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Principal's message

Dear Parents

I am very pleased to have your child enrolled at Zig Zag Public School. Kindergarten is an important beginning for their school life. Already in the first five years your child has learned so much about the world, about relationships and about themselves. At school your child will continue to learn and to grow, to interact with a variety of people, in a range of different work and play situations.

In Kindergarten they will:

- learn that they are a special individual who is different from others, but will learn to get along with others and respect their rights and differences;
- learn to follow simple directions, complete tasks and be a responsible member of a group as well as a leader and classroom helper;
- have opportunities to express their thoughts to a group of children and to the class;
- learn to count and recognise numbers, to name the letters of the alphabet and know their sounds, to read stories and to begin to write stories; and
- will find joy in self expression and creativity.

Please maintain close contact with your child's teacher, particularly in the first months of Kindergarten, and bring any concerns you may have to the teacher's attention.

Again, I welcome you and your child to Zig Zag Public School and invite you to be active members of the Zig Zag School community. The school staff and I look forward to a very rewarding and productive partnership with you and your child.

Vicki Gillmore
Principal

History

Zig Zag School was originally named New Vale School and was situated in Brewery Lane adjacent to Lithgow Brewery (now Lithgow Valley Springs). It was opened in a cottage rented from HP Corbett on 27th July, 1891. The Department of Education & Training then purchased land in Bells Road (now Oakey Park Oval) and New Vale transferred to that site on 24th April, 1900.

In 1910 the name of the school was officially changed to Zig Zag. The present school in Victoria Avenue was built in 1919 and opened in 1920. A history book of the school is available from the office.

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School dates

The first day of Kindergarten 2021 is on Monday 1 February. Years 1-6 students return to school on the 29 January.

Term 1 (Eastern) – Wednesday 29 January to Thursday 1 April.

Term 2 – Monday 19 April to Friday 25 June.

Term 3 – Monday 12 July to Friday 17 September.

Term 4 – Tuesday 5 October to Wednesday 16th December.

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School times

Session 1:	9:00am – 11:00 am	Lunch:	11:00am – 11:30am
Session 2:	11:30am – 1.15pm	2nd Lunch:	1.10pm – 1:50pm
Session 3:	1:50pm – 2:50pm		

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The staff

The Principal – is responsible to the Department of Education and Training and the Zig Zag School Community for the management, organisation, supervision and efficiency of the school.

Teachers – are responsible to the Principal for the management of their assigned class or classes and other duties as delegated.

School Counsellor – is based at our school once a fortnight to help students, staff and parents with a range of educational services. Through the school counsellor, children may be referred to other guidance and specialised services.

School Admin Manager, Admin Officer and Learning Support Officers – are responsible to the Principal for a wide range of clerical, office, in class and other related duties designed to assist teachers and students. The School Administrative Manager and Administrative Officer can assist parents with general enquiries and arrange appointments.

General Assistant – is responsible to the Principal for the maintenance of the school.

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School and home

For the first four or five years of a child's life, education is provided by the parents or caregivers. The experiences gained during these years form the basis upon which the school builds. By the time the child arrives in Kindergarten many attitudes and habits are well established.

When children begin school, and the school becomes involved in your child's development and formal school education, there commences a joint venture with both parties working closely together.

Zig Zag Public School views the education of each student as a partnership between the school and parents. We encourage communication between home and the school and for you to contact your child's teacher or the school office when the need arises, for example:

- if any event has occurred which could influence your child's happy disposition - sudden illness of a family member, loss of a pet;
- if you are concerned about any aspect of schooling that is affecting your child.

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Kindergarten requirements

1. Your child's school bag has their name clearly marked on the outside.
2. Lunch box (labelled with child's name)
3. Drink bottle (labelled)
4. Spare underwear to be kept in school bag in case of an accident
5. School jumper (labelled)
6. Library bag
7. School hat(labelled)

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How can I prepare my child for school?

There are many things you can do to help your child develop the right skills to do well in their first year at school. Preparation does help, and if you child can see that you are relaxed and looking forward to this important event in their lives, they will be more inclined to be relaxed, happy and excited too.

