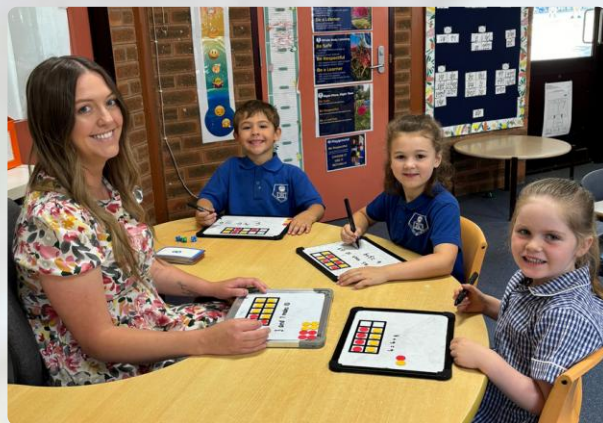


Learning for life, in an  
inclusive, engaging and supportive environment.



## Thurgoona Public School



### 2025 Information for Parents and Carers



Learn to live. Live to learn.



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## Introduction



Thurgoona Public School is an inclusive Kindergarten to Year 6 school that caters for the wide variety of student academic, social, emotional and cultural needs. The school, established in 1862, has an outstanding reputation in the local and wider community. We provide quality education in a caring and supportive environment.

Our students take pride in their excellent achievements in all academic areas, sport and the arts. These programs are supported by committed, enthusiastic staff who welcome parents/carers as partners in the education of their children.

This booklet has been produced to provide families – especially those enrolling for the first time, with information about our school, its organisation, our facilities and activities relating to our school.

***“The staff and students at Thurgoona Public School  
extend a warm welcome to you and your family”***

Theresa Kane, **Principal**

## Statement of Purpose

Learning for life, in an inclusive, engaging and supportive environment

### Our Vision

**Learning for life in an inclusive, engaging and supportive environment**

In this learning community all students will:

- participate in curriculum based engaging lessons across all Key Learning Areas, targeted at individual point of need
- thrive in our safe, respectful environment
- demonstrate a growth mindset
- be supported to achieve their personal best
- benefit from a culture of continuous improvement.

### Our Beliefs

**Like Blue the Kangaroo, our students are always moving forward in their learning journey.**

At Thurgoona Public School, we believe:

- strong relationships are the foundation of effective teaching and learning
- teachers know their students and how they learn
- teachers use the most effective evidence-based teaching methods to optimise learning progress for all students
- it is necessary and acceptable to make mistakes when learning new things.

### Values

**We value safe, respectful learners.**

At Thurgoona Public School, we value:

- strong, positive, respectful relationships
- connection and collaboration with students, families and staff
- high expectations of the students and of each other
- acceptance of diversity
- teaching excellence where all teachers have expert contemporary content knowledge
- rich learning experiences and engaged learners
- joyful classrooms
- celebrating success.

### Outcomes

**All students connect, succeed, thrive and learn.**

We will be successful when:

- data shows academic outcomes improve continuously for every student
- there are measurable improvements in wellbeing, with a greater proportion of students reporting Expectations for Success, Advocacy and Sense of Belonging at School trending upwards
- the percentage of students attending > 90% is trending upwards
- there are higher levels of engagement leading to reduction in off-task behaviours.

## School Information

### Executive Staff

Principal	Mrs Theresa Kane
Deputy Principal	Miss Jessica Brooker
Assistant Principals	Miss Carly Margosis (Early Stage 1 AP), Mrs Kerry N Nolan (Stage 1 AP), Mrs Julie Clancy (Stage 2 AP), Mr Jed Morrison (Stage 3 AP)
Administrative Managers	Mrs Karin Mackay Mrs Tania Wettern

### Contact Us

Our office hours are from 8.30am until 3.30pm.

<b>Address:</b>	11 Bottlebrush Street Thurgoona NSW 2640
<b>Telephone:</b>	02 6043 1244 02 6043 1620
<b>Facsimile:</b>	02 6043 2045
<b>Email:</b>	<a href="mailto:thurgoona-p.school@det.nsw.edu.au">thurgoona-p.school@det.nsw.edu.au</a>
<b>School app:</b>	<a href="https://www.sentral.com.au/getting-started">https://www.sentral.com.au/getting-started</a>
<b>Website:</b>	<a href="https://thurgoona-p.schools.nsw.gov.au/">https://thurgoona-p.schools.nsw.gov.au/</a>

### School Hours

The following shows the breakdown of our daily times. On Mondays after lunch a whole school assembly is held in the quadrangle for student messages.

Morning Play	8:30 to 8:55 a.m.
<b>Roll marked</b>	<b>8:55 a.m.</b>
<b>Session 1:</b>	<b>8:55 to 11:00 a.m.</b>
Lunch:	11:00 to 11:45 a.m.  Students eat in year groups for 15 minutes prior to play starting at 11:15 a.m. (If they haven't finished eating, students move to seats in the playground)
<b>Session 2:</b>	<b>11:45 a.m. to 1:15 p.m.</b>
Recess:	1:15 to 1:45 p.m.  Students are supervised for 10 minutes seated eating time. (If they haven't finished eating, students move to seats in the playground)
<b>Session 3:</b>	<b>1:45 to 2:55 p.m.</b>

Playground duty and formal supervision commences at 8:30 a.m. The school office is open from 8:30 a.m. to 3:30 p.m. daily. Students should not arrive in the playground before 8:30 a.m. or remain in the grounds after 3:00 p.m. as teacher supervision cannot be provided outside normal school hours.



## School Term Dates

### 2025 School Terms and Holidays

<b>Term 1</b>	Friday, 31 January	School Development Day ( <b>No students</b> )
	Monday, 3 February	School Development Day ( <b>No students</b> )
	Tuesday, 4 February	School Development Day ( <b>No students</b> )
	Wednesday, 5 February	School Development Day ( <b>No students</b> )
	Thursday, 6 February	Kinder to Year 6 commence school
	Friday, 11 April	Term 1 ends
<b>Term 2</b>	Monday, 28 April	School Development Day ( <b>No students</b> )
	Tuesday, 29 April	School Development Day ( <b>No students</b> )
	Wednesday, 30 April	Students commence
	Friday, 4 July	Term 2 ends
<b>Term 3</b>	Monday, 21 July	School Development Day ( <b>No students</b> )
	Tuesday, 22 July	Students commence
	Friday, 26 September	Term 3 ends
<b>Term 4</b>	Monday, 13 October	School Development Day ( <b>No students</b> )
	Tuesday 14, October	Students commence
	Friday, 19 December	Students finish

### 2026 School Terms and Holidays

<b>Term 1</b>	Tuesday, 27 January	School Development Day ( <b>No students</b> )
	Wednesday, 28 January	School Development Day ( <b>No students</b> )
	Thursday, 29 January	School Development Day ( <b>No students</b> )
	Friday, 30 January	School Development Day ( <b>No students</b> )
	Monday, 2 February	Kinder to Year 6 commence school
	Thursday, 2 April	Term 1 ends
<b>Term 2</b>	Monday, 20 April	School Development Day ( <b>No students</b> )
	Tuesday, 30 April	Students commence
	Friday, 3 July	Term 2 ends
<b>Term 3</b>	Monday, 20 July	School Development Day ( <b>No students</b> )
	Tuesday, 21 July	Students commence
	Friday, 25 September	Term 3 ends
<b>Term 4</b>	Monday, 12 October	School Development Day ( <b>No students</b> )
	Tuesday, 13 October	Students commence
	Thursday, 17 December	Term 4 ends
	Friday, 18 December	School Development Day ( <b>No students</b> )



## Thurgoona Public School, School Song

**Verse 1:** We come from Thurgoona, the school on the hill,  
Midst wattles and gum trees, we work with a will.  
In classrooms and on sports fields,  
For the best we all yearn.

