

# SOUTH WEST ROCKS PUBLIC SCHOOL

## GENERAL SCHOOL INFORMATION



Achieving Academic Excellence in a Caring,  
Co-operative and Courteous Environment



62 Gregory Street, South West Rocks NSW 2431



[02 6566 6208](tel:0265666208)



[sthwestroc-p.school@det.nsw.edu.au](mailto:sthwestroc-p.school@det.nsw.edu.au)



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



[Class Dojo](#) (communication)



[South-West-Rocks-Public-School Facebook Page](#)



[School Bytes](#) (payments and permissions)

Updated December 2023

File: [https://schools.nsw.gov.au/sites/3083-Teacher/Shared Documents/Admin/Enrolment Packs/Enrolment Packs/General School Information 2023.docx](https://schools.nsw.gov.au/sites/3083-Teacher/Shared%20Documents/Admin/Enrolment%20Packs/Enrolment%20Packs/General%20School%20Information%202023.docx)

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# Teaching Staff 2023 (2024 details coming soon)

## Principals

**Ms Fiona Lewis**

Mrs Stacey Layton

Mr Paul Lynch

Mrs Alarna Garthon

Mrs Melissa Elsley

**Principal (Relieving)**

Assistant Principal

Assistant Principal

Assistant Principal

Assistant Principal Curriculum and Instructional Leader

## Teachers

Mrs Mhairi Overall

Miss Emily Stewart

Miss Paige Stewart

Mrs Alarna Garthon

Miss Lucy Flanagan

Mr Michael Tyerman

Mrs Kylie Robinson

Mrs Helen King

Mrs Wendy Taylor

Miss Janita Smith

Miss Sarah Barrell

Mrs Alice Partridge

Mr Jason Baker

Miss Belinda Reid

Mrs Bronwyn Love

Mrs Leah Morrison

Mr Tye Cameron

Mrs Aimee Coone

Mrs Angela Mainey

Miss Shannon Mitchell

Librarian

Learning and Support Teacher

School Counsellor

## Office Staff

### School Administration Manager (SAM):

Mrs Diana Cruckshank

### School Administration Officers (SAO):

Mrs Jane Roberts

Ms Sandy Rueeger (leave)

Mrs Darlene Woodger

Mrs Suse Moen

## Cleaning Staff

Mrs Gai Coates

## General Assistant

Mr Josh Smith

Mr Daniel Grolez

## School Learning Support Officers (SLSO)

Mrs Eva Baker

Ms Julie Knox

Miss Kirralea Silvia

Miss Brielle Woodger

Ms Susan Elliott

Miss Sarah Hughes

Mrs Leah Taylor

Mrs Christine Matthes

Mrs Judith Wright

Mrs Jacqueline Trueman

## Aboriginal Education Officer (AEO)

Mr Malcom Webster

## School Aims

- To help children develop a positive self-image.
- To guide children in the development of self-discipline.
- To develop in children the ability to value and respect others and themselves.
- To set realistic goals for children to achieve.
- To develop positive attitudes.
- To assist children to develop skills in relating to others.
- To promote the health and physical development of children.
- To develop a respect for the property belonging to themselves and others.
- To develop leadership skills in children, especially confidence and assertiveness.
- To develop the full range of children's talents.
- To provide education on social issues.
- To help children cope with change in society, at school and at home.

To achieve these aims the school focuses on a variety of activities, practices and services and endeavours to work in consultation and cooperation with the home.

## Curricula

### Key Learning Areas

- **ENGLISH** includes - reading, writing, talking, and listening.
- **MATHEMATICS**
- **SCIENCE and TECHNOLOGY** includes computer education.
- **HISTORY AND GEOGRAPHY** includes – how people and events have shaped our world. Study of places and relationships between people and their environments.
- **CREATIVE ARTS** includes - music, visual arts, drama, and dance.
- **HEALTH, PHYSICAL EDUCATION and PERSONAL DEVELOPMENT** includes Resilience Project.

The following policies are also part of our school program:

### Student Welfare

- Child Protection
- Anti-bullying Program
- Personal Development
- QUEST program
- Student Welfare
- Positive Behaviour for Learning (PBL)

### Education of Students with Special Needs

- Physical disability
- Intellectual disability
- English and Mathematics Support Programs
- Talented children

## School Library

All classes attend the library each week for a structured library lesson. The library is also used for children conducting research work.

## School Hours

Playground supervision	From 8:00 am
Morning Session	9:00 am – 11:00 am
<b>Recess</b>	11:00 am – 11:20 am
Middle Session	1:00 pm – 3:00 pm
<b>Lunch</b>	1:00 pm – 1:55 pm
Afternoon Session	1:55 pm – 3:00 pm



Children are asked not to be at school before 8.30am as no supervision is provided before that time.

## School Development Days

Each year schools within NSW are allocated five School Development Days which are pupil free days used to hold professional development activities and develop school policies. Depending on the area of development, parents may be invited to attend. These School Development days take place on the first two days of Terms 1, the first day of Term 2 and 3 and last day of Term 4.