Emotional readiness

- Talk about school as a happy place where your child will meet new friends, sing, play games and make things.
- Listen to your child's concerns and discuss with them together.
- Be positive and encouraging about school. School is a safe place; let your child know that teachers care for them. Reassure your child that they will be safe and that you will collect them in the afternoon.
- Be prepared to 'let go'.

Practical Readiness

On a practical level, assist your child towards mastery of the following skills:

- Know their name and what it looks like
- Use 'please' and 'thank you'
- Get their clothing and shoes on and off without help;
- Care for and put away play equipment;
- Use a handkerchief or tissue to properly blow their nose;
- Use and flush a toilet independently and wash hands;
- Manage fruit, containers and wrappers independently.

Before your child learns to read and write, they must be able to talk and listen well. Try to:

- Answer many of the endless questions, and ask many deep questions that require reasoning;
- Talk to your child about what you are both doing;
- Listen to your child carefully;
- Count items. Sort and match collections of things like fruit and clothing;
- Ask your child to follow simple instructions, e.g. "Take your plate to the sink," or "Put all your toys away in the box, please";
- AND most importantly, read books and discuss stories with your child each day to develop good reading habits.

To be able to read and write, your child also needs good hand and eye coordination. Development activities include:

- Using pencils, felt pens, chalk and crayons to draw patterns and pictures; Tracing an outline;
- Painting with brushes and rollers; Pasting: making models with play-dough;
- Cutting paper and material with blunt-ended scissors;
- Rolling, throwing and catching a ball;
- Doing jigsaw puzzles; constructing with blocks;
- Digging and building in the sand.

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How we help your child settle into big school

Zig Zag Public School takes great care to ensure their new students are warmly welcomed to the school environment and made to feel safe and secure. It is worth making opportunities to talk about some of the aspects of the first few weeks of school with your child so they do not become unduly anxious at the thought of such a big, busy, new environment.

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Supporting the school

Parents can assist in the day to day operations of the school by:

- Making before school communications brief (between 8:45am - 8:55am). Teachers need as much uninterrupted time as possible to plan and organise their resources in the morning to ensure that everything is ready for the day. We encourage parents to pass a message through the office and make an appointment for discussions at a time that is mutually acceptable by contacting the school;
- Ensuring names are on your children's property (especially school uniforms) so that lost items can be returned to their owners;

- If any issues arise, please contact your child's classroom teacher first, as they know the day-to-day activities and incidents as they happen; and
- Supporting school fundraising activities. Money raised by the Parents and Citizens Association is spent on supporting our students in their learning. The school welcomes any contribution.

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Communication

Our school communicates with parents and the community in several ways. These include our school website, Facebook and via the school app, SkoolBag. Using SkoolBag is recommended as you will receive reminders of school events, our newsletter, send in absence notes and download permission notes.

<https://www.mogproducts.com.au/skoolbag/installation-instructions/>

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Starting the school day

Children should arrive at school no earlier than 8.45am. Teacher supervision of children begins at 8.45am until the commencement of the school day at 9.00am. Arrival at school should be ten to fifteen minutes before school begins. This allows children to benefit from the social and play aspects of school life. It is very important that each child is at school ready for the commencement of the school day. Late arrivals cause distractions and can waste time when instructions need to be repeated.

Picking up children at the end of the day

School finishes at 2.50pm and the buses leave at approximately 3.00pm. Please be prompt in picking up your child if they aren't catching a bus. Make sure your child knows who will be collecting them each afternoon. Children can get upset if you or someone else picking them up comes late.

No child should leave the school grounds unless accompanied by an adult.

Children who catch the bus will need to assemble in the bus lines.

Children who are being picked are walked by a teacher to the gate to meet awaiting parents.

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Enrolment

How to enrol

Contact us when you're ready to enrol your child in our school. You may need to attend an interview with the principal. There you can discuss any medical conditions or other special circumstances before your child starts school. We may also complete a risk assessment on the enrolment.

Upon enrolment the Principal is required to sight your child's:

1. Certificate of Birth or acknowledgement of registration.
2. Immunisation History Statement.

For more information, visit [primary school enrolment](#).

Non-local enrolments

As outlined in the department's [enrolment policy](#), our school may accept enrolments from outside our local enrolment area if places are available.

