

Parent Handbook



18 Tracey Avenue
Carlingford NSW 2118
Phone: 98715952

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

INTERACTIVE TABLE OF CONTENTS

CLICK THE [ITOC](#) or [PAGE NUMBER](#) TO NAVIGATE.

Welcome to Murray Farm Public School	5
Traditional owners of the land	5
History of the school	6
Murray Farm Public School Purpose	6
Stages of Child Development	6
Early Childhood	6
The Middle and Later Primary Years	7
The Final Stage of Primary Schooling	7
A	8
Attendance and Absences	9
Attendance	9
Admittance to the Site	9
Assemblies	10
B	11
Behaviour	12
Before and After School Care	13
C	14
Canteen	15
Car Park	15
Charities	15
Classes	15
Classroom Helpers and Volunteers	16
Communication	17
Curriculum	18
Counselling	19
Custody Arrangements	19

E	20
Emergency Procedures	21
Enrolment	21
Equipment	23
Excursions/Incursions/Performances	23
F	24
Financial Assistance	25
H	26
Health Matters	27
Homework	29
I	30
Incursions	31
L	32
Learning Assistant Support Teacher (L.a.S.T)	33
Library	33
Lost Property	33
M	34
Map	35
Meetings	36
Mobile Phones	36
Murray Wallamai Farmer	37
P	38
Parents and Citizens Association (P&C)	39
Parking and Road Safety	39
R	41
Refunds	42
Reporting to Parents	42
S	43
Safety of Students	44

School Hours	44
Smart Watches	46
Sport	46
Sport Houses	47
Sport - Primary Schools Sports Association (PSSA)	48
Student Representative Council (SRC)	48
T	49
Toileting	50
U	51
Uniform	52
V	54
Valuables/ Personal Items	55
Voluntary Contribution Fund	55
W	56
Weather in the Extreme	57

Welcome to Murray Farm Public School

It is with joy I welcome you to Murray Farm Public School. We are very proud of the students and staff at our school and of our strong academic and performance record.

We are 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 second language.

Contained in this booklet are some tips and hints to help you and your children settle into our school.

We offer 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 moral purpose and vision.



Murray Wallami Farmer is our school teddy bear. He welcomes all students and encourages everyone to enjoy their time at our school. Murray runs competitions and gives out certificates for amazing work. He also has a website, [click here](#) or visit the front page of the school website.

I welcome you and your family to the school and look forward to building a happy and productive relationship to provide the best education possible for your child.

David Smith
Principal

Traditional owners of the land

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.

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

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 enrollments 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 NSW Department of Education school, Murray Farm Public School follows departmental policies and rules. Our mission 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 its 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 core values of respect, responsibility, and personal best.

Stages of Child Development

Our educational programs have been 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 generally 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.



Attendance and Absences

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 with doctors etc. to after school where possible.

Absences

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

Early Leavers

Children may be collected during school hours by parents or, in some circumstances, by a responsible person with parental permission. 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 child knows they are leaving early.

Illness - Absences due to illness must be explained by a note to the office or an email sent to the school's email address. The absence will be recorded on the student's record.



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

Leave - 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.

SMS notifications of absence are posted to parents automatically. If you believe an absence to be in error, please contact the school office. Parents can respond to the SMS with reasons for the absence, email or ring the front office or submit a note.

Admittance to the Site

To enter school grounds, press the silver door bell at the front gate near the outdoor garden in Tracey Avenue.

The front office staff will let you in, dont forget to sign in at the office.

To leave, press the silver door bell on the exit side of the gate and the front office team will open the gates. Gates are generally closed from 9.05am until approximately 2.40pm.



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 EALD, Performance (Dance, choir etc)

The following categories are awarded for each class for Academic 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 your considerations, but all 6 KLA's and specialist programs should be considered; the student who doesn't care about art, music, PE, etc. may not do themselves favours even if they are the highest achiever in Maths and English.

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, but may not have improved in the applied area.

