Welcome to Glen Innes Public School.

We are all very proud of our school. The students, staff and families all work together to make it such a great place to encourage learning for everyone.

The school encourages lifelong learning for all students, participation in a range of cultural and sporting opportunities and supports a caring social environment for students.

The school has a long tradition of providing excellent educational opportunities for students in the community. This is supported with great facilities both in our classrooms and in our extensive playground.

The school history dates back to the 1870’s when it began life as a local church based school. In fact we still use the original church building as an active classroom - a wonderful connection with our Celtic past.

The teaching staff is very experienced and provide a highly professional, challenging and supportive learning environment for the students. The administration and support staff are keen to help families to settle into the school and enjoy their time in the primary school setting.

We are fortunate to have an active Parents and Citizens Association (P&C) who work tirelessly to provide additional resources to the school. There is also an active School Council to provide a voice for the community in the decision making processes of the school.

Glen Innes Public School is a strong supporter of the local community and encourages the community to participate in the school life wherever possible. We are also part of the wider Celtic Community of Schools, encompassing the public schools in the area. This provides a wider educational environment and even more opportunities for our students in an outstanding rural setting.

We look forward to working with your family to provide the best possible educational outcomes for your child.

Address: 171 Church Street (PO Box 85)  
GLEN INNES NSW 2370

Phone: 02 6732 2577  
Fax: 02 6732 1804  
Email: gleninnes-p.school@det.nsw.edu.au  
Website: www.gleninnes-p.schools.nsw.edu.au/
“Learning excellence and social responsibility”

Glen Innes Public School offers:

- Diverse educational programs that challenge and inspire students.
- Opportunities for all students to succeed in their areas of interest.
- Traditional and innovative teaching in well-managed classrooms.
- Programs that foster leadership and social responsibility.
- Strong/valued partnerships with parents and the wider community.

Our experienced, dedicated and caring staff focus on:

- Developing confident, articulate students.
- Fun, physical activity and healthy lifestyle.
- Programs that build confidence and self-esteem.
Glen Innes Public School operates on a set of beliefs based on Rights and Responsibilities. Please speak to your child about these beliefs. Children who can't meet them will need to accept the consequences of their behaviour.

**Code of Rights and Responsibilities**

**Rights** are things which belong to you as you meet your responsibilities. **Responsibilities** are things you do for yourself and others.

<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. You have the right to attend school</td>
<td>1. (i) You have a responsibility to come to school every day, on time, unless you are sick or have a special reason for being late</td>
</tr>
<tr>
<td>2. You have the right to learn as much as you can</td>
<td>(ii) You have a responsibility to take care of school property and respect the property of others</td>
</tr>
<tr>
<td>3. You have the right to be safe at school</td>
<td>2. (i) You have a responsibility to do your best with your class work and homework</td>
</tr>
<tr>
<td>4. You have the right to be respected and treated with kindness at school</td>
<td>(ii) You have a responsibility to allow others to work without being bothered</td>
</tr>
<tr>
<td>5. You have the right to express your feelings and ideas when appropriate</td>
<td>3. You have a responsibility to obey school rules and behave in a manner that does not jeopardize the safety of others</td>
</tr>
<tr>
<td>6. You and your parents have the right to be aware of what is happening at school</td>
<td>4. You have a responsibility to make school a good place by being thoughtful, respectful and courteous to others</td>
</tr>
<tr>
<td>7. You have the right to be personally clean and tidy and use facilities which are the same</td>
<td>6. You have a responsibility to listen to the opinions and ideas of others</td>
</tr>
<tr>
<td></td>
<td>7. You have a responsibility to take all school messages home to your parents</td>
</tr>
<tr>
<td></td>
<td>7. You have a responsibility to wear school uniform and practise personal cleanliness and good health habits</td>
</tr>
</tbody>
</table>
Information Summary

Enrolment:
- Enrolment form completed and returned ASAP prior to commencing school
- Legal documents with enrolment form
- Birth Certificate and Immunisation Certificate before child starts school

Attendance:
- Legal requirement to attend every day
- Valid reason for an absence
- Notify school by phone if extended absence (3 days +)
- Medical certificate required if sick (3 days +)

