



INFORMATION BOOKLET

2024



Learning for Life

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ZIG ZAG PUBLIC SCHOOL

“Learning for Life”



PRINCIPAL’S MESSAGE

Welcome to Zig Zag Public. This information package is produced for each family with children attending our school. It is designed to provide you with basic information and to answer common questions.

ZIG ZAG PUBLIC SCHOOL is a small school with a caring family atmosphere. Our school’s mission statement, *“Learning for Life”* highlights our commitment to provide a nurturing environment where every student can thrive academically, socially, and emotionally.

Our commitment to Learning for Life goes beyond traditional education. We strive to instil in our students a passion for learning that extends far beyond the classroom, equipping them with the skills and knowledge they need to succeed in an ever-changing world.

LITERACY and NUMERACY

Key to our approach is the establishment of strong literacy and numeracy foundations. We believe that these fundamental skills are the building blocks upon which all future learning is built. Through engaging and evidence based teaching methods, we ensure that every student develops the necessary proficiency in reading, writing, and mathematics to excel in their academic pursuits.

Moreover, at Zig Zag Public School, we are dedicated to a data-informed education model. By utilizing data to drive our instructional decisions, we can tailor our teaching methods to meet the individual needs of each student, ensuring that no one is left behind. Through ongoing assessment and analysis, we continuously monitor student progress and adjust our strategies accordingly, always striving for improvement.

EDUCATION FOR ALL

We are proud to offer Education for All, embracing diversity and inclusivity in all aspects of school life. Our goal is to provide equal opportunities for every student to reach their full potential, regardless of background, ability, or circumstance. Through a supportive and inclusive environment, we empower each student to succeed and thrive.

As a small school, we take pride in our tight-knit community and personalized approach to education. Our small class sizes allow for individualized attention and meaningful connections between students

and teachers. We foster a supportive and collaborative environment where every student feels valued, respected, and empowered to succeed.

"We encourage our students to strive for excellence in everything they do."

TECHNOLOGY

In today's rapidly evolving world, technology plays a crucial role in education. At Zig Zag Public School, we embrace technology as a tool to enhance learning and prepare students for the digital age. From interactive MAIN LEARNING boards in every classroom, to classroom sets of laptops: we integrate technology seamlessly into our curriculum, enabling students to develop essential digital literacy skills and harness the power of technology to enhance their learning experience.

COMMUNITY INVOLVEMENT

The involvement of family and community is an integral aspect of Zig Zag Public School. Our open-door policy means that Parents are always welcome visit and speak to the Principal and teachers to discuss their child's progress.

In conclusion, I am confident that your experience at Zig Zag Public School will be enriching, inspiring, and transformative. Together, let us embark on this journey of *Learning for Life*, as we work hand in hand to unlock the full potential of every student.

Thank you for entrusting us with your child's education.

Warm regards,

Vicki Gillmore

Principal Zig Zag Public School

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 school office.

SCHOOL TIMES

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

CLASS ARRANGEMENTS

Students are organised into varying class groups from Kindergarten to Year 6. The number and composition of the class groups at the beginning of the school year is subject to final enrolment. In 2024, we anticipate 6 classes serviced by our school Principal, 6 full time teachers, 3 part time teachers, 4 School Learning Support Officers, a full-time School Administrative Manager, part-time School Administrative Officer and part time General Assistant.

PLAYGROUND

School Playground Organisation & Duty Supervision

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 (students are not permitted to enter the building). Passive games. (During wet weather – students will be advised of alternative arrangements).
- 9.00am -** Assembly Monday – Friday in Assembly area
(Formal Assembly on Friday's)

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

- 11.00 to 11.30 -** Students sit down to eat. Play on top and middle playgrounds only.
- 1.10 to 1.50 -** Students sit down to eat. Play on top & middle playground only.
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.
Bottom Grass level: Year 6 privilege.

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

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

SCHOOL ATTENDANCE

Regular attendance at school is essential for students to maximise their learning potential. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, monitor part and whole day absences.

