



# Rankins Springs Public School

# SCHOOL INFORMATION BOOKLET



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# Table of Contents

Staff 2023 .....	3
Assemblies .....	4
Bell Times .....	4
Bus Travel .....	4
Bicycles and Scooters .....	4
Change of Address .....	4
Computers.....	5
Daily Physical Education .....	5
Enrolment Procedures for Kindergarten .....	5
Evacuation Procedures .....	5
Health.....	5
Homelearning .....	6
Internet .....	6
Key Learning Areas (KLAs).....	6
Learning and Support Teacher (LaST) .....	6
Leaving School Grounds.....	7
Library .....	7
Medication .....	7
Newsletter.....	7
Office hours.....	7
Payments.....	7
Contacting the School .....	8
Playground Supervision .....	8
Religious Instruction .....	9
Reporting to Parents.....	9
School Attendance .....	9
School Development Days .....	10
School Procedures .....	10
Sport.....	10
Sun Safe.....	10
Voluntary Contribution .....	10
Website .....	11



## Rankins Springs Public School

### Staff 2023

<b>Principal</b>	Mr Matthew Happer	
<b>Assistant Principal Curriculum &amp; Instruction</b>	Mrs Rosalind Munro	
<b>Teaching Staff</b>	Mrs Donna Post	Class K-2
	Mr Matthew Leech	Class 3-6
<b>Librarian/RFF Early Intervention</b>	Ms Amy Stevens	
	Mrs Frances McIntyre	
<b>School Counsellor</b>	Mrs Maria Licastro	
<b>School Administration &amp; Support Staff (SASS)</b>		
<b>School Administrative Manager</b>	Miss Dana Brighenti	
<b>School Learning Support Officer</b>	Mrs Kathleen Parsons	
<b>General Assistant</b>	Mr James Hudson	

## **Assemblies**

Weekly school assemblies are held each Monday at 9.00am under the school COLA. Learning, School and Reading awards are presented at these assemblies.

End of term assemblies are held in the last week of each term, with the date and time of the assembly to be advised a few weeks prior in the school newsletter. Parents and carers are encouraged to attend.

## **Bell Times**

9:00am	Morning bell - Lessons begin – Session 1
11:15am	Lunch
12:00pm	Lessons begin – Session 2
1:30pm	Recess
2:00pm	Lessons begin – Session 3
3:00pm	Afternoon bell - School finishes

## **Bus Travel**

Many children travel to and from school via bus each day. All parents who wish to apply for schoolbus travel will need to go to the following Transport for NSW website and complete an online application form.

<https://ssts-apply.transport.nsw.gov.au/ApplySSTS/ApplySSTS.html>

If you live in the Monia Gap area, unfortunately there isn't a public bus service. However, there is a subsidised, private 12-seater bus that is available for Rankins Springs Public School students to travel on. For further enquires, please contact the school office or email [monia.gap.bus@gmail.com](mailto:monia.gap.bus@gmail.com)

Children are expected to be on their best behaviour at all times to maximise safety for all. A Code of Conduct for bus travel is provided to all children when they apply for a bus pass.

## **Bicycles and Scooters**

In the interest of safety, children who ride bicycles must wear a helmet adhering to road safety laws. Bicycles and scooters must not be ridden in the playground and it is recommended that they be placed in the racks provided.

We cannot guarantee the safety of any bikes or scooters brought to school.

## **Change of Address**

The school must be notified when you change your address, phone number or emergency contact. This can be done in writing and sent to the office or you can phone the office with the new details.



## Computers

Computers and related technologies are having a profound effect on everyday life. Our school offers an integrated ICT program, with interactive whiteboards in classrooms and the school library.

Students in every classroom have the opportunity to explore new and powerful ways of learning. Both hardware and software are continually upgraded to ensure students keep pace with the evolving technologies. Each classroom and the library has access to a trolley of laptop computers.

## Daily Physical Education

Children participate in a regular morning fitness program (it may be excluded in times of excessive heat). Children have the opportunity to maintain and improve fitness levels while learning Fundamental Movement Skills. Activities are designed to be fun, while catering for individual performance levels.

## Enrolment Procedures for Kindergarten

Children enrolling in Kindergarten at Rankins Springs Public School must turn 5 years of age by 31st July of that year. Proof of age should be provided and a current immunisation certificate must be given to the school.

Parents and carers are advised to finalise enrolments by the end of Term 3 of the preceding year of enrolment and can contact the school for assistance.