Attendance exemption:
- Future absence due to medical or family commitments
- Apply for exemption

Playground supervision:
- Begins 8:40am
- Students arriving before this time are to sit quietly and sensibly near the primary building

Late arrival:
- Students are to be signed in at the office by parent/guardian if they arrive after 9:10am
- Student movement pass is taken to class teacher

Early departure:
- Students leaving the school during the day for appointments etc. before 3:15pm are to be signed out by parent/guardian
- Note to be given to class teacher informing them of this arrangement

Change to going home arrangements:
- Note to class teacher with details of change
- Emergency change of arrangements, phone school before 2:15pm when messages are delivered by duty students

Students leaving at 3.15pm:
- Students are supervised at Taylor Street (car pick-up) by duty teacher
- Cameron Lane (bus bay)
- Students who walk home assemble and are supervised at the front gate
- Year 4 to Year 6 bike riders walk their bikes to the appropriate side of the road before mounting and helmets must be worn

Students not collected after school:
- Students are brought back to the office at 3:30pm when parents are notified. Students remain at the office until they are collected
Change of details:
- Family situation
- Address
- Phone numbers (home, work, mobile)
- Emergency contacts
- Inform the school of any changes as soon as possible

Permission notes:
- To be signed by parent/carer only as emergency contacts are not authorized

Uniform:
- Uniform to be worn and is available at Carelles
- Broad brimmed or bucket style hats are to be worn
- **NO HAT, PLAY IN THE SHADE** rule enforced

Art:
- Painting shirt/smock required by all Infants children

Visitors to school:
- All parents/carers and visitors to the school are asked to report to the office upon arrival
- Sign in and collect a “visitor” badge if entering the school for Lunch Centre or reading and need to sign out as they leave
- Parents/carers needing to bring anything to students throughout the day, eg. lunches, jumpers etc. may leave these items at the office for delivery

Accidents:
- Minor injuries treated by school staff
- If necessary parents/carers are contacted
- An Ambulance will be called if injury is serious and parents/carers contacted
- Students are covered through the school for ambulance transport to hospital, but if accounts are received please bring them to the school office

First Aid:
- Provided by office staff including a First Aid officer
- Parents/carers notified if child is not well enough to stay at school
- If unable to contact parents/carers, emergency contact person will be notified

Medical Conditions/Allergies:
- Please keep the school informed of any medical conditions, allergies or other conditions your child may have
- Emergency care/response plan forms are to be completed for every child who has a specific medical condition or allergy including specific treatment. These forms are available from the office
- Staff need to be made aware of any specific treatment of these conditions
Infectious Diseases:
- Please contact the school if your child contracts an infectious disease
- Office staff will be able to advise whether your child should be excluded from school for any period of time

Medications:
- Students requiring prescribed medication at school need to have parents/carers complete a request for administering prescribed medication form which is available at the office
- Please advise the office if your child has specific medical needs
- Medication must be presented in the package from the chemist, stating child’s name, dosage and time to be taken and it will be stored and administered at the office

Student Counsellor:
- Available 2 days per week
- Parents/carers need to sign a referral

Newsletter:
- The school newsletter as well as other notes are sent home each Tuesday with eldest student
- These are also available on the school website and Mobile App

Internet access and Email:
- Students are provided with internet and an email account. Please inform school in writing if students are not to have access
- Please specify on page 13 of the Enrolment Application if you do not wish to grant permission

Photograph/Video:
- Permission for photos included in newspaper etc
- Video conferencing
- Please specify on page 13 of the Enrolment Application if you do not wish to grant permission

Student Banking:
- Each Wednesday morning before school at the Lunch Centre

Lunch Centre:
- Recess and lunch orders need to be made before school
- Parent helpers are welcomed at the Lunch Centre

P&C:
- Meetings are held regularly with the date announced in the Newsletter, commencing at 6:30pm in the school staffroom
Accidents
Accidents at school are recorded in a First Aid register held in the office. Minor injuries are treated by school staff and parents/carers will be contacted if there is any concern. If a more serious accident occurs the NSW Ambulance Service and parents/carers are contacted. Children are covered through the school for ambulance travel to hospital. If parents/carers receive an account please bring it to the school office.