Parents are responsible for ensuring their children attend school regularly and if in the event of their child's non-attendance (even for a part of the day), parents need to provide an explanation for their child's absence promptly to the school via the office or School Bytes parent portal.

Keep in mind that one day a week off school, equals one year off school by Year 6.

NSW Department of Education

Days missed = years lost

A day here and there doesn't seem like much, but...





Kindergarten 2024 with Mrs Dudley

NEW KINDERGARTEN CHILDREN

Children who turn 5 on or before 31st July 2024 may enrol in Kindergarten at the beginning of the year. We run a “Puffing Billies” program in Term 3 and 4 to prepare the new Kindergarten enrolments for their start to school in the New Year.

KINDERGARTEN CHILDREN SHOULD HAVE:

- Names clearly marked on all belongings.
- Fruit break
- Lunch 1: we encourage children to eat their main food i.e. sandwich.
- Lunch 2: A healthy snack / fruit, additional sandwich.
- ***We encourage healthy lunch boxes with minimal junk food.***
- Lunch and morning tea should be packed separately and labelled with the child’s name.
- **Containers should not be made of glass or tin.**
- **PLASTIC** drink bottle.
- A library bag made of material with drawstring, approx. 40cm x 48cm.
- Attach the bus pass to the student's school bag for safe keeping.

AND BE ABLE TO:

- put on and do up shoes.
- take themselves to the toilet and manage their clothes.
- recognise their own belongings.

If for some reason, arrangements for Home Time are changed, PLEASE NOTIFY the school in writing so that the child can be directed.

ENROLMENT REQUIREMENTS

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

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

No child will be prevented from enrolling. Under the Public Health (Amendment) Act 1992 children for whom proof of immunisation has not been provided, may be asked to stay at home during an outbreak of a vaccine preventable disease.

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. Parents are welcome to arrange interviews with teachers at any time throughout the school year to 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.

Naplan

In 2008, the National Assessment Program – Literacy and Numeracy (NAPLAN) commenced in Australian schools. The program continues with all students in Years 3, 5, 7 and 9 being assessed using national tests in Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy.

The data from the NAPLAN test results gives schools and the Department of Education systems the ability to compare their students' achievements against national standards and with student achievement in other states and territories. It also allows the monitoring of progress over time. Results from these tests are sent home to parents in term 3 each year.

Best Start

Children come to school with different levels of literacy and numeracy. Some are familiar with books, can recognise some letters, even write their name or count to ten, while others have not yet learned these skills.

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, to record what their student each know and can do.

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 be read to
- TO TALK and discuss aspects of learning
- TO USE NUMBER SENSE in everyday activities
- TO WONDER and ask questions



CONTACT WITH STAFF

All members of staff are concerned with the welfare of students. Close contact between home and school is encouraged. Should you wish to discuss a problem with your child's teacher, it is always best to contact the school by telephone or email (zigzag-p.school@det.nsw.edu.au) so that a mutually convenient time can be arranged.



THE STAFF

The Principal – is responsible to the Department of Education 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.

Support Teaching Staff – are responsible to the principal and assist children with learning needs.

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.



PUPIL WELFARE AND MANAGEMENT

The school has a clear policy on the management and appropriate courses of action to be pursued for excellence in pupil welfare. 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 all students. The discipline policy ensures a fair and consistent way of establishing a **safe, orderly, positive classroom environment** in which **teachers can teach and students can learn**.

We encourage **students** to **choose** responsible behaviours through the PAX Good Behaviour strategies of peace, productivity, health and happiness.

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



ANTI-BULLYING POLICY

Zig Zag Public School does not tolerate bullying in any form.

The school actively maintains a supportive and non-threatening culture, where all members of the learning community have the right to feel safe and encouraged to report bullying in any form and expect that action will be taken.

