



Tomaree Public School

Information Booklet



*Quality Education & Care with
Meaningful Community
and Parental Involvement*

T.P.S. Principal: Michelle Heaney



Tomaree Public School
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INDEX

About our School	Page 1-4
Absences from School	Page 9
Afternoon Routines	Page 10
Anti-Bullying	Page 18
Assemblies	Page 13
Attendance at School	Page 8
Becoming Involved with your School	Page 15
Behaviour Policy	Page 16
Buddy Program	Page 17
Bus Code of Conduct	Page 11
Canteen	Page 14
Canteen Organisation	Page 26-27
Care of Sick or Injured Students	Page 19
Change of Contact Details.....	Page 8
Child Protection Program	Page 18
Classroom Technology	Page 22
Communication between Home and School.....	Page 13
Defence Schools Mentor	Page 22
Enrolment	Page 5
Exercise Books.....	Page 7
Excursions	Page 23
Family School Contributions	Page 8
Good for Kids Good for Life	Page 23
Homework Policy	Page 20-21
Immunisation Requirements	Page 7
Infectious Diseases of Children	Page 19-20
Lunch and Lunch Orders	Page 14
Medical Information.....	Page 18
Medication at School	Page 18
Morning Routines	Page 9-10
Our PBL Values	Page 2
Payments	Page 8
Performing Arts	Page 24
Permission Notes	Page 8

Personal Property Insurance	Page 20
Physical Education	Page 24
Port Stephens Council - Outside School Hours Care (OSHC)	Page 11
Purchasing Uniforms	Page 12
Resource Centre	Page 22
School Psychologist.....	Page 23-22
School Song	Page 1
School Stages	Page 4
School Times	Page 4
School Vision and Mission	Page 2
School Zones	Page 6
Sentral Parent Portal App Instructions	Page 27
Special Education in Ethics (SEE).....	Page 23
Special Religious Education (SRE)	Page 23
Sport	Page 23-24
Staffing	Page 3
Streets within the Tomaree Public School Zone	Page 26
Student Banking	Page 14
Student Leadership	Page 17
Student Welfare	Page 16
Students Transferring from another School	Page 7
Sunsmart Policy	Page 20
Support for Students Experiencing Learning Difficulties	Page 17
Support Unit Classes	Page 5
Term Dates	Page 4
ToPS	Page 17
Travel to School by Bus	Page 10
Uniforms	Page 12
Visitor Parking	Page 15
Visitors to the School	Page 15
Volunteers	Page 15

ABOUT OUR SCHOOL

Formerly Nelson Bay Public School, we relocated to our current site in Term 3, 1998.

Tomaree Public School is located at the Tomaree Education Centre, sharing the site with:

- Tomaree High School
- Hunter Institute of Technology – Tomaree Campus
- OSHC – Outside School Hours Care

SCHOOL SONG

*There's a school that's in Australia
The place where we belong
It's a fine place and a happy place
This one we praise in song
Here we learn the rules of every school
Where ever we may go
And every day at work or play
We'll give the best we know
We'll remember those sunny days
And the hours of happy sport
We'll remember our comrades
And the friends who learnt and taught
Though at home we are or travel far
To the north, south, east and west
We'll not forget our school days yet
In the school we love the best.*

SCHOOL VISION STATEMENT

Tomaree Public School is an inclusive learning community that is dedicated to ensuring all students are known, valued, and cared for by focusing on developing meaningful partnerships with staff, students and the school community.



OUR POSITIVE BEHAVIOUR FOR LEARNING (PBL) VALUES

❖ RESPECT

- Show integrity
- Allow others to teach and learn
- Be considerate

❖ RESPONSIBILITY

- Own your actions
- Think first, then act
- Make good choices

❖ PERSONAL BEST

- Be the best you can be
- Strive for your goals
- Have a go

CURRENT STAFF 2023

Executive Staff

Mrs Michelle Heaney	Principal
Mrs Jess Sullivan/Miss Bree Tamsett	Assistant Principal Instructional Leader & Stage 1
Ms Donna Abraham	Assistant Principal Stage 2
Mrs Jenny Baxter	Assistant Principal Stage 3
Mrs Michele Pearson	Assistant Principal Special Ed
Mrs Lisa McGowan	Assistant Principal Curriculum & Instruction

Teaching Staff

Ms Donna Abraham	Mrs Lisa McGowan
Mrs Michelle Donovan	Ms Claire Norris
Mrs Debbie Hales	Mr Corey O'Brien
Mr Lachlan Hancock	Mr Matt Parravicini
Mrs Sue Holland	Mrs Michele Pearson
Mr Peter Hopper	Mrs Sharon Rhodes
Mrs Mandy McLeay	Mrs Annie Schulz
Ms Rebecca Asquith	Mrs Rebecca O'Sullivan
Mrs Jessica Sullivan	Ms Bree Tamsett
Mrs Anney Shieb	Ms Annique Wilson
Mrs Michelle Donovan	Mrs Emma Zimmermann
Mrs Jenny Baxter	Mrs Joanne Nichol
Mrs Sarah Seagar	

Library/Teacher

Ms Helen Waldon

School Counsellor

Ms Madeline Gray

School Administrative Staff

Mrs Julie Saunders	School Administrative Manager
Mrs Deirdre Holbert	School Administrative Officer
Mrs Bronwyn Woods	School Administrative Officer
Mrs Kayla Maxwell	School Administrative Officer
Mrs Kylie Stone	School Administrative Officer

General Assistant

Mr Gary Menchin

Defence School Mentor

Mrs Debbie O'Donoghue

TSO

Mr Brett Wolfe

Aboriginal Education Officer

Nicki Ridgeway

School Learning Support Officers

Kim Kirkpatrick	Special Education
Katie McManus	Special Education
Penny Blyth	Mainstream
Sue Cocking	Mainstream
Mel Hankinson	Mainstream
Liz McLachlan	Mainstream
Susan Hopkins	Special Education
Keren Lumby	Mainstream

SCHOOL STAGES

ES1 = Early Stage 1	=	Kindergarten
S1 = Stage 1	=	Years 1 and 2
S2 = Stage 2	=	Years 3 and 4
S3 = Stage 3	=	Years 5 and 6

2023 TERM DATES FOR STUDENTS

Term 1 – 27/1/2023 – 6/4/2023	- (27/1/2023 and 30/1/2023 pupil free School Development Day) Years 1 to 6 students will start Tuesday 31/01/2023 Kindergarten students will start Friday 3rd February 2023
Term 2 – 24/4/2023 – 30/06/2023	- (24/4/23 pupil free School Development Day)
Term 3 – 17/7/2023 – 22/9/2023	- (17/7/23 pupil free School Development Day)
Term 4 – 9/10/2023 – 19/12/2023	- (19/12/2023 pupil free School Development Days)