Annual Report
Each year the school produces an Annual School Report. This is available to all families on the school website. The Department of Education and Communities provides the school with a set format to be used in preparing the report.

Appointments
Parents/carers can arrange to speak to the Principal, Assistant Principals or teachers by making an appointment through the office. Teachers are not available during lesson time but can make arrangements to speak to parents during release times.

Art
A painting shirt/smock is required by all Infants children. This will help save their uniforms from the inevitable paint and glue accidents.

Assemblies
School assemblies occur weekly on Fridays in the Hall where academic, sporting, cultural and social achievements are recognised.

Attendance/Absences
Every child is required to attend school unless they have an acceptable reason. Parents/carers are required to notify the class teacher, in writing, regarding the reason for their child’s absence from school. Please phone the school if an extended absence, (3 days +). Notification is a requirement of the Department of Education and Communities. If the child is sick, (3 days +), a medical certificate is required.

Attendance Exemption
Application forms are available from the school office for a future absence due to medical or family commitments.

Bell Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:40am</td>
<td>Playground supervision begins</td>
</tr>
<tr>
<td>9:10am</td>
<td>Class begins</td>
</tr>
<tr>
<td>10:15am</td>
<td>Crunch and Sip</td>
</tr>
<tr>
<td>11:10am - 11:30am</td>
<td>Recess</td>
</tr>
<tr>
<td>1:00pm - 1:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:45pm - 3:10pm</td>
<td>Afternoon recess</td>
</tr>
<tr>
<td>3:10pm</td>
<td>Afternoon assembly</td>
</tr>
<tr>
<td>3:15pm</td>
<td>School concludes</td>
</tr>
</tbody>
</table>
Bicycles
Children in Years 4, 5 and 6 are permitted to ride bikes to school. Bikes are to be walked into the school and stored in the bicycle racks located behind the Lunch Centre. By law helmets are required to be worn.

Birth Certificate

Book Club
Scholastic Book Club is run by staff to provide suitable inexpensive books to encourage reading. Books are ordered on a special order form, returned in an envelope with your child's name, class and correct money, to the class teacher.

Breakfast Club
Breakfast club operates in the Bruxner Learning Centre (old school hall) every school day from 8:40am - 9:00am.

Buses
All students who are entitled to subsidised bus travel need to complete a bus form. Blue bus forms are available from the school office. Students who are not entitled to free bus travel may pay a fee to the bus operators.

We expect safe behaviour from all travellers. Students who travel by bus are supervised by teaching staff while they wait for buses in the afternoon. Students travelling on buses are to obey the Transport NSW Code of Conduct.

Bus services to students at our school include: Three town services, Emmaville, Dundee, Glencoe, Shannon Vale, Backwater, Red Range, Bald Nob, Illparran, Furracabad, Wellingrove, Pinkett and Tenterfield.

If you need to transport your children more than 1.6km to the nearest bus stop and wish to apply for the Private Vehicle Conveyance (PVC) subsidy, forms are available at the school office. Alternatively families can apply at PVC Online. Further information is available at http://www.transport.nsw.gov.au/pvc

Change of Address
It is essential that the school be supplied with correct address, phone and emergency contact details. If you change your address, home phone, work or mobile phone numbers, or if you change your emergency contacts, please advise the school as soon as possible. We need to be aware of any changes in case of illness or injury to your child. PLEASE INFORM THE SCHOOL OFFICE of any changes as soon as possible or phone 6732 2577.

Charities
Our school regularly supports Stewart House by holding two mini fetes each year. Stewart House provides health care and short-term respite opportunities for school children in New South Wales and the ACT. Our Student Representative Council also conducts some minor fundraising for carefully selected charities.
Choir
Students participate in choir. The choir performs at various events within the school and in the community.

Community Involvement
Parents/carers and the community provide a vital part of the support network of our school. They are encouraged to become involved in our various volunteer organisations, as well as be present in the classroom for organised activities, or to attend excursions. Please contact your child's teacher to find out how you can be involved in school life.