**Chorus:** *As we all learn to live, let us all live to learn.*

**Verse 2:** As we form our friendships and plan out our lives,  
We establish the values that will last all our lives.  
Truth, honour and virtue,  
To these we will turn.

**Chorus:** *As we all learn to live, let us all live to learn.*

## School Values

My responsibility as a student at Thurgoona Public School is to:

**Be Safe**  
**Be Respectful**  
**Be a Learner**



Thurgoona Public School



# Positive Behaviour for Learning Matrix

Be	Learning Spaces				Before and After School
	Always	Playground	Canteen	Toilets	
Safe	We walk on paths We keep our hands, feet and objects to self We are in the 'Right Place, Right Time' We say 'No, Go, Tell'	We walk in learning spaces We are Cybersmart, and follow the Digital Devices Policy We sit on our chairs	We 'Sit, Eat, Wait' at eating time We were a school hat and are SunSmart We play in bounds	We wash our hands with soap We walk to and from toilets We play games away from toilets We leave food and drink outside	We arrive after 8:30am We 'Stop, Look, Listen, Think' We walk to the bus or car We wait until the car wheels stop We walk our bike, scooter or skateboard into and out of school grounds
	We follow adult instructions We use kind words and actions We wear full school uniform We keep our school clean and tidy We take care with school and others' property	We are inclusive of everyone We leave the room with permission We let others learn	We place rubbish in the bin 'Slam Dunk Your Junk' We use equipment as intended 'Choose it, Use it, Return it' We follow game rules We wait our turn We share our friends	We say 'please' and 'thank you' We wait for our turn We keep the noise level low	We take all belongings with us We listen to the bus driver We line up and wait our turn quietly We only touch our own bike, scooter or skateboard
A Learner	We say 'Hands up, Voices off' We wait, ready to listen We take pride in our learning	We use 'Whole Body Listening' We are on task We ask questions if we don't understand something	We create and play by an agreed set of rules We share our equipment We 'Stop, Pack Up and Go' when the bell rings	We use the toilet in break times We use the saying 'In and out, don't mess about'	We help other children to cross the road We lock up our bike, scooter or skateboard in the bike rack



## School Background

### History

Thurgoona Public School has a long and colourful history. The first school started in 1860 and served an area which was a thriving community of fruit growers, wine makers and graziers. The school began in a slab and bark room twenty feet long and fifteen feet wide and was used for church services on Sundays and for school lessons during the week. It was situated beside St John's Anglican Church on the spot where the present Sunday School stands. The first teacher was Reverend Potter, Vicar of Albury.

In October 1862 the school began to function as a public school and in 1869 a new school building with residence attached was constructed by Mr R Owen at a cost of £390. This was built on a piece of land behind the cricket oval on a spot where there are now two netball courts. Two large pine trees which were originally planted in front of the school still remain today.

The enrolment fluctuated between 38 and 85 students until the 1900's when enrolment declined to reach the low 20's in 1938. In 1952 the school moved to a new position on higher ground in Bowna Road.

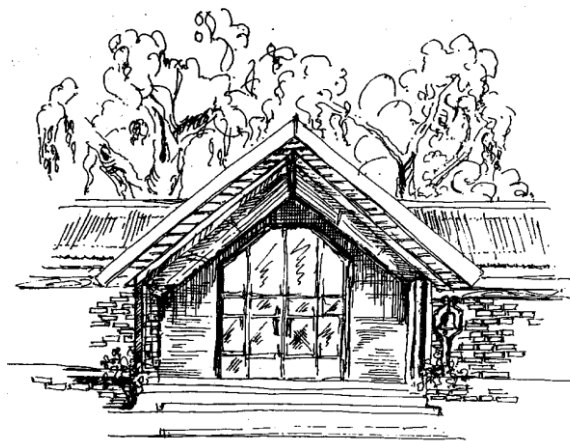
By 1977 the enrolment had dropped to 12 and the school was in danger of closing. However, with the development of Thurgoona as part of the Albury-Wodonga Growth Centre, enrolments began to climb and the new buildings were completed in 1987 providing seven classrooms, an administration block, library, food service unit and communal space for the 191 children enrolled.

Significant major capital works in 1995/6 added four classrooms and expanded the library, hall and administration facilities. A community funded student technology annex was constructed in 1997 and equipped with a modern computer network and internet access. A further three classrooms were added because of BER funds in 2010, with eight more classrooms added since. A demountable toilet block was also added in 2023.

### Grounds

The school is surrounded by lawns with extensive tree plantings. The natural bush setting to the side and rear of the school was left untouched during the construction of the buildings and is a favourite area for the children as well as the many different bird species which frequent the area. The Regent Honey-Eater (an endangered species) is a frequent visitor to our area.

Further development, planning and planting to enhance our natural environment is an on-going commitment from students, staff and parents.





## Communication

### Contact with the School

As a parent or carer, you are an important part of our school community. We know that you play a crucial role in helping your child become a motivated learner. Communication between our school and our community is critical for us to partner together.

Through a fortnightly school newsletter, we seek to inform parents of the activities of the school and its policies. Parents are encouraged to participate in the whole range of school activities wherever and whenever they can do so.

The school newsletter is sent home on Thursday in odd weeks via email, Facebook, and the school app. This is our major means of communication between school and parents.

Our school also uses the following means of electronic communication:

**School website:** <https://thurgoona-p.schools.nsw.gov.au/>

**School app:** <https://www.sentral.com.au/getting-started>

**School Facebook:** <https://www.facebook.com/thurgoonapublicschool/>

To give our teachers the opportunity to recharge, spend time with their families and bring their best creative selves to work, we are setting clear expectations for when and how they respond to communication outside school operating hours (8:30am to 3:30pm). This means teachers may not reply to non-emergency messages or emails outside of school operating hours.

Please use the school's email address for non-emergencies in the first instance or a message via the Sentral Portal. Our staff will respond to your queries within 2 school days under normal circumstances.