SCHOOL TIMES

Monday – Friday

MUSIC TIME	9.27 am	Move to the COLA area
MORNING SESSION	9.30 am	Class
LUNCH	11.30 am	Eat Lunch
	11.40 am	Break for Play
	12.20pm	Assembly under COLA then class
MIDDLE SESSION	12.30 pm	Class
RECESS	2.00 pm	Break for Recess and Play
AFTERNOON SESSION	2.30 pm	Class
	2.45 pm	(Fortnightly Wednesday Assembly in Hall – <u>even</u> weeks only)
FINISH	3.30pm	Home

Fridays in Term 1 and Term 4 sport will be:

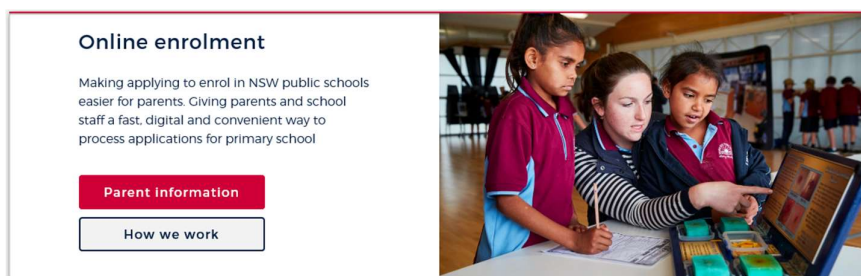
Years Kindergarten – Year 2	9.30am – 10.30am
Years 3 – Year 6	10.30am – 11.30am

Fridays in Term 2 and Term 3 sport will be:

All stages	2.30pm – 3.30pm
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ENROLMENT

Children are eligible to be enrolled in Kindergarten at any time from the beginning of the school year to the end of Term 2 providing their 5th birthday occurs on or before 31st July in that year. An enrolment application form must be completed for enrolment. These can be obtained from the school office or completed online at <https://education.nsw.gov.au/parents-and-carers/online-enrolment-for-nsw-public-schools>



We have an extensive orientation program throughout the year for the next year's Kindergarten students, which becomes more involved in Term 4.

In order to enrol your child, parents/guardians must provide the original Birth Certificate or other identity documents such as a Passport. Each Kindergarten child enrolling should also provide an Australian Childhood Immunisation Register (ACIR) Immunisation History Statement and proof of address. Copies of any Family Law or other relevant court orders should also be supplied.

Parents are asked to inform the school during Terms 3 and 4 of any anticipated enrolments for the following year.

Parents of exceptionally academically gifted students may seek early enrolment. This will only be granted after observing and testing the student following the Department of Education's guidelines for enrolment. Students may also be exempted from enrolment in special circumstances. Please contact the Principal to discuss special arrangements.

All other children can be enrolled at any time during the school year.

SUPPORT UNIT CLASSES

Our school has three support classes which cater for a range of children with disabilities and varying needs. Enrolment applications for these classes are submitted through the Department of Education offices. **Tomaree Public School does not allocate students to these classes.**

Children in support classes work on individual educational programs written by the teacher after consultation with parents and professionals (speech pathologists, physiotherapists, occupational therapists, etc).

All aspects of the child's development (physical, social, emotional and intellectual) are included in his/her program. The overall aim of each child's program is to develop the skills, knowledge and attitudes necessary to enable him/her to become an independent, contributing member of the community.

Children in these classes take part in whole school, grade and department activities where appropriate. This allows for the development of social skills, independence and friendships. It also provides opportunities for students in the mainstream classroom to gain a greater understanding of children with disabilities. Integration with mainstream classes is planned on an individual basis to reflect student interests and their individual needs.

SCHOOL ZONES

Each of the public schools in the Port Stephens area draws its enrolments from designated zones based on the child's place of residence. The school finder website-<https://schoolfinder.education.nsw.gov.au/>

All children living within the school's intake area have automatic right of enrolment at the school. A list of the streets showing the zoned areas for our school is attached to this booklet.

All new enrolments to the school must provide 100 points of proof of residential address-see table below.

2.1 Residential address check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances.

Schools that are at or nearing their local enrolment buffer as calculated in accordance with sections 9.1 and 9.2 will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this	15 each

* up to three months old

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check

If you wish to seek non-local enrolment outside your designated zone you must complete an Out of Zone Application Form and submit it to the school.

These applications will be considered if there is

- the adequate buffer required by the Department of Education to cater for future in-zone enrolments
- the availability of positions within the grade/class
- room within the school's permanent accommodation.

STUDENTS TRANSFERRING FROM ANOTHER SCHOOL

All students enrolling require a Birth Certificate and immunisation records. Students are also asked to bring a current report from their previous school and their class books if moving during the year.

Provision of these student records helps us to provide a smooth transition for your child into our school's learning programs.

IMMUNISATION REQUIREMENTS

In an effort to improve childhood immunisation rates, the NSW Government has amended the Public Health Act, 1991. The Public Health (Amendment) Act, 1992, requires parents to provide documented evidence of the immunisation status of all children enrolling in schools, Pre-schools, and child-care centres i.e. an Immunisation Certificate printed from the Medicare website.

This does not mean that immunisation is compulsory. Parents will always have the right of choice. In the event of an outbreak of a vaccine-preventable disease, parents of children who are not immunized will be informed and Health Department information sent home and parents should contact their local GP. Immunisation is recommended for all students to prevent the spread of diphtheria, tetanus, whooping cough, poliomyelitis, measles, mumps, and rubella.

EXERCISE BOOKS

The school has made the decision to provide each student with all the exercise books/scrap books that they will need for the school year. This decision was made to cut the cost to families and to ensure that each child is given the correct work books specific to their year group. Each stage requires particular sized exercise books as they vary in line width and book size; pencils vary in size and hardness – all depending on the grade.

You will be required to provide some general stationary items such as pencils, pens glue sticks and rulers. Class teachers will give you a list of items needed at the beginning of the school year.



FAMILY SCHOOL CONTRIBUTIONS

The school voluntary contribution at Tomaree Public School is in line with NSW Department of Education guidelines. These funds contribute to our school budget to ensure that high quality educational programs are provided for all students. Family school contribution funds are expended on additional classroom resources needed to create a more stimulating learning environment for all students such as additional practical consumable items. Although voluntary, your support of the school in paying this contribution is greatly appreciated.

Our family contribution is \$20.00 if only one child in the family is enrolled at Tomaree Public School or \$30.00 total for the family if 2 or more children are enrolled at our school.

A receipt will be provided to acknowledge your payment.



PERMISSION NOTES AND PAYMENTS

The school uses School Bytes for all online permission notes that are sent directly to you via email.

The online form will contain all information about the activity or excursion including the date, the venue, the cost with the final date for payment, as well as a section for you to complete and sign. By completing the mandatory fields you are giving your consent for your child to attend. Students will not be permitted to leave the school if permission has not been granted by the parent.

When permission is required for a student activity that requires payment, such as an excursion, the online permission note that has been emailed will include a link at the bottom to a secure payment site. Payment due dates are extremely important and need to be strictly adhered to, as each event needs to be thoroughly planned and risk assessments need to be completed to meet department guidelines.

