Principal's Message

Welcome to Dalton Public School. We are looking forward to working with you and your child/children in the coming years. This handbook is to introduce new families to Dalton Public School.

At Dalton Public School our aim is to provide our students with an environment that is safe, caring and conducive to producing quality learning outcomes. This will enable them to become lifelong learners who are responsible and respectful citizens.

Robyn Watson

Contact Details

Address          1-5 Jobson Street
                 Dalton NSW 2581
Telephone    02 4845 6210
Facsimile    02 4845 6203
Email     dalton-p.school@det.nsw.edu.au
Website    http://www.dalton-p.schools.nsw.edu.au

Staff

Acting Principal    Mrs Robyn Watson
Classroom Teacher     Mrs Suzi Shaw
Part-time Classroom Teacher  Miss Kymberly Heffernan
School Administrative Manager  Mrs Kerry Foran
General Assistant     Mr Peter Dempsey
Cleaner     Mrs Janine Hansen

The School Counsellor is available on request. Referrals can be made by staff or parents who are concerned about their child at school.

Bell Times

Starting Time  9:15 am
Crunch & Sip  10:10 am
Recess        11:15 am - 11:45 am
Lunch         1:10 pm - 1:45 pm
Finishing Time  3:05 pm
Supervision is provided from 8:45am. There is no after school supervision, however children can access after school care at Paradise4Kids (located at Gunning Public School) with bus transportation from Dalton every day.

All classes have a break for a fresh fruit or vegetable snack (Crunch & Sip). During the first ten minutes of recess and lunch, the children are seated to eat.

Enrolments
The enrolment of any child at Dalton Public School is always welcome. Children may enrol in any grade from Kindergarten to Year 6. Student enrolments can be arranged by contacting or calling in to the school. Parents considering enrolling their child/children are encouraged to visit the school to view our wonderful environment first hand.

Upon enrolment, parents/caregivers will be asked to complete school enrolment forms and to provide a birth certificate, proof of residential address and immunisation details. It is not compulsory for children to be immunised but if there is an outbreak of a vaccine preventable disease at school, unimmunised children will have to stay home for the duration of the outbreak for their own protection.

Kindergarten enrolments are invited for eligible children who turn five by the 31st July of their Kindergarten year from June each year.

Kindy Start
An extended Transition to School program has been introduced in 2015 to support preschool children in making the transition to primary school. Preschoolers are introduced into the Infants classroom with a weekly morning session which gradually increases to two full days towards the end of the term.

This gentle introduction to “big school” gives the preschool children a “taste” of school life, helps them to adjust to routines, get to know their teachers, meet other children and become familiar with their new surroundings.

Details of dates are distributed to families by mail and through the school newsletter. From 2016 Kindy Start will operate in Terms 3 and 4.

Key Learning Areas
Dalton Public School is committed to helping all children reach their full potential. Particular attention is given to developing skills in reading, writing and mathematics while developing children’s abilities across all of the Key Learning Areas, which are:

* English
* Mathematics
* Human Society and Its Environment
* Science and Technology
* Creative Arts
* Personal Development/Health/PE
We have a part-time Learning and Support Teacher (LAST) to give individual tuition to children in a variety of the Key Learning Areas.

**Computers**
The school has a variety of computers and software to supplement the Key Learning Areas. We have a Connected Classroom allowing for interaction with other schools through video conferencing activities. Both classrooms have interactive whiteboards.

Dalton Public School has classroom computers connected to the internet. All school internet access is filtered using the Department of Education’s secure internet browsing protocol.

**Assessment**
Reporting to parents occurs regularly throughout the year at Dalton PS. Some of this reporting is through verbal communication between parents and staff before or after school. The small size of our school enables such communication to take place. On a more formal basis, reports are sent home at the end of Terms 2 and 4. Formal parent - teacher interviews may then be arranged to discuss school reports and student progress.

The National Assessment Program – Literacy and Numeracy (NAPLAN) takes place in all schools annually for all students in Year 3 and Year 5. The Kindergarten Best Start assessment is conducted individually in the first weeks of school.

**Homework**
Homework is given each week to reinforce class work. Homework is generally sent home each Monday and is expected to be returned the coming Friday. There may also be assignments given to students that require more thorough research and presentation at school.

**School Assemblies**
School assemblies are held at the end of each term and are a time for students to showcase all they have learnt in the term. Everyone is welcome to attend assemblies.

**Canteen**
There is no canteen available at Dalton PS, however during the colder months (Terms 2 and 3) the children are able to bring food for heating up by staff on Thursdays.
**Attendance**

Parents are legally responsible for the regular attendance of their children. Regular attendance at school is essential for your child’s academic and social progress.

