



Education &
Communities

Public Schools NSW



HANDBOOK

Updated July 2014

TABLE OF CONTENTS

School Details.....	1
Welcome from the Principal.....	1
Mission Statement.....	2
School Aims.....	2
School Song.....	3
School Motto.....	3
School Prayer.....	4
School Pledge.....	4
School Colours.....	4
School Houses.....	4
Staff and Roles within the School.....	5
Learning Experiences K - 6.....	6
Learning Experiences 7 – 12.....	7
Distance Education.....	8
School Library.....	9
Enrolment Rules.....	9
Bus Travel.....	10
Uniform Policy.....	11
Lost Property.....	13
School Hours.....	14
Supervision.....	14
Attendance.....	14
Use of School Premises after Hours.....	15
Use of Bicycles.....	15
Sick Students/Accidents.....	15
Health.....	16
Medications at School.....	16
The School Office.....	17
The Parents and Citizens Association.....	17
The School Council.....	18
The Student Representative Council.....	19
K – 6 Prefects.....	19
The School Canteen.....	19
The School Newsletter – Jumbunna.....	19
Transport Providers.....	20
Excursions.....	20
School Socials.....	20
Student Welfare.....	21
True Colours Merit System.....	22
Student Support Services.....	23
Complaints/Suggestions/Feedback.....	23
Reporting to Parents and Carers.....	23
School Assemblies.....	24

SCHOOL DETAILS

Address	63-101 Chester Street WARREN NSW 2824
Telephone	02 6847 4438
Fax	02 6847 4419
Email	warren-c.school@det.nsw.edu.au
Website	www.warren-c.schools.edu.au

WELCOME FROM THE PRINCIPAL

Congratulations on choosing to enrol at Warren Central School with its excellent educational and student welfare programs supported by a wide variety of extra curricular activities.

Warren Central School is a dynamic learning community where students can achieve according to their abilities, needs and interests; taught by highly qualified teachers using the latest technologies.

We offer each student the opportunity to excel academically and personally. Whether your child is starting school, making the transition from primary to secondary or entering Warren Central School at another stage, we pride ourselves on making the transition for each student an easy process.

We are proud of our school. It has outstanding physical and educational resources set on one of the most attractive school grounds in the Western Region. While the buildings are important to us because they make an excellent learning environment, the most important part of our school is its students and families.

The school's motto is "Humanitas Cum Honore" which means "Humanity with Honour". Students get out of Warren Central School what they put into it. We believe that our students should make a contribution to the wellbeing of other students, to their own self-improvement and to their local community.

We wish you well during your time at Warren Central School.

William White
Principal

MISSION STATEMENT

The Warren Central School community is committed to providing its students with a stimulating, caring and co-operative environment, which promotes:

- Citizenship
- A thirst for knowledge
- A love of learning
- Creativity
- Achievement of optimum potential
- Harmony within the community.

It aims to assist students so they are able to cope in a rapidly changing and technological environment.

The school's commitment to Joint School TAFE and Vocational Education programs; exposure of its students to a broad and relevant range of curriculum options; the continual development, extension and improvement of all Key Learning Areas as well as student and staff welfare practices, will ensure that Warren Central School caters for the academic, personal and social needs of students.

The students are encouraged in their pursuits to develop a pride in their work, in their school and in their community.

SCHOOL AIMS

The aim of Warren Central School is to develop our students' knowledge, skills and attitudes in such a way as to help them realise their full potential.

1. Knowledge

The school will provide experience that leads to:

- A knowledge of the local environment appropriate to age and interests.
- A knowledge of the growth of Australia.
- A knowledge and appreciation of the worth of other cultures.
- A knowledge of all people's activities and their interrelationships.

2. Skills

We will develop:

- Self-discipline based on an appreciation of the rights and expectations of others in our society.
- Independent persons with the skills necessary for successful living now and in post-school life.
- Competence according to ability in the skills of communication, literacy and numeracy.
- The ability to think originally, individually, critically and logically.

3. **Attitudes**

Warren Central School encourages all students to:

- Be courteous, honest, moral citizens.
- Have an appreciation of things that are aesthetic, cultural and intellectual.
- Have a realisation of the value of learning.
- Have a tolerance of individual and group differences.

SCHOOL SONG

A land of rural wealth,
A school of hope and health;
Where all of us may try,
To reach a standard high,
Of our school we are proud,
Each day with voices loud;
Our motto we shall sing,
“Humanitas Cum Honore”

On the sports field we compete,
Other schools we try to beat;
Through the game we shall display,
Sportsmanship and fair play.
We always do our best,
To try and meet this test;
Our motto we shall sing,
“Humanitas Cum Honore”

Our aim in school shall be
To reach every challenge we see;
To grow in strength and mind,
And contribute to mankind.
And as we leave we shall recall,
The knowledge of Warren Central;
Our motto we shall sing,
“Humanitas Cum Honore”.