## Evacuation Procedures

As per DoE guidelines, our school has in place a Fire Evacuation, Lockdown, Lockout and Bomb Threat procedure for all emergencies. Teachers and students practise these procedures each term. These may include a fire drill, bomb scare or any hazard to the students. The school has **ambulance cover** which entitles every child (while in NSW) to free transportation to hospital, in the case of emergencies.

## Health

The New South Wales Department of Education recommends that all children entering school be fully immunised. Your child will be in contact with many other children and infections spread easily, in these circumstances.

Before starting school it is recommended that all children have:

- \* a booster injection against diphtheria and tetanus (CDT)
- \* a booster dose of oral polio vaccine

If your child has not been immunised against measles, or even if you are unsure, the measles vaccine (which includes vaccination against mumps and rubella as well) is recommended. Immunisation is available from your local doctor, local council clinics, some community health centres and the Wagga Rural Referral Hospital. It is important to keep a written record of your child's immunisation.

## Homelearning

Our homework policy has been devised to show an awareness of current research and to reflect the wishes of the parent body.

Rankins Springs Public School, whilst encouraging students to read (or be read to) on a daily basis, do not provide formal weekly homelearning. Individual families can approach their child's teachers for suggested resources that may support the learning of those students.

Students in Years 3-6 may, at times, be asked to research information in relations to a particular topic; however the school is aware that not all students may have access to the necessary books or technology.

## Internet

Internet use is seen as another opportunity to develop our students' communication, social and information technology skills. Within the school's educational program, it is seen as a means of expanding and enriching learning experiences in all Key Learning Areas.

Our aim is to teach children to become selective and competent in the use of the Internet, while placing it within the context of other forms of learning and sources of information. All DoE computers have a high level firewall and all inappropriate websites are blocked from student use.

## Key Learning Areas (KLAs)

There are six KLA which are taught in all primary schools in NSW. These include:

- English: Reading and Viewing; Writing and Representing; Speaking and Listening
- Mathematics: Number and Algebra; Measurement and Geometry; Statistics and Probability
- Science and Technology
- History
- Geography
- Physical Development, Health, Personal Education
- Creative Arts: Dance, Drama, Music, Visual Arts

## Learning and Support Teacher (LaST)

This program provides additional assistance for students in smaller groups, on an individual basis or in classroom team-teaching. Classroom teachers liaise with the LaST regarding any difficulty a student may have and special programs are instigated to remedy the problem. The program operates throughout the year, five days a week.

## Leaving School Grounds

Entry and exit of school grounds must be made via the main gate. Students must not leave the school grounds at any time during school hours unless:

- They have a note, signed by a parent/caregiver, to say that they are allowed to leave for a special reason. Parents must come to the office to organise collection of students; or
- They are attending a sporting activity or excursion with a school group and a signed permission note has been provided.

## Library

Rankins Springs Public School has a comprehensive range of books and a computerised borrowing system. All students are members of our library and are actively encouraged to borrow books. All students attend a one hour session a week with the Librarian teacher.

## Medication

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- Notify the school
- Provide up to date information as required
- Supply the medication in the original packaging
- Complete a written request form

## Newsletter

The newsletter is available on the school website, facebook and via the school app, Sentral.

## Office hours

The school office hours are:

- 8.30 am – 3.30 pm Monday, Tuesday, Wednesday and Thursday
- 9.00 am – 3.00 pm Friday – Office is unstaffed, but the school is contactable.

## Payments

Payments can be made by cash or cheque at the front office or it is possible to make **online payments** to the school via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card, and can be made via computer, table or mobile phone. The payment page is accessed from the front page of the schools website <http://www.rankinspr-p.schools.nsw.edu.au> by selecting “\$ Make a payment”.

## Contacting the School

Parents wishing to contact a teacher by phone can contact the office 02 6966 1206. Parents are asked to call between 11.15am and 12.00noon or between 1.30pm and 2.00pm unless the matter is extremely urgent. The Principal is normally available between 10.00am to 12.00pm and then again, from 1.30pm to 3.30pm.

It is not always possible to deliver messages to students. If you require an urgent message to be given to your child, it would be appreciated if you can contact the school before 2.45pm to give the office staff enough time to organise delivery.

The mobile number: 0477 385 900.

School email: rankinspr-p.school@det.nsw.edu.au

## Playground Supervision

Children are supervised by teachers between the hours of 8.30am and 3:10pm. Students who travel by bus are supervised by staff until the buses depart from school by 3:10pm.

## Pop-Up Meetings for Parents

Different meetings are run for parents based on need/request. Some meetings have focussed on English, Mathematics, Wellbeing and the School Plan. Future Pop-Ups will be published in the newsletter. Should you feel there is a particular need for a specific theme, please contact the school.