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

B

Behaviour

Positive Behaviour For Learning or PBL



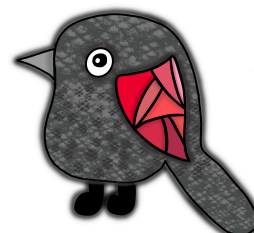
PERSONAL BEST

JOEY
(Budgerigar)



RESPECT

SKYE
(Splendid fairy wren)



RESPONSIBILITY
CONNOR
(Red-backed fairy wren)

Core Values

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.

Personalised learning plans related to behaviour are negotiated with parents and students and are monitored closely. Review meetings are held with parents to discuss learning and progress. Failure to follow the school's core values of respect, responsibility and personal best can include 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. The students learn about all the expectations within the Positive Behaviour Engaging Learners program. (PBEL) taught in each classroom.

RESPECT	RESPONSIBILITY	PERSONAL BEST
<ul style="list-style-type: none"> Follow staff directions. Allow yourself and others to learn. Listen and communicate with courtesy. Take pride in yourself and the school community. 	<ul style="list-style-type: none"> Be accountable for your actions and choices. Work and play safely. Care for your personal belongings and the belongings of others. Care for the school environment and school property. 	<ul style="list-style-type: none"> Challenge yourself and persevere. Actively participate in all learning opportunities Be resilient. Be a role model. Set a good example.

Behaviour Parents

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 an 'Enclosed Lands Act' placed on them. This 'Act' can stop parents from being allowed access to the 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 values of respect, responsibility, and personal best.

Before and After School Care



There are many providers of before and after school care in the area. Camp Australia has onsite before and after school care facilities in the grounds of the school. If you are interested in enrolling your child with Camp Australia you can contact them using the details below. <https://campaustralia.com.au>



Buses

Bus companies provide several services for the children to arrive at school.

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.

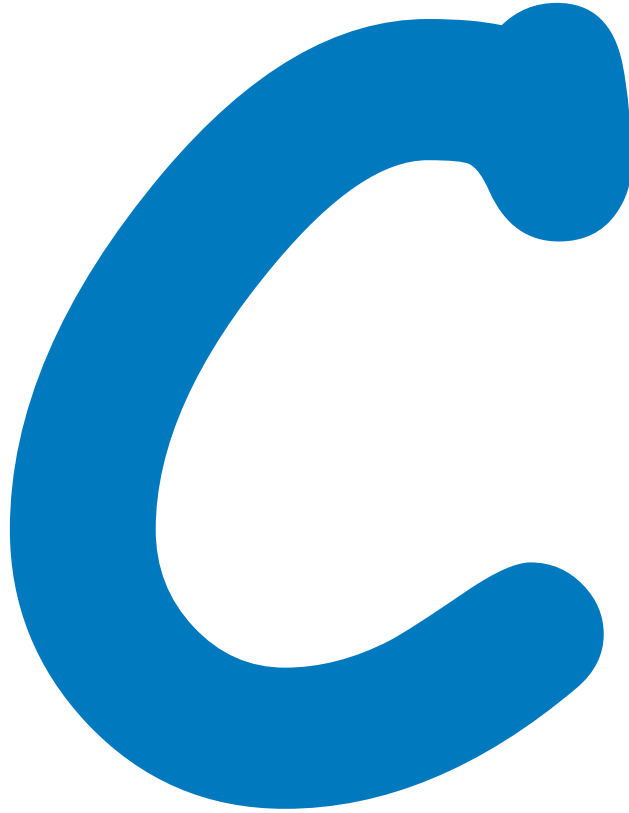


A student opal card is required to ride the buses and can be sourced on the NSW Transport Opal website.

<https://transportnsw.info/school-travel-apply>

Buses arrive at the front of the school in Tracey Avenue and the side gate in Dryden Avenue, and are monitored by executive staff.

To check the most update to date information regarding buses please check the State Transit Website or Travel App.



