MAYFIELD WEST
DEMONSTRATION SCHOOL

Learning For Life

Information Booklet

Updated August 2015

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Vision
Empowering students today, transforming lives tomorrow.

The school community believe that students need a happy and innovative school that will prepare them successfully for the future. As a demonstration school, it is important for students and staff to embrace 21st century learning.

Values
• Quality school environment
• Increased student achievement
• Respect for self and others
• Teamwork

Beliefs
• Quality Education for all is a shared responsibility
• Learning is lifelong and valued
• Learning occurs in a friendly and secure environment
• Diversity is recognised and valued
• Belonging, identity, purpose, enjoyment and personal worth are vital

Responsibilities
• Care
• Courtesy
• Common Sense
• Commitment

SCHOOL PHILOSOPHY
Education in the 21st century is an exciting and challenging time for parents, teachers and students. It is about partnerships and working together to develop the individual potential of our students at Mayfield West Demonstration School. We are committed to development of the whole child, by developing knowledge, skills and values that have a focus on self esteem and a belief in life long learning.

HISTORY – THE SCHOOL IN OPERATION
The Broken Hill Proprietary C. Ltd opened the Newcastle Steel Works in June 1915. The establishment of the steel industry and of associated industries nearby produced expansion of population in the Waratah and Mayfield districts, resulting in pressures on school accommodation at Mayfield Public School. Mayfield West Public School was founded due to the overcrowding of Mayfield Public School, caused by this industrial development, and in the suburban expansion to the west, which left Mayfield Public School inconveniently located to serve the new areas.

Mayfield West Public School opened on 4th July 1925, with an enrolment of 200 and a staff of six. By March 1930, the school had an enrolment of 492, with only 302 children able to be accommodated in the 6 classrooms. 83 children were taught in the upper assembly area and 107 in the lower assembly area. A new building was provided to separately house the infants in 1934. The school had a total of 549 students and 12 staff.

In the post war period, with the establishment of the Migrant Hostel, many children from various European countries were to begin their education in Australia at Mayfield West School. A two roomed portable building was used to accommodate the extra children, as they were often only at the school temporarily until suitable accommodation for families was found.

DEMONSTRATION SCHOOL
Mayfield West became The Demonstration School at the beginning of the 1986 school year. This involves the school providing support programs for The University of Newcastle and visiting teachers from other areas. All teachers appointed to Mayfield West Demonstration School take part in demonstration and observation programs provided for the university and that they support and contribute to other external programs.

Programs are developed and modified as necessary, through discussion and interaction between staff members and visiting personnel. Consideration is given to the unique features of the school, the students, the staff, the parents and the school community.

Staff from the school may work with university students at The University of Newcastle. Staff may also be called upon to work as lecturers and tutors in the University’s School of Education Program.

WE MOOSH – Out Of School Hours Care
WE MOOSH is a community based childcare centre providing before and after school care to school age children from preschool to Year 6. It is located in the grounds of the school. Staff have appropriate qualifications relating to Outside School Hours Care. Activities are orientated towards recreational and creative play. WE MOOSH – Phone no: 4968 3337.

Preschool
The preschool is part of Mayfield West Demonstration School. Students attend a five day fortnight program.
Group 1: Monday, Tuesday and every second Wednesday,
Group 2 -Thursday, Friday and every second Wednesday.
MAYFIELD WEST DEMONSTRATION SCHOOL A - Z

ABSENCE FROM SCHOOL

Children should attend school every day that the school is open. This includes carnivals and excursions.

Children should only be absent if they are ill or there are family emergencies. Long absences need prior notification to the principal where an exemption may be granted. Where possible, dental and doctor appointments should be made after school, as should any private tuition lessons. Having a birthday or going shopping are not reasons for a justified absence from school.

Parents are asked to contact the school if children will be away from school for more than two days. On the day the student returns, after any absence, parents are requested to send a note giving a reason for the absence. If a note is not sent, children will be given a computer generated letter which must be filled in and returned to school. Departmental regulations require the school to obtain this information within two days of an absence. Any unexplained or unacceptable absence must be followed up by the school. Punctuality is encouraged.

Attendance problems are referred to a Home School Liaison Officer whose job it is to encourage favourable attendance practices. There are considerable fines for parents who do not follow attendance procedures for children in their care. For extended absences an exemption form needs to be completed and signed off by the principal. These forms are available at the school office or on the school website.

ADMINISTRATION OF PRESCRIBED MEDICATION

Medication administration, either intermittent or regular, is subject to particular regulations that can affect continued enrolment. If children require medication at school parents must supply detailed written instructions. In some cases information from the doctor is required, along with the signing of an indemnity form, before this can occur. However, the onus for remembering to come to the office area for medication always remains with the child. It has been found that a watch with an alarm is a good reminder for students.