Discipline
School discipline is an important part of managing a school effectively. Our Student Welfare Policy provides direction and structure to our school environment. A copy of this policy is available from the office.

Early Departure
Parents/carers who collect their children during the day for appointments etc. need to sign them out and wait for them at the office.

Emergencies
Procedures are in place to deal with emergencies should they arise. Evacuation Procedure notices are displayed around the school and staff have been designated specific duties. The assembly area is at the rear of the school.

Enrolments
Enrolment forms and information packages are available from the office. When presenting for enrolment, parents/carers are requested to produce a copy of their child’s birth certificate and immunization record, also proof of address and any court documents (if applicable).

Excursions
During the year our students take part in a wide variety of excursions based on units of work. This helps consolidate learning in the classroom.

Early Stage 1: (Kindergarten)
   Town: eg. Fire Station and/or Library with lunch in the park.

Stage 1: (Year 1)
   History House and Reward Days.

(Year 2)
   Workers in the Community: eg. Ambulance and/or Police.

Stage 2: (Year 3 and Year 4)
   District Community visits and Reward Days.

Stage 3: (Year 5 and Year 6)
   Excursions organised to compliment appropriate units of study.

Expectations
We have high expectations of all students in their learning and behaviour. Expectations are based on the Core Value of Respect for Yourself, Respect for Other’s Rights, Respect for Property and the Right to Feel Safe.
**First Aid**
First Aid is provided by the Admin Officers in the office. A sick bay is located nearby where children may lie down quietly to wait until collected by parents/carers. Please ensure we have current contact details for you and your emergency contacts in the event that your child is not well enough to stay at school.

**Homework policy enclosed in information package**
Kindergarten students are given homework each Monday to be completed and returned by Friday. The homework consists of letter/sound recognition work, word recognition work, as well as revision of maths concepts covered during classroom learning activities. The word recognition work also revises Foundation Handwriting, taught during handwriting lessons. Homework at this level is expected to take no longer than 10 to 15 minutes each day. Home readers are sent home twice each week.

Students in Year 1 and Year 2 are encouraged to complete weekly spelling homework and take readers home regularly.

Students in Year 3 to Year 6 are given regular home study. The amount and frequency varies with the ages and abilities of the students. Teachers will continue to provide guidance and assistance, although, as students progress, they will increasingly work independently. Parents/carers can help by taking an active interest and ensuring there is a time and place set aside for homework.

**Immunisation**
We support the immunisation of children, before they enter Kindergarten, to protect them against outbreaks of infectious diseases. When enrolling their children, parents/carers are asked to provide an Immunisation History Statement. Children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of a vaccine preventable disease.

An Immunisation History Statement can be obtained by contacting the Australian Childhood Immunisation Register on 1800 653 809 or apply online at https://www1.medicareaustralia.gov.au/ssl/acircircert

**Infectious Diseases**
Please contact the school if your child contracts any infectious disease which may be passed on to other children. The office staff will be able to advise whether your child should be excluded from school for any period of time.

**Internet access and Email**
Students are provided with an internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policy when using the DEC internet and email services.

Parents/carers will need to inform the school in writing if they do not want their child to have access to the NSW DEC Internet and email facility. See page 13 on the Application to Enrol.
Key Learning Areas
Our school curriculum is broken up into six distinct areas:
- English
- Human Society and its Environment
- Mathematics
- Creative and Practical Arts
- Science & Technology
- Personal Development, Health and Physical Education

Kindergarten Orientation/Transition
Orientation and transition sessions are held during Terms 3 and 4 for students enrolling in the coming year. A comprehensive package containing information on our school, Application to Enrol and other relevant documents is available from the office. The packages are also handed out during these sessions.

Late Arrivals
Any student arriving late for school needs to be signed in at the office by their parent/carer and receive a late pass before attending class.

Learning Support Team (LST)
The LST is comprised of classroom and specialist teachers, school counsellor and members of the school executive. The purpose of the LST is to monitor the progress of students and provide additional support to ensure they achieve to an expected level. Where a student does not make appropriate progress the LST will refer the student to other agencies for further assessment. The school has a Support Teacher - Learning Assistance who provides additional assistance to those students identified by the LST.