SCHOOL MOTTO

‘Humanitas Cum Honore’

Humanity with Honour

loosely translated as ‘To Be A Worthy Citizen’

SCHOOL PRAYER

This is our school,
Let peace dwell here;
Let the rooms be full of contentment.
Let love abide here.
Love of God;
Love of one another;
And love of life itself.
Let us remember,
That as many hands build a house,
So many hearts make a school.

SCHOOL PLEDGE

I honour my God
I respect the Queen
And I am loyal to my school.

SCHOOL COLOURS

The school colours are green and gold.

SCHOOL HOUSES

The names of the houses are taken from four famous Australians who were influential in the development of the nation since European settlement in 1788.

The four Houses are:

- Mitchell Sir Thomas Mitchell - explorer and Surveyor General of NSW
House colour is red
- Sturt Charles Sturt – explorer
House colour is green
- Oxley John Oxley - naval officer, surveyor and explorer
House colour is yellow
- Macquarie Lachlan Macquarie – Governor of NSW 1810 – 1821
House colour is blue.

EXECUTIVE STAFF

Principal	Mr William White
Deputy Principal	Mr Wade Greenwood
Head Teacher, English	Mrs Judy Smith
Head Teacher, Maths	Mrs Dianne Hamilton
Head Teacher, TAS	Mrs Robyn Taylor
Assistant Principal Teaching & Learning	Ms Joan Reeves
Assistant Principal Welfare (Relieving)	Mrs Lyn Westgarth
Office Manager	Mrs Roslyn Hunt

ROLES WITHIN THE SCHOOL

Principal – The Principal must ensure that the school’s policies and procedures reflect the aims and objectives of the school and the spirit and intent of the rules and requirements of the Department of Education and Training. In performing these duties the Principal superintends the welfare of each student in the school.

Deputy Principal – An effective welfare scheme requires effective coordination and administration. The Deputy plays a central role in decision-making in relation to application of the school’s student welfare policies especially those dealing with disciplinary matters.

Secondary Year Advisors – Each year has an advisor, the role of which is essentially one of pastoral care, developing an understanding of each student’s special needs, wants, expectations, problems and hopes.

Head Teachers and Assistant Principals – are responsible for the smooth running of their department. This includes organisation, staff and student support. In some instances it is necessary for them to be involved in the counselling and disciplining of students. Such efforts should be seen as supplementing action already taken by the class teacher.

Class Teachers – The primary responsibility of classroom teachers is the effective teaching of programs of study. Through teaching/learning experiences and the practise of sound classroom management techniques they play a vital role in guiding the personal and social development of their students.

STLA (Support Teacher Learning Assistance) provides additional academic support as required.

CONTACTING STAFF

If you would like to talk to a teacher by phone please call the front office (026847 4438) before classes, during recess or lunch as teachers are unavailable during class time.

To make an appointment to see a teacher please ring the front office.

LEARNING EXPERIENCES: K - 6

The K – 6 curriculum is divided into six Key Learning Areas (KLA's).

1. ENGLISH

Talking and Listening

- Spelling
- Reading

Intensive – including decoding skills such as phonics, sight words, word perception, contextual cues, comprehension and fluency.

Extensive – including vocabulary extension, reading for information and reading for pleasure.

- Writing – including vocabulary building, sentence patterns, grammar, usage, punctuation and spelling in the context of an extensive range of types of text.
- Handwriting – activities based around improving skills in the formation of shapes and the use of correct sequence of stroke, spacing, size and slope to produce speed and fluency in printing and cursive writing in the Foundation style.
- Literature – including poetry, stories and drama.

2. MATHEMATICS

- Number - counting strategies, number relationships, place value, operations +, -, x, ÷, decimals, fractions, chance.
- Patterns and Algebra - pattern making, discussing, generalising and recording observation.
- Data - collection, organisation, display and analysis of data.
- Measurement - length, area, volume and capacity, mass, time.
- Space and Geometry - 2D, 3D, position and location.
- Working Mathematically - includes the processes of questioning, applying strategies, communicating, reasoning and reflecting.

3. SCIENCE AND TECHNOLOGY

- Science encourages investigation skills in understanding themselves and the relationship to both the living and physical environments.
- Computers – their use and place in the technologically changing world.