Prescribed medicines are NOT to be kept in students’ bags. Analgesics (aspirin or medicine containing salicylates) must not be brought to school as they are subject to special regulations. If your child has anaphylaxis or diabetes, it is essential that parents contact the school so appropriate procedures can be put in place. Children with asthma must complete an Asthma Action Plan. Students are permitted to carry a bronchodilator on their person if it is part of their health plan.

Students with special medical needs (eg allergy, physical) require a Health Care Plan and this is to be devised in consultation with the school prior to the student commencing school and updated each year.

PARTIAL ABSENCES

Parents who need to withdraw a child from school early for any reason, must first go to the office for a printout and take it to the class teacher who will then release the child. Notes or verbal explanation must be given for partial absences. If a student’s absence including partial absences is high, the matter will be forwarded to the Home School Liaison Officer.

ANTI BULLYING PLAN

The school has an Anti Bullying Plan. All concerns about bullying should be communicated with staff for follow-up and investigation.

The NSW Department of Education rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments while at school.

BULLYING

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long term effects on those involved including bystanders. Conflict or fights between equals or single incidents are not defined as bullying.

Bullying behaviour can be:

- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones

The school’s Anti-Bullying Plan sets out the processes for preventing and responding to student bullying. The school has a range of policies and practices, including wellbeing and discipline policies that apply to student behaviour generally.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

Parents and students are encouraged to report all incidents of bullying, including bullying that occurs online. All reports are treated confidentially and acted upon.

Children should attend school every day that the school is open. This includes carnivals and excursions.
School staff have a responsibility to:
- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the school's Anti Bullying Plan

In addition, teachers have a responsibility to:
- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

Students have a responsibility to:
- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti Bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to the school Anti Bullying Plan.

Parents and caregivers have a responsibility to:
- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the school Anti Bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti Bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur.

All members of the school community have a responsibility to:
- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school’s Anti Bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

APP SCHOOL A - Z
The APP School A–Z has been developed by the NSW Department of Education. It has practical help for parents on homework, and study, wellbeing, technology and school. For more information: [http://www.schoolatoz.nsw.edu.au/](http://www.schoolatoz.nsw.edu.au/)

BANKING
Student School Banking is available through the School. A parent volunteer administers this service on Thursdays. It is with The Commonwealth Bank and applications are handed to all interested students.

BICYCLES, SKATEBOARDS, SCOOTERS
Most of our students who do not catch the buses, live close enough to walk. Parents are asked to give careful consideration to whether or not your child really needs to ride a bike, scooter or skateboard to school. If they ride a bike, please remember that legislation requires them to wear safety helmets. In the interest of safety, there is a need for school rules. They are:

- Bicycles and scooters must be walked inside the school grounds.
- NO bicycles, skateboards or scooters are to be ridden in school grounds.
- Bikes must be stored in the bike rack areas and skateboards and scooters storage is to be negotiated with class teachers. It is recommended that children bring a locking device to secure their bicycles.

Students who endanger their lives and others by disregarding rules or engaging in unsafe behaviour will be warned. If the problem persists, a letter will be sent home to alert parents and seek their co-operation.

BOOK CLUB
Children may order from the information sent home several times a year.

BUSES
All K – 2 students are entitled to free bus travel. Another application form is required at the start of Year 3, even if a bus pass has been held in K-2. Years 3-6 students, who are eligible must live more than 1.6km from the school. Eligibility is determined by a map held in the school office. At the beginning of each school year, an approximate two week change over period is allowed for issue of new passes from the school office. There is a replacement fee for lost bus passes. Replacement passes are obtained from the Bus Depot Administration Office.

Students who are not entitled to travel free can contact Newcastle Buses to enquire about obtaining a term ticket or they may pay the driver each day.

Three bus routes service the children from the school. These buses depart from the school between 3.00 and 3.15p.m. each day. They are:

- 700 Warabrook
- 783 Mayfield
- Busways (towards Hexham and Raymond Terrace)

It is our policy to instil in the children the behaviour that would be expected of them whilst travelling on the bus. We need parents’ constant support to assist our endeavours to maintain consistent acceptable behaviour. If a child’s behaviour is reported to be unsuitable then parents will be notified, and they may need to make other arrangements for their child’s transport.

Bus Pass Application forms are available from the school. New applications must be made if you change your address. Passes must be shown on demand. If a child does not have their pass, then the driver has every right to demand full payment of the fare or not allow the child to travel on the bus. Bus travel is guided by a BUS CODE of CONDUCT.