Canteen

The school 'healthy canteen' is operated by the 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 set up your canteen account follow the steps below.

Website <https://munchmonitor.com>



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!

SETUP A NEW ACCOUNT

Your School ID:

Your School Password:

SUBMIT

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.

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 our charity of choice.

Classes

The number of students in the school dictates the numbers of classes we have in the year. K-2 each have a different weighting, and 3-6 have the same weighting but different to K-2.

This weighting and enrolment numbers is given to the NSW Department of Education and they dictate the number of teachers and classes we are funded to run the school in that year.

Our school is one of 4 bilingual schools in the state, and we still need to operate our unique circumstances within this formula.

The number of students in each grade may not equate to even straight classes, resulting in composition classes. Teachers who are selected to be take composite classes are very aware of the stage curriculum, where each grade is in relation to the curriculum and plans accordingly.

Students who are placed in composite classes are not at a disadvantage by comparison to others. Parents will receive notification of 2024 classes as soon as they are finalised. Classes are final and parent requests for particular class teachers are not considered.

New classes always bring up the "my child has no friends in the new class". Be assured that staff are very aware of the needs of the students in the new classes, taking into account friendships positive or negative , academic needs including bilingual, challenge etc.

As the children settle into their new classes they make new friends and settle into the new learning environment.

Classroom Helpers and Volunteers

Research has shown that 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.

At Murray Farm Public School, we encourage parents to actively support student learning by being involved in their child's learning at whatever level parents can. 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.
- 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. Click [here](#) or use the link <https://forms.office.com/r/bgF4qEhZru>
- If you have already filled in the survey don't do 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.
- 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 checked 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.

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 come to the school office. Teachers can only take phone calls during non-teaching periods (before school, during mid- morning and lunch recesses) providing the teacher is not on duty. Messages and/or emails are relayed to teachers by school administrative staff.

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 the Murray Farm Public School e-news app. School newsletters, urgent requests and parent consultation are sent through this app. To register for the e-news app:

- On your device open either Apple App Store or Google Play Store Search for Murray Farm
- Download the app (blue and white app icon)
- Open the app (for iPhone and iPad) and press "Allow" for alerts
- Window devices: see this page for instructions: <http://app.schoolnews.com>

School Enews App



Download the *School Enews App* to receive push notifications / alerts from your school and access all news. There are thousands of schools inside the School/ Enews App. Press / click a store badge below, scan QR code or see below for instructions.

iPhone

iPad

Android

Windows



School Bytes

School Bytes is a communication platform for families regarding information, excursions and payments.

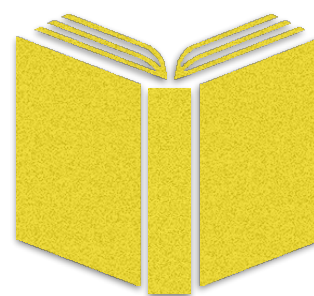
The emails are sent from noreply@mail.schoolbytes.education. If you are not receiving these emails, please check your spam/junk mail folder and add the email address to your safe senders list.

- Method 1 - Parent Portal - accessed via this link: <https://portal.schoolbytes.education>
- Method 2 - Parent App
- App Store - <https://apps.apple.com/us/app/school-bytes/id6463097826>
- Google Play - <https://play.google.com/store/apps/details?id=education.schoolbytes>

Curriculum

The NSW Education Standards Authority (NESA) is responsible for developing syllabuses in six Key Learning Areas. The 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 shows that being exposed to another language and culture at a young age is extremely beneficial to learning. The Japanese Language program, initiated by the Department of Education, started at Murray Farm Public School in 2010.

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 groups or individual students. Sometimes students are withdrawn from class for additional help.

"First Phase" students receive priority support. Students with virtually no English are withdrawn from classrooms in small groups for approximately one hour 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.

Counselling

School counsellors are available at Murray Farm School. In addition, educational psychologists can provide assessments in academic, social, and emotional areas. Referrals are welcomed from parents and teachers. Sometimes, in consultation with parent/carers, students are referred to outside agencies for further assessment.