1. Introduction

Bullying behaviour:-

- can take a number of forms
 - Verbal – Eg. name calling, put downs, threats, teasing
 - Physical – Eg. hitting, pushing, tripping, property stolen or damaged
 - Social – Eg. hurtfully excluding, spreading rumours, degrading comments
 - Psychological – Eg. ridiculing another, forcing others to act against his/her will
can be planned or unplanned.
- often goes on undisclosed (without teachers' or parents' knowledge); and
- can occur at school, on the way to and from school and at home (telephone calls, e-mails).

The impact of bullying can be significant. Zig Zag Public School recognises an obligation, derived from the rights of students, to do what it can to **prevent bullying and assist students** when their safety is threatened.

2. Prevention of bullying

Staff will:

- be role models for the students at all times
- teach co-operative learning, play skills and conflict resolution skills through the personal development program;
- be observant for signs of distress and suspected incidents of bullying;
- actively supervise to minimise opportunities for bullying;
- intervene to assist students being bullied by removing sources of distress without increasing the students' exposure.
- support students who speak out and report incidents of bullying;
- consult with students (Eg. individuals and school leaders) to identify issues which give rise to concern; and
- report all incidents and suspected incidents to the appropriate staff member who will follow designated procedures.
- monitor student feelings through the Life Skills Go program.

Students will be strongly encouraged to:

- refuse to be involved in any bullying situation;
- when bullying occurs, take some form of preventative action;
- report all incidents or suspected incidents; and
- actively participate in school programs such as Peer Support and social skills.

Parents/Caregivers will:

- be role models;
- watch for signs of distress in their child Eg. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising.
- encourage their child to tell a staff member about bullying incidents and if possible allow the child to report and deal with the problem;
- Inform the school if bullying is suspected whether to or by their child;
- not encourage their child to retaliate;
- communicate to their child that parental involvement is appropriate;
- be willing to attend interviews at school if their child is involved in any bullying incident; and
- be willing to inform the school of any cases of suspected bullying even if their child is not directly affected.

3. Resolving Incidents of Bullying

Staff will support an open culture enabling students to seek help on any problems that may arise through bullying.

Staff will follow Zig Zag Public School's anti-bullying procedures.

Students who are being 'bullied'

Students who are being bullied will be supported by their teacher, the Principal and, if requested, the School Counsellor. Parents will be involved and a support strategy will be developed jointly to suit the needs of the student.

Support could involve:

- the class teacher discussing strategies to prevent situations arising;
- discussing options available to the student and class if bullying does occur;
- the teacher/Principal conducting group meetings to resolve an issue or develop personal skills required to deal effectively with the issue;
- counselling sessions with the school counsellor; and
- involvement in meetings with the students who are bullying to establish ground rules so that the students can co-exist.

Ongoing monitoring will take place.

Students who bully others

In the initial stages intervention will be participative and non-punitive, focussing on the student developing and implementing solutions to the problem.

Students who continue to bully others, will be involved in intensive intervention with full parental involvement. Intervention may include:

- behaviour management plans supported by itinerant support teacher behaviour;
 - participation in specialised group programs (eg Social Skills programs); and
 - intensive, individual or group counselling.
- Suspension may be imposed at any time.

ZIG ZAG PUBLIC SCHOOL RULES

THE RULE	HOW TO KEEP IT
<p>ZIG ZAG students are:</p> <p>Safe</p>	<ul style="list-style-type: none"> • be on time to class and all other school activities • never miss school or any lesson without proper permission • always remain in bounds • remain in your place until directed elsewhere • walk quietly within the school, only run on the grassed playground • sit down to eat • use equipment correctly • avoid threatening or intimidating behaviour • keep hands and feet to yourself • avoid anything which might cause injury and embarrassment • leave prohibited material at home • behave well at school and on excursions • play sport fairly
<p>Learning</p>	<ul style="list-style-type: none"> • come to school regularly • always work to your personal best • use your initiative • be in the right place both in the school & playground • follow your teachers' instructions by sitting quietly and listening • bringing the right equipment to each lesson • begin work promptly & stay on task • participate, be involved in school activities • try to get better at things, with the help of your teachers • raise your hand when you wish to speak in class
<p>Place</p>	<ul style="list-style-type: none"> • be polite, courteous and considerate to fellow students • use appropriate language • always be honest and truthful • be sure to hand in all lost property • leave other people's property alone • respect the safety of yourself and others • play co operatively • take care of the buildings, furniture, grounds and all our property • return play equipment • help keep the school clean and tidy • wear our uniform with pride

THE STUDENT LEADERSHIP TEAM

The Student Leadership Team is selected by their peers at the end of their Year 5 year, ready to take up their positions in Year 6. The leadership team consists of School Captains, Vice Captains, Sports, Library and Technology Monitors.