Leaving School Grounds
No student is allowed to leave the school grounds without permission. Any student leaving the school before 3:15pm needs to be signed out at the office by their parent/carer.

Once students arrive at school, they are expected to remain on the school grounds until 3:15pm.

Students leaving at 3:15pm are supervised at Taylor Street (car pick-up) and Cameron Lane (bus bay). Students who walk home will be supervised at the front of the school. Year 4 to Year 6 bike riders must walk their bikes to the appropriate side of the road before mounting. Helmets must be worn. Students not collected or who have missed their bus will remain at the office until parents/carers have been notified and the students collected.

Leaving/Transferring Procedures
Please notify the office if your child will be leaving the school, providing information as to which school your child will be attending if possible. This enables records to be forwarded to the new school. All school books need to be returned including class books, library books and home readers.
Library
Our library is well stocked with a range of books, videos and computer software. It is available for use before school and lunchtimes. There is also a range of computers for student use, for school projects or playing games. Every child needs a library bag to carry books home.

Lost Property
Lost property is located in the uniform pool near the office. All property should be clearly labeled. This is especially important for winter clothing, which is regularly left in the school grounds.

Lunch Centre
Our school Lunch Centre operates every school day, providing a wide range of lunches, snack foods and weekly specials. Lunches should be ordered by 9:00am at the Lunch Centre, with child’s name and class written on a bag supplied and money placed securely in the bag. Lunch Centre price lists are sent home regularly.

The Lunch Centre greatly appreciates the volunteer help from parents/carers and being a helper also assists new families to get to know other members of the community. To volunteer in the Lunch Centre please enquire at the school office or phone 6732 2577.

Medication
Request for administering prescribed medication forms are available at the office for completion by parents/carers when children require prescribed medication at school. Please advise the office if your child has specific medical needs. The medication must be presented in the package from the chemist, stating child’s name and dosage and will be stored and administered at the office. Unfortunately we are not permitted to administer non prescribed medication. Ie Panadol etc.

Medical Conditions/Allergies
It is extremely important to keep the school informed of any medical conditions, allergies or other conditions that your child is experiencing.

Individual health care plan forms are available from the office and need to be completed for every child who has a specific medical condition or allergy. We need to be aware of any specific treatment of these conditions.

Monitors
Senior students are selected to take leadership roles assisting teachers, parents and fellow students in various capacities around the school.

Newsletter
The weekly newsletter keeps parents informed about the School and is available on the school website. This publication will go home every Tuesday with the eldest child in each family.

Parent Helpers
Most classes value assistance with reading, writing, maths groups, sport, excursions and special days. Please enquire at the school office.
Parent Organisations
Parental organisations and activities through which parents and carers are involved in the school include, a proactive School Council and a very supportive Parents’ and Citizens’ Association (P&C). The P&C promotes the interest of the school by bringing parents, citizens and staff into close co-operation.

P&C meetings are held monthly in the school staffroom (date and time notified in school newsletter). We encourage new members and welcome your interest and views.

Parent/Teacher Interviews
The school holds Parent Teacher interviews during first semester to discuss your child’s progress. Parents/carers and teachers can request interviews at other times.

Playground Supervision

<table>
<thead>
<tr>
<th>Time</th>
<th>Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:40am</td>
<td>Supervision begins</td>
</tr>
<tr>
<td>11:10am - 11:30am</td>
<td>Recess</td>
</tr>
<tr>
<td>1:00pm - 1:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:45pm - 3:10pm</td>
<td>Afternoon recess</td>
</tr>
<tr>
<td>3:10pm - 3:15pm</td>
<td>Afternoon Assembly</td>
</tr>
</tbody>
</table>

Playground supervision begins at 8:40am. If students arrive before this time they are expected to sit quietly and sensibly near the primary building.

Photographs
Many school activities are photographed. The Department of Education and Communities requires permission from parents/carers for these photos to be included in various publications.

If you **DO NOT WANT** your child to be photographed under any circumstances, please be sure to specify this on page 13 of the Application to Enrol.