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Canteen
The canteen strives to operate with the support of volunteer helpers. There are part-time paid coordinators. The canteen opens daily, but this depends on the availability of volunteers. Lunch orders should be written on the outside of a clean paper bag with the child’s name and class, and the correct money enclosed. The bags are to be placed in the class basket in the classroom at 9:00 am.

This must be done as soon as students go to class as certain items are ordered fresh once the lunch orders are received. Class monitors collect lunches and they are given to the students at the beginning of the lunch break. Price lists of all goods for sale are sent home periodically. A current price list can be obtained from the office or on the website. No credit is extended by the canteen. If a student forgets lunch or lunch money, they should go to the office for the provision of a simple sandwich. The canteen closes 5 minutes before the bell to ensure students have time to eat the food purchased.

Choir
Opportunity to be part of a choir is given but the composition of the choir may vary from year to year. Students also enjoy singing in class and stage groups.

Curriculum
All schools in NSW teach material according to key learning areas. The primary curriculum is based on 6 Key Learning Areas – (KLAs)
- English
- Mathematics
- History and Geography
- Creative Arts
- Science
- Personal Development, Physical Education and Health

At Mayfield West Demonstration School, students are given a range of opportunities to express their individual talents within these six Key Learning Areas.

Dance
Dance is a part of our school curriculum. Groups may participate in dance programs, festivals and Star Struck.

Dismissal Procedures and Transport
Children are dismissed from class at 3:00 pm each day. Routines for dismissal have been established to ensure maximum safety for students. K – 2 students are walked to the grass area in the front of the school by teachers and dismissed from there for easy collection by parents or older siblings. Children are supervised each afternoon at the crossing and the bus stops.

Parents are encouraged to support staff in their endeavour to allow ease of movement of children at dismissal time. Observation of pick up areas and keeping the crossing clear is of great help to teachers supervising the children. Parents may wait for their children inside the school grounds, but not near classrooms.

Parents are reminded of parking restrictions in and around pedestrian crossings and bus zones. Parental parking in the school grounds and across driveways is prohibited. For the safety of the students please observe parking regulations. It is illegal to park in the bus zone or the disable parking zone unless you have a permit. Parking Rangers occasionally patrol the parking zones outside the school.

All students are required to use the most direct and safest route between school and home. Any change to your child’s dismissal routine should be accompanied with a note to the class teacher.

You are asked to be prompt in picking up children, as some children become distressed if kept waiting. If for any reason a parent or carer is late to pick up a child a phone call would be appreciated. If a parent or carer does not pick up a child they are directed and encouraged to wait in the office foyer. After a period of time the police will be rung if there is no contact from the parent or carers. If a parent knows they are going to be late alternate arrangements need to be made as staff have commitments in the afternoons and are not child carers. WEMOOSH may be an option (Phone 4968 3337).

Emergency Contact
Where the welfare of your child is concerned, the school cannot risk having out-of-date information. The details originally supplied by parents are kept on file. These include:
- Address
- Telephone numbers
- Emergency contacts
- Serious illness, disabilities or allergies
- Access Information
- Court Orders

Any subsequent changes to this vital information, or additional health matters that could affect the well-being of your child should be notified to the school without delay.

Current information needs to be on hand to make contact in cases of emergency. This helps avoid anxiety for children who can become distressed if parents cannot be contacted quickly.

Enrichment Courses
Students are given opportunities to extend their learning. These opportunities may vary, but may include; enrichment technology opportunities, literacy enrichment, public speaking, drama, etc. Creative Arts opportunities are also extended to students.
ENROLLING YOUR CHILD
Visit the office and the administration staff will assist you to complete an application to enrol form. The school will notify you of the results of your application. Do not purchase uniforms until you receive confirmation of enrolment. The following documentation and information will be required:
- Birth Certificate
- Immunization Certificate
- Address and phone number
- Doctor’s name, phone number and address
- Information concerning medical problems and medication (if required)
- Contact numbers in case of emergencies
- Any legal documents concerning access to children

Where there are Family Court Orders a copy of the order must be brought to school so that a record can be made of the details. Please advise us, in person, if there are any likely problems in this area. If there are any changes, it is also important to advise the school office.

EXCURSIONS, INCURSIONS AND VISITS
During each year various educational excursions are undertaken in conjunction with class or stage studies. These may range from part-day visits to overnight excursions. They supplement the learning taking place in the classroom, by providing children with the opportunity to see and experience firsthand, places, events and objects which are being studied. They are not only social but valuable learning experiences. Due to constant change in medical conditions and allergies, the Department of Education requires a permission note and an up-to-date medical form for excursions. Although tedious to fill in, this information may be vital to the welfare of your child. An initial form will be sent out at the start of each year. Parents need to verify if this is still accurate and if not, a new form needs to be filled in for excursions.