## Transport

### Travel to School

Parents who drive children to/from school are requested to use the back gate of the school. Gregory Street is busy and dangerous in front of the school, especially in the afternoon. Your child's safety is our concern. It is also appreciated if your child walks the pathways provided and does not cut across the school oval, and "jump the fence."

Children riding bicycles are required to wear helmets. Children are asked not to ride bikes until they are in Year 3. Children riding scooters and skateboards to school are required to wear helmets and proper safety protection gear. Bicycles, skateboards and scooters are to be stored in the bicycle rack area.

### School Crossing Supervision

RMS trained School Flagged Crossing Supervisors are on duty daily.

### Bus Transport

Two bus companies operate school bus runs in the morning prior to school commencing and in the afternoon at the conclusion of the school day. Buses arrive at the school from 8.20 am onwards.

Bus departure times from school are:

- Busways 3.00 pm
- Cavanaghs Bus 3.05 pm and 3.30 pm

A teacher remains on duty until 3.30 pm.

See [Transport NSW Info](#) for information on bus passes.

## School - Parent Communication

We highly value strong home-school partnerships here at SWRPS and want to ensure we have open, respectful and collaborative relationships with all our families.



**ClassDojo**

Parents and carers have several direct ways to communicate with teachers, including the [telephone](#), [email](#), face-to-face meetings and [Class Dojo](#). Invitations to Class Dojo will be sent early in Term 1 for Kindergarten families.



Follow us on  
**facebook**

Our [Facebook page](#) remains a good source of general information about school happenings.

Teachers at school encourage children to carefully deliver all notes from school. It would assist if you also made a point of asking if there are any notes when your child returns home each day.

## Permissions and Payments

We use **School Bytes** for online payments using either the [portal \(website\)](#) or the [app](#). You will need to create an account after your child has started school.

Please ensure that all permissions and payments are completed as soon as possible using the School Bytes app/portal. Information is available on the school website under the [“Make a Payment”](#) option.

A promotional graphic for the School Bytes Parent App. The background is dark blue. At the top left is the School Bytes logo (a cube icon) and the text 'School Bytes'. Below that is 'Parent App' in large white font, followed by 'Available now!' in light blue. A central smartphone displays the app's interface with various icons for 'Feeds', 'Payment Entry', 'Attendance', 'Forms', 'Documents', and 'Attendance'. To the left of the phone is a 'Key Features' box with a list of four bullet points. To the right of the phone are several circular icons representing different app functions like calendar, payment, forms, and notifications. At the bottom right are 'Download on the App Store' and 'GET IT ON Google Play' logos.

Online payments are always preferable, but if you must send cash, please provide money in an envelope with:

- the child's name and class
- the event the money covers
- the amount in the envelope

Whenever possible correct money should be enclosed as change may not be available. Please be aware that \$2 coins fall out of the unsealed corner of most envelopes.

## Parent / Teacher Meetings

If you have a matter you wish to discuss please contact either your child's class teacher or the Principal. Both are available to help, and it certainly helps if prior notice is given. Parents are advised to either phone or make written contact to arrange a suitable time for a meeting.

## Absentee Notes

**A note is required to cover all occasions when your child is absent from school.** If the absence is due to sickness, then the details of the illness must be provided. If your child will not be at school for reasons other than ill health it is expected that a letter, SMS, or verbal notification be given to your child's class teacher before the event.



Where absentee notes are not provided a letter will be sent from the school to the home requesting information about the absence. It is also acceptable to contact the school office by [telephone](#) or [Class Dojo](#) outlining the reasons for absence.

## School Newsletter

A school Newsletter is posted on the school website: <https://sthwestroc-p.schools.nsw.gov.au/> and emailed to parents. Please provide the school with your current e-mail address.



## Change of Family Details



The school keeps a file of all the information you provided when you enrol your child. It is important that this information is up to date and accurate. To assist with this could you please inform the school of any changes to this information, such as change of address or telephone numbers. It is important for safety matters, or emergencies, to be able to contact parents or a nominated person.

## School Assemblies

On Monday at 11:20 am a brief assembly for students only is held to allow teachers to convey messages of events occurring during the week and general reminders about school procedures.

The K-2 assembly is held every third Thursday at 2:00 pm.

The Year 3-6 assembly is held every third Friday at 2:00 pm.

They provide an opportunity for the following:

- Teacher announcements
- Presentation of class items
- Student awards
- Sports News



## Items For Sale at the School Office

- School Uniforms - [see price list](#)
- Whiteboards \$10.00
- Reader Pouches \$10.00

## School Uniforms

### GIRLS

#### Summer

- Gold drip-dry polo shirts with school motif
- Bottle green shorts/skirt/skorts
- OR School Dress
- Green sloppy joe or jacket
- White socks, black shoes
- Wide brimmed school hat



### BOYS

#### Summer

- Gold drip-dry polo shirt with school motif
- Black shorts
- Green sloppy joe or jacket
- White socks, black shoes
- Wide brimmed school hat



#### Winter

As above with bottle green tights or track pants (if desired).

#### Winter

As above with the option of track pants (if desired).