4. HUMAN SOCIETY AND ITS ENVIRONMENT

Involves obtaining knowledge and understanding by gathering and organising information that is related to students' personal, social and environmental concerns.

5. CREATIVE AND PRACTICAL ARTS

- Music – including singing, playing and moving, composition, listening appreciation and performance.
- Visual Arts/Craft – making artworks, appreciating own works and those of others, artist and audience roles.

- Drama – expression of events, situations or emotions through performance and appreciation.
- Dance – composition, performance, appreciation.

6. **PERSONAL DEVELOPMENT/HEALTH/PHYSICAL EDUCATION**

Strands include: Active Lifestyle, Dance, Gymnastics, Growth and Development, Games and Sports, Interpersonal Relationships, Personal Health Choices, Safe Living.

LEARNING EXPERIENCES: YEAR 7 - 12

The school provides for secondary education from Year 7 to Year 12. Students who successfully complete the six years of secondary education will have achieved a School Certificate and a Higher School Certificate.

Programs presented to students are as follows:

a) **Years 7 and 8**

The curriculum in the first two years of secondary school is structured in a way that students gain background experience in a broad range of subjects.

English	Music
Maths	Art
Science	A language other than English (LOTE)
History	PDHPE
Geography	
Sport	
Design and Technology	
(which incorporates Technics, Home Science, Textiles, Agriculture and Computing)	

b) **Years 9 and 10**

In Years 9 and 10 students study the core subjects plus four electives. Elective subjects offered vary from year to year and are determined by student interest. In Year 10 students sit for external exams in English, Science, Mathematics, Australian History, Australian Geography and Civics and Citizenship.

CORE

English
Maths
Science
PDHPE
Sport
Careers

Australian History, Geography, Civics and Citizenship

ELECTIVES

Aboriginal Studies
Agriculture
Commerce
Food Technology
History
Music

Years 9 and 10 (continued)

ELECTIVES

Technics (Metal)
Technics (Wood)
Textiles
Visual Arts
Joint Schools TAFE
Work Education

c) Years 11 and 12

The subjects offered in senior years are dependent upon student interest. A selection of the following courses may be offered in any year.

English (all levels)	Aboriginal Studies
Maths (all levels)	Agriculture
Modern History	Biology
Ancient History	Chemistry
Textiles & Design	Computing Applications
Economics	Engineering Science
Information Processes & Technology	Geography
Design & Technology	EEC
Music (all levels)	PDHPE
Legal Studies	Physics
Food Technology	Society and Culture
Hospitality	Visual Arts
Information Technology	Work Studies
Primary Industries	
Construction	

WESTERN ACCESS PROGRAM (WAP)

Through a blend of video conferences and face to face lessons this program allows senior secondary students to complete Years 11 and 12 subjects for their HSC that would otherwise not be available at the local level.

Students attend video conference tutorials with their subject co-ordinators two or three times a week for thirty minutes per lesson. This is supported by an in-school teacher who is timetabled onto the subject for a minimum of four periods a week.

DISTANCE EDUCATION

In special circumstances, students may be granted enrolment in a single subject through Dubbo School of Distance Education or the Open High School. Any other applications for single subjects will be treated on their merits and if places are available. All such applications must be made through the Principal.

SCHOOL LIBRARY

The borrowing and returning of books is possible before school, during the second half of lunch and after school. K-2 students borrow in their library lesson time once per week.

The main rules for borrowing are:

1. Students may borrow only if they have parental permission.
2. Each K-2 student must have a library bag to properly protect books.
3. Students may have the following books out at one time:

K-2	1 book
3-6	2 books
Years 7-10	3 books
Years 11-12	6 books
4. Books may be borrowed for a period of one week for K - 6 students and two weeks for Year 7 - 12 students. Please help your child to develop the good habit of returning books on time.
5. All lost or damaged books must be paid for by the borrower.
6. Kindergarten children will be allowed to borrow once they have shown that they know how to care for books.

ENROLMENT RULES

1. Children may be enrolled if their 5th birthday is before 1st August. It is strongly recommended that you give careful consideration to seeking enrolment if your child does not turn 5 by April.
2. You will need to complete the following forms as part of the enrolment procedure:
 - Application for Enrolment
 - Permission to Administer Medication
 - Permission note for Library Borrowing, Local Walking Excursions, Child Protection Program, Special Needs, Computer Contracts.
3. At the time of enrolment parents must produce proof of age and name of their child. This could be by either of the following:
 - Birth Certificate
 - Passport
4. Before enrolling students please check with your family doctor/clinic sister that all vaccinations as advised by the Health Department are up to date. Parents need to provide evidence of their child's immunisations at the time of enrolment.