Parents should contact the school when their child is absent by a written note, email or a telephone call.

Parents planning holidays in school time may apply for leave for their children. Application forms are available from the office.

**Bus Travel**

All K-2 students are eligible for free bus transport. Parents who live more than 1.6 kms and use their vehicle to drive their children to Dalton PS or bus pick up point, may be entitled to a bus conveyance subsidy. Application forms are available from the school office. A new application must be completed for children moving from Year 2 into Year 3.

Students travelling on the school bus are expected to obey the Code of Conduct as set out by the NSW Department of Transport. The school will support bus operators in the application of the Code’s procedures and processes and facilitate effective communication between bus operators, students/parents/carers. **NB:** Bus drivers have the right to refuse transport to misbehaving children.

**Communication**

Communication between the school and parents is very important to ensure the best possible outcomes for all our students. Please notify the school if there is a change of address, contact phone numbers or family circumstances. All information is confidential and helps us to understand any sudden changes in your child’s behaviour or emotions. In an emergency it is vital that we have up to date contact details and at least one other family member or friend we can contact.

The Dalton Dispatch is our newsletter published fortnightly to keep parents informed of upcoming activities. You may choose to receive the newsletter as a hard copy via your child’s school bag or by email. The newsletter is also available to view on our website.

Information for parents is provided through a variety of means:

- Newsletters
- P & C meetings
- Assemblies
- Formal and informal meetings
- School noticeboard
- School website.

**Music**

All students have the opportunity to participate in private music tuition through the Goulburn Regional Conservatorium on the instrument of their choice. Prices vary, but are around $20 - $25 per half hour. Lessons are every Wednesday morning before school and the Conservatorium can provide an instrument to your child if necessary.
Clubs
Clubs operate once a week during the lunch period with parent and community volunteers offering a variety of experiences to the students including art, craft, sewing and cooking.

Student Welfare – Respect and Responsibility
Dalton School endeavours to foster self-discipline through appropriate classroom and playground management practices. This is done through the PBS program (Positive Behaviour for Success) whereby the school focuses on the two values of Respect and Responsibility.

IN ALL AREAS
IN THE CLASSROOM
OUTSIDE CLASSROOM

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
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<tbody>
<tr>
<td>✔ Follow the school rules</td>
<td>✔ Complete set tasks on time</td>
<td>✔ Follow instructions</td>
</tr>
<tr>
<td>✔ Put rubbish in the bin</td>
<td>✔ Take responsibility for my learning</td>
<td>✔ Sit down to eat</td>
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<tr>
<td>✔ Think before I act</td>
<td>✔ Do my best work</td>
<td>✔ Show good sportsmanship</td>
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<tr>
<td>✔ Move appropriately</td>
<td></td>
<td></td>
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<tr>
<td>✔ Keep my hands and feet to myself</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Seek help from teachers when needed</td>
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<table>
<thead>
<tr>
<th>RESPECTFUL</th>
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</thead>
<tbody>
<tr>
<td>✔ Encourage and help others</td>
<td>✔ Take turns to speak</td>
<td>✔ Take turns</td>
</tr>
<tr>
<td>✔ Care for others</td>
<td>✔ Listen carefully</td>
<td>✔ Play fairly</td>
</tr>
<tr>
<td>✔ Use my manners</td>
<td></td>
<td>✔ Include others</td>
</tr>
<tr>
<td>✔ Show courtesy</td>
<td></td>
<td>✔ Line up appropriately</td>
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<tr>
<td>✔ Am considerate</td>
<td></td>
<td></td>
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<tr>
<td>✔ Look after equipment</td>
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<tr>
<td>✔ Accept it when I am out in games</td>
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Dalton PS PBS Reward System
Responsible Rewards – Purple Dots
Respectful Rewards – Green Dots

Level 1
Children awarded sticky dots for appropriate behaviours in the two areas.
The children stick the coloured dots on the Positive Behaviour Cards which have two cork trees. On one tree they accumulate the purple dots and on the other they accumulate the green ones.

![Positive Behaviour Cards]

When the children receive 15 dots on one tree:
- Trade the dots for a school based reward.
- Leaf on the cork tree in the weather shed with the child’s name on it for either respect or responsibility.

Each time the child reaches 15 dots on their cork trees they add their name to the leaf on the cork tree in the weather shed.

**Level 2**
When the child has added their name to either a respectful and responsible leaf twice they receive a certificate acknowledging their achievement.
Children can keep receiving 15 dots and trading them for school based rewards.
When the child has added their name to either leaf 4 times they receive a movie ticket.