EFTPOS and credit card facilities are still available before 2:00pm at the office.

Unfortunately, we are unable to take payments over the phone.

CHANGE OF CONTACT DETAILS

To allow the school to care for sick or injured students it is vital to have current parent/carer and emergency contact information. Please notify the office if there are any changes. Don't forget to ensure we have current work contact phone numbers as well. This information will then be updated on our computer systems.

ATTENDANCE AT SCHOOL

The Department of Education strongly reinforces the importance of regular school attendance and schools are required to be diligent in tracking absences and ensuring that students attend regularly. Students should attend every day unless they are ill, during a family crisis or on authorized leave. The expected attendance rate for students is 95%.

Seven days absent every term will equal a whole year by the end of a child's primary school life. This is a substantial loss of learning time.

We thank you for your co-operation in this matter and remind parents that school attendance is compulsory and bound by Legal Acts.

ABSENCES FROM SCHOOL

If your child is away from school you will need to notify the school of the reason for the absence. It is a legal requirement that we have an explanation for all absences.

All students who arrive late or need to leave early must be signed in and out through the office and may only leave the school grounds with an authorised person. If your child is late to school they need to come to the school office first for a late note. If leaving school early, the person who is collecting them must come to the office to meet their child.

For unexplained student absences, an SMS message is sent to the parent's mobile phone on the morning of the absence. You are able to 'reply' via SMS with the reason for the absence.

SMS message will also be sent to the parent's mobile phone notifying if a student is late to school and is not accompanied by a parent. The parent can 'reply' via SMS the reason for the late attendance.

Families planning extended leave for travel can complete an Application for Extended Leave - Travel. An Application for Exemption from Attendance/Enrolment at School is also available for exceptional circumstances. Please contact the school office to obtain either form to complete. These applications must be returned to the school office for the Principal to sign and return the parent's section before your departure. Please ensure that if you are travelling interstate/overseas, the appropriate documentation accompanies the application.

MORNING ROUTINES

Statistics show that the safest means of transport is via the school bus.

- Our students disembark in bus bays 4 to 7 and walk along the front path into school.
- The Keel Street gate entrance to school is locked after 9.30 am and is reopened at 3.28 pm. Anyone wishing to enter the school from 9.30 – 3.30 pm will need to use the main school entrance.
- Students should not arrive at school before 9.00 am as there is no supervision until this time. On the rare occasion that a child does arrive at school before this time, they must sit quietly in a sheltered area until the teacher on duty commences supervision at 9.00 am.
- On arrival (after 9.00 am) children place their school bag outside their classroom or a designated class area and go and play in the playground.
- At 9.25am music will instruct all students to line up at their classrooms. The morning messages are given via TEAMs.
- Gates are locked at 9.30. Students who arrive to school after 9.30 am must go to the office for a late arrival pass before going to class.
- Children walking to school are encouraged to walk in groups and, where necessary, cross the road as a group. It is recommended that families walk the route with children to identify the safest route to follow (e.g. where to cross the road, use of paths, etc) prior to children walking alone.
- Parents driving children to school may stop and drop them in bus bays 1 to 3 between 9.00 am and 9.30 am. You may either stay in the car or within 3 metres of the car. You are only allowed in this area for a maximum of 2 minutes before 9.30 am.
- Parents wishing to park and walk with children to the internal school gate MUST park outside the school grounds e.g. Tomaree Aquatic Centre carpark or on Bagnalls Beach Road.
- Parents are not permitted to park in Keel Street or Cabin Close, in either the morning or afternoon, to drop off or collect children. This was an agreement made by Port Stephens Council, Tomaree Public School and residents for the safety of our children. It is enforceable through the Port Stephens Council Road and Safety Ranger and fines may be issued by the Council.
- The Keel Street gate is locked at 9.30am sharp.

- Scooters or skateboards are not allowed at school for children under ten years of age. Children younger than this do not display sufficient road sense to ride to school without adult supervision, particularly on busy roundabouts.
- To reduce the risk of an accident students riding bicycles are asked to use the following guidelines:
 - Use bicycle tracks where provided.
 - Children must walk with their bike once inside the school gate.
 - BIKE HELMETS, a knowledge of road rules and a well maintained bicycle are safety essentials.
 - Children must secure their bike to a bike rack. The school is not responsible for lost or stolen bikes, helmets, etc.

AFTERNOON ROUTINES

- Children travelling by bus must assemble under the COLA in bus lines. Teachers escort them onto the buses.
- Families who drive children home are asked to park:
 - In the staff car park where you will need to reverse into the parking space. (spaces will be available when High School teachers leave at the end of their day at 2.45 pm - except for Wednesday afternoons when Tomaree High School teachers have afternoon meetings);
 - in Bus Bays 4-9;
 - in the pool car park; or
 - on Bagnalls Beach Road.
- Gates will be open at 3.28pm in the afternoon and parents can come on grounds to meet their children at their classrooms.
- During COVID restrictions Level 3 and above, children can be collected from the front gate or the Keel St gate at 3.25pm (ES1 & S1) and 3.30pm (S2 & S3). The front gate and the Keel St gate will not open until this time.
- Supervise your children on the very busy school road and in the car park.
- Demonstrate good road safety by using the pedestrian crossing at all times.
- It is not acceptable for parents to wait in cars and have children walk to them.
- Children walking home independently may leave the school via the Keel Street exit after the bell rings. They are encouraged to use paths, pedestrian crossings and refuges at all times. Where possible, children should walk in groups.
- Children riding a bicycle are supervised at the gate by a teacher. They must be wearing helmets at all times.

TRAVEL TO SCHOOL BY BUS

All students in Kindergarten, Year 1 and Year 2 may travel to school free of charge by bus if going directly from home to school and returning to their home address in the afternoon. You must first submit an online application for an Opal Card for your child. A new application is required whenever a student changes address or changes schools.

Students in Years 3, 4, 5 and 6 who live less than 1.6 km radius from school are not eligible for free bus travel to school. Complaints of misbehaviour on buses must be directed to the bus company as they are responsible for the control of children in their care on the buses. As a matter of course the school can also be contacted as the school expects a standard of behaviour to be maintained whilst students are in school uniform.

To obtain an Opal Card for school bus travel you should complete the following steps.

Step 1:

Complete the application online at: transportnsw.info/school-students

Step 2:

The school receives an email to confirm the home address and approves the application online. Once approved, the School Opal Card will be sent to the address that you provided on the application.

If you have any difficulties in applying for an Opal Card please visit the Transport NSW

Website: transportnsw.info/school-students or phone 131 500.