For longer discussions or complex matters, we ask parents and carers to make an appointment to speak to teachers directly, at a time that works best for everyone.

For urgent matters, contact our Front Office between school operating hours (8:30am to 3:30pm) on 02 6043 1244.

Our staff will always stay in touch because open communication is what's best for your child and their education. We don't want you to stop communicating with your teachers – we still want to hear from you if you have any questions or need to discuss a matter about your child. We know it's often easier to send emails or messages after work. We will make sure we read and respond in school operating hours.

### Interviews

Parents are encouraged to meet with their child's teacher to discuss any matters relating to their child(ren). Teachers can often be seen before or after school, but please bear in mind that if they have duties, meetings or the bell has gone, they will be unable to stop and talk. Parents can contact the school office to arrange an interview time which is suitable to both parent and teacher.

Formal interviews are held throughout the year. Bookings are made electronically and information will be forwarded to all parents at the time.

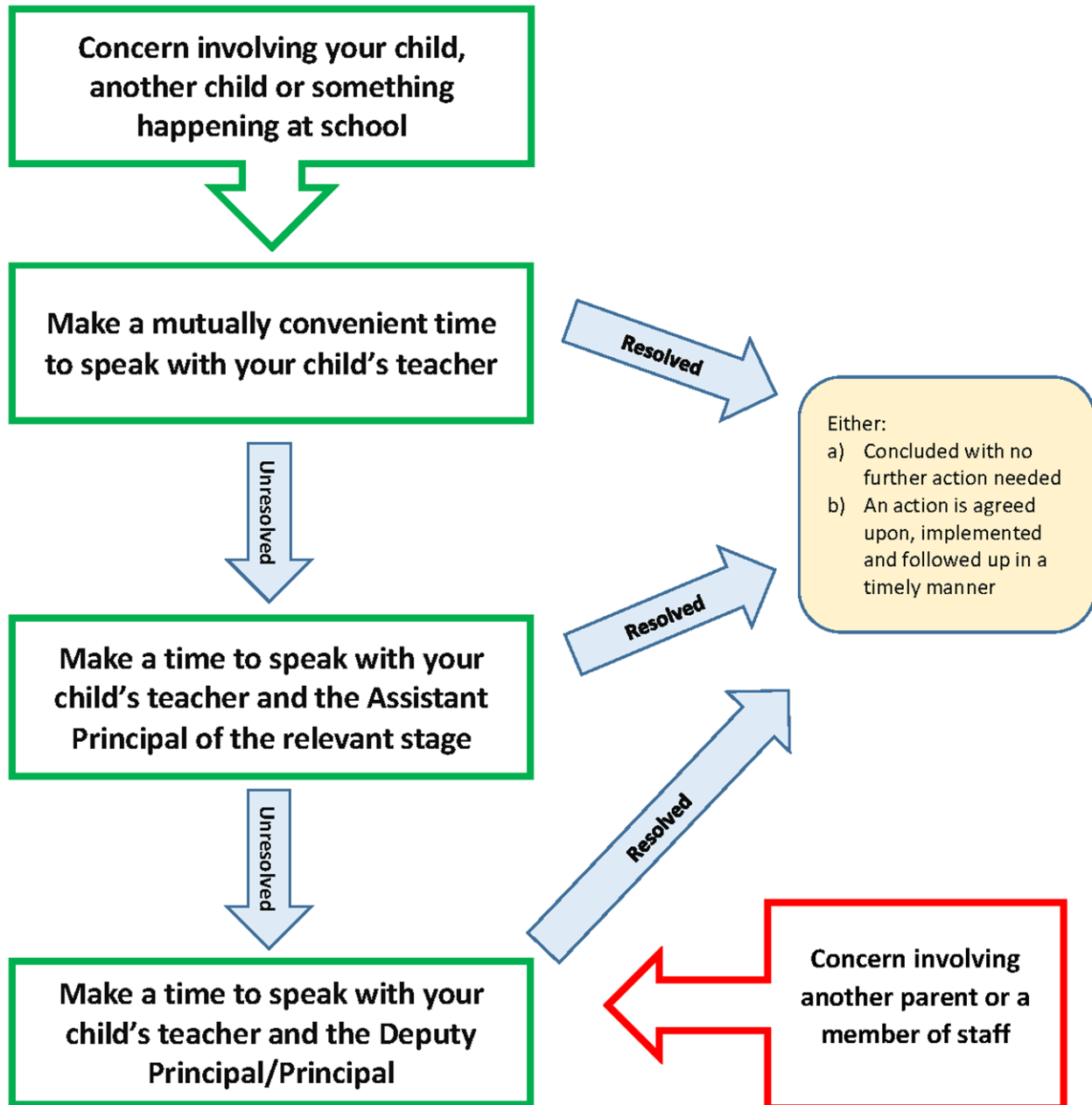
The Executive is always available to discuss any matters of concern.



# Point of Contact Procedures at Thurgoona Public School



Our school values timely, polite and informative communication between home and school. The following flowchart is a guide for parents/carers when raising a concern. 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.



 **Collaborative. Respectful. Communication.**





## Enrolment Procedures

As with all NSW public schools we have a defined local enrolment area. This means that your child is designated to a school based on the permanent residential address of the primary caregiver. Every public school reserves enough places within their school for students in their local enrolment area. To verify that the student being presented for enrolment lives within the intake area, we will require a **100-point residential address check at the time of enrolment**.

Parents may apply to enrol their child at a school outside their enrolment area. Non-local applications may be considered by the school's enrolment panel, according to the department's policy and subject to selection criteria such as availability of appropriate staff and classroom accommodation. Contact us to find out more about our out-of-area selection criteria. Parents are asked to contact the principal of their designated school to ensure an out-of-zone application can be considered.

**Kindergarten:** Children are eligible to enrol in Kindergarten if they turn five years of age before 1 August in the year of enrolment. All eligible children are encouraged to commence school at the beginning of the year. We ask you to complete your enrolment by August of the previous year so that you don't miss out on our information evening at the end of Term 3 or our transition days in Term 4.

To enrol your child, visit: <https://thurgoona-p.schools.nsw.gov.au/> and select Enrolment.

**Proof of age and immunisation status will be required before children commence school.**

## Curriculum

The Board of Studies, Teaching and Educational Standards NSW (BOSTES) is responsible for developing syllabuses to be taught in New South Wales schools, from Kindergarten through to Year 12.

The following is an overview of the rationale and aims of each key learning area to meet the needs of students across Early Stage 1 to Stage 3.

### English

Through responding to and composing a wide range of texts and through the close study of texts, students will develop understanding, knowledge and skills in order to:

- communicate through speaking, listening, reading, writing, viewing and representing;
- use language to shape and make meaning according to purpose, audience and context;
- think in ways that are imaginative, creative, interpretive and critical;
- express themselves and their relationships with others and their world;
- learn and reflect on their learning through their study of English;
- read widely with understanding and enjoyment;
- spell accurately;
- write grammatically in a variety of forms and a range of purposes;
- listen and speak effectively in a variety of situations and
- appreciate literature.