There are certain requirements concerning behaviour which are an essential part of our accepting the responsibility of supervising any student outside the school grounds. Staff must feel confident that students will be both well mannered and obedient. On such occasions the children are representing Mayfield West Demonstration School and it is expected that they will uphold the school’s fine reputation. The school is seldom disappointed.

During such times, all children remain the responsibility of the staff. We often depend on parents to help, and for this we are most grateful. However, it is important that no child receives an unfair advantage over fellow students just because their parent is present, eg, the purchase of food or drink that others cannot enjoy. Your understanding and cooperation is sought in such matters.

At times, cultural experiences are arranged for the children. They are given the opportunity to visit or be visited by approved groups who perform in dance, music or drama. Details of these visits are also sent home together with a permission slip, cost of attendance and for off site visits, medical information. Reminders are sent on the Skoolbag App as cut off dates get close.

EVACUATION and LOCK DOWN
Evacuation and Lockdown drills will be undertaken throughout the year. In the event of a fire or other evacuation – the meeting point is Werribee Park or Stevenson Park.

FACEBOOK
Children are not to have a Facebook account until they are 13 years of age. Issues related to students having Facebook accounts and cyber bullying will be directed to the police for their advice and action.

FINANCIAL DIFFICULTY
Our school policy aims to include all children at all times. Anyone experiencing financial difficulty should contact the principal.

HOMEWORK
The purpose of homework, like schoolwork, is learning and should be seen as a vital part of the home-school partnership which supports young people while they learn. At this school each stage develops practices, in line with departmental policy, which allows flexibility for individual groupings. Home reading is encouraged across the school. Our policy was updated in 2015.

IMMUNISATION
Parents or carers with children starting school in preschool and kindergarten, must present an Immunisation Certificate when enrolling.

The Immunisation Certificate reminds and encourages parents to have their children immunised against diseases that can be prevented by immunisation. It also helps identify children who have not been immunised. This means that if there is a disease outbreak, students who are not immunised, should to stay at home for their own protection.

KINDERTAGEN
Children may enrol in kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. All children must be enrolled in school by their sixth birthday.

LIBRARY
The school endeavours to instil in students a love of books and reading. Classes have a weekly borrowing time in the library. Students are asked to supply their own library bag for this purpose. Velcro sealing bags are available for purchase from the canteen. Alternatively a good-sized material bag 24cm x 28cm, with a drawstring is acceptable.

The library is open during some lunch periods, where a variety of activities, games, competitions and displays are provided. The Library is a hub of activity and is a most popular place to be during lunchtime. Parents are notified of overdue books. Any lost or damaged books must be paid for.

LOST PROPERTY
Lost property is periodically displayed for all the children to see. Anything not claimed is sent to a charity. Labelled clothing will be returned to the owner.
LUNCH
Students are encouraged to sit quietly while eating their lunches to ensure proper eating habits. Attitudes of cleanliness and hygiene are promoted, class teachers do a voluntary duty daily for the first 10 minutes of the lunch period, spending this time with the children in an appropriate location. Students are encouraged not to unwrap or start to eat their lunch until they are seated in the appropriate area. Unless there is a lunch problem, no child may visit the canteen until after this 10 minute period.

MOBILE PHONES (Students)
As a communication device mobile phones, when used appropriately, offer students and their parents, many advantages in terms of ease of communication and a sense of personal safety.

The school policy aims to establish guidelines for the use of student mobile phones within the school environment and aims to set out the responsibility of staff, parents and students. The use of mobile phones in schools should not automatically be of concern. It is only if a mobile phone is used inappropriately that action will be necessary.

Generally, a mobile phone will be used inappropriately if it:
- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school,
- Threatens or is likely to threaten the safety or wellbeing of any person,
- Is in breach of any law.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer systems available on the phone. This type of misuse will be dealt with under the Student Welfare Policy.
- Once at school the phones should be turned off while students are in class or on the playground. They should be kept discretely in bags but if in public view will be given to teacher to be locked away for the day. It is the responsibility of the student to collect the phone at end of day.
- Students must not use a phone at school or lend a phone to another student for use as a phone, for text messaging or for use as a camera or video recording device. The student who owns the phone will be held responsible for its use.
- Students bring mobile phones to school at their own risk. The school and school staff members will not accept responsibility for any loss or damage to mobile phones or for investigating loss or damage.
- The procedures applying to the inappropriate use and security or mobile phones, apply equally to the inappropriate use of portable computer games, iPods and similar devices.
- Teachers will discuss this policy with classes at the beginning of all terms.
- When inappropriate use is detected it will be dealt with in terms of the School Mobile Phone Policy.

If there is an increase in the inappropriate use of mobile phones within the school a register of student mobile phone numbers will be established to assist in dealing with student welfare related incidents that involve bullying, intimidation and or harassment.

