focus on the things that do not improve the situation for all students.

Parents to students

Parents are not entitled to deal with children other than their own. Parents who verbally abuse or reprimand another student, refuse to obey the reasonable requests of staff and/or the directions of the Principal risk having actions taken against them under the 'Inclosed Lands Act 1901'. This includes restricting access to school grounds. This can be frustrating and embarrassing. The best way to deal with an issue is to work together with the school to resolve issues peacefully and calmly.

All adults onsite are required to follow the school's PBL core expectations of respect, responsibility, and personal best.

Staff to Parents/students

All staff are required to follow the school's PBL core expectations of respect, responsibility, and personal best, the [School Community Charter](#) and [Dignity and Respect in the Workplace](#).

Before and After School Care



There are many providers of before and after school care in the area. Camp Australia provides before and after school care facilities in the grounds of the school. If you are interested in enrolling your child with Camp Australia use the link. <https://campaustalia.com.au> or the QR code.



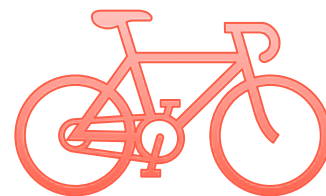
Camp Australia

Best Start Kindergarten Assessment

Best Start is a mandatory one-on-one assessment that identifies the literacy and numeracy skills of a student at the beginning of Kindergarten. Accommodations are made for students with disability. Parents receive a report on their child's results and teachers use these results to program and teach your child.

Bikes / E-Bikes

Students are able to ride their bikes to school, with parent permission. When students arrive at school, they are required to dismount and walk their bike to the bike racks and secure them.



Bikes or other wheeled devices are not to be ridden through the grounds of the school by any adult, student or child. This is a safety requirement to keep everyone on site safe.

E-bikes are not permitted on the grounds of the school under any circumstances.

Bilingual Japanese Language

See Curriculum

Book Club

The Book Club is run by the Murray Farm Public School P&C. The aims of Book Club are to encourage students to read for enjoyment and to provide reasonably priced books designed to appeal to students of all abilities.

Brochures are distributed to students but there is no obligation to purchase books. Orders and payments by credit card can be made via the website or Scholastic App. To access this facility click the [link](#) or scan the [QR code](#).



Book Club

Buses

Bus companies provide several services for the children to arrive at school. Issues relating to bus service should be referred to the relevant company.

Bus contact numbers

Hills Bus 9890000 (Bus Routes 3624, 3532)

Busways 94971876 (Bus Routes 720, 738)



If you have any concerns about student behaviours on a bus, please email the school with your details and we will assist.

Free bus travel to and from a student's home address is currently available to:

- students in Kindergarten, Year 1 and Year 2;
- students in Years 3 to 6 who live further than 1.6 km radius from the school;
- students in Years 3 to 6 who live inside 1.6 km radius, but more than 2.4 km walking distance from the school.

A student opal card is required to ride the buses and can be sourced on the NSW Transport Opal website. Click on the link <https://transportnsw.info/school-travel-apply> or use the [QR code](#).



Student Opal Card

Afternoon Pick Up Location	Bus Number	Student Line Up Area
Tracey Avenue	3624, 3532	Between Canteen & Admin Block
Dryden Avenue	720, 738	Hall Covered Outdoor Learning Area

For information relating to bus routes click on the link https://transportnsw.info/stop?q=10116856# or use the QR code.



Bus Route Information

If students miss their bus, students will be escorted to the front office, where office staff will contact parents and the executive on front pick up to monitor the student until a parent can make arrangements for the student to be collected.

Late parents are required to collect their child and sign their child out at the front office. If this occurs too many times, a meeting with the Principal may be required to arrange alternative care arrangements.

Bus Travel Code of Conduct

Excerpt from [Transportnsw](https://transportnsw.info/stop?q=10116856#/)



Students will:

- Behave courteously and respectfully in accordance with the Code of Conduct
- Follow reasonable instructions from the driver.
 - to wear a seat belt properly adjusted and fastened, where one is available;
 - where to sit or to remain in the bus when the driver is awaiting assistance from the NSW Police.
- Report any unsafe or inappropriate behaviour to the driver/their school.

Students may have the following expectations of the bus driver and operator:

- Safe travel
- Be treated with courtesy and respect
- Travel free from verbal and physical abuse or any form of bullying, intimidation and harassment.

When in possession of a school bus travel pass, students must:

- Show it to the Driver, Authorised Revenue Protection Officers, NSW Police Officers or bus company representatives when requested
- Dip or swipe their pass in the appropriate ticket machine if available
- Always tap on and tap off if they have been issued with a School Opal card
- Travel only on the designated school bus route or, if travelling with a School Opal card, only on approved bus operators and at approved times of day
- Keep their pass for their own use - not lend to, or borrow passes from other students

Student's parents/guardians should call 131 500 or email concessions@transport.nsw.gov.au quoting the student's name, address and school if the console shows the School Opal card is not valid.

Consequences for breach of the Code of Conduct:

- Depending on the degree of misbehaviour, students may have their pass suspended or may be refused travel on the bus for a period of time determined by the bus operator in accordance with these *Guidelines*
- Heavier penalties may apply to students involved in criminal, dangerous or group misbehaviour
- School Principals have the right to take additional disciplinary action against a student under the school's policies related to student behaviour for any breach of the *Code of Conduct*
- NSW Police may take action against students in the case of suspected criminal behaviour.

C



Canteen

The school canteen is operated by the Murray Farm Public School P&C and has a Silver Accreditation. Orders are only available via the Munch Monitor website and should be placed online the day before it is required. Canteen menu and pricing are available online. To order and or set up your canteen account use the [link](#) or scan the [QR code](#).



Munch Monitor

Orders close firmly at 8.50am. Canteen staff and volunteers are unable to take orders after this time.

Multiple children can be linked to the one Munch Monitor account.

Website <https://munchmonitor.com>

If you have any questions or issues with using the Munch Monitor ordering system, don't hesitate to reach out to the canteen.

You can either:

- visit the school canteen and speak to one of the friendly canteen ladies, who will be happy to assist you or
- email canteenmurrayfarm@outlook.com and a response will be sent to your query as soon as possible.

Parents are asked to talk with their children about the importance of pre-ordering lunches. There have been, in the past, instances where students have come to the canteen requesting food, claiming they did not have any, when in fact they had packed lunches in their bags.

In special circumstances, a basic lunch may be provided.

Parents are encouraged to have conversations with their child about the importance of eating the food provided, whether it's a packed lunch or a pre-ordered meal from the canteen.

Please provide your child with small notes and or coins for over the counter purchases. Large notes will NOT be accepted.

Canteen Volunteers Needed

The canteen is always seeking volunteers to assist with canteen duties each day. If you are available to lend a hand, please contact the canteen by email canteenmurrayfarm@outlook.com

Tasks are simple, such as:

- making sandwiches and
- counter service (selling ice blocks, etc.)

By volunteering, you'll have the opportunity to:

- see your child's daily school life in action,
- understand how the canteen runs and contribute to its improvement,
- share new menu ideas and
- help shape the canteen's offerings



SAVE TIME with our ONLINE CANTEEN
Murray Farm Public School
accepts online orders using MunchMonitor



Setting up an online account is easy!

1. Go to www.munchmonitor.com
2. Click LOGIN
3. Click REGISTER
4. Enter
 - School ID: murrayfarmps
 - Password: munch2118
5. Click Submit
6. Enter your email address
7. Enter the password you want. Make sure you can remember your password
8. Review and tick on the Terms of use
9. Click Create your Account
10. Click on the Activation Link in the email we sent
11. Follow the steps to create your Parent Profile
12. Add Students to your account
13. Click on Account Top-up to transfer money into your account
14. You are now ready to order online!

Car Park

Parents are reminded that Murray Farm Public School car parks are for staff only. It is unsafe for children and parents to use the car park as a pedestrian walkway.

Challenge Class

See High Potential Gifted Education

Charities

Caring for others is an important part of social education. Our school supports several recognized charities each year. Fundraising for charities is undertaken through activities which directly involve the students. Proceeds are donated to charities and for purchase of a Year 6 gift to the school.

Stewart House, situated at Curl Curl, is a NSW Department of Education respite home for children and is wholly supported by the teachers and students of NSW public schools. Our school supports Stewart House as the NSW Department of Education charity of choice.

If you wish to make a donation click [here](#) to visit the website or scan the [QR code](#).

The school also celebrates the birthday of Murray, our school teddy bear on or around 15 February with a school picnic lunch. Parents and family members are invited to attend the picnic for lunch by invitation. A small donation is requested to support the Children's Hospitals Network. If you are interested in making donation you can use the [QR code](#).



Stewart House



Children's Hospital Network

Check In Assessments

The Check-in assessment is an annual online assessment for students in Years 3 to 9 in NSW Department of Education Public Schools.

All students complete a reading test and a numeracy test.

Year 6 students also complete a writing task.

Each test is designed to take up to 60 minutes.

Results of the assessment are not shared with parents, as they are a diagnostic tool which assists schools and teachers to coordinate resources and plan for learning according to student needs.

Child Protection lessons

Primary schools provide child protection lessons to students in various forms from Kindergarten to Year 6. All staff are required to have a Working With Children Check clearance and undergo annual mandatory training to identify and report on issues to keep students safe. Lessons run at school are an opportunity to cover topics such as how to



identify dangerous or uncomfortable situations, how to seek help from trustworthy adults. NO GO TELL, is also used from our Friendly Farm Stop and Go posters for junior grades.

An external company called [Interrelate](#), is used in Stage 3 to teach human development. A parent permission and payment form is sent to parents via School Bytes prior to Stage 3 students participating.

As part of Personal Development, Health and Physical Education curriculum, all students, K-6, will participate in Child Protection lessons.

These lessons assist children to identify dangerous or uncomfortable situations and how to seek help from trustworthy adults. Some lessons may involve the naming of body parts.

Child Protection lessons have been developed by the Department of Education and are an important priority for schools in keeping students safe from harm.

See Enrolment forms for Child Protection Lessons form.(Required upon enrolment)

Classes

The number of students enrolled at our school determines the number of classes each year. Grades K-2 have one type of weighting, while grades 3-6 share a different weighting. These weightings, along with the total enrolment numbers, are submitted to the NSW Department of Education, which then decides on staffing entitlements and funding for the school.

Our school is one of four bilingual schools in the state, we are still required to fit within the NSW Department of Education staffing entitlements and funding arrangements.

The number of students in each grade may not always allow for separate classes for each grade level, leading to composite classes. Students in composite classes are not at a disadvantage compared to those in single-grade classes.

Once class structures for the next year are finalised, parents will be notified. These class assignments are final, and we do not accept requests for specific teachers. Teachers assigned to composite classes are well-versed in the curriculum for each stage and plan lessons accordingly to ensure all students receive appropriate instruction.

We understand that changes in class assignments can lead to concerns, such as, "My child has no friends in the new class." Please be assured staff carefully consider student needs, including friendships (both positive and negative) and academic requirements, such as bilingual education and challenges.

As students settle into their new classes, they quickly make new friends and adapt to their new learning environment with the support of their families and teachers.

Class formation

Our class organisation may change occasionally to meet specific needs or circumstances. Typical class structures across NSW include:

- Streamed Classes: Students are grouped based on general ability.
- Parallel Classes: Each class consists of students with varied abilities.
- Composite Classes: These classes include students from more than one grade level.
- Bilingual Classes: Part of the curriculum is taught in **Japanese**
- Challenge classes: Part of the HPGE policy at Murray Farm Public School.