A panel will assess applications for non-local enrolment on a case-by-case basis and make recommendations to the Principal about their decisions using the criteria set out in Zig Zag Public School's [non local enrolment policy](#).

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Attendance: It's not OK to be away!

If your child is unable to attend school due to illness or a family commitment, you must either call the school or submit a digital leave form via the SkoolBag app. Alternatively a signed and dated note can be given to the classroom teachers.

Students must attend school every day, *unless*:

- the student is too sick to leave the house
- the student has an infectious disease e.g. chicken pox, mumps, measles or whooping cough. Refer to "Too Sick for School?" guideline.

<https://education.nsw.gov.au/parents-and-carers/wellbeing/health-and-safety/too-sick-to-go-to-school>

- students are on family holidays which cannot be arranged during school vacations. An application for leave will need to be made via the principal.

It is appreciated that in the event of a long absence (family vacations, illness, etc.), the school office is notified. The school is required to contact parents and caregivers if your child has been away for more than three days in a row and the absence is unexplained.

Students arriving after 9:00am will be marked as being late on the school roll. Late arrivals can be disruptive for others and should be avoided where possible.

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Supervision

Playground

Kindergarten to Year 6

Prior to 8.45 - Students are to wait outside the building under the cola with general staff supervision until outside duty supervision commences.

- 8.45am - Outside supervision commences in the front undercover assembly area. Passive games. (During wet weather – students will be advised of alternative arrangements).
- 9.00am - Assembly Monday – Friday in Assembly area
(Formal Assembly in Friday, 1.50pm in Hall)

As teachers do not commence duty until 8.30am students should not attend school until this time.

- 11.00 to 11.30 - Students sit down to eat. Play on top playground and middle playground.
- 1.15 to 1.50 - Students sit down to eat. Play on top & middle playground.
Middle grass level: Soccer/Cricket.
Fixed Equipment: Under supervision of duty teacher. Discretion to be used.
Tennis Court: Under supervision of duty teacher. Discretion to be used.

Afternoon dismissal

Children are dismissed at 2.50pm and are supervised for afternoon 'Kiss and drop' arrangements.

Procedure

- 2.50 - All teachers on duty.
Class teachers will supervise students packing up and escort them to the Assembly area. Students will line up in four lines and be escorted by a teacher to either:
- Walking and bikes to bus gate.
 - Car pick-ups to middle gate.
 - Bus line
 - PCYC Bus line

Wet Weather: Teachers deem 'wet weather'.

Children are supervised in 2 groups during wet weather. Either in upstairs or downstairs groups. There may be times when the entire school has a movie for wet weather duty and fresh air time in the weather shed.

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School Fees

Voluntary school contributions

There is a voluntary school contribution scheme. This scheme helps the school to provide various resources. The school contribution is currently \$30.00 per student or \$50.00 per family.

Payments can be made via the Parent Online Payment (POP) via the skoolbag school app or the school website. <https://zigzag-p.schools.nsw.gov.au/>

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Medications

Sometimes it is necessary for medications to be administered to a child at school. Parents are required to obtain a Parent Request Form from our school website <https://zigzag-p.schools.nsw.gov.au/supporting-our-students/student-health-and-safety.html> for the Administration of Medication at School from the office. Please ensure that the medication is in the original packaging and is clearly labelled with the medication type, student's name and dosage.

Asthma Management

All students with asthma must provide the school with an up to date Asthma Management Plan. Parents/guardians are responsible for ensuring their children have an adequate supply of appropriate asthma medication (including a spacer) with them at school at all times.

Allergies and Anaphylaxis

If your child has a severe allergy or anaphylactic condition, please notify the school as soon as possible and ensure that the school has a copy of your child's ASCIA Plan and an EpiPen if required.

<https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

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Collecting students

If you need to collect your child during school hours, please visit the school office and register your child's leaving time. All early leavers and late arrivals are marked on the roll. Late arrival is disruptive for other students and should be avoided where possible.

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Communication

Our school communicates with parents and the community in several ways. These include our school website, Facebook and via the school app, SkoolBag. Using SkoolBag is recommended as you will receive reminders of school events, our newsletter, send in absence notes and download permission notes.