NEWSLETTERS
Newsletters are published on Tuesdays and are available on our Skoolbag app and the school website. Paper copies will only be given to those parents who request it.

OUT OF UNIFORM DAYS
From time to time students will be able to come out of uniform. On these occasions students must wear sun safe clothing and correct footwear. Parents and students will be notified in the school newsletter. Usually this is a fundraising activity for the school run by the Student Council.

PARENTS AND CITIZENS ASSOCIATION (P&C)
The P&C meet on the third Wednesday of each month from 7.00pm in the Staff Room.

Meeting dates are advertised in the school newsletter. Membership is open to all parents and friends who have attained 18 years of age. The P&C promotes the interests of Mayfield West Demonstration School by bringing together parents, students and staff into close cooperation. The P&C operates many fundraising events throughout the year.

PARENT PARTICIPATION
Parents are a welcome part of school life. They are kept informed about school policies and activities via regular newsletters, the school website, Skoolbag, P&C and School Council meetings. It is hoped that as many parents as possible will come to meetings so that they can both give and gain information.

A variety of situations are structured to ensure parents and teachers have the opportunity to exchange information. This is done on both a formal and informal basis with arrangements made that best encourage the flow of information between the home and the school. All teachers have a certain amount of Release from Face to Face (RFF) teaching time each week. This is an excellent time to speak with your child’s teacher. Orientation and transition programs for Preschool, Kindergarten and Year 7 students are provided. The reporting system provides detailed information of how your child learns and encourages parent and student involvement by way of comments or interviews.

Arrangements may be made for parent/counsellor meetings at the request of the school or the parent. Students are encouraged to take home examples of their school efforts (e.g. work sheets, paintings)
The Annual School Report provides an overview of the school year. A copy is on the school website.
PAYMENTS
From time to time there may be excursions, shows or special programs to the school where a payment is required. Parents can pay by:
1. Cash (in a named envelop posted in the office)
2. POP (clicking on the $ on the school website and following the prompts)

PERSONAL BELONGINGS
Parents will appreciate the need for all personal articles to be clearly marked with the child’s name. This particularly applies to clothing such as hats, jackets etc and especially wet weather clothing. Staff are aware of the high cost of clothing and spend many hours searching for student’s lost items. The same problems are experienced with such things as lunch boxes, drink bottles, pens and pencils. It would assist if all belongings were clearly labelled so they can be returned.

Money and valuables are the responsibility of the student. Safe storage may be discussed with the teacher.

PRESCCHOOL
Mayfield West Demonstration School incorporates a Departmental Preschool which operates on a full day basis, 9.00am – 3.00pm. Children attend either in group 1 (Monday, Tuesday and every second Wednesday- odd weeks) or group 2 (every second Wednesday – even weeks, Thursday and Friday). Enrolments are made from applications after a placement panel sits. The waiting list is renewed on a yearly basis. Priority is given following Education Department guidelines to children living within the Mayfield West area, who intend to progress into MWDS Kindergarten, providing they meet the NSW school age requirements. The preschool is very much a part of the Mayfield West Demonstration School environment and the children are included in a variety of age appropriate whole school activities. Placements are for one year only.

PRESCCHOOL PHILOSOPHY
Please find a copy of preschool Philosophy displayed in the preschool entrance area.

REPORTING TO PARENTS
At the commencement of the school year, a General Information Session is held for all parents. This meeting aims to inform the parents of general policies, outline class structures and familiarise parents with staff. This session also involves a meeting with teachers on an individual stage basis. This allows teachers to outline the learning program for the year, teacher expectations, student responsibility and details of parent involvement in their child’s education.

During Term 2, written reports are distributed and opportunities for parent/student/teacher interviews are provided. Students are encouraged to attend these interviews. At the end of the year another written report is provided. Reports will provide information about a student’s progress, learning patterns, areas of need and other information relevant to their personal, social, physical and intellectual development.

A warm invitation is extended to all parents to discuss their child’s progress or concerns at any time. To this end a permanent interview system operates at this school and a mutually acceptable time should be negotiated. All teachers will set aside times when they can talk with parents. Teachers undertake to make these interviews worthwhile by assembling information in advance, so appointments are beneficial. To call school on the chance of speaking to a teacher at length is inviting disappointment. Obviously small problems can be dealt with straight away. Parents should not interrupt classroom learning time to speak to the teacher except for very brief messages.

REPRESENTATIVE SPORT
Throughout the year students have the opportunity to represent the school in various sports. These may include: swimming, athletics, soccer, netball, softball, rugby league, cricket, cross country, rugby union, touch football. If a student’s behaviour is not acceptable or they are persistently disobedient, they may be excluded. Often the school is only allowed to send certain numbers of students, (who meet specified times) to these trials, so the school holds its own initial trials for selection to attend. Parents are required to transport students to trials.