A variety of extension and support programs are implemented to assist students to reach their potential.

### Mathematics

Mathematics provides students with knowledge, skills and understanding in number and algebra, measurement and geometry, and statistics and probability. It focuses on developing increasingly sophisticated and refined mathematical understanding, fluency, communication, logical reasoning, analytical thought and problem-solving skills. These capabilities enable students to respond to familiar and unfamiliar situations by employing strategies to make informed decisions and solve problems relevant to their further education and everyday lives.

Extension programs and support programs are implemented to assist student academic development.



## **Science and Technology**

Science and technology are of increasing importance and integral to our rapidly changing world. A student's sense of wonder and curiosity about the natural and made world is fostered through actively engaging in the processes of working scientifically and working technologically.

Through questioning and seeking solutions to problems, students develop an understanding of the relationships between science and technology, and the significance of their contribution to and influence on society.

The school has a well-equipped computer laboratory to which students have regular access. Structured computing lessons are incorporated into the school program.

Laptops are available in all Year 1 to 6 rooms. All classes have interactive boards.

## **History**

History is a disciplined process of inquiry into the past that helps to explain how people, events and forces from the past have shaped our world. It allows students to locate and understand themselves and others in the continuum of human experience up to the present. History provides opportunities for students to explore human actions and achievements in a range of historical contexts. Students become aware that history is all around us and that historical information may be drawn from the physical remains of the past as well as written, visual and oral sources of evidence.

## **Geography**

Geography is the study of places and the relationships between people and their environments. It is a rich and complex discipline that integrates knowledge from natural sciences, social sciences and humanities to build a holistic understanding of the world. Students learn to question why the world is the way it is, reflect on their relationships with and responsibilities for the world and propose actions designed to shape a socially just and sustainable future.

## **Creative and Performing Arts**

Students use their imagination, express their thoughts and feelings and develop understanding of themselves and their culture through dance, drama, music and visual arts. They understand the way their bodies work and act in ways that will promote their all-round health.

## **Personal Development, Health and Physical Education**

Personal Development, Health and Physical Education (PDHPE) is concerned with supporting the development of the student as a whole person.

Students participate in a structured program to develop healthy minds and bodies. They participate in regular sport and physical education activities

## **Sport**

Thurgoona Public School participates in the Albury Primary Schools Sports Association (P.S.S.A.) competitions. This includes Gala Days, Knockouts and specific carnivals.

Children in Years K to 2 participate in sport activities each week.

Learn to swim programs are offered to students in Year 2 towards the end of the year.

## **Carnivals**

Years 3 to 6 participate in school athletics, cross country and swimming carnivals. Students in Year 2 who turn 8 in that year and show prowess in the sport are invited to participate in school carnivals.

Successful competitors at these events then can represent the school through the Albury P.S.S.A at district, regional and state carnivals.

Kindergarten to Year 2 students have a Picnic Sports Day.





## Sports Houses

Children are organised into a sporting house for school carnivals and house competitions:

<b>BANJORAS</b> Koala	<b>Red</b>	<b>WAREENS</b> Wombat	<b>Green</b>
<b>TAMAROOS</b> Possum	<b>Blue</b>	<b>BOOLGANAS</b> Kangaroo	<b>Yellow</b>

## Across Curriculum Policies

Through its policies, programs and practices the school promotes anti-racism, non-sexist and non-violent attitudes within the school community to ensure an equitable and just education for all students.

## Assessment and Reporting

During the year children are continuously evaluated in all areas of the school's curriculum. This evaluation includes the academic, social and personal aspects of the child's development.

Evaluation is carried out using a variety of methods including tests, work samples, observation and standardised measurement.

Early Stage 1 children complete a Best Start assessment when starting school. Parents receive this information during Term 1 and follow-up information during the year. Year 3 and Year 5 students participate in National Program Assessing of Literacy and Numeracy skills (NAPLAN).

Reports are sent home at the end of Semesters 1 and 2. Parents are encouraged to ask for an interview with their child's teacher to discuss progress.

## Excursions and Incursions

During each year various excursions are undertaken in conjunction with class studies. They supplement the learning taking place in the classroom by providing students with the opportunity, to see and experience, places, events and objects which are being studied. These excursions are not only valuable learning experiences but provide excellent social opportunities.

Although many of the excursions are within the town centre, day trips may occur to Jindera, Burrumbuttock, Beechworth or other nearby facilities. Years 3-6 also participate in overnight excursions ranging from one night to three nights in duration. Currently the major excursions are:

Year 3- Beechworth 1 nights

Year 4- Borambola 1 night

Year 5- Melbourne/Ballarat 2 nights

Year 6- Canberra 2 nights

When children attend excursions, they must have parent/carer permission to attend.



## Privacy advice regarding permission notes

The NSW Department of Education collects information on permission notes. The information is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about your child who is currently enrolled at the school and who may participate in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with Thurgoona Public School.

The school will use this information to plan, support students, and minimise risks when conducting the school excursions or other related school activities.

Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in planning or delivering the excursion, sporting or other school activity; and persons that may be called on to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is voluntary, however, if you do not provide all or any of the information requested, your child cannot participate in the excursion. In such circumstances, the school will make available a sound alternative educational experience.

Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

You may correct any personal information provided at any time by contacting the school office on 02 60 431 244.

## Home Learning

Any task set by a teacher for students to carry out during non-school hours is home learning.

Students are encouraged to also participate in a range of activities and have diverse experiences outside of school hours that will enhance their learning.

Home learning should:

- *be manageable (for both students and teachers);*
- *consider students' access to resources and technology;*
- *be clearly communicated to students;*
- *provide some flexibility and options to allow for different student circumstances;*
- *consider students' other commitments, such as sport, cultural activities, tuition outside of school hours, part-time employment and home responsibilities.*

*The quality of the home learning assigned is more important than the quantity.*

*Quality home learning is well-planned, and on completion, feedback is provided by teachers to students.*

Parents can help children at home by:

1. discussing what learning challenges and strategies students have attempted during the day;
2. encouraging children to read daily;
3. listening to their child read and ask questions that require children to infer - e.g.
  - Why did that happen?
  - What would you have done?
  - Why do you think...?
  - What is the problem?
  - Why did the character...?
  - How would you feel if...?





4. sharing an interest in whatever they are doing and providing a quiet place for them to complete written tasks;
5. setting a good example by following routines and being positive about their own responsibilities;
6. remaining calm (being anxious may lead to a stressful situation which can only be harmful to both you and your child);
7. arranging to see your child's teacher if you need clarification on any points concerning either the school or class home learning policy.