This flexible approach allows us to support both talented students and those who may need additional help to meet academic standards. It also enables us to adjust the social mix of students in different classes each year while maintaining a structured grading system.

Please note that factors such as an uneven gender balance or enrolment numbers may sometimes necessitate changes to the class organization within a particular grade.

Covered Outdoor Learning Area (COLA)

Schools are full of acronyms. You become familiar with them, and they will begin to make sense. One acronym frequently used is COLA or covered outdoor learning area.

There are COLAs in, Alkira Court, Library, Moola Place, Scone Square (Upper and Lower) and the Hall.

Cracker Carnival

In 2024, Cracker Carnival celebrated 50 years. Cracker, as it's fondly known, is the annual opportunity, for the P&C, to raise funds for the school. Cracker is run by a team of excited, enthusiastic volunteers who meet, in the evenings, regularly throughout the year. Cracker Carnival is held in September, usually towards the end of Term Three. If you are interested in being on the Cracker Carnival team, please contact the P&C via the website.

Click on the [link](#) to see more information or scan the [QR code](#).



Cracker Carnival



Classroom Helpers and Volunteers

Research has shown parents who take an active role in their child's school life increase their child's ability to learn and have a positive effect on academic achievement.

Parents are encouraged to actively support student learning by being involved in their child's learning at whatever level. The school will attempt to access your support if you offer it, however, be aware that some days/times may not suit individual classroom teachers due to timetabling and school activity restraints.

Parent support for learning is vital and takes many forms and may include;

- listening to students read at home or school,
- supporting class activities such as cooking, arts and crafts etc,
- attending excursions, where required,
- providing administrative support, such as laminating teaching aids and covering library books.
- Supporting fundraising activities.
- Participating in school activities such as Book Week, open mornings, classroom celebrations.
- Joining the Parents and Citizens group and joining school committees.

In whatever way you support your child's learning, the school staff appreciate your time and effort with school programs as we all work together to make Murray Farm Public School a "Great Place to Be".

- Notify the school that you are interested in being a volunteer by filling in the following survey. Use the [link](#) or scan the [QR code](#).
- If you have already filled in the survey, in a previous year, **don't complete it again**.
- Parents/Carers or volunteers no longer require a Working With Children Check number (volunteer or paid).
- Parents/Carers or volunteers are however **REQUIRED** to complete a Working With Children Check (WWCC) Declaration for Volunteers and Non Child-Related Contractors Form (and on the front page select the box "I am a parent... where I am volunteering") and complete Part 1, Part 3 and Part 4 of the form and sign it.
- Scan the [QR code](#) or click [here](#) to access the form.
- A register of parent helpers with a copy of their declaration form will be kept at the front office.
- Parents need to bring the form to the front office so the office staff can check and verify they have sighted your ID document and check it matches the information provided in the form.
- Parents/Carers or volunteers are only required to complete the form once during the time their child is at the school.
- Read the information contained in the classroom helpers and volunteers handbook, which will be emailed to you once you notify the school you wish to help.
- Once you have completed the book, please complete the assessment in the Classroom Helper and Volunteer Worker website, contained in the book.



Volunteer Form



Declaration form

Communication

Incoming

Murray Farm Public School

18 Tracey Avenue

CARLINGFORD NSW 2118

Website: www.murrayfarm.com.au

Email: murrayfarm-p.school@det.nsw.edu.au

Phone: 9871 5952



All phone calls and emails come to the school office. School Bytes is used to communicate with parents via an automated emailing system. Teachers are only able to respond to messages during non-teaching periods.

Office staff will inform staff of the incoming call, providing the teacher is not on duty. Messages and/or emails are relayed to teachers by school administrative staff.

Please allow up to three days for a response, although we do our best to be faster than that.

Outgoing

Emergency Contacts

If a child should be involved in an accident at school (other than of a minor nature), parents will be notified as soon as possible.

It is essential that parents notify the school of any changes in emergency contact information at the beginning of each year, or when changes occur.

Parents are kept in touch with the latest school information via School Bytes Parent Portal and email system. School newsletters, urgent requests and parent consent forms are sent via School Bytes. The school may try to contact you via phone, please check your voice messages.

School Bytes

School Bytes is the only communication platform for families regarding academic reporting, general and targeted information, excursions and payments.

[See School Bytes](#)

Counselling School counselling services (SCS)

Murray Farm has school counsellors and school psychologists who are able to provide psychological assessment (cognitive, social, emotional and/or behavioural), counselling and intervention services. All SCS staff hold registration as a psychologist with the Psychology Board of Australia and many are also qualified teachers. SCS staff work collaboratively with school staff, parents and caregivers, and other agencies as appropriate to develop suitable school-based support for students. Referrals are welcomed from parents and teachers. The SCS staff will work in consultation with parents/carers and as necessary may refer to appropriate external services for further assessment and/or support.

Please contact the SCS staff for an appointment if you would like to discuss accessing support for your child. The school would appreciate being made aware of any circumstances that may affect your child's academic performance or wellbeing at school. It is helpful to share any information or reports regarding your child from external agencies (e.g paediatrician, psychologist, speech or OT reports) with the school so that their teacher is equipped with the relevant information to best support them.

Curriculum

The NSW Education Standards Authority (NESA) is responsible for developing syllabuses in six Key Learning Areas. Each syllabus provides teachers with a broad direction and purpose of the learning area and support materials give teachers practical assistance. The Key Learning Areas are:

- English
- Mathematics
- Science
- Personal Development, Health and Physical Education
- Human Society and Its Environment - including History and Geography
- Creative Arts



Bilingual Japanese Language

Research unequivocally demonstrates that early exposure to another language and culture significantly enhances learning outcomes. The pioneering Bilingual Japanese Language program, spearheaded by the Department of Education, was launched at Murray Farm Public School in 2010, positioning students for unparalleled academic and personal growth.

The Bilingual Program has been implemented through immersion using the Content and Language Integrated Learning (CLIL) approach. Japanese has been spoken and integrated with the teaching of other curriculum areas, such as Visual Arts, Music, Science and Technology, Personal Development, Health and Physical Education (PDHPE) since 2010.

English as an Additional Language or Dialect (EAL/D)

Students who speak little or no English have specialised teaching for several hours per week. EAL/D teachers work with class teachers to support student learning. They also work with small groups or individual students. Sometimes students are withdrawn from class for additional lessons.

"First Phase" students receive priority support. Students with virtually no English are withdrawn from classrooms in small groups for approximately one 40 minute period, each day.

"Second Phase" students are those whose understanding of spoken and written English is progressing but still limited. These students are withdrawn from classrooms for a short time during the week with the EAL/D teacher supporting the class teacher.

Custody Arrangements

The school should be advised of any changes in custody arrangements concerning students and given copies of any court orders. Information which should be passed on to the school includes:

- a divorce; a family separation; or one parent denied access to a child.

All information will be strictly confidential.

It is critical to advise of any CHANGED custody arrangements. In the event of a divorce, **the school is a neutral party and will not take part in mediation between parents.**

Any subpoenas or court orders are acted upon in consultation with the NSW Department of Education's Legal branch.

DIGNITY & RESPECT IN THE WORKPLACE CHARTER

***This organisation is committed to a workplace that provides dignity and respect to all its employees.
Dignity and respect requires acceptable behaviour from everyone in our workplace.***

Preamble

Everyone in the workplace, irrespective of their position, deserves to be treated with dignity and respect. No one should suffer bullying while going about their work. This can put at risk the health, safety and wellbeing of all employees. This organisation has therefore adopted a policy of 'zero tolerance' to bullying at work.

DEFINITION

Generally, workplace bullying is any behaviour or series of behaviours that is unreasonable or undesirable at the place of work and/or in the course of or related to employment which intimidates, humiliates and/or undermines a person or a group of people.

Bullying will generally meet the following four criteria:

1. It is repeated
2. It is unwelcome and unsolicited
3. The recipient/s considers the behaviour to be offensive, intimidating, humiliating or threatening
4. Based on the available information, the behaviour would be considered offensive, intimidating, humiliating or threatening to the individual it is directed at, or, for that matter, others who are witness to or affected by it.

Bullying behaviour may be directed upwards or downwards and towards co-workers. There is no finite list of bullying behaviours, however, the following types of behaviour, where repeated or occurring as part of a pattern of behaviour, could be considered bullying:

- Being subjected to constant ridicule and being put down in front of colleagues
- Being the victim of loud and abusive, threatening or derogatory language usually when other employees are present
- Leaving offensive messages on email or by telephone, including offensive messages through the use of SMS and material posted on the internet
- Being subjected to practical jokes

PERFORMANCE MANAGEMENT

It is important to differentiate between a person's legitimate authority at work, and bullying. All employers have a legal right to direct and control how work is done, and managers have a responsibility to monitor workflow and give feedback and manage performance.

POLICY PRINCIPLES

NSW public sector managers have a leadership responsibility to model ethical behaviour and maintain a professional working environment. Safe and healthy workplaces, which are free from bullying should be promoted and maintained. Agencies have a duty of care to provide safe working environments.

All workplace participants should treat each other with respect. There are bound to be occasional differences of opinion, conflicts and problems, these are part of working life. However, when the treatment of another person is unreasonable, offensive, intimidating, humiliating or threatening and repeated then this amounts to workplace bullying and should not be tolerated. Employees have a right to expect that any grievance or complaint lodged in relation to an allegation of bullying will be dealt with fairly and confidentially and managed in a timely, and appropriate manner.

IMPLEMENTATION OF POLICY PRINCIPLES

Policies developed by individual agencies to manage and prevent bullying should be based on the above policy principles. In so doing it is expected that the following approaches will be adopted:

- A whole of organisation commitment to employee health, safety & welfare
- The identification of organisational risk in relation to bullying behaviour
- Active management of allegations of bullying using existing agency grievance/complaints handling systems
- The promotion of workplace standards of behaviour (based on an agencies Code of Conduct) based on fairness, transparency and two way communication where employees treat each other with respect
- Consultation and communication with employees and unions on anti bullying strategies
- Training to raise staff awareness of their responsibilities in relation to the prevention and management of bullying.

LEGISLATION & RELATED POLICIES

NSW Occupational Health and Safety Act 2000

NSW Occupational Health and Safety Regulation 2001

Working Together Public Sector OHS & Injury Management Strategy 2005-2008

NSW Workplace Health and Safety Strategy 2005-2008

Workers Compensation Act 1987

Workplace Injury Management and Workers Compensation Act 1998

Model Code of Conduct for NSW Public Agencies 1997

Code of Conduct and Ethics for Public Sector Executives 1997

Dealing with Employee Work-related Concerns and Grievances 1996

For information on harassment and anti-discrimination issues see

Harassment Free Workplace Policy and Guidelines 1996

NSW Industrial Relations Act 1996

Federal Workplace Relations Act 1996

BULLYING RISK MANAGEMENT MODEL

Each of the elements in the model contributes towards eliminating bullying from the workplace.

In recognition that agencies are at various stages of implementation the model allows agencies to review any or all of the above elements, as they are part of a continuous rather than sequential process.

These strategies are not intended to override but rather complement and guide agencies to customise their own approaches.



WORKPLACE CONSULTATION

Effective communication with internal and external stakeholders is the key to understanding risk, managing risk and developing a workplace culture that values and promotes positive behaviours. Consultation with employees and unions is integral to this process.

A RISK MANAGEMENT APPROACH

The risk management approach to bullying focuses on creating a work environment that eliminates or controls the circumstances that can lead to bullying. In this context risk management is about eliminating or reducing the risk of injuries and illness associated with bullying and identifying the factors that may lead to bullying.