BUS CODE OF CONDUCT

A full copy of the Ministry of Transport's Code of Conduct can be found on the website: www.transport.nsw.gov.au. Parents must explain the Code of Conduct to their child and the child must agree to abide by the code. To ensure the safety and the comfort of other passengers, students will:

- Behave safely at all times.
- Respect the needs and comfort of other passengers.
- Behave appropriately at all times (e.g. no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus).
- Protect bus property and report any vandalism.
- Show their Opal cards to the driver on boarding and when requested.
- Only use the Opal card for its intended purpose.
- Maintain possession of the Opal card at all times.
- Follow the driver's instructions about safety on the bus (e.g. instructions on where to sit).
- Adhere to the law that bans smoking on buses.
- Only eat or drink (other than water) on the bus with the written permission of the operator.
- Keep arms, legs and other parts of their bodies inside the bus. Only attract the attention of the driver in the case of an emergency.

If students do not abide by the Code of Conduct, the bus company can invoke a bus suspension.

PORT STEPHENS COUNCIL OUT OF SCHOOL HOURS CARE (OSHC)

Our school is also a site for before and after school care which is provided for children attending school between the ages of 5 to 12 years and is run by Port Stephens Council.

The hours of operation are 6.30am – 9.00am and 3.30pm – 6.00pm. Vacation Care is also available in the school holidays.

For more information phone the Port Stephens Council on 02 4988 0308 between the hours of 9.00am – 4.30pm Monday to Friday or email childcare@portstephens.nsw.gov.au.

Further information can also be found on the website - www.portstephens.nsw.gov.au.



UNIFORMS

Unisex: Blue school shirt
Yellow sport shirt
Sports shorts
Track pants
Bomber jacket
Rainproof jacket
Rain poncho
Black leather shoes/ black joggers

Boys: Blue shorts
Blue cargo shorts
Blue trousers
White socks

Girls: School skirt
Netball sports skirt
Blue Shorts
Bootleg trousers
White socks

Note:

Fully enclosed footwear must be worn at all times for WH&S reasons. A school hat is required when outdoors in uncovered areas. Sport uniform is worn by all students on Fridays with joggers.



Summer Uniform



Sports Uniform



Winter Uniform

Please label all clothing with your child's name to avoid loss.

New branded uniform samples (featuring the dolphin PBL logo)





PURCHASING UNIFORMS

Our uniforms are available from Lowes store, located at the Salamander Shopping Centre, Salamander Bay. School hats are also sold through the school canteen.

A "Second-hand uniform" cupboard can be accessed any time through the office and is located in the sick bay. All items are sold for a minimal fee.

A copy of the School Uniform Policy can be obtained from the website or the school office

COMMUNICATION BETWEEN HOME AND SCHOOL

As we believe that education is a partnership between home and school it is important that teachers and parents regularly communicate with each other. We have a number of ways that this can happen.

Newsletters

Tomaree Public School's fortnightly Newsletter is the most important way that we communicate to parents what is happening fortnightly in our school. It is essential for parents/carers to read our Newsletter to find out what has happened, what will happen, important dates, educational issues and community events. Our Newsletter is put onto the school's website as well as being emailed to parents/carers. *Please ensure you read it carefully.*

Sentral Parent Portal

The Sentral for Parents app allows you to monitor your child's school journey simply and efficiently. Through this portal you can manage your child's absences, receive school notifications, links to our newsletter, receive semester reports and book formal parent/teacher interviews. You will also receive alerts to check your emails or posts that go out on Facebook.

To set this up you will need to download the app, create an account with your email address and an access key from the school. (See the attached sheet at the back of this booklet for full instructions)

School Website/Facebook

Our website address is <https://tomaree-p.schools.nsw.gov.au> and a Facebook page is available to provide another way for parents/carers to keep up to date.

Reports

Written reports on your child's progress are emailed home twice a year. Parent /Teacher Interviews are held at the end of term 2. At times during the year there may be formal interviews or Learning Support Team meetings requested with parents/carers to inform you of your child's progress.

We encourage parents/carers to contact their child's teacher if they ever have any concerns about their child at home or at school. This can easily be done by phoning the school office and leaving a message for the teacher to arrange a suitable appointment time.

ASSEMBLIES

Assemblies are an important part of our whole school organisation. The coming together of students is vital to developing relationships, co-operation and cohesiveness across grades and classes as well as providing an opportunity for classes to share the work that they have been doing. Our parents, guardians, grandparents and friends are welcome to attend when COVID restrictions are not in place.

Assemblies are held fortnightly on Wednesday afternoons from 2.45 – 3.25 pm. They continue every even week of the school term until the end of the year.

Each class is given the opportunity at the assembly to present something they have been working on in class such as pieces of art, a song they have learnt, writing etc. Your child will let you know when their class is presenting.

We also have an award called the Principal's Award. Each class will be able to decide upon a Principal's Award winner once a month. The students and class teacher nominate students who consistently demonstrate the values of Tomaree Public School. Once the nominations have been decided upon, the class will vote and the successful student will be presented with this award at assembly on the Wednesday. If your child is lucky enough to be chosen for a Principal's Award you will be notified with a letter or email by the classroom teacher. The recipients of the Principal's Award will be invited to have afternoon tea with the Principal in the term that they receive the award. Merit cards are presented at each assembly to the students, with Certificates of Merit awarded at the end of term assemblies.

CANTEEN - LUNCH AND LUNCH ORDERS

The school canteen is run by the P&C Association and is managed by a paid supervisor and volunteers. It is open for lunch every day. The canteen has gained their Great Choice badge by fulfilling the NSW Healthy School Canteen Strategy Food and Drink Criteria. Menus are updated each term, with copies sent home with students. Menus are also available from the canteen and on the school website.

Volunteers are always welcome to assist in the canteen. Assistance does not have to be on regular day and can be anywhere between the hours of 9am – 12pm. If you are interested in volunteering please complete the Volunteer form on page 29 of this booklet.

Lunch is eaten in class groups to maintain high standards of hygiene and to encourage good manners.

Lunch can be ordered through the school canteen. The preferred method for ordering is via an App called Flexischools. This is a quick and easy way to order lunches at any time. It provides real time data on food availability and the safety and convenience of Flexischools can be found on the included flyer.

All lunch orders will be collected by a class representative and delivered to the classroom at the start of lunch for distribution to students.

The cash free way to pay

Paying for lunches is now safer and hassle free.

With Cashless Cards there's no need for students to bring cash to school.

REGISTER

- 1 Go to www.flexischools.com.au and select the **REGISTER** option and enter your email address.
- 2 You will be sent a registration email. Click on the link in the email to complete the registration.
- 3 Fill in your details on the Registration Form and click "submit".
- 4 Add your students, selecting their school, year and class. Add their card and give them a login to check their balance.

TIPS

- Top Up Your Account**
Add funds by choosing to top up with Visa, Mastercard, PayPal or direct deposit.
- Set Automatic Top Ups**
Link your credit card or PayPal to make top ups automatic, ensuring funds are always available.
- Set Spending Limits**
Visit your student's profile page to set a daily spending limit.
- Need Help?**
Email Flexischools on help@flexischools.com.au for assistance or call 1300 361 769.

flexischools.com.au

BECOMING INVOLVED WITH YOUR SCHOOL - P&C (Parents & Citizens) Association

P & C Meetings: Thursday- Weeks 4 & 8 of each Term 5.30-7 pm via Zoom

All parents and interested citizens are encouraged to attend these meetings to contribute to the development of our school. Following P&C discussion, parent opinion is presented by your representative in the whole school community. All in attendance at a meeting are encouraged to express their views or raise an issue for discussion. Membership is \$1.00 and this confers voting rights.