National Health Medical Research Council Recommended Immunisation Schedule

Age

Immunisation

2 months	First injection of Triple Antigen (DTP). This is a three-in-one vaccine for protection against diphtheria, tetanus and whooping cough. First dose of Sabin oral vaccine – this protects against poliomyelitis.
4 months	Second injection of Triple Antigen (DTP). Second dose of Sabin oral vaccine.
6 months	Third injection of Triple Antigen (DTP). Third dose of Sabin oral vaccine.
12 months	One injection of combined Measles-Mumps-Rubella vaccine.
18 months	Booster injection of Triple Antigen (DTP).
5 years or prior to school entry	Injection of combined Diphtheria and Tetanus (CDT). Booster dose of Sabin oral vaccine.
10-16 years (females only)	Booster injection of Rubella vaccine.
15 years or prior to leaving school.	Booster injection of Adult Diphtheria and Tetanus (ADT). Booster dose of Sabin oral vaccine.

BUS TRAVEL

If your child lives more than 2km (straight line) from the school, he/she will be eligible for free bus travel. If your child is in K-2, he/she is eligible for free bus travel within any distance from the school. Children living 2km from the nearest bus stop and using private transport to that bus stop are eligible for the Conveyance Subsidy. This subsidy is payable by the Urban Transit Authority and is payable in July and December of each year. Please ask office staff for an application form.

UNIFORM POLICY

The Warren Central School uniform promotes a positive image for the school in the general community. There are important benefits for students if the community holds the school in high regard. It is in the best interests of the school and students alike if full school uniform is worn at all times. School uniforms are designed to be neat, practical and of good quality. Uniforms help students maintain high personal standards; high self-esteem and they promote and enhance school spirit.

Procedure within the Policy

- Students are to wear full school uniform at all times.
- If for any reason a student is unable to wear school uniform, a parent or carer should write a note of explanation. This note needs to be sighted and signed by the roll call teacher in roll class each day.
- Repeated lack of uniform will result in consequences and a letter as per our Student Management Plan.
- Where parents believe the uniform does not cater for their child for medical or religious reasons, parents should discuss the situation with the Principal. If appropriate, an exemption may be requested.
- If a family requires financial assistance to purchase a uniform an approach should be made to the school Principal.

Girls' Uniform Years K - 6

- Black Watch tartan with lemon stripe double box pleat on front, skort or skirt. Length should be within 1cm of knee.
- Lemon polo shirt preferably with school crest. May be long or short sleeved.
- White ankle socks, must cover ankle. Plain black tights or stockings in winter if desired.
- Plain black enclosed shoes with no colour trims or laces. Must have low heels.
- Bottle green long pants in winter or skort/skirt as described above.
- Bottle green sloppy joe preferably with school crest.
- Bottle green jacket preferably with school crest.

Girls' Uniform Years 7 - 10

- Bottle green skirt with inverted double box pleat on front and back. Length should be within 1cm of knee.
- Lemon polo shirt preferably with school crest.
- White ankle socks, must cover ankle. Plain black tights or stockings in winter if desired.
- Plain black enclosed shoes with no colour trims or laces. Must have low heels.
- Bottle green long pants in winter or skirt as described above.
- Bottle green sloppy joe preferably with school crest.
- Bottle green jacket preferably with school crest.

Girls' Uniform Years 11 - 12

- Bottle green skirt with inverted double box pleat on front and back. Length should be within 1cm of knee.
- White cotton standard school shirt. May be long or short sleeved. (To be worn on formal occasions) or white polo shirt preferably with crest.
- School tie optional. (MAGS design)
- White ankle socks, must cover ankle. Plain black tights or stockings in winter if desired.
- Plain black enclosed shoes with no colour trims, laces, low heels etc.
- Bottle green long pants in winter or skirt as described above..
- Bottle green sloppy joe preferably with school crest.
- Bottle green jacket preferably with school crest.
- Personalised jersey only on approval from school executive.

Boys' Uniform Years K - 10

- Grey long pants or shorts.
- Lemon polo shirt preferably with school crest.
- Short ankle grey socks
- Plain black enclosed shoes with no colour trims or laces, low heels etc
- Bottle green sloppy joe preferably with school crest.
- Bottle green jacket preferably with school crest.