WORKPLACE TRAINING AND AWARENESS

Training is integral to developing a workplace culture that encourages dignity and respect in the workplace. Training reduces the risk of bullying occurring in the workplace because it builds staff confidence in an agency's anti-bullying policy and better equips managers to understand bullying issues and prevention strategies at the workplace level.

Generally speaking anti-bullying training may include the following three aspects:

- Creating awareness and building commitment to a bully free workplace
- Agency anti-bullying policy and procedures
- Training needs identified as a result of the Risk Management Approach

DEALING WITH COMPLAINTS

All agencies should have complaint handling systems in place. Memorandum 96-11 "Dealing with Employee Work-Related Concerns and Grievances, and Harassment Free Workplace" provides agencies with guidelines for the appropriate management of work-related concerns and grievances. A grievance is defined as a clear statement by an employee of a work-related problem, concern or complaint.

Agency specific complaint procedures should reflect the principles outlined in this policy. Agencies may manage bullying incidents using their existing agency grievance/complaints handling systems adapted to meet this policy.

PROCESS IMPROVEMENT

Consultation and participation is important to build commitment to appropriate workplace behaviour and identify risk factors. Effective consultation, monitoring and review leads to continuous improvement. The monitoring and review process should involve feedback from all relevant stakeholders.

6 March 2008

Signed on

Michael Coutts-Trotter

Director-General of Education and Training
Managing Director of TAFE NSW

John Irving

General Secretary, NSW Teachers Federation

John Cahill

General Secretary, Public Service Association of NSW



NEW SOUTH WALES GOVERNMENT
PREMIER'S DEPARTMENT

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WITH YOU AT WORK





Department of Education (The NSW)

Murray Farm Public School is a proud NSW Department of Education school. The New South Wales Department of Education, a department of the Government of New South Wales, is responsible for the delivery and co-ordination of early childhood, primary school, secondary school, vocational education, adult, migrant and higher education in the state of New South Wales, Australia.

The NSW Department of Education was founded in January 1848. The department was preceded by the Board of National Education and Council of Education, and has been formerly known by a number of names, including Department of Public Instruction, the Department of Education and Training (DET) between December 1997 and April 2011, and the Department of Education and Communities (DEC) between April 2011 and July 2015.



Scan the [QR code](#) for more information or click the link <https://education.nsw.gov.au/>

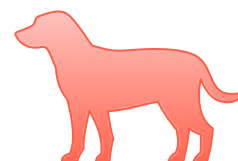
Department of
Education

Dignity and Respect in the Workplace

Murray Farm Public School believes a respectful, collaborative learning environment is in the best interests of all students, staff and parents. As a result of our belief we attempt to foster an environment where we listen respectfully and reply with dignity and respect. We expect the same. All staff at Murray Farm Public School expect to be treated with the same level of respect the community would expect given to them. No abusive, aggressive or hostile behaviour will be tolerated. Any member of the public displaying this type of behaviour runs the risk of having the Enclosed Lands Act applied to them.

Dogs

Many of our families have lovely dogs and use the drop off and pick up times to walk their family pet. Dogs are not allowed on the grounds of the school at any time and should be on a leash during pick up and drop off times outside the school.



Donations to the school

[See Tax Deduction](#)

E



Early Pick Up Procedures

If a student needs to leave early, parents should contact the school via email or phone. Parent can collect their child from the front office to be signed out. The office staff will then call the student to the office with their bag, and both parent and student can exit through the main pedestrian gate on Tracey Avenue. If time is tight, contacting the school beforehand can help speed up the process.

Easter Hat Parade

Students in Kindergarten, Year 1, and Year 2 make an Easter Hat at home for an Easter Hat Parade. The parade is held on the Thursday before Good Friday or the closest date to Easter, depending on the term dates. Parents are welcome to come and watch. Remember, bad weather might cause the event to be cancelled.

Education Week (Public Education Week)

Public Education Week is held at Murray Farm Public School in conjunction with Book Week. Students K-6 are invited to dress up as their favourite book character. A parade is held in the morning and then classrooms are opened for parents to see their child's classroom in action.

Information about this event is emailed out to parents via School Bytes.

English as an Additional Language or Dialect (EAL/D)

See Curriculum

Emergency Procedures

Emergency procedures have been devised for the orderly evacuation of classrooms and "lockdowns" of all school buildings. Staff and students are made aware of the procedures and from time to time these procedures are practised.

Any parent/carers and/or visitors in the school at the time of an emergency procedure taking place, are required to follow the directions of any staff, floor wardens or emergency personnel.

Enrolment

If you live in our intake area and would like to apply to enrol at our school, start by submitting an **online enrolment application**. Online enrolment is currently only available for Australian or New Zealand citizens and permanent residents.



Online enrolment

You will need to provide the following information.

- Proof of residence:
 - Four forms of identification proving that you reside at the address stated on the enrolment form.
- Required documentation listing your residential address.
 - Electricity account
 - Sydney Water Account
 - Telephone account/Internet connection account
 - Driver's License
 - Council rates or lease agreement and rental bond by NSW Fair Trading

- One other form of identification is required, for example:
 - Existing mobile phone account
 - Existing car insurance or car registration
 - Existing credit card statement or documentation from a recognised financial institute.
 - Account on a letterhead from a recognised government department (eg Centrelink)

Online enrolment can also be used for out-of-area enrolment. Please note that out-of-area enrolment procedures are subject to the department's **enrolment policy**.

Documents will be sighted by the office staff, but no copies are required to be made or kept by the school. This update aims to reduce administrative workload and our cyber security risk, while also protecting our students' information.

Lease Agreements

When a lease agreement is provided as evidence of living within the catchment area a Rental Bond Advice of Lodgement (NSW Fair Trading) must also be provided and the lease must be for a minimum of six months from the date of enrolment.

For those families living with friends or relatives, the following documentation is required:

Owner/s of the home provide

- A NSW Statutory Declaration Form, a legal document, must be completed and signed by the **family who owns the home** stating that the family on the application form is living with them.
 - This declaration must include the anticipated length of time the enrolling applicant family will be staying and full names of both families must be stated.
 - The "Statutory Declaration" must be signed in the presence of a Justice of the Peace, who witnesses the signature of the person completing.
 - Copies of the home owner's documents:
 - council rates and or lease agreement,
 - electricity account
 - telephone account/internet connection
- Parents/carers of the child/ren applying to enrol
 - A NSW Statutory Declaration Form must be completed and signed by the parents/carers stating they are living at the address written on the application form.
- This must include:
 - anticipated length of time staying at the address,
 - full names of both families, all household members, including students studying at MFPS and students' names hoping to enrol
 - a Justice of the Peace signature, who witnesses the signature of the person completing the NSW Statutory Declaration.
- Two other forms of identification stating your name and address are also required.
 - Car insurance or car registration;
 - Home contents insurance;
 - Gas account;
 - Existing credit card statement;
 - Statement/account on a letterhead from a recognised government department (eg Centrelink)

Proof of name and date of birth documentation

- Either an original birth certificate or passport.
 - A passport, Visa and or Immicard is necessary for a child born overseas.
- If a child is an Australian citizen with parent/carers born overseas, the parent/carers' passports or original citizenship papers and Visa Entitlement Verification Online (VEVO) paperwork must be provided.

Temporary Residents

Depending on the visa, you may require an authority to enrol obtained from Immigration Department. For further information on enrolling as an International student, visit

<https://www.deinternational.nsw.edu.au/>

Proof of Immunisation

- Certificate of Immunisation required for all children enrolling for the first time in a New South Wales public school.

The current policy of the NSW Department of Education for the enrolment of children into Kindergarten is:

- Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years of age on or before 31 July in that year.
- Children who are the age of 5 years on or after 1st August, and eligible children who are not enrolled by the end of Term 2 must enrol the following year.

This policy allows the enrolment of children from the age of 4 years 6 months.

Teachers will provide appropriate introductory programs and assess the stage of development of each child before commencing formal programs. The school will accept applications for enrolment in the year preceding eligible enrolment.

Enrolment Forms (School Required)

Please complete the following enrolment forms prior to your child attending school.

Enrolment Form	Link	QR Code
Permission to Publish Student Work	https://online.schoolbytes.education/published_forms/6655/8284c511-b5e4-4122-b207-afb3d0d2d429	
Student Code of Behaviour	https://online.schoolbytes.education/published_forms/6671/49099040-e21d-4096-b527-65b0b546a17a	
Student Use of Digital Devices and Online Services	https://online.schoolbytes.education/published_forms/6673/de708eac-1483-48da-9f30-9e27901647e6	
Child Protection Lessons	https://online.schoolbytes.education/published_forms/6769/3af9d226-4622-4a0e-93ed-87e1157455b3	

Equipment

The school provides most items children require to take part in lessons. Parents need to provide a school bag and a library bag to protect borrowed books, which may be purchased from the school's **uniform shop**.



Years K-2 students

The school provides supplies, and it is not necessary for students to bring any items from home.

Years 3-6 Students

Students will receive a letter from their teacher, at the beginning of the year, regarding the required equipment for class.

Excursions/Incursions/Performances

Occasional excursions, incursions and performances support educational outcomes in units of learning across the year. Teachers accompany students and are responsible for their supervision and safety during these times. In some instances parent/carers are asked to accompany groups and assist with supervision. Students must obey instructions from teachers and from assisting parent/carers.



Permission notes and payment for activities are always sent out to parents via SchoolBytes three weeks prior to the event, where possible.

Parents are reminded that payment and permission cut off dates are strictly enforced.

If you receive an email from the school regarding payment and permission, please activate it straight away. This stops your child from being disappointed in not be able to attend events.

Extensions after the cut off date, are not granted. If you are experiencing financial issues or have questions, please contact the school office for support prior to the cut off date.

Extra-curricula activities

A variety of extra-curricula experiences are available within or through the school: wind, brass and keyboard tutorials, school bands; string ensembles; dance groups; choirs; debating; public speaking; chess groups; Student Representative Council; as well as a range of school-based and inter-school sports.

F



Fathering Project

The school is a member of the Fathering Project. A national charity aimed at involving and promoting the value of Dad's in their children's education. A variety of activities are run throughout the year that promotes fathers, grandfathers, or important male figures. If you are interested in doing the Fathering Project use the QR code below to sign up. You will receive notifications to events, tips and tricks through the year.



MURRAY FARM PUBLIC SCHOOL

Proudly partnering with The Fathering Project
to support our fathers and father-figures -
for the benefits of children.

Join our Dads Group!



SCAN HERE!





SCAN OR JOIN NOW AT :
www.thefatheringproject.org

Financial Student Assistance

Limited government funded student assistance is available for families experiencing financial difficulty. Payment plans can be arranged to assist with the cost of uniforms, excursions/incursions, equipment, and other educational requirements. Please contact the front office to book a time with the Deputy Principals or Principal if you wish to discuss the options available to your circumstances.

Friendly Farm

The Friendly Farm program is a school designed set of lessons and support language for teachers to help students regulate social interactions between peers and staff.

The nine different sections of Friendly Farm are used to provide a scaffold of thinking, and are not a set of rules.



Friendly Farm Term	Skill
Friendly Farm	When everyone uses the tools and strategies and feels safe and valued at Murray Farm Public School.
Muddy situation	Small friendship problem which was not on purpose but someone's feelings were hurt.
Raging Reaction	When someone says or does something mean on purpose.
Barn on Fire	An unhealthy friendship where there are disagreements and you feel unhappy and sad.
Fork in the Road	Encourages students to evaluate if their friendship is healthy or not.