### Special Order



School Dress



Indigenous Design Shirt (special order in Term 1)



## Buying Uniforms at the uniform shop in Kempsey

South West Rocks Public School uniforms are available the [Abbey Video](#) store.  
63 Smith Street, Kempsey. Phone [6562 4455](tel:65624455).

## Buying Uniforms at School

South West Rocks Public School Uniforms can be purchased from the **school office** on school days.

Payment can be made at the office (cash or EFTPOS).

You can purchase uniforms on [School Bytes](#) by choosing “Add other item” on the payments tab. Please contact the school office to let us know the sizes required. Email [sthwestroc-p.school@det.nsw.edu.au](mailto:sthwestroc-p.school@det.nsw.edu.au) or phone [02 6566 6208](tel:0265666208). See “Make a payment” on the school website for information on School Bytes.

## Uniform Price List

Item	Boy/Girl	Sizes	Price
Short sleeve yellow school shirt	All	4-16	\$25.00
Microfibre black shorts	Boy	4-16	\$20.00
Microfibre green shorts	Girl	4-16	\$20.00
Girls green skorts	Girl	4-16	\$35.00
School dress	Girl	4/5/6/7/8	\$30.00
Girls tailored green pants	Girl	4-16	\$33.00
Microfibre black pants	Boy	4-16	\$33.00
Microfibre green pants	Girl	4-16	\$33.00
V-neck jumper <i>(limited stock, discontinued)</i>	All	4-16	\$22.00
Polar fleece jumper ½ zip	All	4-16	\$35.00
Microfibre jacket	All	4-16	\$45.00
School hats	All	s/m/l	\$20.00
Home reading pouch*	All	*not P&C item	\$10.00
Replacement Whiteboard*	All	*not P&C item	\$10.00

*We strongly recommend that all items are tried on before purchasing. Please note that any exchanges must be made within 7 days of purchase with the receipt. Tags must still be attached to the item to allow any exchanges. Refunds/replacements will only be given if item has a fault and is covered by the manufacturer's warranty.*



### No Hat No Play

Hats must be worn.

We have a “no hat, no play” policy.

New hats are available at the office for \$20.

Payment can be made at the office (cash or EFTPOS) or on [School Bytes](#) by choosing “Add other item” on the payments tab.

## House Sport Colours

There are four house teams. On special sports carnival days it is appropriate for children to dress in House colours.

New students are notified of their house team prior to a sporting event.

<b>Freeman</b> (Red)	<b>Thorpe</b> (Blue)
<b>Alcott</b> (Green)	<b>Fraser</b> (Yellow)

## Voluntary School Contributions

There is a nominal fee payable for each child's education. This fee is set by the Parents and Citizens Association. The fee is used to fund school related requirements, such as photocopy paper and stationery supplies.

## Lost Property

The school has a Lost Property Box. If your child is missing articles of clothing it is worthwhile checking the box, located in front of the computer room. It is amazing how much clothing accumulates during the year. Also, check your child's classroom and storage area.

Please ensure that all clothing is clearly labelled with your child's name.



## OUTSIDE SCHOOL

### Parents and Citizens Association

The P&C meets in the school staffroom on **the second Tuesday of each month at 6.00 pm.**

This only varies for the meeting following school holidays.

The P&C Association provides parents with the opportunity to be informed about matters relating to the school. raising activities help provide the whole school with equipment and resources not provided by the Department of Education and Communities.



[Follow the P&C Facebook page – South West Rocks Public School P&C](#)

### South West Rocks OOSH & Vacation Care

Out-of-school-Hours (OOSH) care is provided by Kempsey Family Daycare for before and after school.



[OOSH on Facebook](#)



[swr.oosh@gmail.com](mailto:swr.oosh@gmail.com)



[0400 392 975](tel:0400392975)




[Website](#)

## Canteen

Our canteen is located beneath the main building and operates on Monday to Friday. Ordering is open until 9:00am each day. Online ordering is preferred, using the “Qkr” app or [website](#). Download the “Qkr!” app to your phone/device, add a profile for each child and place your order. There are no fees to parents.



Order separately for each child from the appropriate menu for fruit break, recess, and lunch. You only need to check out once and you will receive a receipt to confirm your order has been successfully placed.

 Keep up to date with canteen news by following the [“Canteen Rocks” Facebook page](#).

**Qkr!** | **masterpass** For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school lunches from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- See your receipts on the app and get them sent by email if required.

**Getting started is easy - try it yourself today**

**Step 1 Download Qkr!**  
on your Android phone or iPhone. iPad users can download iPhone app

**Step 2 Register**  
Select your Country of Residence as 'Australia' and follow the steps to register


**Step 3 Find our school**  
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

**Step 4 Register your children**  
When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'



**Qkr!** | **masterpass**

**Add your children's details in Student Profiles**

Select 'Add student profile'

Add each child's details

Manage each child's details in Student Profiles

**Order meals**

Select a menu from our canteen

Tap the green box to view your receipt or to cancel an order

Select a date for a child and order a meal

Tap 'Repeat order' to copy all paid orders from one week to the next

Tap to change the date you are ordering for

Tap to change the child you are ordering for

Tap 'Checkout' then confirm and pay

**Making payments**

Add up to 5 cards to your wallet

At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.