The following link is available on the NSW Department of Education's website. It is designed to assist parents to *help* with children's homework, their wellbeing and other growing needs and understanding technology.

<http://www.schoolatoz.nsw.edu.au>

At Thurgoona Public School, our home learning experiences for all stages consists of:

- shared reading with a focus on comprehension (I understand what I read), accuracy (I can read the words), fluency (I can read accurately with expression, and understand what I read), and expression (I know, find, and use interesting words in my writing);
- comprehension activities from reading which develop inferential comprehension skills;
- project-based learning throughout the year relating to class learning.

### Library

Students in Kindergarten, Year 1 and Year 2 are asked to bring a library bag labelled with their name to school to enable them to protect the books they borrow from the library. Library bags can be purchased from the canteen.

### Scholastic Book Club and Book Fair

Each year, children can purchase good books at reasonable prices through Scholastic Book Club and the school receives bonus books for each order. Order forms containing information about each book and instructions for placing an order are sent home twice each term. Orders are placed in the money slot at the school office.

A Book Fair is held once a year.



## Staff

During their time at school, children will encounter several different teachers and support staff.

### Class Teachers

At the commencement of the school year, teachers are appointed to a class. Classes are identified by the stage level and Australian flora that begins with the first letter of the teacher's surname.

### Itinerant Teachers

Schools have access to specialist teachers for students with vision and hearing impairments.

### Learning and Support Teachers

Our support teachers work with children requiring additional assistance with their learning, wellbeing and/or social development. Our support teachers support groups and individuals both within the classroom setting and/or by withdrawing from the classroom – usually in a small group situation.

### School Learning and Support Officers

School Learning and Support Officers (SLSOs), under the supervision and direction of a teacher, assist in classroom activities, school routines, and the care and management of students with special needs. Generally, their role includes assisting teachers in school to implement individual education programs, provide opportunities for students to develop personal, social and independent skills, attend to the personal care needs of identified students and clerical duties.

### School Administrative Staff

The School Administrative Officers (SAOs) and Managers (SAMs) may be the first people to greet you when you arrive at our school. They provide administrative, financial and student welfare/wellbeing support and assistance in relation to office and learning activities.

Their duties include assisting in the school library and undertaking an administrative role in the school office. After appropriate training, a SAO can also volunteer to administer first aid or prescribed medications to students.





## Student Wellbeing

### Our shared understanding of wellbeing:

[The Wellbeing Framework for Schools](#) supports schools to create teaching and learning environments that enable students to be healthy, happy, engaged and successful. Wellbeing in our school is driven by the themes of Connect, Succeed and Thrive.

Schools provide effective learning and teaching within secure, well-managed environments, in partnership with parents and the wider school community. Further information is outlined in the School Behaviour Support and Management Plan.

### Student Leaders

Student Councillors and Captains are elected annually by staff members and students in Years 2 to 6. The elected students' tasks involve representing the school at community functions, organising and leading assemblies, caring for visitors, leading and being responsible for a variety of school-based activities.

Captains and Councillors provide positive and supportive role models for younger students.

### Student Representative Council (SRC)

Class representatives are elected from Years 2 to 6 to represent their class at SRC meetings.

These groups of students meet regularly to discuss school and student issues. They assist in charitable, social and fundraising activities.

### School Counsellor

A school counselling service is maintained by the NSW Department of Education. Referrals can be made to the Learning Support Team by class teachers and parents.

The school counsellor helps with assessing needs of students, accessing additional support and providing counselling services.

They are also available by appointment, to assist parents with educational progress and management of children.

### Home School Liaison Program

The Home School Liaison Officer (HSLO) is a contact person between the home and school when there are attendance issues.

In the first instance, the school will work with parents to overcome any attendance concerns. If attendance issues persist, the HSLO finds out why the child is not attending school and implements a program to ensure the regular attendance of students.

The Home School Liaison Program is a supportive resource to students, parents and schools and is conducted by the NSW Department of Education with support from the Department of Community Services.

### Religious Instruction Times

Every Friday, lessons are conducted of an ecumenical or Catholic nature. These are instructed by volunteer community members trained in the delivery of these. The ecumenical material is provided by the Joint Board of Christian Education and is not affiliated with any particular church but presents a general Christian education. Scripture lessons are held on Fridays at the following times – Kindergarten to Year 2: 12:25 to 12:55 p.m. and Years 3 to 6: 11:50 a.m. to 12:20 p.m.



## School Uniforms




One of the most effective ways of developing school pride and a feeling of belonging is to encourage the wearing of school uniform. The school uniform is a practical solution to the school clothing problem which allows active participation in school activities while at the same time encouraging positive self-image on visits away from school. Our school community considers the wearing of a uniform to be highly desirable and strongly encourages the uniform to be worn on a daily basis. We believe that the wearing of a uniform encourages inclusiveness, belonging and pride in our school.









Thongs, T-shirts or jumpers with slogans, jewellery, nail polish and colourful hair ribbons/accessories are not part of our uniform and are discouraged. Students with pierced ears should wear appropriate sleepers or studs.

Riverina representative clothing is only to be worn on Fridays. This is to ensure a balance between our traditional school uniform and the special attire that signifies a student's representation of our school.

On all other school days, we expect our students to adhere to our standard school uniform. This consistent attire helps foster a sense of belonging and equality among all students, regardless of their roles as representatives.

We believe that this balanced approach will encourage students to celebrate their achievements and contributions to our school community while still maintaining the professional and respectful atmosphere that our school uniform promotes.

<b>GIRLS SUMMER UNIFORM</b>	
<p><b>A.</b> School dress</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> Short-sleeved royal blue polo shirt with school emblem and navy blue tailored, gabardine skirt</p> <p style="text-align: center;"><b>AND</b></p> <p>Black enclosed shoes with white socks or brown/black sandals with enclosed toes</p> <p style="text-align: center;"><b>AND</b></p> <p>Thurgoona Public School hat (wide brimmed or bucket)</p>	
<b>GIRLS WINTER UNIFORM</b>	
<p><b>A.</b> Long-sleeved royal blue polo shirt with school emblem and navy blue tailored skirt</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> Long-sleeved royal blue polo shirt with school emblem and navy blue tailored trousers</p> <p style="text-align: center;"><b>AND</b></p> <p>Navy blue stockings (with skirt) White socks (with trousers)</p> <p style="text-align: center;"><b>AND</b></p> <p>Black enclosed shoes</p>	
<b>GIRLS SPORTS UNIFORM</b>	
<p><b>A.</b> Thurgoona Public School sports polo shirt and navy blue sports short (summer)</p> <p><b>B.</b> Thurgoona Public School sports polo shirt and navy blue lycra skirt (summer)</p> <p><b>C.</b> Thurgoona Public School sports polo shirt and navy track pants (winter)</p> <p style="text-align: center;"><b>AND</b></p> <p>Sports shoes with white socks</p>	