Friendly Farm Term	Skill
Barn Reno	When your friendships change throughout your schooling time. You might be close friends then the next year you may just be classmates.
Stop and Go	When someone has a raging response, you say "stop" and go to a teacher. (Helps stop a raging reaction)
In Full Bloom	This is who I (students) am and what I do within Murray Farm Public School.
Flock of sheep	A person who is a bystander or a follower of mean actions. (They usually don't stop and go)



The Friendly Farm

G



Grandparents' Day

Grandparents day celebrates the valuable contribution grandparents have in the education of their grandchildren. An open classroom event K-6 is held in the later half of the year, in conjunction with Sport K-2 Fun day. Information relating to Grandparents' Day will be sent out to the community closer to the event.

H



Health Matters

Students ARE NOT permitted to have medication in their possession. (Asthma puffers excluded with Principal approval).

Allergies

When the school is notified by a parent/carer their child has an allergy (eg peanut intolerance/bee stings), forms will be given to parent/carers to complete and return. Depending on the severity of a child's allergy, a meeting may be needed between parent/ carer and the school to discuss required procedures to be followed should an allergic reaction occur.

An **ASCIA Action Plan** may be required to be completed by a health care professional and returned to the school.

- medication and paperwork will be kept in the school office for use when required or to take on excursions etc.
- staff members have attended familiarisation sessions regarding asthma.

Parents of students who have an identified allergy are required to complete additional information that will help reduce the risk of allergen related injury.

Click the [link](#) or scan the **QR code**.



Students with allergies form

Asthma

When the school is notified by parent/carers their child has asthma, forms will be given to them to be completed and returned to the school. Parent/carers are to supply the appropriate Asthma medication to the school office in the original packaging.

- medication and paperwork will be kept in the school office for use when required or to take on excursions etc.
- students are allowed to keep their own asthma medication with them, with principal approval.
- staff members have attended familiarisation sessions regarding asthma.

First aid/sick students

Parent/carers are urged not to send sick children to school. Occasionally students become ill or suffer minor injuries and are placed in our sick bay, where basic first aid is administered by a school administrative officer or first aid officer.

Parents are contacted to collect ill/ injured students when required. All efforts are made to contact parent/carers, if contact details are incorrect or a parent is unavailable the office will ring emergency contacts.

If this contact fails an urgent SMS will be sent to the parent's mobile phone requesting immediate contact.

If an ambulance is required it will be called first, prior to contacting parents.

If your child has a head injury while at school, a staff member will contact you to seek your support. In the case of an emergency an ambulance will be rung. You will be requested to attend the school. A concussion care sheet will be given to you and the child should be taken to a medical professional for assessment. Once cleared to return to school it is best to watch your child up to three weeks.

Concussion symptoms have been known to arise in this timeframe. If the injury occurred during sport, a doctor's certificate is **required** to allow the student to return to sport.

Immunisation

The Department of Health recommends that children entering school should be immunised. This is particularly important because your child will be in contact with lots of other children and infections can spread very easily.

- Children starting school should have the following boosters:
- One booster injection against diphtheria and tetanus (CDT);
- One booster dose of polio vaccine by mouth (Sabin);
- One injection of measles/mumps/rubella vaccine.

Immunisation is available from your family doctor, from many council clinics and from some community health centres. Dates and times of clinics may be obtained from local councils.

Infectious Diseases

Under the Public Health Act and Department of Education Regulations, some common infectious diseases require students to be kept from school to prevent the spread of infection.

Please notify the school if your child is diagnosed with an infectious disease.

<u>DISEASE</u>	<u>PATIENTS - PERIOD OF</u>	<u>CONTACTS - PERIOD OF</u>
Chicken Pox (Varicella)	For at least 5 days after the first spots appear, or when blisters have all crusted.	Not excluded
Conjunctivitis	Until discharge has ceased	Not excluded
German Measles (Rubella)	Until child has fully recovered and for at least 7 days after rash appears.	Not excluded
Hepatitis A (Infectious Hepatitis)	Until child has recovered (usually 7 days from the first signs of jaundice). Children allowed to attend school provided sores are being treated and are properly covered.	Not excluded. Family contacts may need injections - see your family doctor.
Mumps	Until child has fully recovered and for 9 days after appearance of swelling.	Not excluded. It is recommended that all children receive measles/ mumps/ rubella immunisation at 12 months of age.
Head Lice	Preparations available at pharmacist. No prescription is required	Not excluded. All members of family should be treated at same time as affected person.

<u>DISEASE</u>	<u>PATIENTS - PERIOD OF</u>	<u>CONTACTS - PERIOD OF</u>
Ringworm	Preparations available from pharmacist.	Keep child at home until treatment has begun. Inspect regularly.
Scabies	Preparations available from pharmacist.	Keep child at home until treatment has begun. Inspect regularly.
Whooping Cough(Pertussis)	Child should be kept home for 5 days from start of antibiotic treatment. Otherwise, keep home for 9 weeks from when "whoop" starts.	Unimmunised contacts should be kept home for 21 days, unless receiving antibiotics. See your family doctor.

Medication (Additional / Short term)

Student medication is required to be in the original packaging with the instructions for use. All care is taken, any adverse reactions to medication will be dealt with using our normal emergency medical procedures.

Parents are required to complete the medical support form. Please contact the office to complete this form.

This will include written instructions. provided parents, stating the time a student needs to take required medication.

Medication requiring refrigeration will stored in the front office sick bay fridge. The student will go to the office, at the appropriate time, and office staff will administer required medication.

Policy statements from the NSW Department of Education outline procedures, which must be followed, when a student requires ongoing daily medication to be administered at school.

The Department of Education requires the school to maintain the following records:

- completed forms
 - from the student's medical practitioner;
 - detailing the student's condition and requirements from the parent/ guardian;
 - from the parent/guardian granting information to be supplied and discussed by the staff and
 - medication should be labelled with the child's name, in its original packaging with directions from a health care professional.

If you have any questions regarding processes relating to medication, please contact the front office.

Homework

Homework is a purposeful learning experience to enrich the school's programs and further develop the school-home partnership in educating students. Homework is not a time filler or a discipline method.

NSW Department of Education guidelines regarding reasonable homework are as follows:

Kindergarten

Students are not expected to complete formal homework in Kindergarten. Students may be given books to read at home.

Years 1 and 2

In Years 1 and 2, simple homework may include:

- reading books provided by the teacher
- listening to and retelling stories
- writing sentences
- engaging in hands-on activities, such as drawing or sorting objects by category
- practicing handwriting by tracing letters or words
- completing mathematical activities
- playing educational games that reinforce class concepts
- participating in simple science observations or experiments.

Years 3-6

Homework for Years 3-6 may be more varied, allowing for greater independence. Tasks may include:

- maintaining reading logs or reflections on self-selected books
- completing book reviews
- participating in STEM design challenges
- writing short stories
- solving mathematical problems
- composing texts
- practising mathematical concepts learnt at school
- conducting research projects.

Homework in each grade uses a similar looking proforma to make it easier for parents to follow and limit changes from year to year.

If your child has any difficulty with the homework, please contact your child's teacher to discuss your concerns.

High Potential Gifted Education (HPGE)

Murray Farm Public School implements the High Potential and Gifted Education Policy (HPGE) of the NSW Department of Education. HPGE is a focus for all students across all classes. The Challenge Class formation is used in Grades 3-6 and one of the strategies the school uses to support the implementation of the HPGE policy.

Challenge Class

Students selected for this class have demonstrated their suitability for a differentiated program focussing on their special learning needs.

Challenge Class

- runs from grades 3-6
- is **NOT** able to access the bilingual program from Year 3 on.
- students will access Japanese studies as part of the LOTE class for 40 minutes per week, where staffing levels allow.
- students are unable to return to challenge class if they are withdrawn by a parent or leave the school.
- is subject to periodic review, due to budget and staffing level changes.
- placement is not open to review or appeal.

Murray Farm Public School also provides information to parents from the NSW Department of Education on Opportunity Class and Selective High School enrolments in other NSW Department of Education settings.

This information is provided through School Bytes to parent emails and is targeted at certain grades where appropriate. Timelines and procedures for these enrolments are controlled by the NSW Department of Education and are not able to be adjusted by the school.

K



Kindergarten Book

Kindergarten students will receive a copy of Murray's Kindergarten Orientation Book upon enrolling at Murray Farm Public School. The book sets out a typical day a student might be involved with entering school on the first day.

If you wish you can use the **QR code** to download a copy or use the [link](#).



Download the book here.



L



Labels

Please ensure your child's belongings have name labels and class on them. It is very hard to give a jumper, lunch box, drink bottle, pencil case etc, back when they are all the same and there is no name.

Learning

Students are all individuals and they open their gifts when it is right for them. If your child has particular learning needs it is never too early or too late to talk to the school about your child's needs.

However, it's a good idea to get in touch with the school around two years before your child is due to start Kindergarten or as soon as you intend to enrol. Early intervention prior to Kindergarten can be a vital tool in ensuring your child is ready for school. The NSW Department of Education can assist you in attempting to access the support your child may need.

This gives the school more time to prepare for your child's arrival. It is especially important if your child might need physical changes made to the school - such as ramps or lifts being installed - or specialised equipment.

Going to talk to your local school early will also give you more time to plan for your child's schooling and to think about their options at school.

Learning Assistant Support Teacher (L.a.S.T)

Special programs are implemented by the learning assistance support teacher to support students experiencing difficulties with literacy or numeracy. Close liaison between L.a.S.T. and classroom teachers enables the student to benefit from this special program.



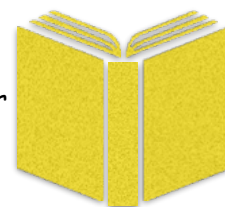
Library

The school library is a support hub to our educational programs, assisting students as independent learners. It also encourages students to discover the joy of reading for pleasure.

Every class has a timetabled library lesson, each week, for literature studies and the teaching of information skills. All students borrow in their library lessons.

All borrowing is for a fortnightly loan period but students are encouraged to borrow at least once per week.

Borrowing is also available every day before school (8.20am to 8.45am), except Tuesday or during second half of lunch (1.00pm to 1.20pm). All students need to bring a cloth library bag, clearly labelled with their name, to protect the books.



Please look after our books. When a book is lost or badly damaged an invoice will be issued to the family via School Bytes. If you have any questions about this statement, please contact the school.

Lost Property

Please ensure your child's name and class is sewn or written on all belongings.

Labelled items are returned to owners, but unlabelled items are stored in the lost property areas. Lost property is checked every two weeks. All unlabelled and unclaimed drink bottles, lunch boxes are disposed of at the end of two weeks. All unmarked clothing is given to the uniform shop for second hand sales.

Lunch boxes

When packing your child's lunch box there is a limit to how much they can eat. Don't go overboard, they don't need a picnic hamper. They need a small snack, as well as a piece of fruit for recess and a sandwich or other item for lunch, their drink bottle and possibly a second piece of fruit or a treat. You can also provide a lunch order via the [canteen](#).



We do ask, where possible you do not provide, peanut based products such as peanut butter or nut bars. The school has a large number of students who are anaphylactic to these products. Exposure to these items could be dangerous to these students.

The school does not enforce this, we make a simple request for help to keep all our students safe.