School Leaders 2024

Peer Support Program

All students are given a range of opportunities to develop their leadership skills throughout their school years.

Students don't have to be a school captain to be considered a leader. We encourage students to be leaders in the classroom and playground, through their support for other students, or their involvement in academic, sporting, cultural or community events and projects.

Zig Zag has a long tradition of producing capable leaders of the future. Our student leadership program provides our school leaders with the opportunity to lead groups of younger students. The program focuses on building friendship, respect for others and anti-bully strategies. Each peer support team comprises of a vertically streamed group of students from K-6.



SCHOOL UNIFORMS

School uniforms are available for purchase from the school office. Winter uniforms are worn during Terms 2 and 3.

Summer uniforms are 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 \$18.00.

Kindergarten students will receive a new school hat (with compliments of Zig Zag Public School) This is a gift presented at the Puffing Billies Graduation Day.

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.

UNIFORMS AVAILABLE FOR PURCHASE AT SCHOOL

GIRLS & BOYS

Black ½ Zip Polar Fleece Jumper

Gold Polo Shirt

School Cap

Black Full Zip Polar Fleece Jacket

Bucket Hat

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.

MARKING OF CLOTHING: As the school **cannot** accept responsibility for lost property, items of clothing and equipment should be **CLEARLY** marked with the child's name. Sometimes, name tags are lost and a garment's ownership is disputed.



GENERAL INFORMATION

FIRST AID – only basic first aid is given at school, eg. Band aids, bathing grazes, etc. No medication is given to children without prior consultation with the school.

SICK CHILDREN – Should a child become ill while at school, every effort is made to contact the parents so that he/she may go home. If parents cannot be reached, then the “contact person” is sought. Children who are ill are happier at home.

SAFETY – Pupils should not leave the school grounds without written permission from their parent or carer.

CHILDREN ARE NOT PERMITTED to meet parents at the gate for appointments. We request that parents collect their children from the main office in the school.





ABSENCE OF PUPILS .

If your child is absent from school, you must advise the school in writing, via School Bytes portal or by phone with the reason for the absence. **An explanation needs to be given within seven days:**

1. It must explain why your child missed school
2. Include how many days your child was away

3. Remember to include the date or dates

On occasions, parents may find it convenient to telephone the school or contact the appropriate teacher personally. The school will follow up any unexplained absences daily. Students absent for 3 days, parents will be contacted and absences monitored.

IMMUNISATION – Diphtheria, Tetanus, Measles, Whooping Cough and Poliomyelitis can still be **serious** diseases in the immunised or partly immunised child. Make sure your child is protected by ensuring the immunisation has been completed. Most children need a booster upon starting school. **Children who are not immunised will be unable to attend school during regulation exclusion periods.** Our local council conducts regular clinics. Please check with them and keep your child safe!

HEAD LICE POLICY – Parents are **advised by telephone if head lice are found.**

EMERGENCY INFORMATION – Each family is asked to complete one of these forms, annually to provide **up to date** information on your child/children allergies and health, a contact person (preferably with phone). This information is filed for reference near the phone in case of emergency.

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 web site 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.

NEWSLETTERS

A newsletter providing details of current school activities is published thrice a term via our SkoolBag (Audiri) app. Instructions on how to download the app click on the link below.

https://enewsletter.skoolbag.com.au/download?file=/file_module/3130/skoolbag_app_instructions_6236247512.pdf

The school newsletter is also uploaded to our school website each time it is published. You can also download a copy of each newsletter from the school web site - www.zigzag-p.schools.nsw.edu.au

RETURNING 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.