<b>BOYS SUMMER UNIFORM</b>			
Short-sleeved royal blue polo shirt with school emblem and navy blue school shorts <b>AND</b> Black enclosed shoes with grey socks or brown/black sandals with enclosed toes <b>AND</b> Thurgoona Public School hat (wide brimmed or bucket)			
<b>BOYS WINTER UNIFORM</b>			
Long-sleeved royal blue polo shirt with school emblem and navy blue school trousers <b>AND</b> Black enclosed shoes with grey socks			
<b>BOYS SPORTS UNIFORM</b>			
<b>A.</b> Thurgoona Public School sports polo shirt and navy blue sport shorts (summer) <b>B.</b> Thurgoona Public School Sports Polo Shirt and navy blue track pants (winter) <b>AND</b> Sports shoes with white socks	 		
<b>UNISEX JACKETS, JUMPERS AND VESTS</b>			
Navy blue Jumper with embroidered school emblem		Navy blue polar fleece jacket with embroidered school emblem	
Navy blue polar fleece vest with embroidered school emblem		Taslon navy blue and white jacket with polar fleece lining with embroidered school emblem	
<b>HATS AND HAIR ACCESSORIES</b>		<b>SCHOOL BAGS</b>	
Navy wide brimmed or bucket hat with school emblem (only available at the school canteen) Hair ties of plain white or navy or school check		Navy bag (can be purchased at Lowes) Library bag and reader bag (only available at the school canteen)	
<b>SECOND HAND UNIFORMS</b>			
Quality second-hand items are available from the school uniform shop which is open as advertised in our newsletter.		Lowes Albury is the main supplier of our school uniforms. Current prices are available from the school office or at <a href="#">Lowes Albury Price List</a>	



## Sun Protection

Our school supports a **NO HAT, STAY IN THE SHADE POLICY**, which aims to make students aware of the severe damage that can be caused to the skin without adequate protection.

This policy is enforced during Terms 1 and 4 when the weather is warm and encouraged during Terms 2 and 3.

Although it isn't **compulsory** to wear school hats during Terms 2 and 3, as the weather can still be warm, please ensure that your child has a hat packed every day.



## School and Community

### Change of Address and Phone Number

Please notify the school immediately if a change of telephone number or address occurs. Please email the school or call into the office to fill out a 'change of details form'

Please inform the school if the following details change throughout the year:

- Name, address and phone number - home and/or business and/or mobile.
- Name and phone number of people to be contacted if you are unavailable (maximum 2)
- Doctor's name and phone number

The school office maintains a computerised information system which is dependent on accurate information from home. In the event of sickness or an emergency it is extremely important that we have current information available.

### Emergency Contact Information

Parents are asked to advise the school of any changes to emergency contacts in the event the primary caregiver cannot be contacted. Please email the school to advise or call into the office and fill out a 'change of details form'

### Changed Family Circumstances

Changing family circumstances in the form of marriages, deaths, births and separations are of course personal, however, often cause changes to student behaviour patterns and affect learning.

We ask that in these circumstances you advise your child's class teacher so that the best interests of the student can be better served.

In some cases, it may be necessary for the Principal to sight court orders concerning custody or other family circumstances. Parents are requested to inform the Principal of any such orders.

In the absence of notification to the contrary, it will be assumed that both parents retain shared and equal parental responsibility for their children. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving the school.

### **Family Law Matters**

To avoid confusion when dealing with families subject to court orders, we ask that on enrolment, parent(s) provide us with a copy of any court orders. Similarly, if after an enrolment, orders are varied by a court, please supply us with any revised or new orders.

The educational interests, safety and welfare of the child are given paramount consideration when decisions are made by the school about the impact of family law matters on a child's education.

Consideration is also given to the effective and efficient operation of the school and a parent's obligations under the NSW [Education Act 1990](#), that is, to ensure children of compulsory school age receive an education.

Parents or carers are responsible for providing the school with any court orders that impact on the relationship between the family and the school.

In the absence of court orders it will be assumed both parents are involved in any decisions made concerning major long-term issues impacting on the school.

The school is not the appropriate place for family disputes to be resolved, nor is it appropriate for school staff to resolve such issues.

Please view the department's guidelines for [Dealing with family law related issues](#)

### **No dogs onsite**

Section 14 of the Companion Animals Act (1998) prohibits dogs on school grounds except where the Principal gives permission. When dogs come to school for a visit, particularly for a news item, they should be present only for the duration of the class time.

Any dog that has been declared dangerous under section 33 of the Companion Animals Act must not be allowed on school grounds. Local councils retain this information.

Dogs that visit a school regularly, must be provided with a quiet and safe area away from students, that they can retreat to, as required.

When a service dog (guide dog or assistance dog) visits a school, the handler or owner is responsible for its welfare. The supervising teacher is responsible for providing appropriate facilities if they are required and assisting students to understand the animal and its needs.

### **No smoking onsite**

All public schools are smoke free zones. All staff and visitors to the school must refrain from smoking whilst within the boundaries of the school.

### **Parents and Citizens Association (P&C)**

There is a well-established branch of the P&C Association within the school which provides a forum for parent involvement in the school as well as contributing significantly to the school's resources.

Parents also assist with classroom activities such as reading, story writing, craft, sporting activities, managing the canteen and maintaining and improving the grounds.

Special events are organised throughout each year and this brings teachers, parents and children together, sharing in the enjoyment and responsibility of school life.



P&C meetings, which are notified in the weekly newsletter, are held on Mondays in Weeks 2 and 7 of each term at 7:00 p.m. and parents are invited to attend.

### **School Canteen**

Our school canteen is run by our P&C. It operates because of parents volunteering their time to provide reasonably priced and nutritious lunches for our students.

QuickCliq is the **preferred on-line ordering system** used by the canteen. To register, visit: [www.quickcliq.com.au](http://www.quickcliq.com.au). If you have any difficulties with ordering online, contact the QuickCliq helpline on 1300 11 66 37. The cut-off time for placing an online order is 8:30 a.m.

Students can place their lunch orders in the red box at the office prior to 9:00 a.m. Orders should be written on a paper bag or a re-useable lunch wallet (available from the canteen) clearly showing the child's name, class, order and with the correct money enclosed.

The canteen is open on Wednesdays, Thursdays and Fridays.

### **Pre-Loved Uniform Shop**

The school P&C operates a pre-loved uniform shop, selling pre-loved school uniforms at extremely competitive prices. Please contact the office to make an appointment.

### **Respectful Dress Code for Visitors**

We extend a warm welcome to all those who visit our school, whether you're parents, guardians, community members, or volunteers. We greatly appreciate your interest in being part of our learning community.