VOLUNTEERS (during COVID-19 volunteers are not permitted)

Parents are invited to provide regular assistance for a number of classroom and school activities as indicated by each individual teacher. There are many areas where assistance maybe requested such as in reading, Mathematics, publishing, sports, excursions and occasional working bees. We have a Volunteers' Handbook and Code of Conduct available to assist parents in understanding the role of a volunteer at Tomaree Public School.

All volunteers, including parents driving children other than their own to sporting venues, must have an official Working With Children Check completed prior to volunteering at our school (information in the Volunteers' Handbook) in line with the most recent legislation.

VISITORS TO THE SCHOOL (during COVID-19 visitors to the school are limited)

All visitors to the school are asked to report to the office, in Administration Block G. All staff and visitors wear an identification badge to show that they have a right to be on site. With such a large complex it is important that children are able to distinguish strangers from people who "belong".

It is also necessary for visitors to sign in at the office as with the NSW Health QR Code as well as with the school as in the event of an emergency evacuation, we must be able to account for all visitors and staff on site. Visitors are made aware of our WH&S procedures when signing in at the office.

VISITOR PARKING

The staff carpark and roads within the school site are controlled by Port Stephens Council.

Their Ranger makes spot checks and fines are imminent if you are parked in the wrong place or doing the wrong thing.

During the day visitors to our school are able to park in bus bays 1 to 7 between 9.30 am and 1.30 pm. The "Stop and Drop" zone is at bus bay 1-3 between 7.30—9.30 am.

NO PARKING in the yellow zone at any time without authorisation (opposite side of the road to the bus bays), or the Special Education parking area.

Please note that road safety signs are provided to assist you with our routines.

Boom gates operate in the staff carpark on school days between 7.00 am and 2.40 pm. Entry must be authorised. After 2.45 pm the boom gate opens and parents are able to park in the carpark – if there are available spaces only. Please reverse into spaces in the car park.

Student Safety Is Everyone's Responsibility



STUDENT WELFARE

Student Welfare procedures at our school reflect the right of all children to be successful learners and the need for children to be provided with effective teaching and learning to become self-directing, responsible citizens. To achieve this, the following are considered necessary:

- An environment where each child feels happy and safe.
- An environment where each child is valued and has a sense of personal dignity and worth.
- An environment that provides opportunities for responsible decision making by children.
- Programs which recognise and challenge the different needs and talents of children.

Programs specifically designed to develop these ideals include:

- Individual goal setting
- A Whole School Welfare and Discipline Policy
- Seasons for Growth
- ToPS Program
- Buddy Reading Program
- Personal Development Program
- Student Leader Program
- Student Representative Council
- A broad curriculum to promote academic, cultural and sporting talents
- Positive Behaviour for Learning (PBL).

BEHAVIOUR POLICY

Staff negotiate a code of behaviour for the classroom and school based on our values. Students who choose not to respect this code will be required to discuss their behaviour with staff. This provides students with the opportunity to explore behaviour options and the consequences of their behaviour.

Tomaree Public School's Behaviour Policy is based upon our shared values and beliefs and the following:

- Every child has the right to learn in an optimal learning environment.
- Every child is responsible for his/her own behaviour.
- Students, parents, teachers and executive staff are partners in the implementation of our policy.
- Students are provided with clear expectations for their behaviour.
- Students are encouraged to value and respect themselves and their peers.

Our approach to discipline is calm but firm. Emphasis is placed on disapproval of the child's actions, not the child himself/herself. Disciplinary action taken is immediate and parents are involved early so that the problem is not allowed to escalate.

Student achievement and good citizenship are recognised throughout the year, with merit certificates presented at school assemblies.

BUDDY PROGRAM

Kindergarten students are supported by their buddies until they develop confidence and become familiar with school routines. The buddies are Year 5 students who are trained to support Kindergarten children in the playground in their first weeks of school.

ToPS LEADERSHIP INITIATIVE

Tomaree Public School commenced a student leadership initiative in 2013 called ToPS. Through this program students will develop leadership, management, interpersonal and communication skills. They will use these skills to organise engaging and fun playground activities, to assist and nurture younger students by modelling correct behaviour, and to foster a "Big Looks after Little" culture across the school.



STUDENT LEADERSHIP

Tomaree Public School has ten members of the Student Executive. Voting takes place in term 4 of the previous year. Students undertake leadership training activities in preparation for the nomination and voting procedures. The Student Executive are announced at the end of year Presentation Day.

Classes in Stages 2 and 3 have two Class Representatives. One boy and one girl from each class are voted to be the representatives. These students take on a variety of roles within the classroom.

Tomaree Public School has a Student Parliament. The parliament consists of the Student Executive, acting as Ministers for various portfolios.

All Stage 3 students and the Stage 2 Class Representatives are the Members of Parliament. The parliament meets twice a term and provides students with a forum to discuss issues they feel are important.

Decisions are voted on and the Ministers are then responsible for taking the issue to the co-ordinating teacher to act upon. Another aspect of Student Parliament is to decide on the charities to be supported each term.

Year 6 students also have the opportunity to be sports house captains and vice captains, flag monitors, and bus monitors. These are seen as positive opportunities for senior students to have a chance to be leaders of our school.

SUPPORT FOR STUDENTS EXPERIENCING LEARNING DIFFICULTIES

A Learning and Support Teacher (LaST) is employed to cater for the needs of children having difficulties with literacy/numeracy skills, behaviour and transition to school.

Children who enter this program work in a small group or individually to support their learning and increase confidence. Teacher nomination and assessment are used to select participants for the various programs.

The LaST teacher may also work with children in an Enrichment program, designed to extend and challenge students in specific curriculum areas.

Program participation will be reviewed regularly. A number of support programs and initiatives are co-ordinated through the School Learning Support Team.

CHILD PROTECTION PROGRAM

The Department of Education's Child Protection Program is implemented from Kindergarten to Year 6. The Child Protection Program is implemented with the Personal Development curriculum which involves teaching in such areas as self-esteem, interpersonal communication, assertiveness, feelings, values, decision-making, gender stereotypes, sexuality and relationships. Child Protection education addresses all forms of child abuse including sexual assault, physical abuse and neglect and emotional abuse.

The program is based on the following three steps:

- **NO** - children saying "no" assertively to unsafe/uncomfortable situations, "I don't like it when you..."
- **GO** - leaving the situation
- **TELL** - telling someone in your network of friends or carers who can help you.

The program provides the children with opportunities to recognise the body's warning signs, eg pounding heart, shiver down the spine, etc and to provide them with strategies to cope with unsafe situations.