Parents can pay for activities, excursions and uniforms, by credit or debit card, on the School Bytes parent portal. Contact the office for advice on how to access the portal.

VOLUNTARY SCHOOL CONTRIBUTIONS

The school fee has been set at \$30.00 per child to a maximum of \$50.00 per family.

Money raised by this fee will support purchases of supplies and subscription costs used directly in the classrooms.

The fee is voluntary.

EXCURSIONS and SPORTING VISITS

During the year, when it is considered educationally worthwhile, pupils will be invited on school 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.



SWIMMING

Much importance is attached to all students being able to swim. The school participates in an Intensive Swimming School each year. All swimmers from Year 1 to Year 6 are eligible to participate.



VALUABLE ITEMS AND LARGE SUMS OF MONEY

As a general rule, valuable items and large sums of money should not be brought to school, eg. 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 – on the last day of each term there is a Mufti Day for charity
2. Special occasions eg. Canteen Day, Mother's Day Stall

LIBRARY

The school has a modern, library, which is open **to all children** at the school. All classes (K-6) have library lessons each week. **ALL** children are expected to borrow from the library. All children require a Library bag to borrow. At the beginning of the year we will advise you of your child's borrowing day.



MEDICATION

Parents have the prime responsibility for the health of their children. School staff has a duty to keep students safe while they are at school or are involved in school activities. Schools welcome information from parents about their children's health, whether or not they are requesting specific support from the school.

When students need help with health issues at school, parents may need to consult with their medical practitioner about the implications of the child's health condition for their schooling. Parents need to convey relevant information from the medical practitioner to the school.

Administering prescribed medication at school

When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- bringing this need to the attention of the school
- ensuring that the information is updated if it changes
- supplying the medication and any 'consumables' necessary for its administration in a timely way
- collaborating with the school in working out arrangements for the supply and administration of the prescribed medication

Parents of children who require prescribed medication to be administered at school must complete a written request. The office will provide the form to the parent.

Students must not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support.

Please note: Students' immediate access to prescribed medication is very important for the effective management of conditions such as asthma.

INFECTIOUS DISEASES

Under the Public Health Act and Department of School Education Regulations, some common infectious diseases require that children be kept from school to prevent the spread of infection. Details are:-

Chicken Pox

Time from exposure to illness: 2 to 3 weeks.

Symptoms: Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns.

Do I need to keep my child home?

Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.

How can I help prevent spread?

Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.

Conjunctivitis

Time from exposure to illness: 1-3 days.

Symptoms: The eye feels scratchy, is red and may water. Lids may stick together on waking.

Do I need to keep my child home?

Yes, while there is discharge from the eye.

How can I help prevent spread?

Careful hand washing; avoid sharing towels. Antibiotics may be needed.

Gastroenteritis

Time from exposure to illness: Depends on the cause: several hours to several days

Symptoms: A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.

Do I need to keep my child home?

Yes, at least for 24 hours after diarrhoea stops.

How can I help prevent spread?

Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.



German Measles (Rubella)

Time from exposure to illness: 2 to 3 weeks

Symptoms: Often mild or no symptoms; mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.

Do I need to keep my child home?

Yes, for at least 4 days after the rash appears.

How can I help prevent spread:

Immunisation (MMR) at 12 months and 4 years of age.

Glandular fever

Time from exposure to illness: 4 to 6 weeks

Symptoms: Fever, headache, sore throat, tiredness, swollen nodes

Do I need to keep my child home?

No, unless sick.

How can I help prevent spread?

Careful hand washing, avoid sharing drinks, food and utensils and kissing.



Hand, foot & mouth disease

Symptoms: Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.

Do I need to keep my child home?

Yes, until the blisters have dried.

How can I help prevent spread?

Careful hand washing especially after wiping noses, using the toilet and changing nappies.

Head Lice

Time from infestation to eggs hatching: Usually 5 to 7 days.