Our school takes great pride in fostering a positive and respectful atmosphere that supports the growth and well-being of our students. The clothing choices we make significantly contribute to this atmosphere. To ensure a comfortable and appropriate environment for all, we kindly ask that visitors adhere to the following guidelines:

#### **Substance-Related Advertising:**

Please refrain from wearing clothing that advertises substances such as alcohol or cigarettes. These items can send conflicting messages to our students, especially as they are in the process of developing their understanding of healthy lifestyle choices.

#### **Inappropriate Imagery or Language:**

We request that visitors avoid wearing clothing with words, images, or symbols that carry sexual innuendos or promote inappropriate topics. We are committed to providing a learning environment where children can focus on their studies and interact with a sense of security and respect.

#### **Setting a Positive Example:**

Visitors are important role models for our students, and your behaviour and attire serve as examples for them to follow. By adhering to our dress code guidelines, you play a part in demonstrating the values of respect, responsibility, and consideration that we aim to instil in our students.

#### **Partnering for a Positive Experience:**

We believe that by working together, we can provide the best possible experience for our students and visitors alike. We sincerely appreciate your understanding and cooperation in helping us create an environment that reflects our commitment to the well-being of all members of our school community.

Thank you for supporting our efforts to maintain a respectful and inclusive school environment. Your partnership is invaluable in our mission to provide a safe and enriching educational experience for every student.





## School sport/event spectator guidelines

**Respect for Staff and Volunteers:** Our dedicated teachers generously volunteer their time to organise and facilitate extra-curricular activities such as PSSA competitions. Their commitment and hard work contribute significantly to the holistic development of our students. Let's show our appreciation by treating them with the respect they deserve.

**Setting a Positive Example:** Our students learn from the behaviour they observe around them. When attending school events, we kindly request all parents, carers, and attendees to model positive behaviour, including courtesy, sportsmanship, and respect for everyone present.

**Supporting Each Other:** Cheers and encouragement are encouraged during sports events, but let's ensure that our cheers remain positive and supportive. Negative remarks or behaviour towards participants, teachers, or other attendees have no place in our school community.

**Respecting Differences:** Our school community is diverse, with a range of backgrounds, cultures, and perspectives. Let's celebrate these differences by interacting with understanding and empathy.

**Being Attentive:** Please be mindful of the event rules and guidelines provided by the school and event organisers. Being attentive and adhering to these guidelines ensures the safety and enjoyment of everyone present.

**Encouraging Positive Team Spirit:** When supporting our school teams, let's focus on building a positive team spirit rather than excessive competitiveness. The aim is to create an environment where all students feel valued, regardless of the outcome.

## Voluntary School Contribution

At the commencement of each school year, parents are encouraged to pay the voluntary school contribution, which will be set by the P&C at their February meeting.

This money directly assists the school to purchase essential classroom items and supplies.

It is only through the regular contributions of these funds by parents that we can maintain the variety and quality of our programs.

## Volunteering at school

We welcome parent/carers volunteers at school to assist with carnivals, reading in the classroom, helping in the canteen etc. You will need to fill out a WWCC Declaration Form available from the front office before commencing any volunteer role within the school.

## Outlines and Procedures

### Accidents

In case of a sudden illness or accident at school, we endeavour to contact parents immediately, using the information on your child's enrolment forms/emergency contact records.

The Ambulance Service of *NSW Ambulance Group Cover Scheme-Schools: Policy Guidelines* provides coverage that ensures that in the event a student enrolled in a NSW government school has an accident or falls ill while at school or on an organised, fully supervised school excursion and requires an emergency ambulance service, that neither the school nor the parents will be responsible for the payment of the ambulance account under the terms and conditions of the policy.

The Scheme is exclusive to enrolled students who have no other form of ambulance cover. The Scheme does not extend to members of staff and/or visitors to a school. It covers the provision of emergency ambulance services for all students either at school or on a fully supervised school organised excursion.

The cover does not extend to incidents that occur at non approved, unsupervised activities.



Nor does the scheme cover incidents or illnesses that occur outside of normal school hours, before school has started or after school hours while these students are unsupervised and not engaged in an approved school excursion or other activities.

### Assemblies

Assemblies are held fortnightly on Wednesdays in **even weeks** for all classes. These are enjoyable sessions for the children to show their work, receive credit for their achievements and report on school activities.

Parents/carers (and grandparents) are very welcome to attend assemblies.

Times are:

- Kinder to Year 2: 12.00 p.m. to 12:30 p.m.
- Years 3 and 4: 12.40 p.m. to 1.10 p.m.
- Years 5 and 6: 1.50 p.m. to 2.20 p.m.

The times and classes providing the item are advertised in our newsletter.

### Attendances and Absences

Under the Education and Public Instruction Act 1990, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 17 years. Once children are enrolled, parents are legally required to send them to school every day that the school is open for instruction and participation in school activities, such as sports days.

Encouraging a pattern of regular attendance is essential from the time your child begins school in Kindergarten. Arriving at school on time ensures that your child doesn't miss out on the important learning activities scheduled early in the day when they are most alert, and gives your child time to greet their friends before class. It helps your child to learn the importance of punctuality and routine.

Leaving the school grounds during school time is not permitted, unless approved by the school principal.

If your child has to be absent from school, it is important to tell the school and provide a reason for your child's absence within seven days. To explain an absence, parents and carers may advise the school via note, email, school app, telephone or in person. All absences must be explained to the school.

Failure to explain an absence within this time will be recorded as an unjustified absence on a student's record. The school will inform parents via an SMS message on the day of the absence and then follow up with a letter, if the absence remains unexplained after 7 days.

Please be aware that 'My child was away' or 'My child was sick' are not satisfactory explanations and more detail of the absence/illness is required.

If you know in advance that your child will be absent, a phone call or letter beforehand is recommended.

Families planning to take holidays in the school term should see the office staff for an application for extended leave prior to the holiday.

Unsatisfactory attendance patterns by students are referred to the Home School Liaison Officer for follow-up.

### Late Arrivals and Early Departures

A late arrival or early departure from school is recorded as a partial absence and must be explained to the school the same way as other forms of absence. Children arriving after the 8:55 a.m. bell are classed as late.

All students **must report to the office** to receive a late pass, and parent/carers must visit the school office to sign out their child/children if they are leaving early.



## Birthday food

Due to student allergies, parents/carers are only permitted to bring in store bought food that is still in its original packaging. **NO HOME-MADE GOODS.** Always check with your child's teacher before bringing in any food.

## Complaints Handling Procedure

Always contact the school first to talk about your concerns. They can solve most problems. It's best if you let someone know about your concerns as early as possible. Make a time to meet with a staff member or contact the school and ask for an appointment. If you are unsure who to speak to, the school's office staff may be able to help find the best person.

The student's teacher is generally the best person to handle routine concerns about matters within their classroom and/ or area of responsibility. Before you approach your child's teacher or other school staff, be clear about the issues you want to discuss and think about how the matter could be resolved.

If you have raised your concerns with your child's teacher and are dissatisfied, you can escalate your complaint to the Assistant Principal.