If you have any concerns you wish to discuss, please contact the school to talk with your child's teacher or a member of the executive staff.

ANTI BULLYING

The school implements a K-6 Anti Bullying Program in classrooms to increase awareness and promote strategies for students to implement. Parents are encouraged to read the Anti-Bullying brochure provided and contact the school immediately with any concerns.

This can be located on our school website –

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

MEDICAL INFORMATION

MEDICAL ACTION PLAN

An action plan needs to be developed for students with a serious medical condition to be available for emergency situations, e.g. asthmatic, diabetic, anaphylaxis. Each medical plan must be signed by the family or treating medical practitioner. Please help us to help your child by completing a plan and advising the school of any changes to your child's condition.

Children may carry their asthma puffers. Puffers need to be clearly labelled with the child's name and class.

MEDICATION AT SCHOOL

For the safety and welfare of all students we need the co-operation of all families to ensure that medication is taken by students requiring it and by no other student.

- **CHILDREN REQUIRING REGULAR OR CONTINUING MEDICATION**

Parents of students with an ongoing medical condition requiring prescribed medication are asked to discuss this matter with the Principal on enrolment or when a student's medical status changes. Parents need to complete a Medication at School Application.



- **CHILDREN REQUIRING SHORT TERM MEDICATION**

All medication must be clearly identified and labelled by your pharmacist with the student's name and correct dosage. A note or medical certificate explaining the medication should be included.



All medication will be taken to the office for storage as the child arrives at school daily.

We ask parents to organise medication patterns to fit in with our break times of 11.30 am - 12.20 pm or 2.00pm- 2.30 pm if possible.

No more than ONE DAY'S medication is to be stored at the school, unless organised in advance. We recommend that, where possible, short term medication be organised outside school hours.

CARE OF SICK OR INJURED STUDENTS

If your child is sick at home in the morning please do not send them to school. If they are sick, they are better off being at home as we do not have the facilities to look after sick children for extended periods of time.

Students who report to their teacher that they are injured or sick may be sent to the office, where they are attended to by office staff. Minor wounds will be cleaned and covered with a bandaid or elastoplast dressing. Parents or emergency contacts will be called immediately if the student's condition warrants this action, or they will be returned to class following treatment. Up-to-date contact numbers for parents and your child's emergency contacts are essential so we can arrange to send your child home. Students waiting for parents will rest in a clinic monitored by a surveillance camera, or attended by school staff if necessary.

School staff regularly train in anaphylaxis, CPR and emergency care procedures. In addition, the school contributes to the NSW Ambulance Scheme to cater for emergency situations for our students. Therefore parents are not required to pay for an ambulance call-out fee for students enrolled at our school. We are not covered for ambulance call-outs for staff, parents or siblings not enrolled at our school.

INFECTIOUS DISEASES OF CHILDREN

During the time your child is at school they may well contract one or more infectious diseases common to children. If children do contract the following illnesses they have to be away for the time indicated below:-

MEASLES

Patient excluded from school for at least 4 days from the appearance of the rash or until a medical certificate of recovery is produced.

GERMAN MEASLES (Rubella)

Exclude for at least 4 days after the rash appears. Contacts are not excluded.

WHOOPING COUGH

Exclude until the first 5 days of a special antibiotic has been taken. Contacts not excluded.

MUMPS

Exclude until your child is fully recovered or 9 days after onset of swelling. Contacts are not excluded.

RINGWORM

Patient excluded until the day after the appropriate treatment has begun.

IMPETIGO (Septic/School Sores)

Patient excluded if sores on exposed surfaces such as face, scalp, hands or legs. Student may return to school once antibiotic treatment has started. Sores should be covered with watertight dressings.

INFECTIOUS HEPATITIS

Return to school on receipt of a medical certificate of recovery or on subsidence of symptoms when there is no medical certificate available. Contacts are not excluded.

STREPTOCOCCAL INFECTION (including Scarlet Fever)

Exclude at least 24 hours after treatment has begun and the child is feeling better or until a medical certificate of recovery is produced. Contacts are not excluded.

GLANDULAR FEVER (Infectious Mononucleosis)

It is not necessary to keep your child away from school from the point of view of infection but some children with Glandular Fever are too sick to attend school.

CHICKEN POX (Varicella)

Exclude for 5 days from the onset of the rash and the blisters have dried. Contacts are not excluded.

ACUTE CONJUNCTIVITIS

Excluded until discharge from eyes has ceased.

SCABIES (The Itch)

Excluded until the day after appropriate treatment is begun.

HAND FOOT AND MOUTH DISEASE

Exclude until the blisters have dried.

GASTROENTERITIS

Exclude for at least for 24 hours after diarrhoea stops.

These guidelines have been obtained from the NSW Health website under Infectious Diseases of Childhood.

Please advise the school if your child/ren contracts any infectious diseases. This is so an announcement can be placed in the newsletter for other parents to keep an eye out for symptoms in their child/ren.

SUNSMART POLICY

To protect your children a Sunsmart Policy approved by the School Council has been implemented. The policy states:

“That children will be required to wear a school wide-brimmed hat when outside all year round. Those children without the hat will be required to remain in shaded covered areas. When enrolling a child at our school parents will be requested to purchase or provide the school hat.

Parents will be requested to provide and encourage the use of a broad spectrum SPF 30+ water-resistant sunscreen and appropriate clothing.”

School hats are available at the School Canteen or LOWES retail outlet at Salamander Shopping Centre.

PERSONAL PROPERTY INSURANCE

The Department of Education does not provide insurance for injury or loss of personal property at school, eg glasses. Parents can arrange this insurance privately. It is, however, often part of private Health Insurance policies, so parents are advised to check their private health cover before purchasing separate insurance.

HOMEWORK POLICY**DOE NSW Guidelines****1. Objectives - Policy statement 1.1**

Schools, in consultation with their communities, are required to develop a school homework policy relevant to the needs of their students 1.2

School homework policies must be communicated to staff, students, parents and caregivers, particularly at the time of student enrolment 1.3

Homework will be educationally beneficial and will meet the realistic expectations of students, teachers, parents and caregivers.

Tomaree Public School Homework Policy

Rationale

Homework is considered valuable when it is undertaken in partnership between home and school and when it provides parents with an opportunity to be part of their child's formal learning. Practices will aim to reflect the needs of families and support students' classroom learning.

Homework aims to:

- encourage students to take responsibility for their learning;
- develop appropriate work and study habits at home.
- support and reinforce learning which has already occurred at school; and to
- involve parents in, and provide specific information about classroom learning.

Roles of Teachers, Parents and Students

The role of the teacher is to:

- prepare meaningful homework which is related to classroom learning;
- ensure that the amount of set homework may be reasonably completed in the time allowed;
- ensure that both students and parents are aware of teacher expectations;
- mark homework regularly and provide timely feedback to students.