**Level 3**
When the child has added their name 4 times to both a Respectful and Responsible leaf they receive a bee that has their photo on it and is placed between the cork trees in the weather shed. They will also receive a certificate stating they have reached this level.
The child will also receive a new card that only has one cork tree on it.
- Both coloured dots accumulate on the one tree.
- The accumulation of 10 dots = 1 hour free time and the child’s name on the Bee.
When the child has their name on the Bee 3 times they receive a Cork with their name and photo on it.

**Level 4**
Child uses the same reward card as the previous level.
When the child has received 30 dots of either colour on their reward card they receive a citizenship badge.

**Level 5**
The child receives a Ferdinand with their name and photo on it.
When they receive 30 dots of either colour they will have a framed photo that is displayed in the Library.

*Adapted and Developed by Mrs S Shaw and Mr R Copland 2014*
School Rules
* Be respectful of other people’s rights
* Be responsible for your own actions
* Keep your hands and feet to yourself
* Obey teacher’s instructions

IN THE CLASSROOM
* Put your hand up to speak
* Move in an appropriate manner
* Stay on task
* Do your best work

Disciplinary Action / Unacceptable Behaviour
Appropriate behaviour must be displayed at school and when representing Dalton PS on excursions. Communication regarding behaviour will be via a note sent home, verbally, a phone call or email. Parents may be requested to come into school for an interview with the Principal.

Excursions and School Carnivals
Excursions and school carnivals are held regularly to enhance students learning experiences and increase social opportunities. Dalton PS regularly visits surrounding schools to establish healthy social relationships. Throughout the year Dalton mixes with other schools in events such as the school athletics, swimming, cross country, choir, gala days, public speaking competitions, spelling competitions and small schools days.

Every two years, Years 4-6 are also offered a week long camp to a Sport & Recreation venue.

A signed permission note is required before children are able to participate in excursions. Notes should be returned to the office before the event. Attendance will be at the discretion of the Principal and staff and based upon behaviour and attitude.

Sport
Sport is usually on Friday afternoons. We also have professional coaches who provide tuition in a variety of specialist sports and activities. All our students participate in swimming, athletics and cross country carnivals with schools from the surrounding district. The Department of Education also organises the School Swimming & Water Safety Program with lessons held at Gunning Pool.
Parent Involvement
Parent and community involvement is sought and encouraged within the school. Help is always needed with fundraising, helping in the classroom, assemblies and school excursions etc.

All parents working with children in the school need to complete a Working With Children Check form which is available from the office.

Parents and Citizens Association
The Dalton P&C Association is active in supporting the school. General meetings are held on Wednesdays at 6:00pm during Week 2 and Week 8 each term.

Through fundraising the P&C has been able to make valuable contributions to the provision of resources to benefit our students. The Dalton Autumn Fair is our major fundraiser each year.

The P&C also determines the school uniform.

School Uniform
A school uniform, as suggested and approved by the parents, is in use. Wearing of the uniform is encouraged to display self pride and pride in the school. The school colours are light blue and navy blue.

Summer Uniform
SUMMER Boys
- Plain sky blue polo shirt with school logo
- Plain navy shorts
- Navy socks
- Black shoes

SUMMER Girls
- Plain navy shorts or skort
- Plain sky blue polo shirt with school logo
- White socks
- Black shoes

Girls can choose to wear either uniform.

Winter Uniform
WINTER Unisex
- Plain navy jumper with school logo
- Plain sky blue long sleeve polo shirt with school logo
- Plain navy trousers
- Navy/white socks
- Black shoes
Sports uniform
**SPORTS Unisex**
- Plain white polo shirt with school logo
- Navy shorts
- Navy/white socks

*Navy tracksuit for winter and girls can choose to wear a sports shirt.*

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**Uniforms (and logo) can be purchased from:**

**Goulburn and Country Workwear**
245 Auburn Street, Goulburn, NSW 2580  
(02) 4821 9466  
Open Mon – Fri 9am – 5pm; Sat 9am – 12.30pm

**The school logo can be added through:**

**Goulburn Embroidery**
37 Wayo Street, Goulburn, NSW 2580  
(02) 4822 1871  
Open Mon – Fri 9am – 5pm

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Good clean second hand uniform items are available from the clothing pool located near the office.

The P&C Association has purchased school hats for the children to wear during outside activities in the warmer months.

Formal uniform of crested polo shirts and woollen jumpers has been funded and purchased by the P&C for special occasions. These are retained at the school and distributed as required.

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**Playgroup**
Playgroup is offered weekly on Wednesday mornings from 9:30am till 10:30am at school. All are welcome. On a fortnightly basis a playgroup co-ordinator visits the school from Goulburn and runs a certified program.