Boys' Uniform Years 11 - 12

- Grey long pants or shorts.
- White cotton standard school shirt. May be long or short sleeved. (To be worn on formal occasions) or white polo shirt preferably with crest.
- School tie optional. (MAGS design)
- Short ankle grey socks
- Plain black enclosed shoes with no colour trims or laces, low heels etc
- Bottle green sloppy joe preferably with school crest.
- Bottle green jacket preferably with school crest.
- Personalised jersey only on approval from school executive.

SPORTS UNIFORM

Girls

- Lemon polo shirt preferably with school crest.
- Bottle green plain shorts.
- Plain bottle green track suits. May wear school bottle green sloppy joe with crest and/or bottle green jacket with school crest.
- White sports socks.
- Sports shoes.

Boys

- Lemon polo shirt preferably with school crest.
- Bottle green plain shorts.
- Plain bottle green track suits. May wear school bottle green sloppy joe with crest and/or bottle green jacket with school crest.
- White sports socks.
- Sports shoes.

Hats Years K - 12

- Green bucket hats with school crest and a minimum of 7cm brim.

Accessories

- Students are not to wear earrings, (other than small sleepers or studs), to school. Other jewellery is to be kept to a bare minimum and under no circumstances should jewellery with sharp edges or stones be worn.
- Students are not permitted to wear makeup to school.
- Accessories are to be kept to a bare minimum. Accessories such as gloves or scarves may be worn but must be plain bottle green.
- Hair accessories such as ribbons, clips etc must be plain bottle green, black or black watch tartan.

Supply

The following official clothing items are available from Warren Central School uniform shop between the hours 9.00am – 9.30am on Tuesdays and 2.30pm – 3.00pm on Thursdays.

- Lemon polo shirt with crest
- White polo shirt with crest
- Sloppy joe with crest
- School jacket with crest
- K-6 tartan skirt or skort
- Green bucket hats with school crest

Other items are available from Brad's Wear, Dubbo Street, Warren, as well as the lemon polo shirts with crest.

LOST PROPERTY

Please ensure all property of students, including clothing, is clearly labelled. This will help us to return any lost items to you.

Toys, CD walkmans and electronic music/video devices should be kept at home. While mobile phones are not banned from school they must be switched off and left in bags.

K – 6 lost property is kept in the K – 6 buildings outside classrooms. Secondary school lost property is kept in the Administration Block.

SCHOOL HOURS

The following times apply to school routines:

Secondary				A & B Blocks	
<i>Period</i>	<i>Start</i>	<i>End</i>	<i>Period</i>	<i>Start</i>	<i>End</i>
Roll marking and D.E.A.R.	8.40	9.00	Assembly & 1	9.00	9.50
1	9.00	10.00	Fruito	9.50	10.00
2	10.00	11.00	2	10.00	10.50
Recess	11.00	11.30	Recess	10.50	11.20
3	11.30	12.30	3	11.20	12.20
4	12.30	1.30	4	12.20	1.15
Lunch	1.30	2.00	Lunch	1.15	1.50
Assembly and 5	2.00	3.00	5	1.50	2.50

SUPERVISION

Supervision of the primary and secondary playgrounds commences at 8.30am each morning. Students should not be on the school premises before these times.

Buses depart from the school from 3.00pm and supervision of students effectively stops immediately after the last bus has gone.

ATTENDANCE

Regular attendance is most important for educational reasons as well as being a legal requirement.

Class rolls are marked daily and must be made available to the Home School Liaison Officer (HSLO) who visits the school regularly and is responsible for checking attendance of students up to the legal age of 15 years. The officer also checks the school absentee note files and liaises between school and home.

Whenever your child is away you should send in a note giving the reason for the absence, regardless of the age of the student.

Any variation to listed school hours of entry to or exiting from the school must be registered at the school's front office, i.e late arrival, early exit, short period of absence (eg for an appointment).

Authorities that administer Abstudy and Austudy grants as well as bursary awards make attendance checks regularly. Students whose attendance is unsatisfactory will have their grants suspended by these authorities until their attendance becomes satisfactory.

USE OF SCHOOL PREMISES AFTER HOURS

The school welcomes enquiries from responsible community groups who may wish to use school facilities. Smoking and alcohol consumption is prohibited on school grounds (not only in buildings). There is also a requirement for community groups to ensure that they have appropriate insurance cover. A fee may be applied.

The grounds are not to be used for skateboarding, cycling or general play after hours. Students who are on the premises after hours or during vacations run the risk of being blamed for vandalism which sometimes occurs.