The school would appreciate being made aware of any circumstances which may affect the student's academic performance or social adjustment at school.

Custody Arrangements

The school should be advised in writing of any changes in custody arrangements concerning students. Information which should be passed on to the Principal or Deputy Principals include: a divorce; a family separation; or one parent denied access to a child. This 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.

E

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](#) 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](#).

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 are required.

Required documentation:

- 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)

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 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.

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](#).



The school provides supplies for students in Years K-2, and it is not necessary to bring any items from home.

Students in Years 3-6 children receive a letter from their teacher regarding the required equipment for class. Teachers will send home a list at the beginning of the year to ask for classroom supplies.

Excursions/Incursions/Performances

Occasional excursions are planned to visit places or see things of educational value. Teachers will accompany the students and be responsible for their supervision and safety. 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. Students who fail to obey instructions or have a record of poor behaviour may be excluded from excursions.



Permission notes for activities are always sent out to parents via SchoolBytes.

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 be granted.

If you are experiencing issues or have questions, prior to the cut off date, please contact the school office for support.



Financial Assistance

Limited government funded student assistance is available for families experiencing financial difficulty. Funding can assist with the cost of uniforms, excursions/ incursions, equipment, and books. Please contact the class teacher, principal, deputy principals or school administrative manager for further information.

H

Health Matters

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

Allergies

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

Asthma

- When notified by parent/carers that 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. This 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.
- 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. All efforts are made to contact parent/carers, if contact details are incorrect or a parent is unavailable the office will ring emergency contacts.

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)	<ul style="list-style-type: none"> For at least 5 days after the first spots appear, or when blisters have all crusted. 	Not excluded
Conjunctivitis	<ul style="list-style-type: none"> Until discharge has ceased 	Not excluded
German Measles (Rubella)	<ul style="list-style-type: none"> Until child has fully recovered and for at least 7 days after rash appears. 	Not excluded
Hepatitis A (Infectious Hepatitis)	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Not excluded. Family contacts may need injections - see your family doctor.
Mumps	<ul style="list-style-type: none"> Until child has fully recovered and for 9 days after appearance of swelling. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Not excluded. All members of family should be treated at same time as affected person.
Ringworm	<ul style="list-style-type: none"> Preparations available from pharmacist. 	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Child should be kept home for 5 days from start of antibiotic treatment. Otherwise, keep home for 9 weeks from when "whoop" starts. 	<ul style="list-style-type: none"> Unimmunised contacts should be kept home for 21 days, unless receiving antibiotics. See your family doctor.

Medication

Student medication is required to be labelled with instructions for use and a written request from parents/carers for medication to be administered. All care is taken, any adverse reactions to medication will be dealt with using our normal emergency medical procedures.

A single dose of the required medication (in an unbreakable container clearly labelled with the student's name and class) must be taken to the school office as soon as the student arrives at school.

Written instructions must also be provided, stating the time the student needs to take the medication. The student is to go to the office at the appropriate time and staff will administer the medication.

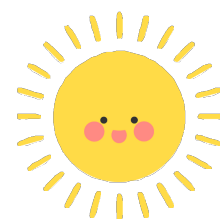
Policy statements from the NSW Department of Education outline procedures which must be followed when a student requires ongoing daily medication to be administered at school. The Department of Education requires the school to maintain the following records:

- Completed form from the student's medical practitioner;
- Completed form detailing the student's condition and requirements from the parent/guardian;
- Completed form from the parent/guardian granting information to be supplied and discussed by the staff.
- Medication should be labelled with the child's name and directions from a health care professional.

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



Homework

Homework is a purposeful learning experience to enrich the school's programs and further develop the school-home partnership in educating students. NSW Department of Education guidelines regarding reasonable homework are as follows:

K-2 - In general, students are not expected to complete formal homework in Kindergarten. Students may be given books to read at home. In Years 1 and 2 some formal homework may be set. Students might be asked to read, write, learn words for spelling and complete some mathematical activities.