Police Visits
Local Police visit our students to speak on road and water safety and other aspects of their role in the community. The police also make informal visits to the school during play times.

Presentation Day
Presentation Day Awards recognise the many successes of students in their school life. Students are presented with academic, cultural, civic and sporting awards. Many community members are invited to present awards. Presentation Day assemblies are held for Early Stage 1/Stage 1, Stage 2 and Stage 3.

Public Health Screening
Your child should attend a Public Health Screening prior to commencement of Kindergarten. Such screenings are valuable in the detection of possible problems and are conducted by the Community Health Centre.
**Reception**
The reception area is located in the Administration block at the front of the school. The School Admin Officers will help you with your enquiries. Sick or injured children and children being collected prior to 3:15pm for urgent appointments, are collected from this point.

**Release from Face to Face**
All teachers in the public education system are allocated two hours release from face to face teaching each week. Classroom teachers take advantage of this time to prepare assessment tasks, plan class programs and extra curricular activities, marking and photocopying.

**Reports**
Mid year and end of year reports detail your child's progress throughout the year. Appointments can be made with teachers to discuss any concerns. If you do have any concerns about your child's progress please contact the class teacher. Please do not wait until the mid year parent interviews or when end of year reports are distributed.

**School Contributions (Kindergarten to Year 6)**
School contributions are set by the Department of Education and Communities.

**School Council**
The Glen Innes School Council (an elected body) consists of representatives from the whole school community, parents, carers and the general community. The Council meets Week 6 of each term to make decisions about budget and policy, as well as setting goals and priorities.

**School Counsellor**
Our School Counsellor is a member of the school's Learning Support Team. With the agreement of parents/carers, the school counsellor provides information to teachers that will assist them in meeting the students' needs. Students may ask for an interview with the counsellor or be referred through a teacher, parent, carer or friend. Parents/carers may seek advice from the school counsellor about their child's progress.

**Scripture**
Scripture is provided to our students each Tuesday by local representatives of various churches. Local churches organise the scripture teachers. Our lessons are from the Scripture Union Education series.

**Sickness/Injuries**
See First Aid
Sport
School sport is divided into three sessions.

<table>
<thead>
<tr>
<th>Early Stage 1 and Stage 1</th>
<th>Wednesday afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 2</td>
<td>Wednesday afternoon</td>
</tr>
<tr>
<td>Stage 3</td>
<td>Friday afternoon</td>
</tr>
</tbody>
</table>

Infants’ students (Kindergarten to Year 2) specialise in ball skills, gross motor skills, such as skipping, some team events and dance.

Primary students have access to a wide variety of sports including:

**Summer:** Indoor sport, swimming, touch football.

**Winter:** Indoor sport, Rugby League, soccer (boys and girls), netball.

There may be an entry fee for some sporting venues.

The school swimming carnival is held in Term 1, cross country in Term 1 and the athletics carnival in Term 3. Students are regularly chosen to represent the school at District, Area and State levels.

**Sport Houses:**

- **Arunta:** Red
- **Balladerry:** Blue
- **Arabanoo:** Orange
- **Wongabilla:** Green

It is a privilege to represent Glen Innes Public School at sport. We expect parents and students to demonstrate a high level of sportsmanship at all times.
# Staff Directory

**Principal (A):**
Mrs Judi Toms

**Teaching Staff:**
- Mrs Belinda Jerrett (Assistant Principal)
- Miss Jane Lawrence (Assistant Principal)
- Mrs Nikki Lee (Assistant Principal)
- Mr Mark Morris (Relieving Assistant Principal)
- Mrs Jeanelle Williams (Relieving Assistant Principal)
- Mrs Marianne Bower
- Mrs Carla Bryant (STLD)
- Miss Diane Cave (STLA)
- Miss Tracey Condrick
- Mr Dean Gillett
- Miss Pav Grewal
- Mrs Angela Hall (Assistant Principal STLD)
- Mr Peter Howard
- Mrs Wendy Knight
- Mrs Kristin Lynn
- Mrs Nicole McKeen
- Mrs Marjory McMahon (School Counsellor)
- Miss Roshien Mercer
- Mrs Dianne Morris
- Miss Leonie Pettit
- Miss Elizabeth Ricketts
- Mrs Kristie Smith
- Mrs Deb Stapleton
- Mrs Tracy Wallbridge
- Mrs Debbie Webster
- Mrs Trudy Wiedemann (Teacher Librarian)