RESOLVING PROBLEMS
From time to time parents and other school community members may wish to raise concerns about other students, school staff, policies or practices. To this end there are procedures for resolving complaints, preferably through reconciliation.

Most concerns can be dealt with at the school through a range of informal means, the first point of contact being the class teacher. There may, however, be times when more formal resolution is needed and executive staff are available to support these processes.

In addition, there is separate but concurrent NSW and Commonwealth legislation that makes it unlawful to discriminate against, harass or vilify a person on any of the following grounds: race, sex, marital status, disability (including HIV, AIDS) and age.
RECOGNITION
One aspect of our Student Wellbeing Policy is positive reinforcement. Class teachers have various ways of recognising behaviour and performance that meets expectations. Intrinsic rewards, such as praise and positive self-assessment, are used as well as extrinsic rewards.

Recognition is given to those students whose behaviour sets a fine example for others or whose attitudes reflect positive values towards education, self, others and the community. Students are recognised for individual improvement and performance. The High - Five Initiative is aimed at recognising students who do the right thing.

At an annual Celebration Day in December, tribute is paid to those students who have achieved the highest outcome in academic, citizenship, social, sporting and cultural areas. In addition all students nominate an area that they themselves identify as being one for celebration. This day is cause for celebration and parents are invited.

SCHOOL COUNCIL
The School Council was established in 1997 and continues to operate successfully. The Council meets at least five times a year, promoting the interests of Mayfield West Demonstration School. The Council works to create a quality environment for students.

The role of the School Council is to:
• promote the school within the community
• play a role in the financial management of the school
• be familiar with and contribute to school policies and procedures
• represent community viewpoints
• provide support on school issues
• contribute to annual school evaluation process

SCHOOL COUNSELLOR
Our School Counsellor visits Mayfield West Demonstration School (MWDS) each week to provide an ongoing counselling service for all students. During the time your child is at MWDS, he or she may come into contact with counsellor for group testing or as a result of a parent, self or class teacher’s referral. This referral is for the purpose of gathering information to assist with a child’s development. Parents are contacted prior to the child seeing the SC and a written consent form completed unless the child self refers. Parents will be invited to attend an interview following any assessment.

The service offered by our School Counsellor is also available directly to parents who would like assistance with a child’s learning, emotional or behavioural problems. Appointments can be made by contacting our school office. Students may self-refer.

SCHOOL DEVELOPMENT ACTIVITIES
School Development Days occur at the beginning of Term 1, Term 2 and Term 3 and the last two days of Term 4. Staff are involved in various Professional Learning activities on these days.

SCHOOL HOURS
8.30 am Supervision in COLA area only. The children are encouraged not to be in the grounds before this time.
8.55am Students assemble under the COLA
11.00 - 11.10 am Lunch with a teacher
11.10 –11.48am Play
11.48 am Students line up in designated areas.
1.30 pm Recess
1.50 pm Students line up in designated areas.
3.00 pm Students dismissed.

Students must wear sun safe hats before school, at lunch and recess.

An Out of School Hours centre operates on site. Bookings are essential. Please phone 4968 3337 to organise care.

In the morning students are requested to be in the COLA area where there is supervision. Please do not wait with your child outside your child’s classroom or fence areas as this encourages other students to ignore the routine of going to the COLA before school.

Other parts of the playground are closed at this time. In the interest of safety, parents are requested to see that children do not arrive at school before 8.30am as there is NO SUPERVISION before that time. Other arrangements need to be made so that students are not at risk. Our preferred time of arrival for students is 8.45 am.

SCHOOL NEWSLETTER
Our school newsletter is sent out weekly, usually Tuesday, to keep parents informed of school activities and coming events. Paper copies will be given on request. They are also available on the school webpage and our own Skoolbag App.

SCHOOL UNIFORM
The wearing of school uniform at Mayfield West Demonstration School is strongly encouraged. The general appearance of the whole school dressed in full school uniform, is a sign to others of pride and respect. Students are encouraged to be neatly groomed – this includes dressing neatly, shoes cleaned, having hair clean and combed.

N.B. Head lice are a problem in schools so hair should be checked regularly and treated with the appropriate solutions. Office staff can supply details regarding treatment if necessary. Tying back loose hair and encouraging your child not to allow their head to contact another student’s head will be helpful. Hair Accessories - Navy or white. Earrings - Plain studs are recommended. Sleepers are not suitable as they are a safety risk.
MAYFIELD WEST DEMONSTRATION SCHOOL UNIFORM

BOYS
Summer:
Navy blue shorts, white polo shirt or poly cotton shirt.