USE OF BICYCLES

Students who bring their bicycles to school are under the supervision of duty teachers when they are in the proximity of the school. The following rules apply:

- Bikes should not to be loaned to other students
- All bikes are to be kept in the bike racks provided
- All bikes must be walked along footpaths and over the crossing
- Riding within the school grounds is not permitted
- Doubling is not allowed
- The wearing of bike helmets is compulsory for all age groups
- Students are responsible for their bikes and helmet
- All care will be taken to ensure the safety of bicycles, however, the school cannot take responsibility for their protection.

SICK STUDENTS/ACCIDENTS

Students who are sick or involved in an accident report to sickbay in the Administration Block. The condition of the student is assessed and if the sickness/injury appears established enough to prevent the student from returning to class then parents or carers are contacted.

If a parent or carer cannot be contacted, the student is kept in sickbay, then sent home or transported home after school.

If the parents cannot be contacted and the illness appears to require medical attention a doctor or ambulance will be contacted.

Parents are responsible for the payment of medical expenses incurred in this way.

HEALTH

Students with various health problems are excluded from school from time to time to protect their own welfare as well as the welfare of others. The following is a list of rules relating to various diseases and infections.

Chicken Pox:

Do I need to keep my child home? Yes, for 5 days after the rash first appears and until the blister have all scabbed over.

Measles:

Do I need to keep my child home? Yes, for 4 days after the rash appears.

German Measles:

Do I need to keep my child home? Yes, for at least 4 days after the rash appears.

Whooping Cough:

Do I need to keep my child home? Yes, until the first 5 days of a special antibiotics have been taken.

Mumps:

Do I need to keep my child home? Yes, for 9 days after the onset of swelling.

Ringworm:

Do I need to keep my child home? Yes, until the day after fungal treatment has begun.

Impetigo:

Do I need to keep my child home? Yes, until treatment starts. Sores should be covered with a watertight dressing.

Head Lice:

Do I need to keep my child home? No, as long as head lice management is ongoing.

Conjunctivitis:

Do I need to keep my child home? Yes, while there is discharge from the eye.

MEDICATIONS AT SCHOOL

A permission note from parents/caregivers must accompany medication, allowing office staff to administer the dosage.

Students must not have medication in their possession at school. Rather, it must be brought to the school office so it can be kept in the medicine cabinet. (This does not apply to asthma puffers.) Please also make certain that any medication is clearly labelled with dosage, times and the student's name.

THE SCHOOL OFFICE

The school office is open from 8am – 4pm Monday to Thursday and 8am – 3.30pm on Fridays. The main functions of staff in the office are:

- Receiving of enquiries and visitors
- Collection of money
- Care of sick students
- Typing of letters and other communications
- Payment of accounts
- Duplicating for teachers and administrators
- Looking after lost property
- Sale of uniforms.

The following notes may assist parents to understand office procedures and use the office effectively:

- All visitors to the school are required to sign in at the front office, as per OH&S requirements.
- If making a general enquiry please see if the office staff can answer your question first. If they are unable to assist they will know the best person to assist you.
- If wishing to talk to a teacher by phone please call before classes, during recess or lunch or after classes as teachers are unavailable during class time.
- If asking for a message to be passed on to your student, please try to call early enough for this information to be delivered to your child. Students will only be allowed to make calls from school if they are absolutely essential. A fee of 40c applies.
- Sick students are usually in sickbay, which is next to the school office. Parents wishing to collect their sick student should call at the office on arrival at school.
- All school fees are to be paid to the school office.
- K - 6 has a money collecting system in place. Any money for shows/trips etc should be paid to a student's teacher first thing each morning. Book Club money should be paid to the Library Assistant.

PARENTS AND CITIZENS ASSOCIATION (P&C)

This is a school-based organisation with membership open to parents, teachers, students and interested citizens. The Department of Education and Training issued a statement in 1998 declaring that a P&C provides "...a forum in which parents can develop their partnership with the school and articulate their aspirations for their children's education."

The P&C aims to:

- Promote the interest of the school by bringing parents, citizens, students and teaching staff into close co-operation;
- Assist in providing facilities and equipment for the school and promoting the recreation and welfare of the students at the school;
- Encourage parent and community participation in curriculum and other educational issues in schools;

- Report, when requested by the Minister, on the material requirements of the school and advise on the subject of maintenance of the school, alterations and additions to school facilities and the selection of new sites;
- Assist and co-operate with teaching staff at public functions associated with the school;
- Be responsible for the election of parent representatives to any school council constituted at the school in consultation with the principal of the school; and
- Assist in any other matters in which the Minister may seek the co-operation of the Association.