M



Map

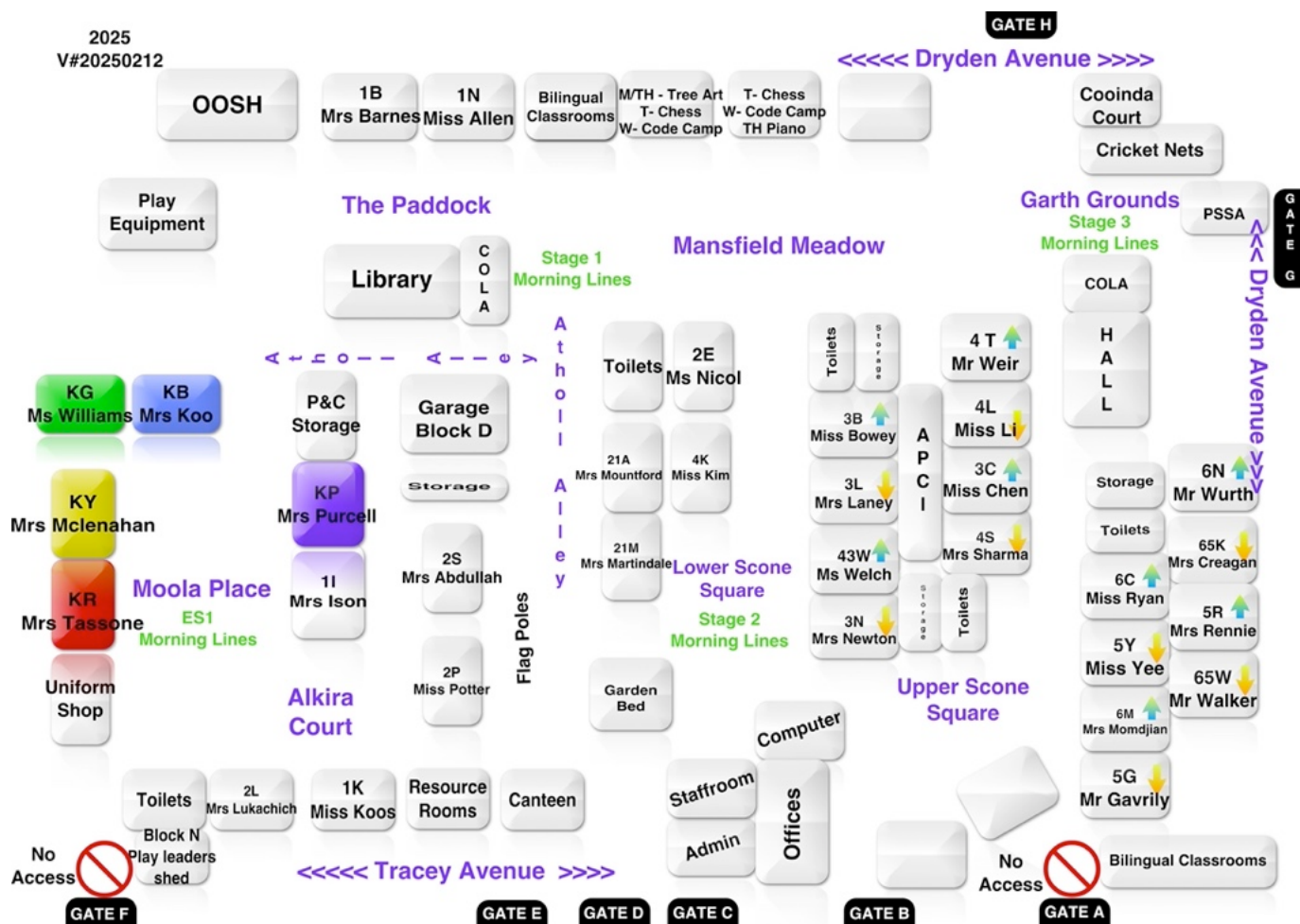
Classes, from the previous year at Murray Farm Public School, are shown in the map below.

Gates are also identified on the map.

Gates A, and F are not open to pedestrians for safety reasons. Gate B is used for Bus Pick Up only. Please use all other gates.

During school hours Gate C has a door bell for entry to the school.

Gates are locked at 9.00am and reopened at 2.40pm



Merit Certificates

Merit certificates are handed out to students for a range of learning, including curriculum and behaviour. The school Merit process is detailed below.



Principal Awards are nominated by classroom teachers to the Principal for each class, once a year and are based on a range of academic and social skills.

Meetings

Formal

Parent/carers seeking interviews with teachers or executive staff should email, with the topic, or ring the school and an Administration Staff Officer will forward the request to the class teacher to make a booking with you.

The Principal or the Deputy Principals are always willing to discuss concerns. For obvious reasons, class teachers can only hold interviews outside class time. An Assistant Principal or Deputy may be involved in the meeting to expedite any processes, if required.

For urgent matters please contact the school, with the topic, to arrange a time to see the Assistant Principal, Deputy Principals or Principal.

Meet the Teacher (Partners in Learning)

Parents, students and teachers are invited to attend a community afternoon tea in Term 1, to meet and discuss educational matters relating to the new classes of the year. Partners in Learning also gives parents and staff an opportunity to get to know each other in a friendly and welcoming way. Time is also allocated for parents to attend class meetings in classrooms. Teachers confer with parent/carers on relevant topics such as class goals, school policies and overall aims.

Formal academic parent/carer interviews

Formal academic parent/carer interviews occur with the class teacher at the end of Term 2 for all students, after the release of the semester one academic report.

Mobile Phones

Mobile phones are restricted in accordance with the **NSW Department of Education: Students' Use of Mobile Phones in Schools** policy. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying.

Murray Farm Public School has strong teaching and learning practices to support students in the classroom, using various forms of appropriate technology which maximises the benefits and minimises the risks of digital environments and prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Murray Farm Public School asks for **all student mobile phones to be 'off and away' for the full school day, including recess and lunch. Murray Farm Public School is not responsible for loss or damage to personal property.** Students have the responsibility to turn off their phone and store it safely in their school bag for the course of the school day. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment. Students should use the School time function on Apple watches see: <https://support.apple.com/en-au/HT211782>



Exemptions

Murray Farm Public School understands there may be students who have a medical, wellbeing or learning need which will require them to access a mobile phone as defined in their plan. The Principal or Deputy Principal will meet with each student and their parents / carers in order to determine where an exemption will be applied for, on behalf of a student, as well as the adjustments to any school-based practices and procedures.

Contacting students

Murray Farm Public School understands there may be emergencies, when parents need to get in contact with students when arrangements need to change. Please contact the school re the changes as soon as you can and the school will arrange for the message to be relayed to the student and the student's teacher.

Please do not contact your child through the day on their phone or their watch.

Parents and carers should contact the school through the school office 02 9871 5952 or murrayfarm-p.school@det.nsw.edu.au. If your child needs to contact you for an urgent reason they will be able to contact parents or carers through the school office.

Money

Parents are able to provide a small amount of money for their child to purchase from the canteen at recess and lunch. Small items are available for purchase at this time including ice-blocks, drinks and snacks. Please do not send large amounts. **The school is not responsible for any loss or theft.**

Murray Wallamai Farmer (School Teddy Bear)

Murray Farmer is a travelling teddy bear who attends excursions and special events in the school. He is also available for photo opportunities. Murray has his own special **website** and runs competitions in the school for students. See how Murray celebrates his birthday by giving to **charity**. Use the QR codes below to visit his digital cave.



Topic	QR Code
Murray's Website	

Topic	QR Code
Anti-Bullying Competition	
What's the time	
Writing Competition	

N



National Assessment Program Literacy and Numeracy (NAPLAN)

All government and non-government education authorities have contributed to the development of NAPLAN materials.



NAPLAN website

What is NAPLAN?

NAPLAN (National Assessment Program - Literacy and Numeracy) is an annual assessment for students in Years 3 and 5. It measures students' skills in reading, writing, spelling, grammar, and numeracy. NAPLAN results provide valuable insights into your child's learning progress and help schools identify areas for improvement.

How You Can Help Your Child Prepare

- **Encourage a Positive Mindset:** Remind your child that NAPLAN is just one way of measuring their abilities and that doing their best is what matters most.
- **Foster Good Study Habits:** Help your child establish a routine that includes regular reading and practice in mathematics.
- **Ensure Adequate Rest:** Make sure your child gets plenty of sleep in the lead-up to the tests, so they can perform at their best.
- **Discuss Test Day:** Talk to your child about what to expect on test day, including bringing necessary materials and staying calm.

We understand that assessments can be a source of anxiety for some students, and we encourage parents to maintain an open dialogue with their children. If you have any questions or concerns about NAPLAN, please feel free to reach out to your child's teacher.

All parents should have received an information handout via SchoolBytes last week, outlining important details about the upcoming assessments. We are pleased to inform you that we have implemented new assessment practices, allowing us to support students who require additional time to complete their assessments.

If your child is among those who need extra time, you should have received a disability adjustment note. This adjustment ensures that every student has the opportunity to participate on the same basis as their peers. For instance, if we have identified that your child has a lower reading rate compared to others of the same age and typically receives additional time for in-class assessments, we have sought your permission to apply this same adjustment during their NAPLAN testing.

If you have not yet returned the signed note, please do so as soon as possible to ensure we can implement these adjustments during the testing period.

NAPLAN is set to begin next Wednesday, and we will be sending the schedule home to Year 3 and Year 5 parents this week.

Thank you once again for your participation in the information session and for partnering with us to support your child's learning journey. Together, we can ensure a positive experience that contributes to their ongoing learning.

Anticipated dates for NAPLAN assessment are listed below. Dates are subject to change and are not set by the school. For further information click the [link](#) or scan the [QR code](#).

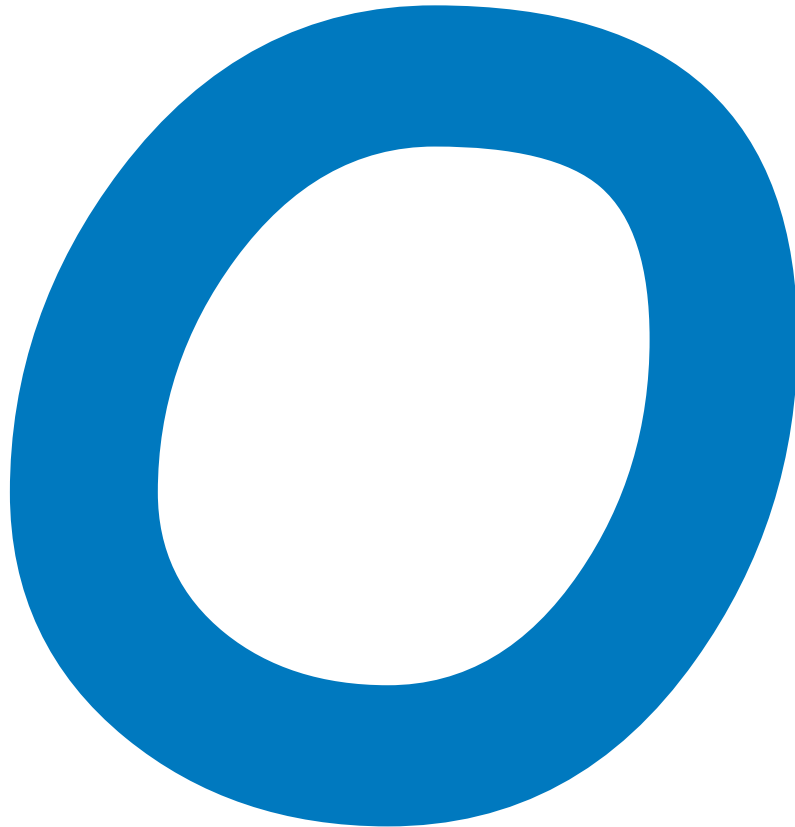
Year	Date range
2025	12-24 March
2026	11-23 March
2027	10-22 March
2028	15-27 March
2029	14-26 March

Newsletter

An interactive newsletter is released every Tuesday afternoon through School Bytes and is also available on the school website that same week. It includes contributions from various executive staff, covering topics tailored to each stage, important updates, community information, and news from the P&C. These are just some of the many items featured throughout the year. Click on the [link](#) or scan the [QR code](#).