If the issue is not resolved, you can escalate the matter to the Deputy Principal or Principal.

If your complaint cannot be resolved straight away, we may ask you to put the complaint in writing. Include specific details and tell us what you would like to happen as a result of the complaint.

Complaints may be made in person, by phone, by email or letter, or through the department's online complaint form.

Albury Education Office

**Address:** 521 Macauley St, Albury NSW 2640 **Phone:** (02) 6042 2400 [AlburyEO@det.nsw.edu.au](mailto:AlburyEO@det.nsw.edu.au)

<https://education.nsw.gov.au/your-feedback/complaint-compliment-suggestion-form>

In each case, a decision is made about the best person or place to manage the complaint. The department will delegate most complaints to the school, as the school is often best placed to find out what happened and fix the issue. In some situations, a complaint or feedback may be provided to the Director Educational Leadership responsible for the school, so they can decide the best approach to resolve the issue.

## Charitable Collections

During the year, various charities are supported by activities held at the school. Stewart House is supported each year.

## Lost Property

**PLEASE label all belongings CLEARLY.**

Every effort is made to return clearly named articles to the owner. Unnamed and unclaimed articles are washed and recycled through the P&C clothing shop.

Lost property is in the lost property area outside the school office. Children are encouraged to look there for lost items. It is also a good idea to check in the classroom for lost property.

The lost property area is emptied on a regular basis.

## Medication

If your child requires special medication or treatment, you must notify the school office.

The NSW Department of Education requires that the medication is supplied in its original packaging or a Webster pack (dosette boxes are not acceptable), clearly labelled with the child's name, dosage, method of administration and time of administration. These details must also be provided on the form supplied by the office. All medication is kept in a secure cabinet in the sick bay.





Written authority must accompany both prescription and non-prescription medications.

**No medication will be given by class teachers or stored in classrooms.**

**\*Exception: Students may, on doctor's advice carry personal asthma or anaphylaxis medication. Please inform the school in writing if your child needs to do so.**

### Mobile Phones

Parents may feel students need to bring mobile phones to school for safety purposes before and after school. Students are required to hand their phones into the office on arrival and collect them at 3:00 p.m. All student phones are clearly labelled with the student's name and held in the school office. Students do not need to have access to their phones during the school day.

Should these procedures not be followed, the student's phone will be confiscated.

Please see the [Use of Digital Devices \(including mobile phones\) and Online Services Policy](#) for more information.

### Out-Of-School-Hours Care (OOSH)

Albury City's OOSH program provides after school care for primary school aged children. The program provides parents with the security of knowing their children are being cared for in a safe, friendly and relaxed environment after school each day. Nutritious snacks, based on the Eat Smart, Play Smart Program and drinks are offered to the children, together with a wide variety of interesting play and recreational experiences.

Albury City's OOSH program is located at Albury North Public School and Albury Public School. Students are bussed to either of these centres.

This is one of a few services utilised by parents. Please ask at the school office for other alternatives like 'Goodstart' Thurgoona and 'Family Friend'.

### Parking

It is extremely important that parents observe road signs and are considerate to neighbours and pedestrians when picking up students. Double parking is illegal.

A car park at the end of Bottlebrush Street (Ernest Grant Oval) is available for parents dropping off and collecting students from school. There are selected zones for parking in Bottlebrush Street and side streets. The car park at the **front** of the school is for staff and visitors.

A reduced speed limit of 40 kph is in effect around all schools and is enforced between 8:00 and 9:30 a.m. and 2:30 and 4:00 p.m. **These are regularly policed.**

If collecting children from the pick-up zone, our procedure is that children wait on the seats until they see their parent/carer arrive. They then walk to the **yellow-lined zone** in the pick-up drop-off zone to meet you. This is the only area they are allowed to get into cars unless you are with them. Staff are on duty in this area until 3.20pm. If students have not been collected, they will be taken to the front office to await their parent/carer.

Parents are requested to keep the drop-off zone free and not park or wait for children to arrive from class. We try hard to maintain a constant flow of traffic to avoid traffic jams which prevent buses, parents, local residents, businesses and other community members from leaving the school vicinity.

If you are parking and collecting your child, please discuss with your child exactly where you will meet them and what to do if you are late. If you are running late, please ask children to go to the office to wait until you arrive. No child should be waiting for parents out of the school grounds.



## Travel To and From School

If you know that you are going to be late collecting your child(ren) from school, please phone the school office **to allow time** for a message to be given to your child. Children will be asked to wait in the office.

### Bikes/scooters

Children under the age of 10 years are not encouraged to ride bikes to school unless accompanied by an adult. All children riding bikes or scooters **must wear a helmet**. Students are to walk their bikes to the public footpath outside of the school grounds. Students cannot ride scooters or bikes inside the school grounds.

Bicycle racks are provided for children during the day. Children need to chain their bike or scooter to the racks. While we endeavour to safeguard bicycles when left in the rack, the overall security and responsibility rests with the owner. The school accepts no responsibility, should bikes be taken during the day.

### Bus Travel

All children in Kindergarten, Year 1 and Year 2 are eligible for free bus travel. Bus passes are issued on the understanding that they are used regularly. A new application for travel is required when students move into Year 3. Primary children (Years 3-6) must live more than 1.6 km from the school by nearest practicable walking route to receive free travel.

Applications for bus passes are available online at:

<https://www.service.nsw.gov.au/transaction/apply-school-travel-pass>.

Students are expected to follow the Code of Conduct displayed on the bus application.

Buses service this school both morning and afternoon. A bell rings at 2:55 p.m. to remind those students catching Martin's buses to make their way to the bus bay. Staggering bus departures helps to relieve the traffic congestion in Bottlebrush Street in the afternoons. Children catching the bus in the afternoon assemble in bus lines and are escorted to the various buses by the teacher on duty. The bus bay, located on Bottlebrush Street **is for buses only**.

### Photographs

Each year, the school chooses a company to take students' photographs. Information and orders for photographs are provided to the school by the photographers and sent home in advance of the photo day.

### Morning Supervision

Our staff are on duty in the morning from 8:30am. For the safety of your children, we ask that students do not arrive prior to 8:30am as staff are not available to provide supervision.

### Moving Schools

When a child is transferring to another school, parents should notify the school office. All school belongings must be returned prior to leaving. You may wish to donate uniforms to the P&C clothing pool.

## Infectious Diseases of Childhood

There are many infectious diseases that affect children and young people.

Primary school students who do not have proof of immunisation may have to stay at home during an outbreak of a vaccine preventable disease at school. Arrangements will be worked out by the local public health unit in consultation with the school.

Please visit the NSW Health site for a list of infectious diseases and how they can be managed and treated.

[NSW Health List of Infectious Diseases](#)



# Thurgoona Public School



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

🌐 <https://thurgoona-p.schools.nsw.gov.au>

📱 Sentral

f @thurgoonapublicschool