**School Admin Support Staff:**
- Mrs Lesley Clibborn (School Admin Manager)
- Mrs Cathy Stirling (School Admin Officer)
- Mrs Judy Archibald (School Admin Officer)
- Mrs Gigha Goldman
- Mrs Jan Miller
- Mr David Balchin (General Assistant)

**Aboriginal Education Officer:**
- Mrs Karen Potter

**School Learning Support Officers:**
- Mrs Stacey Chaffey
- Mrs Melinda Cooper
- Mrs Tania Davis
- Mrs Shannan de Jong
- Mrs Judy Ennis
- Mrs Michelle Lawson (School Chaplain)
- Mrs Natalie Menzies
- Mrs Joanne Moffitt
- Miss Jessica Moor
- Mrs Trixie Newberry
- Mr David Renn
- Mrs Rachel Young

**Lunch Centre Supervisor:**
- Ms Jane Sanderson
Starting School
Children may enter Kindergarten if they turn five on or before 31st July in the year they commence school. Starting school is an important step in a young child’s life and parents have many questions about their child’s readiness.

Stationery Requirements
Some school equipment is supplied, however at the beginning of each school year class teachers will send home a class requirements list, outlining specific items each child needs for the year.

Expensive items from home are discouraged from being brought to school in case of damage or loss.

Student Banking
Student banking is conducted each Wednesday morning at the Lunch Centre.

Student Representative Council (SRC)
Each year a group of Year 5 students is elected to form the Student Representative Council for the following year. School captains and other office bearers are then selected to represent our school at official functions, assist at assemblies and various other leadership roles in the school and the community.

Swim School
In Term 4 each year students have the opportunity to learn to swim and/or to improve their swimming skills. It is a two week intensive program conducted by qualified Austswim instructors.

Technology
The school has computers, laptops, iPads, iPods and smartboards (interactive whiteboards) in all classrooms as well as the library, covering subjects such as mathematics, drawing, word processing, internet research, PowerPoint, Excel spreadsheets, on-line projects etc.
UNIFORM CODE

School Jacket
School Jumper

Summer Uniform
Girls & Boys

Winter Uniform
Girls & Boys

Please see overleaf for more detailed uniform information

Uniforms are available from
Carelles

Winter Sports Uniform
Girls & Boys

Summer Sports Uniform
Left - Winter Sports Uniform
Right - Summer Sports Uniform
**Uniform**