Primary (Years 3-6) - Homework in Years 3-6 may be varied and students may be expected to work more independently. Students could be encouraged to read and practice mathematical concepts learnt at school.

I

Incursions

Educational and entertainment programs are presented within the school. These incursions are chosen by the teachers as beneficial for the students and are approved by the NSW Department of Education. The events are linked to the learning that is occurring in the classroom.

Information will be sent home to parents of the students involved. Written permission is required before any student is allowed to participate.

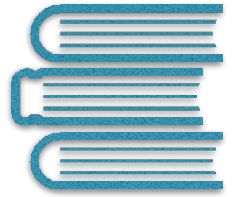
Payment and permission for any excursion/incursion must be received before the student can attend the event. Non-payment and non-permission will mean your child misses out.

If your child is unable to participate in any excursion or incursion, the teacher should be informed prior to the day of the activity.



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 benefit from this special program.

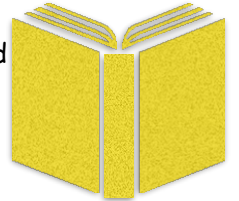


Library

The school library is a support hub to our educational programs, assisting students as independent learners capable. 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. An invoice for lost or badly damaged books will be issued to a student's family.



Lost Property

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

Labelled items are returned to owners but unlabelled items are stored in the lost property areas. At the end of the term unclaimed and unlabelled items of clothing are given to charity.