Some of the major activities of Warren Central School's P&C include running the canteen, selling the school uniform, purchasing books for the school's library (Elizabeth Mills Memorial Library), issuing free school hats to Kindergarten students, purchasing educational resources and co-ordinating information nights for parents/carers on what is happening in our classrooms.

Becoming a member entitles you to be involved in many ways and receive regular email updates on P&C happenings. Cost of membership is only \$1 per person (for insurance purposes). Membership is renewed yearly with payment. A membership form is available at the front office and this can be returned to the school's office with payment. See the school's newsletter, Jumbunna, for P&C meeting times and events.

THE SCHOOL COUNCIL

The School Council is representative of all sections of the school community including the P&C, AECG (Aboriginal Education Consultative Group), parents, staff, students and members of the Warren community.

Its objectives are to:

- Determine the aims and educational goals of the school
- Identify local educational needs and priorities
- Determine local student welfare policies and the school's Fair Discipline Code
- Determine the school's broad budget priorities and develop a budget plan
- Determine the broad policies of the school canteen
- Establish policies for community use of school facilities
- Establish effective liaison with other school/community committees to promote activities consistent with school policies
- Present and promote a positive image of the school in the local community, in order to increase parent and community awareness and willingness to become involved in the school.

THE STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council provides students with experiences and opportunities aimed at developing responsibility and leadership qualities, as well as giving them a defined role in the school's decision-making processes.

The Secondary Student Representative Council is made up of 24 students who are elected annually. The executive is elected from Year 11 students and is made up of a President, Vice President, Secretary and Treasurer. Year 11 students also elect one additional student as a Year Representative.

The executive members continue to operate on the Council for the following year as Year 12 representatives thereby ensuring continuity and support for the new executive.

Council members work on one of six sub-committees. These focus on the areas of student issues, community liaison, fundraising and media. Students are represented on a range of school and community committees and may on invitation attend staff meetings to discuss student related matters.

K - 6 PREFECTS

This team is made up of eight Year 6 students elected by our staff and student body from Years 1 - 6. As leaders of the primary department the prefects assume responsibilities of leadership and aim to set a good example to uphold the honour of our school.

THE SCHOOL CANTEEN

The school canteen is run by the P&C. It provides a service for the students of the school and when profits are sufficient will purchase equipment for the canteen and the school.

The canteen implements the Department of Education and Training policy in relation to nutrition, prices, etc.

The P&C employs a Canteen Supervisor but also relies on voluntary work from members of the P&C for successful operation. If you can assist by working on the canteen roster regularly you will be making a valued contribution to the school. Please contact the Canteen Supervisor if you are able to assist weekly, monthly or even once a term. Working on the canteen requires becoming a member of the P&C for an annual fee of \$1. This is for insurance purposes.

THE SCHOOL NEWSLETTER - JUMBUNNA

Jumbunna is the school newsletter that is distributed in the even week of each term. It is issued to the youngest child in the family.

STUDENTS, PARENTS AND TEACHERS PROVIDING TRANSPORT

Teachers and parents often transport children on various excursions because it is either not practicable to hire a bus or because a saving is involved. To be certain that all parties are protected and the approval for the use of private transport can be properly made by the school, any parent supplying transport will need to supply a copy of the following:

1. A current Drivers Licence.
2. Motor vehicle registration which shows seating capacity has not been restricted or modified. A seat belt must be available for each child being transported.
3. Comprehensive Insurance.

Students who hold a licence may provide transport on the condition that their parents sign a second declaration allowing the student to drive.

EXCURSIONS

Parent consent forms are required for all excursions. The consent forms have a legal purpose and all details must be completed accurately and signed by a parent or caregiver. Excursions are only approved if they have educational merit so all students should be included wherever possible. If you find it difficult to meet costs, special arrangements may be possible if you approach the teacher concerned or the Principal.

Students whose behaviour is deemed unsatisfactory are excluded from excursions.

SCHOOL SOCIALS

K - 6 socials are generally run from 5.00pm – 7.00pm. Secondary socials are from 7.00pm – 10.00pm. Secondary students must purchase their tickets before the social. Students may not attend socials if they have been absent that day or are on less than the Green level of the True Colours Merit System.

School socials are organised and run by the Student Representative Council and are supervised by the staff of Warren Central School. Generally the Council tries to operate one social a term. Once the social commences the doors are closed and students are not permitted to leave until the advertised finishing time or until a parent arrives to pick them up. If a student is to arrive late they should give prior notice to the teacher organising the social so they will be allowed to enter. A K – 6 student leaving with a person other than a member of his/her family must have a note to that effect.

STUDENT WELFARE

Warren Central School's Welfare Policy is founded upon six **core values** that reflect the expectations our school community has of its students.