MFPS Newsletter



Online Safety

There is no such thing as a safe place on the internet. Parents and the school need to work together to keep students safe in this very crazy and often times unregulated place.

The NSW Department of Education provides students and staff with a password and login protections to a filtered version of the internet.

Parents should be aware that a child's education email and NSW Department of Education account is for the purposes of engaging in learning activities using NSW Department of Education sanctioned sites and apps.

Students should not use their NSW Department of Education details to set up social media accounts, or join mailing lists to outside agencies.

There are a number of key ways for parents to help keep your child safe online.

- Remind your child to tell a trusted adult if they are bullied online.
- Tell your child not to share their passwords with others.
- Remind your child to only give their mobile number or personal information to trusted friends, with parent permission.
- Talk with your child and understand the ways in which they are using the internet and their mobile phone.
- Find out the age restrictions for the sites and applications your child wants to use.
- Depending on the age of your child, set up your own accounts and 'friend' your child. By doing this, you can understand how the site's privacy settings work, see what your child posts online and how your child responds to posts made by others.
- Make sure that your child's account settings are set to 'private' to control who sees their information.
- Know how to block unwanted users.
- Encourage your child to only be friends online with people they know in day-to-day life.
- Remind your child to think carefully before they post comments, or upload or send images online.

The schools expectations of Respect, Responsibility and Personal Best apply to the use of NSW Department of Education resources, including logins and technology use at school.

For more information click the eSafetyParent [link](#) on the eSafety Commissioner website, or the [QR code](#) to learn about the digital environment and keep updated on your child's technology use.



eSafety Website

You can find out about using safety settings on your family's web-connected devices, tips for choosing movies and games and strategies for keeping your child safe online.

Software / App	Parents should know	Age	DOE Support	Allowed at MFPS	Caused Issues @ school with learning
BeReal	All users can send friend requests	13>	X	X	Not yet
Discord	Online chat. Age verification	13>	X	X	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Dispo	Photo filtering software, some safety features	13>	X	X	Not yet
F3 (Friends forever)	Numerous safety features including blocking & reporting	?	X	X	Not yet
Facebook	Self-image, bullying, phony "peer sets," identity theft, stalking issues are common	13>	X	X	✓
Hoop	Tinder meets Snapchat. Allows kids as young as 12 to form connections with total strangers. Hoop claims that users over 18 won't be shown kids' profiles	12>	X	X	Not yet
House Party	60% of app users are under 24 years old	13>	X	X	Not yet
Instagram	2nd most popular app 13-17-year-olds Pornographic content can be easy to find	13>	X	X	✓ ✓ ✓ ✓ ✓ ✓
Kik	App Store rates as inappropriate for anyone younger than 17.	13>	X	X	Not yet
Playstation/ Nintendo Online Games	Online content and over 18+ violence and online chats are unfiltered.	Rated games	X	X	✓ ✓ ✓
Poparazzi	Photo filtering software, some safety features	?	X	X	Not yet
Roblox	Open-world video game that's wildly popular with kids 5-12. Chance of inappropriate content	5>	X	X	Not yet
Snapchat	Majority of Snapchat's 8m users in Australia are aged between 13 and 24	13>	X	X	✓ ✓ ✓ ✓ ✓ ✓
TikTok	> 80 million users All user accounts are public	13>	X	X	✓ ✓ ✓ ✓ ✓ ✓
Twitter	Posts can be retweeted, once they are live online you lose control	13>	X	X	✓
Vault Apps	Vault apps hide content on phones and tablets, from photos and files to other apps, kids don't want their parents to know about.	?	X	X	Not yet
weBelong	>70% of audience teenagers aged 14-18	13>	X	X	Not yet
Whisper	anonymous, anyone can see your posts, some safety restrictions	?	X	X	Not yet
Yarn	Reading app stories via fake text messages. Either scary or sexual.	?	X	X	Not yet
Yik Yak	No user names, no handles, no real names, and no photos. Breeding ground for bullying. Strangers in chat rooms	?	X	X	Not yet
Youtube	>85% of teenagers aged 13-17. DOE students Kindergarten to Year 10 students have access to YouTube in restricted mode, to support their learning.	At least 13	✓	X	✓
Yubo	Age verification for 13-17 year old	At least 13	X	X	Not yet

Students may be suspended if they are impersonating others, engage in online bullying or other breaches of the schools core expectations of Respect, Responsibility and Personal Best. Once issues are raised inside the grounds of the school, the school has duty of care to be involved, along with parental support.

From time to time, the school will send, via School Bytes, a request to parents for specific permission to use software for educational purposes. The permission form will include a description of the software, how it works, where the data is stored and how it will be used at school.

For the most part Murray Farm Public School will not seek support for social media apps.

P



Parents and Citizens Association (P&C)

Murray Farm Public School has an active and enthusiastic Parents and Citizens Association with many parent committees for a range of school services. Parent/carers are encouraged to join them in their meetings and activities. The cost to join is \$1 per year.

Meetings are usually held at 7.30pm on the third Tuesday of each month.

The P&C notifies parents of meeting dates and venues via the school newsletter and School Bytes communication.

Parental involvement is essential to the wellbeing of the school and students. Through this association, parents and other community members acquire a greater understanding of the practices of the school.

The P&C Website is <https://murrayfarmpnc.com.au>

Welcome to Murray Farm P&C

1. What is Murray Farm P&C?

Murray Farm P&C is a committed group of parents, staff, and community members working together to enhance the educational experience and well-being of students at Murray Farm Public School.

School Website: <https://murrayfarm-p.schools.nsw.gov.au/>

P&C Website: <https://murrayfarmpnc.com.au/>



2. What Do We Do?

We collaborate with fundraising events, coordinating school activities, and providing valuable input on school policies and decisions.

3. What Can a New Parent Do?

1. **Visit P&C and school website**
2. **Join as a Member:** Engage in a vibrant community, share your insights, and contribute to the school's continuous improvement.
3. **Subscribe to School Newsletter:** Stay updated on upcoming events, school news, and P&C activities.
4. **Join Our Class Parent List:** Connect with other parents and foster a supportive environment for your child.
5. **Volunteering:** Offer your time and skills to contribute to various school activities and initiatives, such as canteen, uniform shop, book club, library, and fundraising.

Join in the Class Parent List



Join in as a P&C member



Parking

There is one RTA patrolled crossing located in Dryden Avenue, operational during school zone hours. There are two unpatrolled pedestrian crossings around the school and several sets of lights to provide safe access across North Rocks Road and Murray Farm Road.

Parents and students are expected to move directly to and from school in a respectful and responsible manner. All pedestrians should take particular care when crossing roads. These expectations are regularly impressed upon students at assemblies and in classroom discussions.

I encourage all parents who are new to the school to take a tour of the area around the school, taking note of any areas you wish to highlight to your children.

Parents should show greater than usual restraint and care when driving or parking near the school during the periods 8.00am - 9.00am and 2.30pm - 3.00pm, especially for the safety of our students, and as an example to them.

Please be respectful of our neighbours by not blocking driveways in the neighbouring streets.

The school parking area is restricted to **STAFF ONLY** and is not a safe place to drop off children. **Please remind children NOT to walk through the staff car park.** Parent/carers should not drive into the school grounds to drop off or pick up students. Parking spaces are available in Murray Farm Reserve at the end of Tracey Avenue, just a short walk from the school.

When dropping or picking up children at school, please observe the NO STOPPING and NO PARKING signs and the marked children's crossing. Council Parking Rangers and the police patrol the streets around the school, and fines and penalties can occur for not obeying signs.

No stopping

Do not stop your vehicle on a length of road or in an area in which a NO STOPPING sign applies.



No Parking

You are only allowed to stop your vehicle to set down or pick up passengers or goods. Your vehicle must not stop for more than 2 minutes. The driver must not be more than 3 metres from the vehicle.

Bus Zone

You must not stop or park your vehicle in a bus zone for any reason. This includes when the vehicle is not moving, but the engine is still running.



Double Parking

You must not stop your vehicle or park in the middle of the road to drop off your children or pick them up. Always stop or park legally and safely at the edge of the road or in a parking area.

Speed Limit

The 40kph speed limit applies to all school zones only between 8.00am & 9.30am and 2.30pm & 4.00pm on school days. Not all schools start at the same time, please be aware of signage as you enter and leave the zone.



Partners in Learning

Murray Farm Public School is a Positive Behaviour for Learning School. Our core expectations are Respect, Personal Best and Responsibility. The core expectations extend to all on site including students, staff and parents.

When addressing issues at school, it is imperative for parents to actively engage in open and respectful communication with educators and staff. Constructive dialogue is essential in fostering a collaborative environment that prioritises the well-being and educational success of every student.

Parents must approach these situations with a commitment to understanding all perspectives, demonstrating a willingness to listen and learn, while working collaboratively with the school to develop effective solutions that meet their child's needs. This proactive and cooperative approach not only strengthens the partnership between home and school but also sets a powerful example for students in navigating challenges, instilling in them the values of respect, personal best and responsibility.

Whilst the school accepts parents' right to be concerned about their child, the school does not accept hostility or aggression directed towards its staff in any way shape or form. Parents who engage in this type of action run the risk of the inclosed lands act being applied, which restricts and or denies access to the school site.

By working together, we can create a supportive and nurturing educational environment that empowers students to thrive.

Permission to Publish

We are seeking your permission to allow the school/Department of Education to publish and/or disclose information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published or disclosed include but are not limited to:

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis
- Department of Education publications including the school newsletter, annual school magazine and

school report, promotional material published in print and electronically including on the Department's websites

- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter
- Local and metropolitan newspapers and magazines and other media outlets

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

Complete the Enrolment Permission to Publish Form if you have not already done so.

Permission to publish will remain in place unless your circumstances change. If they do, please let the school know by completing the form again with the new information.

Personalised Learning and Support Plan (PLaSP)

Personalised Learning and Support Plans (PLaSP) are part of the inclusive education that supports the diverse learning needs of all our students. Part of the provision of inclusive education is the development of a (PLaSP) for relevant students. The plan is created by the classroom teacher and the Learning and Support Teacher, with input from parents, carers, and students where appropriate. The PLaSP sets out goals for the student and records any adjustments they require at school to reach their goals.

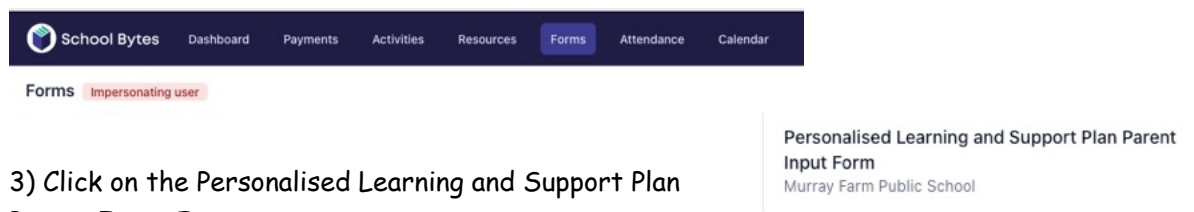
Murray Farm Public School highly values the insights and contributions of parents and carers in the process. You are invited to share your perspectives on your child's strengths, interests and any specific learning goals you envision for them.

If you are requested to complete a PLaSP Parent Input Form, please follow the steps below.