Winter:
Navy blue track pants or trousers, white poly cotton shirt, polo or skivvy, Navy blue jumper or jacket, white socks and black shoes

Hat:
Navy blue wide brimmed hat (caps are not permitted as they do not provide sun protection for the ears and neck.)

GIRLS
Summer:
Navy blue shorts, skirt or skort short, white polo shirt or poly cotton blouse.

Winter:
Navy blue track pants or trousers, white poly cotton blouse or skivvy, Navy blue jumper or jacket, white socks and black shoes

Hat:
Navy blue wide brimmed hat (caps are not permitted as they do not provide sun protection for the ears and neck.)

Parents reminded to clearly mark their child’s name on every item of clothing belonging to their child.

Availability of School Uniforms
Uniform items may be purchased from Big W, Best and Less, K-Mart and Target.
The P&C also carries some items, including items with logos, and parents or carers are able to pre-order other items, including the sport shirts. These products are of a good quality.

SCRIPTURE
Religious instruction is provided to students by visiting clergy and lay teachers for 30 minutes per week. Students who have nominated a religious persuasion at the time of enrolment will attend scripture classes. Students who have not nominated a religious persuasion will go to another class for supervision. They will read or complete revision activities as specified by the teacher. Parents have the right to notify the school in writing at any time if they wish their child to attend or not attend scripture.

SETTLING IN
Please bring new children into the playground in the morning until they feel ready to come in from the gate by themselves or with friends. Please advise the class teacher of the dismissal arrangements for your child (eg bus travel, walking, after school care or bus) and of any changes to your child’s normal going home routine.

SICKNESS AND INJURIES
There is no specific staffing in primary schools for the care of sick or injured children. It is not a required duty of the administrative staff. Fortunately our office staff agree to attend to those students who report to the clinic. We really appreciate their willingness to do this.

Whoever undertakes the care of a child exercises the common sense of a responsible adult. Parent understanding and cooperation is essential to the good will that must prevail in this welfare area.

The clinic is small and inadequate for a child needing prolonged care and comfort. Many times there are students reporting sick as early as 9.00am and often staff are unable to contact parents. In the interests of your children’s comfort please keep home those who are not well.

First Aid is for the initial care of cuts, abrasions, nose bleeds, dizziness, vomiting etc. Minor injuries are treated immediately. Parent contact is not automatic as we use our judgement in this. If necessary, parents will be contacted and asked to take over the care of their sick or injured child. In an emergency an ambulance will be called.
Information regarding exclusion for infectious diseases can be obtained from the school office.

SKOOLBAG
Skoolbag is a mobile app that can be downloaded and newsletter and alerts are sent directly. Please go to the app store and search for Mayfield West Demonstration School to download.

SPECIAL DAYS
During the year there are various special occasions to which parents are invited. eg Swimming and Athletics Carnivals, Year 6 Farewell, Celebration Day are held annually. Occasions such as Anzac Day, Book Week, Education Week and Cultural Festivals may be celebrated in various ways from year to year, both inside and outside the school.

SPORT HOUSES

<table>
<thead>
<tr>
<th>House</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRIFFITH</td>
<td>Red</td>
</tr>
<tr>
<td>MILLAR</td>
<td>Green</td>
</tr>
<tr>
<td>PURDUE</td>
<td>Blue</td>
</tr>
<tr>
<td>WEBB</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

Students are placed in sport houses upon enrolment, with family members placed in the same house. Sport shirts can be ordered from the uniform shop and worn on sport days each week as well as on sport carnival days.
STUDENT COUNCIL
The Student Council uses various forums to involve students in the life of their school and educate them in participatory decision making. It is guided in its functions by members of staff.
Student leaders comprising Year 6 and SRC class members meet on the second Thursday of each month.

STUDENT RESOURCES
With the agreement of our School Council, parents purchase a student resource pack at the beginning of each year. The resource pack includes items such as:

- maths workbooks
- handwriting books
- exercise books
- technology levy
- art resources
- memory stick

Items vary for each year level and are determined by the teachers for that stage. Parents will be notified in December of both specific items and price.

SUN SENSE
We aim to instil in the students a responsible attitude in protecting themselves from harmful rays of the sun. The best type of protection is a broad brimmed hat.

Parents are encouraged to apply SPF 30+ sunscreen each morning before the student comes to school. Suitable sunscreen for the child’s personal use at school is the best. Parents must instruct their child on personal application.

In keeping with our responsibilities towards Sun Sense, the students eat lunch indoors or in a shaded area. Students without hats are directed to play in the shade of the COLA.