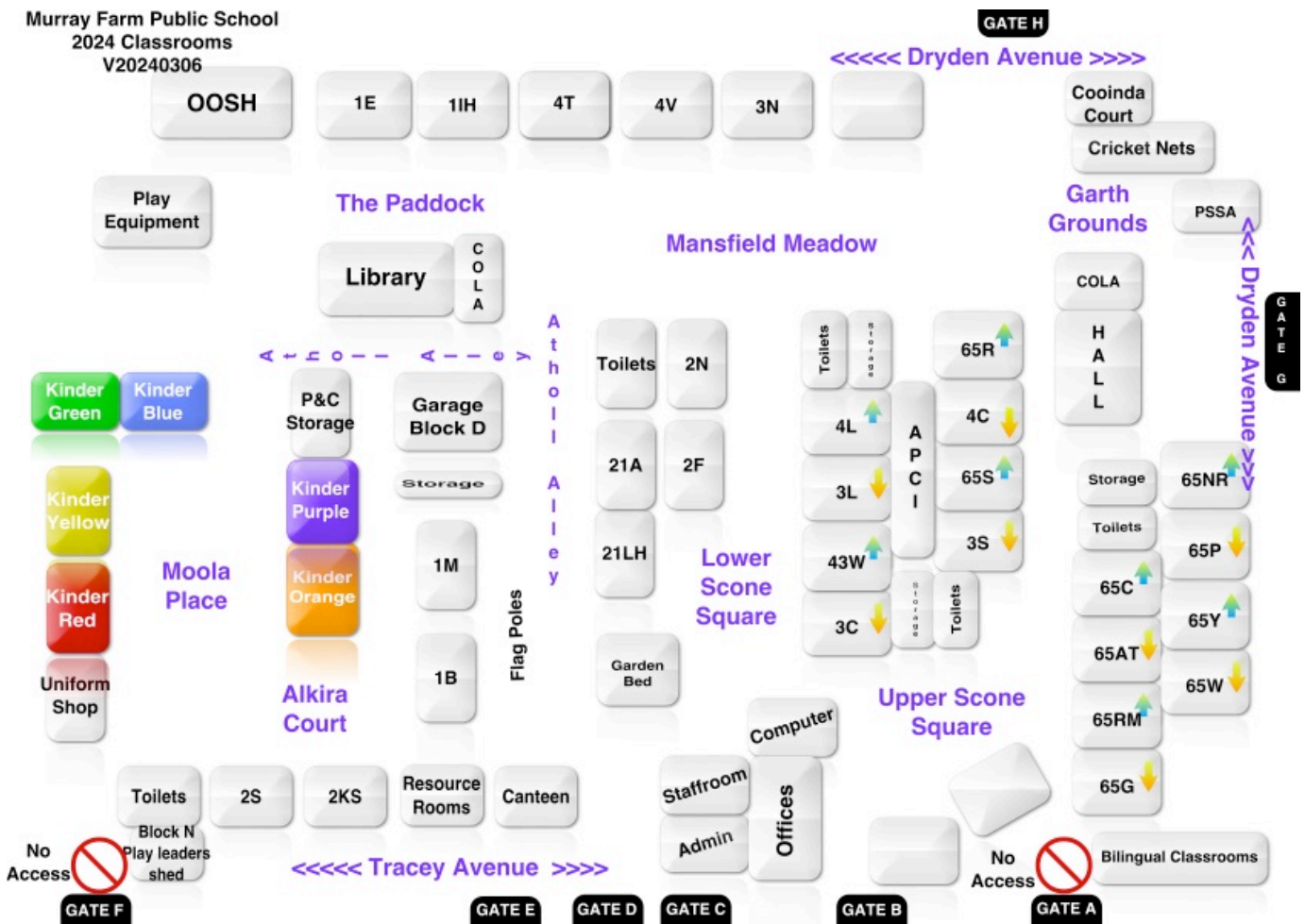
Map

Classes 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. Please use all other gates.

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



Meetings

Formal

Parent/carers seeking interviews with teachers or executive staff should email the school and an Administration Staff Officer will forward the request to the class teacher.

The Principal or the Deputy Principals are always willing to discuss concerns. However, for obvious reasons, class teachers can only hold interviews outside class time.

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

Meet the Teacher

Class meetings are arranged early in Term 1. Teachers confer with parent/ carers on relevant topics such as class goals, school policies and overall aims. Formal parent/carer interviews with the class teacher take place at the end of Semester 1 for all students.

Mobile Phones

Murray Farm Public School supports the restrictions of mobile phones 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 has elected to use the following approach. **All mobile phones will be 'off and away' for the full school day, including recess and lunch.** This will mean that students will have a 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 may use the Schoolltime Schedule on Apple watches (or similar) 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 this plan. The Principal or Deputy Principal will meet with each student and their parents and 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 will always be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning.

Parents and carers can make contact with the school through the school office 02 9871 5952 or murrayfarm-p.school@det.nsw.edu.au and students will also be able to contact parents or carers through the school office if urgent.

Murray Wallamai Farmer

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.



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. It costs \$1 to join the P&C.

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 the Murray Farm Public School APP.

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: A Guide for New Kindergarten Parents

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.

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.

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

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



Join in the Class Parent List



Join in as a P&C member



Parking and Road Safety

There are no RTA patrolled crossings to Murray Farm Public School. However, there are two pedestrian crossings around the school and several sets of lights to provide safe access across Old Northern Road and Murray Farm Road.

The roads in the immediate vicinity of the school cause constant concern for parents and staff. Congestion and fast through-traffic result in a dangerous mix with hundreds of young pedestrians. Students are expected to move directly to and from school in a respectful and responsible manner. All students 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.

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.

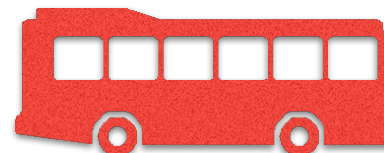


No Parking

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.

Crossings

You must not stop or park your vehicle on or near a pedestrian crossing to drop off or pick up your children.

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.

R

Refunds

Excursion costings are prepared on the basis of the total cost of transport, divided by the anticipated number of students who will attend, plus any amount for entry.

Should your child be unable to attend the excursion due to changing your mind no refund will be given.

If a doctors' certificate is provided a refund may be considered.