## Positive Behaviour for Learning (PBL)

What is Positive Behaviour for Learning?

PBL is a school-wide behaviour initiative currently in use at a number of NSW public schools. It employs a whole school systems approach to address problem behaviour and reduce its effect on student outcomes and on the school community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn.

Rankins Springs Public School believes in a positive school environment which:

- encourages all students to participate in their own learning
- provides student welfare programs that support uninterrupted teaching and learning
- ensures that the school is a happy, safe, respectful place for learning and allows students to experience success each day
- supports students with special needs to be integrated successfully into the playground and classroom

At Rankins Springs Public School, students are expected to be Respectful, Responsible, and Cooperative learners. These values foster a positive learning environment for all.

Our school values and expectations are taught through weekly lessons aimed at teaching our core values – Respect, Responsibility and Cooperation. These 3 core values underpin our classroom and playground rules and influence the behaviour management in the whole school. All teachers within our school are trained in implementing PBL in their classrooms and when on playground duty.



The school merit system is designed to support and reward students who consistently display appropriate social, classroom and playground behaviour. The following are the steps involved in the merit system:

- 3 Merit or Reading Certificates = Bronze
- 7 Merit or Reading Certificates = Silver
- 10 Merit or Reading Certificates = Gold
- 10+ Merit or Reading Certificates = Principals Award

## **Religious Instruction**

Religious education is a part of the overall curriculum and instruction is given by community members, who are approved by the Department of Education.

These sessions are conducted by visiting community members and are a valued part of our overall curriculum. We offer non denomination scripture sessions towards in Term 4.

## **Reporting to Parents**

Currently written reports are provided at the conclusion of Terms 2 and 4. We hold Student, Parent and Teacher Conversation at the end of Terms 1 and 3, and parents are welcome to request an interview with the classteacher regarding any aspect of their child's progress and development at any time throughout the year. We also meet parents early in term one as part of our *Meet and Greet* as an informal way to get to know our school families.

## **School App – Sentral**

Our school has an app which you may download for your iPhone/ipad or Android.

This includes our school newsletters and notifications sent to all users to remind parents of upcoming events and notices.

See the front office for information on how to install on your device.

## **School Attendance**

Students should attend school on all occasions that school is open. When a student is absent, contact from the parent or carer explaining the absence is required. All absence are filed and details are recorded digitally.

Absences for family vacations must have the prior approval of the principal. Application forms for Exemption from Attendance/Enrolment at school are available from the front office. Please contact the principal if you have any questions.

## School Development Days

The Department of Education allows for each school to participate in 5 of these days per year. These are the first days of terms 1,2,3 and the remaining two days are flexible across the year. Our Teaching Staff use these days to receive further training and development related to the Curriculum and Departmental priorities. On such days students are not required to attend school.

## School Procedures

The school has developed procedures, in accordance with departmental guidelines in all curriculum areas, school policies and administration of the school. These procedures are available on request from the school. Community input is welcome in the review of such policies.

## Sport

All children participate in a varied sports program, where they learn the basic skills and experience game situations.

All possible safety precautions are followed and sports are modified for particular age groups.

The school participates in local, RIEN and Small Schools sporting days and carnivals throughout the school year. The school conducts the annual Round Robin in Term 3 or 4.

Rankins Springs Public School has two sporting houses; Emus and Kangaroos. Students are placed automatically into a sporting house upon their enrolment. Students with an elder household sibling, will be placed into that same sporting house as their household sibling. Students without an enrolled elder sibling (e.g. a new household) will be placed into sporting houses with a focus on equality and fairness of student-to-sporting house ratio. Historical family sporting houses will not be adhered to, due to the focus on current student enrolments, and equality and fairness of student-to-sporting house ratio.

## Sun Safe

Rankins Springs Public School can help reduce the incidence of skin cancer and the number of related deaths by encouraging all members of the school community to take effective skin-protection measures. Strategies will include the following:

- Children and staff will wear sun-safe hats to protect face, neck and ears whenever they are outside such as during recess, lunch, sport, excursions and sports carnivals.
- The **NO HAT, PLAY IN THE SHADE** rule will be enforced. Children without hats play in the designated areas. Outdoor activities will be held in areas of shade where possible.

School hats are available from P&C.

## Voluntary Contribution

A general contribution allows for the purchase of books and materials to support classroom learning. Information will be sent to parents each year advising the amount. At times, children may be asked for additional monies to cover particular expenses. Fees for excursions are kept to a minimum.

## Website

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

Our school website provides current information about all school programs. The newsletter is posted on the site each Tuesday afternoon.