<https://www.moqproducts.com.au/skoolbag/installation-instructions/>

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Student Information

It is vital that student information is kept current. We ask that any changes to address, contact numbers etc. are provided to the school as soon as possible. If your children have any medical concerns that the school needs to know about please contact the office staff.

IMPORTANT

If there is a court order which prevents anyone having contact with your child, please let us know of the details.

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Healthy eating

At Zig Zag Public school, we encourage students to make responsible choices when eating. Providing your child with nutritious and healthy foods during the day will ensure that their energy levels will remain high and assist them with concentration in class. Please ensure that your child has enough food for both recess and lunch, although please do not overload your child's lunch box.

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Crunch and sip:

We encourage your child to have a clearly labelled plastic drink bottle containing water in the classroom. This encourages healthy drinking habits and enables your child to keep their fluids up! Your child may leave their bottle on their table or in a designated spot throughout the day. Students have healthy eating breaks during the morning session. We ask that you pack your child some cut up fresh fruit or vegetables to eat at our morning fruit break.

Canteen

Our canteen is ran by our P&C every Wednesday. We are a recognised healthy canteen.

Reports of children's progress

We begin the year with a Parent/Teacher Information Night in late February or early March. Detailed written student reports are sent home in June and December. At the beginning of Term 3 we invite families to our midyear 3-way interviews discuss their child's progress.

Any concerns which you may have regarding the progress and welfare of your child should be directed to the class teacher, in the first instance. If that is not possible, the principal is also available. Please make an appointment.

Best Start

Children come to school with different levels of literacy and numeracy. Our Kindergarten teachers have always observed their new students and used different methods to find out what each child knows and can do so that they can plan and teach what their students need to learn next.

The Best Start Kindergarten Assessment identifies the literacy and numeracy knowledge and skills that each child brings to school as they enter Kindergarten. It uses a continuum that is consistent with the English and Mathematics syllabus for the early years of schooling. This assessment informs the quality teaching and learning programs that schools implement in the early years of schooling.

Your child and the Best Start Kindergarten Assessment

It is very important to emphasise that *Best Start Kindergarten Assessment* is not a test. Its purpose is to help the teacher gather information to guide the teaching of your child.

The teacher will observe each child and use tasks, such as talking about a book that has been read, and record what their students know and can do.

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Homework

While homework is not compulsory, it is a valuable part of schooling and will be provided to your child each week. It allows for practising and consolidation of work done in class. It provides training for students in organising and planning time. It establishes habits of study, concentration and self-discipline which will serve students all of their lives. It strengthens home-school links and reaffirms the role of parents and caregivers as partners in education. It also provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children.

TYPES OF HOMEWORK

At the beginning of each year the class teacher will inform parents/carers of the homework routine and procedures.

The amount of time that students are expected to spend on homework will depend upon the age, ability, home environment and extracurricular activities of students, including family and cultural obligations. It is important that students of all ages have opportunities for free time, leisure and physical activities outside of school.

The most valuable homework a child can do is:

- To read or to be read to
- To talk and discuss aspects of learning
- To use number sense in everyday activities
- To wonder and ask questions.

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School uniforms

All school uniform is available for purchase from the school office. Winter uniforms will be worn during Terms 2 and 3. Summer uniforms will be worn during Terms 1 and 4. This applies to both boys and girls.

Hats & beanies

All children must wear a hat during terms 1 & 4. Hats can be worn all year round. The preferred Zig Zag hat is available from the Office. Cost for a hat is \$10.00 and a cap is \$15.00.

Kindergarten students will receive a new school hat (with compliments of Zig Zag Public School) This is a welcome gift presented at the Puffing Billies Graduation Day at their end of their “big school” transition program the year before they start School.

Boys

Summer – Gold short sleeve polo shirt with school emblem, black shorts, black shoes.

Winter – Gold polo shirt with school emblem, black trousers, black polar fleece jumper or jacket with school emblem, black shoes.

Optional - Black track pants.

Girls

Summer – Black pleated skirt and gold short sleeve polo shirt with school emblem, black shoes.

Optional - Black shorts or skorts.