Warren Central School Core Values

- Respect yourself, others and your surroundings.
- Be honest and responsible in words and actions.
- Have a go and do your best.
- Be an active listener.
- Work safely, play safely.
- Be proud of our school.

Out of these six core values we have developed and implemented two behaviour and merit systems to guide and support student behaviour and interaction within the school environment.

These two systems are:

- the Raise Responsibility System
a system of behaviour modification designed to be consistent across K – 12
- the True Colours Merit System
a merit system designed to recognise student achievement and/or signal that there may be a problem to both students and parents.

The application and operation of these systems is the responsibility of all members of staff working at the school however in the end each individual student is responsible for the decisions they make about their own progress and behaviour.

For further information please refer to the school's Welfare Policy.

THE TRUE COLOURS MERIT SYSTEM

There are a range of levels and awards under the True Colours Merit System. These are:

Green Level

Every student commences each school year on Green. Movement towards an award can only occur while on Green. Progression to Bronze, Silver, Gold may occur with demonstrated and recognised achievements in a minimum of three criteria.

Bronze Award

A student works towards a Bronze award in Terms 1 and 2 and may be awarded for maintenance of at least three criteria during the term.

Silver Award

May be awarded for the attainment of a Bronze award and the maintenance of at least three criteria throughout Term 3.

Gold Award

May be awarded for the attainment of one Silver award and maintenance of at last three criteria during the term.

Platinum Award

This is awarded at the end of an academic stage, ie years K, 2, 4, 6, 8, 10 and 12, for the receipt of Bronze, Silver, Gold throughout the stage. The minimum needed to achieve Platinum must be one Gold award.

There are also two negative behaviour levels on which students may be placed.

Amber Level

This is a warning level.

Red Level

A student on this level needs to reflect on his/her behaviour. There are serious consequences at this level.

Students will be nominated by staff, through Head Teachers and Assistant Principals, with evidence to support nomination. Self-nomination will occur through the submission of merit cards.

Ten Merits	=	Assistant Principal or Deputy Principal Award
Three AP/DP Awards	=	Principal Award
Three Principal Awards	=	Nomination for Colour

STUDENT SUPPORT SERVICES

School Counsellor - A major task of the counsellor is to respond to referrals initiated by teachers and parents. Students may also seek an appointment with the counsellor.

Through participation in the initiation and implementation of appropriate programs the counsellor guides individuals and groups of students towards optimum development. To make an appointment please contact the front office on 0268474438 during school business hours.

AEA (Aboriginal Education Assistant) – The major role of the AEA is to support the learning and social development of the Aboriginal students.

ISTB (Itinerant Support Teacher Behaviour) – This position is based in Dubbo and the ISTB visits the school on a needs basis to assist students who require behaviour support.

COMPLAINTS/SUGGESTIONS/FEEDBACK

Complaints, suggestions and feedback from parents and carers are welcomed. They help staff to meet expectations, remedy problems and improve systems.

Any parent is welcome to approach the classroom teacher to raise a concern.

If you wish to take any matter further, Suggestions or Complaint forms can be requested from the office and returned to the office or the Principal. Appointments with the Principal can be made via the office staff.

REPORTING TO PARENTS AND CARERS

Reporting to parents and carers occurs in the following ways:

- K – 6 School reports at the end of Semester 1 and Semester 2.
- Secondary School reports at the end of Semester 1 and Semester 2.

In addition to written reports, the school provides the opportunity for parent/teacher meetings during the year when parents are welcome to discuss their student's progress with the relevant teachers. Parents are also encouraged to seek interviews with teachers if further information is required or if matters of concern require discussion.

The school also tries to communicate with parents when concern is felt about a student's progress or behaviour. For example:

1. If a student is failing to attempt or complete required work a note is sent home to inform the parents.
2. If the student's behaviour has deteriorated a note is sent home or phone contact is made.

ASSEMBLIES

K - 6

These are usually held every three weeks on Wednesdays from 2.00pm – 3.00pm in the J B Renshaw Hall. Each assembly allows the opportunity for a particular class to present an item, eg a play, poem or song and for awards to be presented and events and achievements to be acknowledged. Parents and caregivers are encouraged to attend.

Years 7 - 12

Secondary assemblies are held every three weeks on Fridays. These assemblies provide an opportunity for staff to inform students of upcoming events and to acknowledge student and sporting team achievements. Deputy Principal and Principal Awards are also presented.

Whole School

These assemblies are held each term to present major awards to students. Parents and caregivers are invited to these assemblies.

- NOTES -

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