Reporting to Parents

Semester Reports

Academic achievement reports are issued twice a year. The report contains information on the six key learning areas, social skills and work habits.

A meeting is held with parents, students and staff at the end of second term to discuss student progress.

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. Where appropriate, visitors will be given and must wear a Visitor badge whilst on the school premises.
- **Parent/carer helpers** are required to sign in at the school office and must wear a Visitor badge whilst on the school premises.
- **A student who is leaving early** is required to present the class teacher a note signed by his or her parent/carer, indicating the name of the person who is to pick him or her up and the time of departure. The class teacher will sign this note and the student is to bring the note to the school office when he/she is leaving. The student is to be collected from the school office by the parent/carer.

If an emergency arises and it is necessary for a student to leave school during school hours, a parent/carer should phone the school office and administration staff will arrange for the student to come to the school office and enter the leave electronically.

All students leaving during school hours should be met at the school office. No student will be given permission to walk home on his or her own.

School Hours

The playground is not supervised before 8.20a.m. or after 3.00 p.m.

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 and a teacher is on playground duty.

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 values.
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 values. Teacher on duty supervises students' prompt movement.
12.30-12.40pm	Lunch	Teacher supervision of students eating lunch in classrooms or designated eating areas.

Time	Area	Action
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 values. 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 Song

Words based on the original school song 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.

Smart Watches

Smart watches are great for communicating with your children, but they are a distraction at school. If your child does have a smart watch they must have the watch on Flight mode during the day. At the end of the day they can turn the flight mode off.

Parents and carers can make contact with the school through the school office 02 9871 5952 or murrayfarm-p.school@det.nsw.edu.au and students will also be able to contact parents or carers through the school office if urgent.

Special Religious Education / Special Education Ethics

On Tuesday mornings lay teachers and clergy offer students religious instruction. Lessons are 30 minutes. 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. The form will allow you to register your selection using your family email address.

Click here to access the [Online Enrolment Application \(nsw.gov.au\)](#)

Sport

General

Murray Farm 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 1.

K-2 Fun Day

In Term 3, 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
Atholl	Red	Atholl or Athole is a large historical division in the Scottish Highlands, bordering Marr, Badenoch, Lochaber, Breadalbane, Strathearn,
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
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

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. There is a fee per term.

Athletics Carnival

The Inter-House Athletics Carnival for students 8 years to 13 years is held in Term 2 or Term 3 and the most successful performers go on to represent 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 first term and 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)

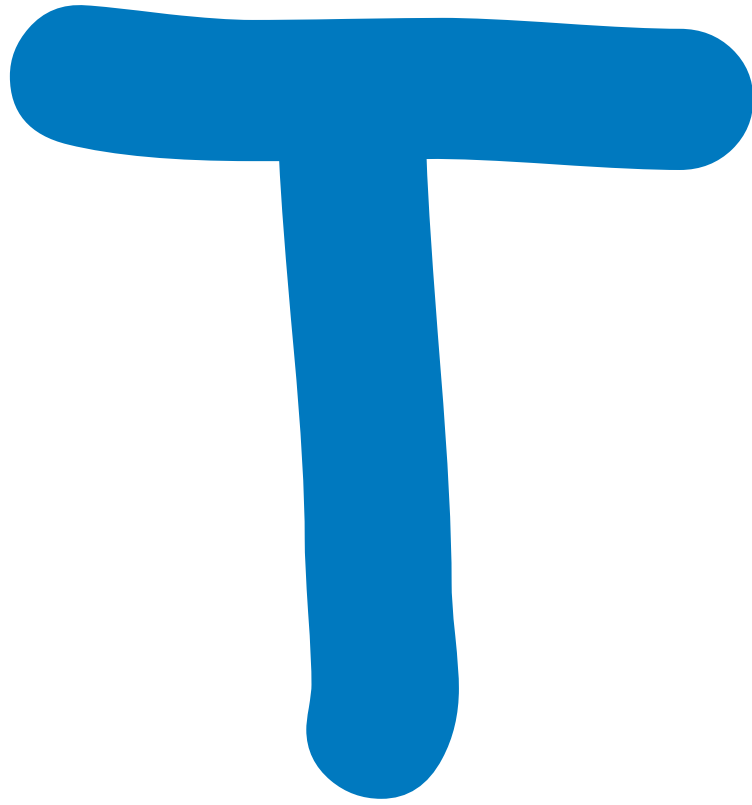
Murray Farm belongs to Castle Hill Primary Schools Sports Association. Each year we may participate in the following PSSA competitions: Rugby League, Soccer, Newcombe Ball, AFL and Netball in winter as well as T-ball, Softball, Basketball and Touch in summer.