The role of the parent is to:

- provide where possible, a time and place for homework and study;
- support students where possible, in completing homework;
- encourage children to read;
- check that homework is completed;
- communicate with teachers any concerns about homework.

The role of the student is to:

- take responsibility for completing homework and submitting it in the given time frame;
- show their homework to parents and have it checked.

Guidelines

- Homework is not a compulsory activity.
- Students will not be punished or discriminated against for not completing homework, however, some teachers may offer simple incentive systems.
- It is not expected that students undertake homework every school night.
- It is not expected that students undertake homework over a weekend.
- Homework for stages 2 and 3 should be set on a weekly or fortnightly basis.
- Teachers should consider the individual ability of students when setting homework.

Types of Homework

- The main focus for Kindergarten is to practise reading.
- The main focus for Stage 1 students will be to practise Reading, Spelling and Mathematics.
- The main focus for Stage 2 and Stage 3 will be reading and revision in English and/or Mathematics.
- Homework should contain opportunity for student choice.
- Homework may include extension or remedial activities through arrangement with student and parent.
- Homework may include a project or long term assignment/ speech, but this will not exceed one per semester.

- Homework should be directly related to content covered in class and not include photocopied pages out of a textbook. New content will not be introduced via homework.
- Homework should reflect a consistent approach across each stage.

RESOURCE CENTRE

One of the shared buildings in the Tomaree Education Centre is our Resource Centre. This incorporates a library and computer laboratories.

Library: Students are able to visit the library at lunch time Monday to Friday to read and exchange books, participate in activities or use a computer.

K—2 classes have a weekly class lesson to introduce them to the library. Students need a cloth bag to transport books to and from school.

Years 3—6 classes visit the library for co-operative lessons with the librarian and class teacher to develop research skills.

Computer Laboratories: There are four computer laboratories with approximately 15 computers in each. Class lessons are held to develop computer skills across the curriculum.

CLASSROOM TECHNOLOGY

All classrooms have their own computers which are linked to a central network with access to email, internet sites, various software and data bases. Interactive technology is installed in all classrooms. There are two connected classrooms with video conferencing facilities on site.

Stage 3 have a bank of 40 laptops, Stage 2 have 20 laptops and Stage 1 have recently received 12 laptops to use within the classrooms.

School provides a range of online learning tools for homework and School subscriptions such as Sound Waves. Login and access details will be provided by the classroom teacher to students to take home.

DEFENCE SCHOOL MENTOR (DSM)

The DSM program is funded by the Department of Defence and provides support to children of the Australian Defence Force members, especially during times of postings and deployments.

Our DSM, Mrs Debbie O'Donoghue, is employed by Tomaree Public School to:

- Provide the initial contact for new parents to the school and help with enrolment.
- Help new families with information regarding the local community, sports, etc.
- Assist with the Kindergarten Orientation Program.
- Co-ordinate a welcome BBQ for new families.
- Provide a regular coffee afternoon each term.
- Assist with the education programs for new students where applicable.
- Support children whose parent is on deployment.
- Provide information from the Regional Education Liaison Officer (REDLO) and Defence Community Organisation (DCO) when appropriate.



SCHOOL PSYCHOLOGIST

Our School Psychologist, Ms Madeline Gray, is at the school on Monday, Thursday and on the Wednesday of even weeks.

The school Psychologist service is a supportive consultative and resource service to schools.

School Psychologists are trained to diagnose, assess and aid children, parents and teachers in order to overcome problems encountered at school and at home.

If parents would like their child to see the school counsellor a Psychologist referral form will need to be completed and returned to the school. These forms can be obtained from the school office.

SPECIAL RELIGIOUS EDUCATION (SRE)

Visiting clergy and lay persons provide half an hour of Roman Catholic or non-denominational Protestant instruction each week. At Easter and Christmas, a whole school service is conducted by the Ministers from the Combined Churches for all students.

Parents who would like their child to participate in SRE, should nominate the relevant scripture lesson on the school enrolment form. Options include General and Catholic Scripture.

Non-Scripture is offered to students who do not participate in General/Catholic Scripture or Special Education in Ethics (SEE).

SPECIAL EDUCATION IN ETHICS (SEE)

SEE is available for children as an alternative to Scripture/Special Religious Education (SRE). Primary Ethics hopes to develop skills in identifying ethical issues, moral reasoning and listening. It aims to help children think widely and critically in exploring reasons and developing arguments. Primary Ethics is the Department of Education approved provider of Ethics in schools. Primary Ethics is run by trained volunteers and only remains an option if there are enough volunteers to teach.

Currently Primary Ethics is offered to Stage 1 and Stage 2 students each week.

Parents who wish to nominate their child for Ethics classes should do so on the school enrolment form. Withdrawing from Ethics classes can be done at any point, by writing to the school.

Ethics classes are run based on the availability of volunteers. If you are interested in becoming an Ethics teacher and can spare a couple of hours each Thursday for a full year, please contact the school. All training and materials are provided.

GOOD FOR KIDS GOOD FOR LIFE

This program promotes healthy eating and physical activity for children.

Crunch & Sip is an agreed time during normal classroom activities each day when students and their teacher can eat a piece of vegetable or fruit in the classroom. Students can also have a clear water bottle in the room which they can access throughout the day to prevent dehydration and to encourage water as the main drink. Students are also involved in at least two hours of mandatory physical activity per week (including sport and PE).



EXCURSIONS

Throughout the year excursions are planned to stimulate children's learning through first-hand experiences.

Information and permission notes regarding excursions and other school activities are emailed to parents as they occur. For excursions that require payment a link will be included in the email. Information will also go out on Class Dojo and the Sentral Parent Portal.



SPORT



All students are encouraged to participate in sport and to develop positive attitudes towards sport as a leisure activity.

A variety of sports are offered to the students in Years 3 - 6 (according to season): swimming, cricket(Kanga), basketball, aerobics, netball, soccer, softball, T-ball, hockey, gymnastics, touch football, tennis, cross country running and athletics. The school holds carnivals in swimming, athletics and cross country

running. There are opportunities for talented children in these sports to compete at higher levels at Zone, Regional and State level. There are also opportunities to compete as a school in various State Knockout Competitions against other schools in NSW.

A two week intensive learn-to-swim program is offered to our Year 2 students (and non-swimmers in Years 3-6 if numbers permit) towards the end of the year. We also have swimming as part of the primary sport afternoons during Term 4.

Parents are urged to advise the Principal and sport co-ordinator immediately if, for any medical reason, their child cannot participate in sport or where participation needs to be restricted.

Sport is held on Friday. Primary sport often involves walking to the sporting complex. Children in K-2 participate at school in a range of skill development activities.

The school is organised into four houses for intra-school sporting competition. These houses are named after local landmarks and historical names.

They are:

NELSON	TOMAREE	STEPHENS	YACAABA

Upon enrolment, students are placed in a house by the sport co-ordinator. They stay in the same house for the duration of their time at this school. Members of the same family are allocated to the same house. Teachers are also allocated to a house as house patrons.