1) Log on to the School Bytes parent portal, using the link

<https://portal.schoolbytes.education/auth/login>

2) Navigate to the Forms tab



The screenshot shows the School Bytes parent portal interface. At the top, there is a navigation bar with tabs: Dashboard, Payments, Activities, Resources, Forms (highlighted), Attendance, and Calendar. Below the navigation bar, the 'Forms' section is active, displaying a list of forms. The first form listed is 'Personalised Learning and Support Plan Parent Input Form' for 'Murray Farm Public School'.

3) Click on the Personalised Learning and Support Plan Parent Input Form.

4) Complete the requested information. You will receive a confirmation email, once you have submitted the form and the form has been received by the Learning Support Team

If you have any questions or would like to discuss the PLaSP process further, please contact the Learning Support Teacher Ineke Warner on the school email murrayfarm-p.school@det.nsw.edu.au or call the school on 9871 5952 to book a time to discuss any concerns.

Pick up (Afternoon)

Pick up from Tracey Avenue starts at 2.50pm. Parents who wish to collect their child this way, should display their MFPS Pick Up card on the dashboard of their car and drive up Tracey Avenue from Murray Farm Drive.

Parents are not allowed to leave their car to collect students from the grounds of the school if they use the pick up system.

At 2.50pm students assemble at the Tracey Avenue silver seat pick up area and wait for staff to call out students' names and a pick up number. Staff will be on hand to provide assistance where required.

Playground

Murray Farm Public School has beautiful grounds for students to play and learn on. Students and families are required to follow the instructions of staff during school operational hours.

The Paddock, Garth Grounds and the Playground Equipment are all supervised areas of play, during recess and lunch.

Parents who wish to let their children play on the playground equipment after school hours, must be accompany their child.

No supervision is provided after school hours by staff, and students who are not accompanied by a responsible adult will be escorted to the front office.



Pick Up / Drop Off Zone Tracey Avenue



Garth Grounds



Playground equipment



The Paddock

Primary Schools Sports Association (PSSA)
See Sport

R



Racism

See anti-racism

Recording a Conversation

It is not lawful for a person to record a private conversation without the consent of the other parties involved. This also relates to film, audio and photos.

Reflection Time

From time to time, as part of the school's behaviour policy, students are asked to spend time reflecting on particular incidents that may occur in the classroom or playground. This is called a "reflection", and is a guided discussion with an Executive member of the school.

Reflection time is an opportunity to reteach, reinforce and remind students of the school's expectations of Respect, Responsibility and Personal Best. Strategies to deal with situations are often discussed, and a reflection form similar to the one below is used to guide the discussion.

The form will be sent via School Bytes to inform parents of their child's thinking and actions, including a request for parent support and acknowledgment. If you have any questions during these processes, please contact the school.

Stage 1 Reflection Sheet

{student_pref_fname} {student_lname} Class: {student_roll_class}

Reflection Question 1

What was I doing that did not meet the school expectations?

Drawing or statement

Reflection Question 2

Which expectation did I not meet?

Drawing or statement

Reflection Question 3

What is the purpose of this expectation?

Drawing or statement

Reflection Question 4

What can I do in the future to meet this expectation?

Drawing or statement

Reflection Question 5

If I am in this particular situation again I will:

Drawing or statement

Reflection Time Stage 1 Parent Notification

Stage 1 Reflection Sheet

Please complete the form below and return via email or to the school office.

Please tick:

☐ I have read the Stage 1 Reflection Sheet completed by my child.

☐ I will discuss the reflection time with my child.

☐ I have some questions and will be in touch with the school.

☐ I do not have any questions.

Parent Signature

Student Name:	{student_pref_fname} {student_lname}
Class:	{student_roll_class}
Parent/Carer Name:	
Parent/Carer Signature:	
Date:	

https://online.schoolbytes.education/email_template_print

Page 2 of 3

Example reflection proformas



We create
collaborative
learning
environments

We
all play
a part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process: education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.



Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



**Collaborative.
Respectful.
Communication.**

School Community Charter

education.nsw.gov.au

Refunds

Excursion, incursion and events are prepared on the basis of the total cost of activities, transport, etc divided by the anticipated number of students who will attend. Should your child be unable to attend the excursion due to changing your mind **NO REFUND** will be given. If a child is sick and a medical certificate is provided, the Principal may consider a refund.

Religious Intolerance

To strengthen support for schools and workplaces, a new Religious Intolerance Helpline has been set up. It will provide advice to people who have experienced or witnessed religious bullying or intolerance and support for those managing reports.

Students, parents and carers can access the Religious Intolerance Helpline via 1300 679 332. Information for students, their families, carers and community members about religious bullying and intolerance is also available. Click the [link](#) or scan the [QR code](#).



Religious Intolerance

Reporting to Parents

Academic achievement reports, which contains information on the six key learning areas, social skills and work habits are published, to School Bytes Parent Portal/Documents, twice a year at the conclusion of semester one & two.

A meeting is held with parents, students and staff at the end of term two, to discuss student academic progress. A printed version is not available from the school, however parents are able to download previous reports from the School Bytes Parent Portal whilst their child is enrolled at Murray Farm Public School.

A companion letter is available, on parent request via email, at reporting time displaying a student's results against the cohort.

Road Safety

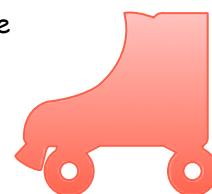
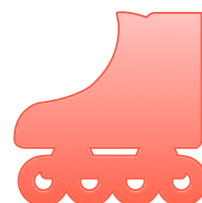
The streets around the school are very busy during the morning drop off and even busier in the afternoon. Please be patient and park appropriately.

Parking in Tracey Avenue is not allowed during drop off and pick up hours, as it causes delays for buses and other parents. Worse than that, it sets up a dangerous situation for pedestrians.

Please follow the directions of the street signage around the school. If you have any particular concerns about road safety, please contact the local police.

Roller skates /roller blades

Roller skates are not permitted to be ridden by student going to and from school or on the grounds of the school at anytime.



S



Safety of Students

The school has a duty of care to protect students from strangers and, in extreme cases, wrongful removal.

The following procedures must be strictly observed:

- all visitors must report to the school office on their arrival.
- parent/carer helpers are required to sign in at the school office
- visitors may be asked to wear a "visitor badge" whilst on the school premises.
- all students leaving during school hours should be met at the school office.
- no student will be given permission to walk home on their own during school hours.

School Bytes

The best way to stay in touch with the school is to download the School Bytes parent app.



School Bytes

School Bytes is a communication platform for families regarding information, excursions and payments. The emails are sent from noreply@mail.schoolbytes.education. (You **CAN NOT** reply to this email)

If you are not receiving these emails, please check your spam/junk mail folder and add the email address to your safe senders list. Click [here](#) to see how this might be done.

Please notify the school if you change your email address.

School Bytes Parent Portal			
Access	Type	QR Code	Link
Parent Portal	Website		https://portal.schoolbytes.education
Parent Portal	Apple OS		https://apps.apple.com/us/app/school-bytes/id6463097826
Parent Portal	Android		https://play.google.com/store/apps/details?id=education.schoolbytes

The School Bytes Parent App in is a one stop shop to the school.



School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

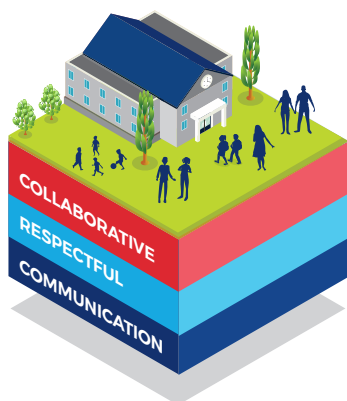
We treat each other with **respect**

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We **prioritise** the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work **together** with the school

Ensuring respectful learning environments for all members of NSW Public Schools communities.

© NSW Department of Education



We create
collaborative
learning
environments

We
all play
our part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

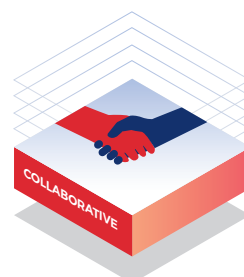
Our guide for parents, carers and students provides useful information about the complaints process:

education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.



Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



Collaborative.
Respectful.
Communication.

School Community Charter

education.nsw.gov.au

School Hours

The playground is supervised from 8.20am until 2.50pm. It is not supervised outside of these hours. Children who attend school prior to 8.20am are required to sit on the silver seats near the canteen in Scone Square until the 8.20am morning bell has rung when a teacher is on playground duty. Students who are unattended after school will be escorted to the front office, where parents will be rung. Parents are required to sign their child out and provide a reason for the pick up after school closing times.

Time	Area	Action
Prior to 8.20am	Whole School	School grounds are unsupervised prior to 8.20am
8.20am	School Opens	Bell rings. Playground supervision commences. Play is restricted to top playgrounds.
8.50am	Session 1 begins	Bell rings. Students move to assembly areas. Students are expected to follow the PBL core expectations.
9.05pm	Whole School	All gates locked
10.50-11.10am	Recess	Students play and eat recess, use bathrooms if required. No student access to buildings during this time. Hats must be worn outside.
11.10am	Session 2 begins	Bell rings. Students move to assembly areas. Students are expected to follow the PBL core expectations. Teacher on duty supervises students' prompt movement.
12.30-12.40pm	Lunch	Teacher supervision of students eating lunch in classrooms or designated eating areas.
12.40pm	Lunch 1	Students play, use bathrooms if required. Canteen is open No running on hard surfaces.
1.02pm	Lunch 2	Teachers change over duties Library opens
1.25pm	Session 3 begins	Bell rings. Students move to assembly areas. Students are expected to follow the PBL core expectations. Teacher on duty supervises students' prompt movement.
2.40pm	Whole School	Gates opened. Parents are able to enter school. Parents are requested to stand quietly in assembly areas.
2.50pm	School Ends	Bell rings. Students leave classrooms to go home Student move to bus line, which are supervised by staff. Student pick up starts in Tracey Avenue.

School Creed

This is our school;
Let peace dwell here
Let the rooms be full of contentment
Let love abide here -
Love for one another

Love of mankind and
Love of life itself
Let us remember
That as many hands build a house
So many hearts make a school.

School Song

*Words based on the original school song by by Mrs E. Morrison, First Infants' Mistress
Music by Mrs June Sturgess
Updated in 2023 to honour the original owners of the land, the Darug people.*

On the slopes of a valley, on Darug land,
Our school, Murray Farm,
proudly now stands.
The motto we honour,
the colours we wear,
Relate to that migrant
whose name our school bears.

We are always ready
to do of our best;
To meet all in friendship,
live up to our crest.

In classroom or sports field
whatever the scheme,
Respect for all persons
is always our theme.

Responsible children,
happy and true,
Service and honour,
will always show through.

Our joy we are singing
with no sense of guilt;
Enjoying our schooldays,
tradition is built.

Skateboards

Skateboards are not allowed to be used by students going to and from school or on the grounds of the school at any time.



Smart Watches

Smart watches are great for communicating with your children, but they are a distraction at school. If your child has a smart watch they must have the watch on Flight mode or similar during school hours. At the end of the day students can turn the watch back to normal operation. Students who are found using their smart watch during the day will be asked to place it in their bag. **They will also be breaking the School Core Value of Responsibility, which will be recorded on our behaviour system.** Please do not contact your child through the smart watch or mobile phone during school hours. Parents and carers can make contact with the school, with any emergency, through the school office on 02 9871 5952. If there is an urgent matter to discuss with parents, staff will assist students to contact parents or carers through the school office.



Sun Protection

The school has a sun protection policy, which includes the wearing of a hat and the provision of shaded play areas. The school has a 'No Hat, No Play' rule throughout the year.