Winter – Black pleated skirt, gold short sleeve polo shirt with school emblem, black polar fleece jumper or jacket with school emblem, black shoes.

Optional - Black bootleg or tracksuit pants.

Sports wear

Boys

Summer – Gold polo shirt with school emblem, black shorts, gold and sneakers.

Winter – Black polar fleece jumper with school emblem, polo shirt, black shorts or black track pants, sneakers.

Girls

Summer – Gold polo shirt with school emblem, black shorts or black skort, sneakers.

Winter – Black polar fleece jumper with school emblem, gold polo shirt, black track pants, sneakers.

Other items available from the office

Metal School Badges \$5, Key rings \$5.

A clothing pool

Operates at the school. Parents are invited to submit garments to the clothing pool, or come and inspect items during school hours.

A lost property box

Is located off the hallway near the 1/2 classroom. Lost property is donated to Stewart House if not claimed after six months.

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Special religious education lessons

Scripture lessons take place once per week for 45 minutes. The lessons are given by a church appointed teacher. Parents are given the option to indicate their preferences for scripture upon enrolment. Any changes to your choice need to be sent into the school via a note.

Library

Library borrowing occurs weekly and students are encouraged to borrow a variety of texts from the library. Reading is a very important part of our school curriculum. We encourage you to read with your child, for them to read to you or to read independently. This is intended to be a pleasurable activity and to enhance your child's interest in reading. Please ensure that your child has their own library bag, clearly labelled.

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Parents and citizens association

The Parents and Citizen's Association (P&C) meets at the school twice a term. The role of the P&C is to be the parent representative body within the school community.

Payments for P&C based activities and fundraising are to be made separately to the school accounts. They are to be made with cash only, clearly labelled with the student's name and that it is for the P&C.

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School hats and sunscreen

Zig Zag

Public School has the policy **NO HAT = PLAY IN THE SHADE** during Term 1 and 4. We have this policy to ensure students wear their school hat whilst outside in the playground. It is also advisable that your child has SPF 30+ sunscreen applied to exposed skin in term 1 and 4.

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Permission to publish

At Zig Zag Public School, we are proud of our school and of our students' achievements. One way we celebrate this is to publish photographs of events and students' work within our school and local community. Parents enjoy this sharing of school life and children enjoy the opportunity to see themselves and their work 'in print' and 'on line'. We require your permission to use photographs of you/your child and work produced by your child, for the purpose of promoting our school. By signing this form, you agree to the following: -

- Your or your child's image or work may be reproduced in colour or black and white.

- Your or your child's image or work may appear in our school newsletters, our school website, facebook, skoolbag and promotional school brochures, our Annual School Report, and displays of students' work.
- Your or your child's image or work may be used on our school's internet website.
- Your agreement to permit the use of images, photographs and/or work is greatly appreciated. This Authority would remain in place while your child is a student at this school. It can be altered at any time by writing to the Principal.

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Newsletters

A newsletter providing details of current school activities, calendar information and P&C news. Newsletters are published twice a term via our school bag app. For instructions on how to download our app click on the link below.

<https://enewsletter.skoolbag.com.au/storage/images/enewsletter/7/1651/JV0vbcW1mpNeuiazBPwoTloWkzUJI8L6mgSTxQYI.png>

The school newsletter is also uploaded to our school web site each week. You can also download a copy of each newsletter from the school web site. <https://zigzag-p.schools.nsw.gov.au/>

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Return notes/money to school

Often notes require a response from parents, you may need to sign a permission note for your child to be involved in an activity, or forward money to school. Please ensure that you place notes and money in a sealed envelope with your child's name, class and purpose of the money clearly written on the front. There is a locked box in the wall near the Office door where excursion money, Scholastic Book Club orders and returned notes are to be placed.

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Excursions and Sporting Visits

During the year, when it is considered educationally worthwhile to do so, pupils will be invited to on school on excursions and sporting visits. Parents are advised well in advance about the relevant excursion details.

When parental expense is involved, the school makes every effort to arrange the trip at the most competitive prices. Parents needing assistance to pay for excursions should discuss the matter with the principal.