PHYSICAL EDUCATION

All classes participate in regular fitness sessions. Included are game skills, cross country running (endurance), relays, agility activities and dance.



PERFORMING ARTS

(Some of these activities are currently on hold due to Covid 19 restrictions. These programs will be modified to comply with current Covid 19 restrictions, set by the Department of Education)

MUSIC: There are choirs and a specialised Vocal Ensemble. Performances are organised at various community and school events including ANZAC Day, Music Festival, etc.

BAND: In 1996 a school concert band was established. Unfortunately, this is only possible as a user pay program. Using their own or hired instruments, students participate in after-school, small group instrument lessons. Most weeks they participate in a band rehearsal in school hours.

Included in the band - trumpet, trombone, saxophone, clarinet, flute, percussion, guitar instruments, drums and keyboard.

Any questions relating to the band can be directed to the Band Director. Music tuition and instrument hire are available.

DANCE: There are junior and senior dance group opportunities through special activities during the year.



STREETS WITHIN THE TOMAREE PUBLIC SCHOOL ZONE

Albacore Dr	Dirigeree St	Laman St	Sandy Point Rd	The Porthole
Bagnall Beach Rd	Dockside Ave	Louarna Cl	Saratoga Ave	The Quarterdeck
Bass Close	Donald St	Luderick St	Seagrass Crt	The Watchtower
Bayview St	Drummer St	Magnus St	Seahorse Cl	The Yardarm
Beenong Cl	Drungall St	Mako Pl	Seaham St	Thompson Pl
Bellingham Cl	Duran St	Manung Tce	Sergeant Baker Dr	Thurlow Ave
Bonito St	Ebbtide Way	Mariner Cr	Snapper Cl	Tingara Rd
Bottlenose St	Endeavour Pl	Marlin St	Spinnaker Way	Tomaree St
Bounty Pl	Ensign Cl	Maruway St	Sproule St	Trumpeter Cct
Bowline Cct	Fame Ave	Marwong St	Sergeant Baker Dr	Tuncurry Cl
Bullawai Ave	Fathom Pl	Mast Cl	Stockton Street	Ullora Crs
Burbong St	Galoola Dr	Minke St	Tacking St	Ullora Rd
Burrugi St	Gawul Cct	Midshipman Cct	Talleen Rd	Wahgunyah Rd
Bush Ave	Girambin St	Mooring Ave	Talmora Ln	Wallawa Rd
Cabin Cl	Gloucester St	Moorrooba Cr	Taree St	Warruga St
Canomii Cl	Government Rd	Mulloway Pl	Tareebin Rd	Whiting Pl
Carroll Ave	Guyang St	Mulubinda Pde	Tarwhine St	Windward Cl
Charterhouse Ave	Gymea Way	Myan Cl	Teramby Rd	Wirray Lne
Christmas Bush Ave	Hairtail Cl	Nandu Blvd	The Anchorage	Wollomi Dr
Church St	Harrington St	Navala Ave	The Bollard	Woromi Dr
Clarence St	Helm Cl	Nelson St	The Breakwater	Wulung St
Clipper I	Hough St	Palm Grove	The Bridge	Wynne Cl
Cobia Pl	Irawari Crs	Pantowara St	The Brigantine Pl	Yacaaba St
Cooleena Ave	Irrambang St	Pirrarea Rd	The Bulward	Yawl Cl
Corlette Point Rd	Judith St	Plimsoll Cl	The Capstan	Yellowtail Way
Corrie Pde	Kallaroo St	Portside Crs	The Deck	Yoolarai Rd
Cutter Cl	Kanangra Ave	Primary Crs	The Galleon	The Watchtower
Dalton St	Karuah Cl	Purser St	The Halyard	The Yardarm
Danalene Pde	Keel St	Reveal Cove	The Maindeck	Thompson Pl
Dirigeree St	Kelp St	Sailfish St	The Meridian	
Dockside Ave	Kerrie Close	Salamander Way (see below)	The Peninsula	

NOTE: Salamander Way

- Houses numbered 89 and higher – from the park & cycleway (odd numbers)
- Houses numbered 102 and higher – from the boundary of the Golf Course (even numbers)

CANTEEN ORGANISATION

The Tomaree Public School P&C run our school canteen. This is an essential service which relies on volunteers, parents and grandparents and we are always looking for new volunteers to help out. The funds raised by the canteen are filtered back into the school to benefit all students. To continue this amazing work, we need your help.

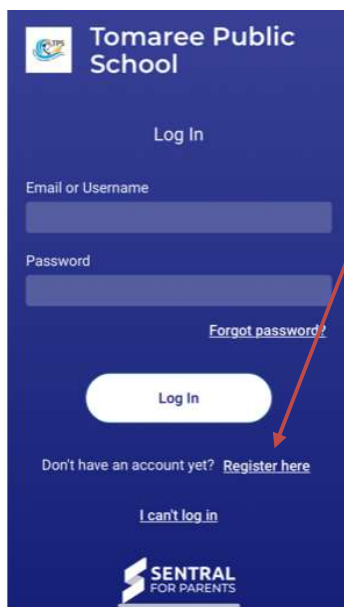
The canteen volunteers are needed between 9.00 am and 12.30 pm, but we are happy to have your help just in the morning between 9.00 am and 10.00 am if this is the only time you are available.

All canteen volunteers must hold a current WWCC and the Department of Education requires these volunteers to complete the WWCC Declaration for Volunteers and provide photo ID. Please email the canteen directly at tomareepandc@outlook.com to register your interest.

SENTRAL PARENT PORTAL APP INSTRUCTIONS

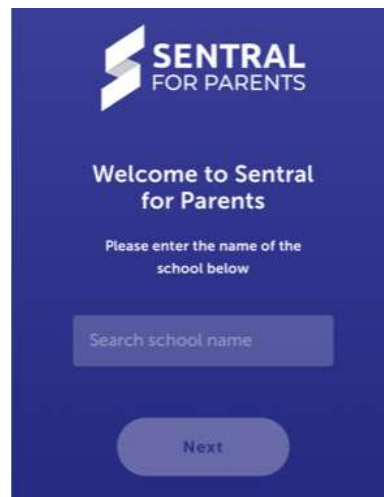
To download the app;

1. Go to the app store or Google play and search Sentral for Schools.
2. Tap on search school name and type in Tomaree Public School.



3. You will need to set up an account with the email address that we have on file for you at school and a password. To do that click Register Here. You will then be sent an email with a link for you to verify yourself.

4. Enter your new details (email & password) into the Sentral App. Your account is now set up.



5. When you receive the email with your access key, enter it and select 'Add Key'. Your Sentral Parent Portal page will look like this.

If you and your child are new to the school, we will speak to you about your access key when you come in to enrol.

Access keys will be emailed out from the office, if you have any questions please feel free to call the office and we will only be too happy to guide you.

In the initial stages the app will be used for notifying and replying to absences and for the distribution of Newsletters and whole school communication.