Special Religious Education / Special Education Ethics (SRE/SEE)

On Tuesday mornings lay teachers and clergy offer students religious instruction. Students who have brought notes from parents seeking exemption from religious instruction are supervised separately.

Ethics classes may also be available for students of parents who seek exemption from religious instruction. Please click the link and complete the form link below. The NSW Department of Education form will allow you to register your selection using your email address.



Click here to access the [Online Enrolment Application](#) or use the [QR code](#).

Sport

Online enrolment

Murray Farm Public School encourages involvement in sport. Our main emphasis is developing a fair and positive attitude. Students wear full sports uniforms on Fridays.

Sport Kindergarten, Year 1 and Year 2

Gross motor activities are done every term and activities may include aerobics, jogging, dance and circuit games. The success of the gross motor program is dependent on parent/carers volunteers who assist the class teachers. Information and a request for help will be sent out in term one.

K-2 Fun Day

In term three, students in Kindergarten, Year 1 and Year 2 take part in a range of sporting activities, and grade novelty sporting events. Grandparents' day is usually held the same day. Parents and Grandparents are welcome to attend and watch the fun.

Sport Houses

House Name		House Colour	Historical Link
Mansfield		Blue	Mansfield is a village in East Ayrshire in Scotland. It is north of New Cumnock from which it is separated by the River Nith and the adjacent village of Pathhead.
Atholl		Red	Atholl or Athole is a large historical division in the Scottish Highlands, bordering Marr, Badenoch, Lochaber, Breadalbane, Strathearn, Perth, and Gowrie.
Garth		Gold	Garth Castle is a 14th-century castle in the form of a tower house and keep, located close to Coshieville in Glen Lyon in the council area of Perth and Kinross in Scotland
Scone		Green	Scone is a town in Perth and Kinross, Scotland. The medieval town of Scone, which grew up around the monastery and royal residence, was abandoned in the early 19th century. Old Scone was the historic capital of the Kingdom of Scotland.

School sport - Years 3 to 6

Students in Year 3-6 are allocated a house on enrolment. Family members are kept in the same house. There is a healthy competitive spirit among the four houses, with points being allocated for annual athletics, cross country and swimming events.

All students K-6 are involved in School in Sports Australia (SISA). There is a fee per term payable via School Bytes.

Athletics Carnival

The Inter-House Athletics Carnival for students 8 years to 13 years is held in Term 2, with the most successful performers representing our school at the Zone Carnival.

Cross Country Carnival

The Inter-House Cross Country Carnival for students 8 years to 13 years is held early in term 1, with the most successful performers go on to represent our school at the Zone Carnival.

Swimming Carnival

The Inter-House Swimming Carnival for students 8 years to 13 years is held early in first term and the most successful performers go on to represent our school at the Zone Carnival.

All students have the opportunity to represent in various sports at zone, area and state levels for swimming, cross country and athletics.

Sport - Primary Schools Sports Association (PSSA)

Murray Farm Public School belongs to Castle Hill Primary Schools Sports Association.

Each year the schools participates in the following PSSA competitions: Soccer, Newcombe Ball,



AFL and Netball in winter as well as T-ball, Softball, Basketball and Cricket in summer, dependent on staff availability.

Murray Farm Public School may offer, a range of PSSA teams throughout the year. Students and parents are representatives of Murray Farm Public School off site and are expected to upload the school's PBL expectations of Respect, Responsibility and Personal Best at all times.

In addition to the school's PBL expectations, Murray Farm Public School is bound by the Codes of Conduct for Castle Hill PSSA.

The following excerpts are from the Castle Hill PSSA Code of Behaviour and relate to student and parent behaviour codes when attending PSSA games.

PLAYER'S CODE

1. Play for the fun of it.
2. Complete by the rules and always abide by the referees' / umpires' or touch judges' decisions.
3. Control your temper. Make no criticism either by word or gesture.
4. Work equally hard for yourself and your team -your performance will benefit and so will your own.
5. Be willing to train and prepare for the game. Preparation helps prevent injury and increases the level of enjoyment.
6. Play only when you are fully fit. To play with an injury will handicap your team, and may expose you to the risk of serious, life long injury.
7. Be a good sport. Encourage fellow team members.

8. At all times cooperate with your coach, team mates and opponents - without them you do not have a competition.
9. Remember the goals of the game are to have fun and improve your skills. Be modest in the success and generous in defeat.

PARENT'S CODE

1. Do not force an unwilling child to participate in particular sports.
2. Remember your children are involved in organised school sports for their enjoyment and fulfilment, not yours.
3. Encourage your child always to play by the rules.
4. Teach your child that honest effort is as important as winning so that the result of each game is accepted without undue disappointment.

5. Encourage your child to work towards skill improvement and good sportsmanship. Never ridicule your child for making a mistake or losing a competition.

6. Remember that children learn best by example. Applaud good play by your team and by members of the opposing team.

7. Do not publicly question the officials' judgement and

never their honesty.

8. Appreciate the contribution and commitment of teacher- coaches.

They give of their time and resources to provide sporting activities for your child.

9. Have realistic expectations for your child and his / her team - do not expect more than they can give.

Failure to follow the codes may result in students or parents being banned from attending games. If there are issues relating to team behaviour or other issues, parents should follow the school's normal procedures for raising concerns via email murrayfarm-p.school@det.nsw.edu.au

Student Representative Council (SRC)

The Student Representative Council provides students with opportunities to develop leadership skills, knowledge of democratic processes and cooperation with peers.

Regular meetings are held for class representatives, elected prefects, vice captains and captains to raise issues and report back to classes.



In term four students, from Years 3-5, elect their school leaders for the coming year. Captains, vice- captains, prefects and sports house captains and vice captains are given genuine responsibilities within the life of the school.

T



Tax Deduction

The Library and Building funds are voluntary contributions. Feel free to donate if you'd like to contribute to these funds, but please know it's entirely optional. Your generosity is greatly appreciated. We value your support in any form, whether it's through a donation or simply by being part of our community. Thank you for considering it!



Support our school via a **tax-deductible donation** to the school library or school building fund. All donations over \$2 are tax deductible.



This QR code takes you to the secure school payment portal.

portal.schoolbytes.education

School Bytes

School details

Murray Farm Public School
Tracey Ave, Carlingford NSW 2118
murrayfarm-p.school@det.nsw.edu.au

Online payment portal

This portal can be used to make payments for other items that are not related to a current student at Murray Farm Public School.

ITEM NAME	AMOUNT
Select the 'Add item' button to add an item	

+ Total: \$0.00 **Pay Now**

Step 1 'Add Item'

portal.schoolbytes.education

Add item(s)

Please select the item(s) you wish to pay by ticking the appropriate checkboxes. The amount can be changed once the item has been added.

☐	1	Murray Farm PS Building Fund Tax Deductible Donation	\$0.00
☐	1	Murray Farm PS Library Tax Deductible Donation	\$0.00

CLOSE **ADD ITEMS**

Step 2 Select Item and click "Add Item"

portal.schoolbytes.education

School details

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ITEM NAME	AMOUNT
Murray Farm PS Building Fund Tax Deductible Donation	\$

+ Total: \$0.00 **Pay Now**

Step 3 Type amount and click "Pay Now"

Technology

Murray Farm Public School has a range of technology available for staff and students to use. The NSW Department of Education internet is filtered and requires a user agreement to be signed by students and families for access to technology.

Technology Digital Communication form

See Student Use of Digital Devices and Online Services form

Toileting

Students are requested to use the toilets during recess and lunch. Of course our bodies don't always cooperate with this timing, and staff allow students to go during class times if required.

Murray Farm Public School requests students bring a change of clothes, particularly K-2. Where possible the school will provide a change of clothes, if required. Parents are requested to wash and return borrowed clothes to the school as soon as possible.

Staff do not change soiled students.

When a student is soiled and requires a simple change of underwear staff will guide the student to the admin student toilet to allow cleaning and, using the facilities, to change necessary items of clothing. Where a student is not able to do this due to their age or ability, staff will contact parents or carers to attend school to assist.

Sanitary dispensers are available in certain toilets across the school.

Toys

Murray Farm Public School encourages students to leave favourite toys at home. This protects the toys from harm and ensures they are not misplaced.

Lost or damaged items are not replaced by the school.

U



Uniforms



Wearing of the school uniform by students is compulsory. All students are encouraged to identify with their school and wear correct uniform at all times, including sports days. Black school shoes are to be worn on non-sport days.

The uniform shop is a service run by the school P&C and all proceeds are returned directly to the P&C to help make Murray Farm Public School a Great Place to be.

The uniform shop is open every Monday and Thursday mornings 8.45 am - 10 am.

Summer uniforms are worn in terms one and four, and winter uniforms are worn in terms two and three. Subject to weather requirements there is a two-week grace period at the end of term one (summer to winter uniform) and the end of term three (winter to summer uniform.)

Notes on uniforms

- Sport shoes and sport jacket are only worn with sports uniform.
- When students represent Murray Farm on formal occasions (performances, excursions etc) **full school uniform (NOT sports uniform) is worn, including black school shoes.**
- Full Sports uniform will be worn when students represent Murray Farm in interschool sporting events.
- School badges are permitted as part of the uniform and are available for purchase from

the uniform shop and the office.

- Jewellery other than watches should not be worn to school.
- In the interest of safety, studs (not sleepers) are preferable in pierced ears.

The online Uniform Shop is located in the Murray Farm Public School P&C website and uses www.flexischools.com.au for ordering. Orders are processed each Monday and Thursday. Purchases are sent to the teacher's pigeon hole where they will be distributed by the teacher. Delivery days selected by parents are an indication only, not a hard delivery date.

Online ordering is available via the FlexiSchools website

- Log-on to www.flexischools.com.au
- Submit a new registration
- Find your child's class and add their name
- Submit your order!



FlexiSchools iOS
Apple App Store



Flexischools Android
GooglePlay Store

Further information is available on the [P&C website](#).

V



Valuables/ Personal Items

Students are not permitted to bring valuable equipment, games or personal goods to school.

The school **DOES NOT ACCEPT ANY RESPONSIBILITY** for lost, damaged or stolen items.

Voluntary Contribution Fund

All families are invited to support the Voluntary Contribution Fund.

The greater the support for the fund, the wider the range of resources that can be made available to the students throughout the year.

Even the smallest amount can make a difference.



W



Water bottles

We encourage students to bring a labelled water bottle. We have big and small bottle filling stations through out the grounds of the school. Students are able to fill their bottles during recess and lunch.

Please ensure the bottle is labelled and is not glass, as it can break too easily and cause injury.



Weather in the Extreme

On wet mornings students are requested to gather under the COLA until such time as the wet weather bell goes. An announcement is made over the speaker system inviting students to enter their rooms where their teacher will be waiting for them.

During wet lunch or recess, or during extreme weather (heat, air quality, etc) children will remain in their classrooms, where teachers will supervise them.

These cases are rare and decisions are made on a case by case basis.

Extreme weather may cancel events at short notice.

Cancellations are sent out via School Bytes.



Y



Year Six Farewell

The year six farewell is a special event celebrating the accomplishments and memories of our graduating students. This event, held in late term four, marks the end of students' primary school journey and the beginning of new adventures in high school.

It is a memorable evening filled with heartfelt speeches, performances, and a slideshow that captures their time at our school. A committee of year six parents work with the stage three Assistant Principal to organise the special event.

Year Six jerseys and polos will be available to order through the uniform shop, usually occurring in Term 1.

Students will enjoy a formal dinner with their teachers and friends, followed by dancing and fun activities. The year 6 farewell is not just a goodbye but a celebration of friendships made and the achievements that have shaped them.