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Swimming

Swimming is an essential skill. The school participates in an Intensive Swimming School in November/December each year. Non-swimmers from Year 2 to Year 6 are eligible to participate.

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Valuable items and large sums of money

As a general rule, valuable items and large sums of money should not be brought to school, e.g. electronic equipment, such as mobile phones, ipods, MP3 players, jewellery or special toys. Should it occasionally be necessary, the child's teacher should be notified so that safe keeping of the item can be arranged.

TIMES when children need money at school.

1. Charity collection – last day of term is a mufti day for charity.
2. Special occasions e.g. Canteen Day, Mother's Day Stall

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Pupil welfare and management

The school has a clear policy on pupil welfare and management and appropriate courses of action to be pursued to implement it. You are invited to discuss with the principal or class teacher any concerns relating to your child's behaviour, performance or wellbeing at the school.

There may be occasions where the school will initiate action and contact you.

A copy of the School Rules is set out below for your information. Discuss them with your child so that he or she knows what the expectations are.

- Zig Zag Public school promotes positive behaviour in order to provide a safe learning place for students.
- The discipline policy ensures that a fair and consistent way of establishing a safe, orderly, positive classroom environment in which teachers can teach and students can learn. It encourages students to choose responsible behaviours. Most importantly, the classroom discipline plan stresses positive recognition as the most powerful tool available for encouraging responsible behaviour and raising self-esteem.

The Assertive Discipline Policy consists of the following:

RULES that students must follow at all times.

POSITIVE RECOGNITION that students will receive for following the rules.

CONSEQUENCES that result when students choose not to follow the rules.

The Assertive Discipline Policy extends to the playground too. We look forward to your ongoing support.

- participation in specialised group programs (eg Social Skills programs); and
 - intensive, individual or group counselling.
- Suspension may be imposed at any time.

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Bus travel

Application forms may be submitted online. <https://transportnsw.info/travel-info/using-public-transport/school-travel>

All infant children (K-2) who travel by bus are eligible for free bus travel no matter how close they live to the school. Zig Zag Primary children who live past the overhead bridge in Bells Road are also eligible for free bus travel. (We are exempt from the 1.6km distance due to no crossing in Victoria Avenue). A letter needs to be submitted by parents to Transport NSW.

To qualify for free bus travel, parents must complete an application form by clicking on the above link. The bus company then issues a bus pass. This pass should be presented each day to the bus driver. If a bus pass is lost or damaged a new one can be issued via the website. A fee may apply.

Rules for bus travellers

Pupils who travel to and from school by bus are expected to:

WAIT until the bus has stopped before they enter or leave it.

TAKE GREAT CARE when crossing a road after leaving a bus.

The bus should move off before the road is crossed.

STUDENTS need to remain in their seats at all times.

BEHAVE responsibly at all times while on the bus.

WAIT ON THE FOOTPATH WHILE WAITING at a bus stop.

HELP FROM PARENTS in stressing these points would be appreciated.

Parents who have queries or complaints regarding bus travel should contact either the bus company or the principal where appropriate.

For more information please see the information pamphlet included with this booklet.

BUS ROUTES (from the school)

Jones Bros. morning bus arrives at 8.55am and departs at 3.00pm.

Parking

There is only limited parking in front of our school. Most congestion occurs of an afternoon, when parents attempt to find a park in Victoria Avenue, whilst the school bus is trying to turn. Parking is also available in Mills Street.

We would appreciate it if all vehicles would please refrain from entering the school playground both before and after school. The safety of children is our primary concern, and anything that parents can do to help is very much appreciated.

Please observe the **restricted parking** around the school entrance and the **40kph** speed zones.

Park safely even if it means walking further to the school gate

Observe all parking signs at the front of the school – these signs help keep our children safe
Always drop your children on the school side of Victoria Ave. There is a sign indicating the ‘drop off’ and ‘pick up’ gate.

Meet your children on the school-side of the road, preferably at the school ‘drop off’ and ‘pick up’ gate
– especially in wet weather

Model safe and considerate behaviour for your child – they will learn from you

NEVER double park or reverse your vehicle – this blocks the vision of other drivers and puts children at risk

NEVER call to your children from across the road – teach them to wait until you come to them.

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