Students not involved in teams within inter-school competitions, participate in organised sport at school. No tackling games are to be played. Throughout the year, sports offered might include: Newcombe Ball, Netball, Rugby League, Touch Football, Softball, T-Ball, Minkey, Modified Basketball, Athletics, Circlos and a variety of minor games.

Student Representative Council (SRC)

The Student Representative Council provides students with opportunities to develop leadership skills, knowledge of the 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 4, students from Year 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.



Toileting

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

Students who are unable to clean themselves, will have their parents run to attend school to assist. Staff do not change soiled students.

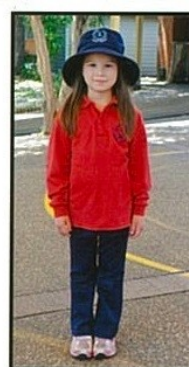
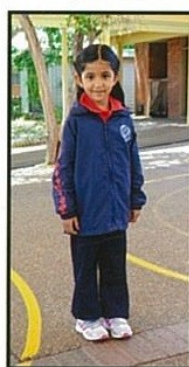
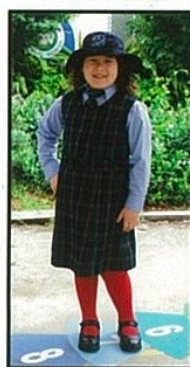
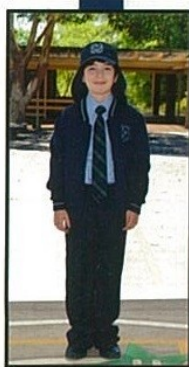
Where a student has soiled themselves and requires a simple change of underwear, staff will assist the student to the admin student toilet and ask the students to clean and change themselves using the facilities.

Where a student is not able to do this due to their age / ability, staff will contact parents or carers for instructions on how to proceed. Students who are unable to clean themselves, will have their parents run to attend school to assist. Staff do not change soiled students.

Sanitary Dispensers are available in certain toilets across the school.

U

Uniform



Murray Farm
PUBLIC SCHOOL
A Great Place to Be

Our school 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.

The Uniform shop is a service run by the school P&C and all proceeds are returned directly to the school

Summer uniforms are worn in Terms 1 and 4, and winter uniforms are worn in Terms 2 and 3. Subject to weather requirements there is a two-week grace period at the end of Term 1 (summer to winter uniform) and the end of Term 3 (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.**
- 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 at www.flexischools.com.au. Orders are processed each Monday and Thursday. Purchases are sent to your child's classroom.

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

Alternatively, an [order form is available on the school website](#), may be completed and emailed to mfpsuniformshop@gmail.com (credit card payments only).



Valuables/ Personal Items

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

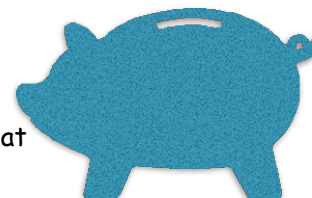
The school **DOES NOT ACCEPT ANY RESPONSIBILITY** for lost or stolen items.

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

Weather in the Extreme

On wet mornings students are requested to gather under the COLAs 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 are made on a case by case basis.

Extreme weather may cancel events at short notice.

Cancellations are sent out via the Murray Farm APP.