TECHNOLOGY
All students have controlled access to the internet and technology supports teaching and learning. All classrooms are equipped with interactive whiteboards. The school has facilities for connected classrooms. There is Wi-Fi access in the school for students and staff to use the netbooks and iPads that have been purchased.

TRANSPORTING CHILDREN ON SCHOOL OUTINGS
Departmental regulations require that any driver transporting students on school outings by private car MUST, prior to the excursion, show at the school office their driver’s licence and current car registration for the car being used. Parents must also have a Working with Children authorisation. These documents need to be shown every time transportation is offered. Students must have written parental permission to travel in private transport.

TREATS
The school recognises that there are times when celebrations are important and that food is often a part of the celebration. Due to increased incidence of food allergies and reference to childhood obesity certain processes will be used. A variety of communication methods will be used to relay information to parents and carers.

No birthday cakes are to be brought to classrooms due to the growing number of allergies amongst students.

Student birthdays will be acknowledged in a variety of ways in the classrooms.

Parents will be notified if a celebration is to take place. This may be done as a communication through the Skoolbag App, special notes or newsletter.

There are times when units of work have a food component. Advice to parents will be given prior to the implementation of the unit of work on food.

For end of year party day students will bring their own party lunch fare. Students will not share food on these occasions.

At Class Information Nights, at the beginning of the year, parents will be informed about the class incentive system. The main emphasis on building self esteem will be through intrinsic motivation.

USE OF SCHOOL GROUNDS
Please remember that school premises are NOT public places and can only be used out of school hours by authorised persons. Use of school grounds by unauthorised persons outside school hours is strictly prohibited.

The Inclosed Lands Protection Act, 1901 and Summary Offences Act, 1988 outlines procedures for dealing with persons (including school students) who enter school premises without lawful authority or behave offensively in or near schools. If such persons refuse to leave the grounds when requested, the police will be called.

We appeal to parents, as members of our community, to keep an eye on our school outside hours and report anything suspicious to Waratah Police, who have promised their full co-operation. Phone 49266599 or School Security Phone 1300 880 021

WEBSITE
The School Website address is: www.mayfieldwest.ps.education.nsw.edu.gov.au
STUDENT WELLBEING

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. The Department of Education has a Behaviour Code for students. It is founded by the belief that all students have the right to be safe and happy at school. They have the right to be treated fairly and with dignity. The same holds true for teachers. The code is based upon shared responsibility and mutual respect. We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour. The emphasis is upon the individual student working towards accepting responsibility for their behaviour.

School responsibilities revolve around four main areas: 
**Care, Courtesy, Common sense, Commitment**

If a student consistently misbehaves in the classroom and disrupts other students learning, parents will be notified and consequences implemented in line with departmental and school policy.

If a student consistently behaves in a manner that breaks any of these responsibilities in the school playground they may receive a warning, timeout or may be asked to attend a Planning Room session with an Assistant Principal. In Planning Room they will be encouraged to make a plan that will help them work towards keeping school rules. The student who attends Planning Room may have a letter sent to their parent/carers.

If unacceptable behaviours continue, the student will be placed on an in-school suspension.

Suspension is an option for persistent disobedience and more extreme behaviours, including violence.

The School has an Anti Bullying Plan as part of our Wellbeing Policy.

WHAT NOT TO BRING TO SCHOOL

- Dogs – ensure your dog does not follow children to school
- Dangerous implements or any glass containers
- Liquid paper or thinners
- Large amounts of money
- Chewing or bubble gum
- Jewellery, fancy earrings, painted fingernails, bright or multi-coloured clothing, thongs, sandals etc.
- Precious or valuable toys, unless specifically requested by the class teacher
- Toy weapons or other items of a violent nature
- Laser pointers
- Medications, unless notified to office in writing and then stored at the office.
- Bad language, anti-social and aggressive behaviour
- Weapons including knives

From time to time there are fads in children’s toys. Children begin to swap and bargain for the exchange of these toys. This almost always results in arguments that require staff to take large amounts of time to resolve. At such times, these precious toys are discouraged from coming to school.

Besides the obvious safety aspects of many of these items, it is essential to set high standards of appearance and behaviour in order to develop a good school tone. Parents are asked to support the school in these matters, especially with our senior students who are expected to set the correct example.

Working with Children Check

New requirements are now in force in NSW to ensure the safety of children at school. Volunteers are required to undergo a working with children check if helping in classrooms, canteen, around the school or with the P & C. Parents can apply online at [http://www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) or for further information call 98267627.

Once you have made an application, you will receive an application number that you need to present to the RTA. There is no cost to register as a volunteer and the check lasts for 5 years. Once your application has been processed you will be notified of the outcome by email or post. A copy of this should be given to the office, where it will be put on file. All volunteers must sign in and out of the office each time they volunteer. All volunteers are required to wear a badge while at school.