<table>
<thead>
<tr>
<th>SCHOOL UNIFORM - GIRLS</th>
<th>WINTER: (No logos, brand names or stripes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER:</strong> (No logos, brand names or stripes)</td>
<td>Plain design navy shorts</td>
</tr>
<tr>
<td>• Plain design navy short</td>
<td>• School uniform blue woven short sleeve polo shirt, with jade and white striped collar</td>
</tr>
<tr>
<td>• School uniform blue woven short sleeve polo shirt, with jade and white striped collar</td>
<td>and/or white or navy skivvy</td>
</tr>
<tr>
<td>• Navy or white socks (above the ankle)</td>
<td>• School uniform navy “sloppy joe” with jade and white striped bands or plain navy Polar Fleece</td>
</tr>
<tr>
<td>• Black shoes</td>
<td>• Navy or white socks (socks above the ankle) or navy tights</td>
</tr>
<tr>
<td>• Plain navy hat (broad brimmed, bucket or alice style)</td>
<td>• Black shoes</td>
</tr>
<tr>
<td>• School uniform jade, navy and white spray jacket (no added embroidery)</td>
<td>• Plain navy hat (broad brimmed or bucket style)</td>
</tr>
<tr>
<td><strong>SCHOOL UNIFORM - BOYS</strong></td>
<td>• School uniform jade, navy and white spray jacket (no added embroidery)</td>
</tr>
<tr>
<td><strong>SUMMER:</strong> (No logos, brand names or stripes)</td>
<td><strong>WINTER:</strong> (No logos, brand names or stripes)</td>
</tr>
<tr>
<td>• Plain design navy shorts</td>
<td>• Plain design navy trousers</td>
</tr>
<tr>
<td>• School uniform blue woven short sleeve polo shirt with jade and white striped collar</td>
<td>• School uniform blue woven short sleeve polo shirt, with jade and white striped collar and/or white or navy skivvy</td>
</tr>
<tr>
<td>• Navy socks (above the ankle)</td>
<td>• School Uniform navy “sloppy joe” with jade and white striped bands or plain navy Polar Fleece</td>
</tr>
<tr>
<td>• Black shoes</td>
<td>• Navy socks (above the ankle)</td>
</tr>
<tr>
<td>• Plain navy hat (broad brimmed or Bucket style)</td>
<td>• Black shoes</td>
</tr>
<tr>
<td>• School uniform jade, navy and white spray jacket (no added embroidery)</td>
<td>• Plain navy hat (broad brimmed or bucket style)</td>
</tr>
<tr>
<td><strong>SPORTS UNIFORM - GIRLS &amp; BOYS</strong></td>
<td>• School uniform jade, navy and white spray jacket (no added embroidery)</td>
</tr>
<tr>
<td>Plain navy sports shorts eg. Rugby knit or basketball shorts</td>
<td><strong>Plain white socks</strong></td>
</tr>
<tr>
<td>Plain navy track pants</td>
<td>Joggers - white, navy or black</td>
</tr>
<tr>
<td>School sports uniform jade and navy short sleeve polo shirt</td>
<td><strong>School uniform jade, navy and white spray jacket</strong></td>
</tr>
</tbody>
</table>

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Uniform Cont.

The P&C and School Council strongly support the Glen Innes Public School Uniform policy.
When purchasing school uniform could families please be mindful of the school colours and the following details:
- In line with the Sun Safe policy, caps are not part of the school uniform
- Jewellery: In the interest of safety for all students, jewellery must be discreet and kept to a minimum eg. wrist watch, ear studs/sleepers are acceptable
- Hair colour: Un-natural hair colours are not acceptable
- Hair ribbons or ties should reflect school colours of jade, navy or white
- Additional winter items eg. beanies, gloves should reflect the school colours of navy, jade and white
- Please remember to name ALL clothing items for easy return of items when mislaid

Please note: The “NO HAT, PLAY IN THE SHADE” rule is enforced

Uniform Pool and Purchases
The P&C run a uniform pool of used uniforms for sale. Girls and boys summer and winter uniforms can be obtained at the Uniform Pool when available.

Enquiries may be made through the school office.

New uniforms can be purchased through Carelles. Please contact the school if further information is required

Visitors
All parents/carers and visitors to the school, for whatever reason, are asked to come to the office, sign in and collect a “visitor” badge. Visitors are then asked to sign out as they leave and return their badge.

Parents/carers needing to bring anything to students throughout the day, eg lunches, jumpers etc. may leave these items at the office for delivery.

Website
Families can access the School Website on: http://www.gleninnes-p.schools.nsw.edu.au/ or by downloading the School App on their mobile phones, where the weekly newsletter and permission notes are available.

Wet Weather
When rain is too heavy and prevents outside activities, special areas are allocated for eating and playing. The Teachers will advise children where to be during wet weather.
THE SCHOOL SONG

1. We’re boys and girls united.
   To work and play and learn,
   Our hearts to truth are plighted.
   Our minds to wisdom turn.
   Examples to our fellows
   In latter years you'll see,
   Men and women once the members
   Of Glen Innes Primary.

2. For classes, teams and houses,
   Each one can earn his place
   In lessons, sport and conduct,
   We're rivals in the race.
   But however we're contending
   In this we all agree
   We all uphold the honour
   Of Glen Innes Primary.

3. The playing fields and gardens,
   The Bell tower's urgent call,
   Our teachers, books and friendships,
   Assemblies in the hall,
   Will link us all forever,
   We'll hold the memory
   Of our happy days together
   At Glen Innes Primary.