Symptoms: Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.

Do I need to keep my child home?

No, as long as head lice management is ongoing.

How can I help prevent spread?

Family, friends and classroom contacts should be examined and managed if infested.

Hepatitis A

Time from exposure to illness: About 2 to 6 weeks

Symptoms: Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.

Do I need to keep my child home?

Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.

How can I help prevent spread?

Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunisation recommended for some people.

Impetigo (school sores)

Time from exposure to illness: 1 to 3 days

Symptoms: Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp

Do I need to keep my child home?

Yes, until treatment starts. Sores should be covered with a watertight dressing

How can I help prevent spread?

Careful hand washing.

Influenza

Time from exposure to illness: 1 to 3 days

Symptoms: Sudden onset fever, runny nose, sore throat, cough, muscle and headaches.

Do I need to keep my child home?

Yes, until they feel better.

How can I help prevent spread?

Immunisation, is recommended for the elderly and people with chronic illnesses.

Measles

Time from exposure to illness: About 10 to 12 days until the rash develops.

Symptoms: Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.

Do I need to keep my child home?

Yes, for at least 4 days after the rash appears.

How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune should not attend school or work for 14 days.

Meningococcal disease

Time from exposure to illness: 2 to 10 days.

Symptoms: Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.

Do I need to keep my child home?

Seek medical help immediately. Patient will need hospital treatment.

How can I help prevent spread?

Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.

Mumps

Time from exposure to illness: 14 to 25 days

Symptoms: Fever, swollen and tender glands around the jaw.



Do I need to keep my child home?

Yes, for 9 days after onset of swelling.

How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years of age.

Ringworm

Time from exposure to illness: Varies (may be several days)

Symptoms: Small scaly patch on the skin surrounded by a pink ring.

Do I need to keep my child home?

Yes, until the day after fungal treatment has begun.

How can I help prevent spread?

Careful hand washing.

**Scabies**

Time from exposure to illness: New infections: 2 to 6 weeks; re-infections: 1 to 4 days

Symptoms: Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

Do I need to keep my child home?

Yes, until the day after treatment has begun.

How can I help prevent spread?

Close contacts should be examined for infestation and treat if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

Scarlet fever

Time from exposure to illness: 1 to 3 days.

Symptoms: Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.

Do I need to keep my child home?

Yes, until at least 24 hours of treatment has begun and the child is feeling better.

How can I help prevent spread?

Careful hand washing. Sick contacts should see their doctor.

**Slapped cheek (Erythema infectiosum, Fifth disease, Parvovirus B19)**

Time from exposure to illness: 1 to 2 weeks.

Symptoms: Mild illness; fever, red cheeks, itchy lace-like rash and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women.

Do I need to keep my child home?

No, most infectious before the rash appears.

How can I help prevent spread?

Careful hand washing; avoid sharing drinks.

Whooping Cough (pertussis)

Time from exposure to illness: 7 to 20 days.

Symptoms: Starts with runny nose, followed by persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound as the child gasps for air.

Do I need to keep my child home?

Yes, until the first 5 days of a special antibiotic have been taken.

How can I help prevent spread?

Immunisation at 2,4,6 and 18 months and 4 years of age. A special antibiotic can be given for the patient and close contacts. Unimmunised contacts may be excluded from child care until the first 5 days of a special antibiotic has been taken.

Worms

Time from exposure to illness: Several weeks

Symptoms: Itchy bottom.

Do I need to keep my child home?

No.

How can I help prevent spread?

Careful hand washing. Whole household should be treated. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

For more information please contact your local public health unit, community health centre, pharmacist or doctor.

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

LITHGOW HEALTH SERVICE

DENTAL

The school hosts an annual Dental Van visit. Dental forms will be available from the office prior to the planned visit.

There is a School Dental service available for students situated in the grounds of Lithgow Hospital. It is open to all children from 5 years to 14 years and is **FREE OF CHARGE**. It is staffed by qualified dental therapists. Telephone **6350 2790** for an appointment. Parents make their own appointments.

HEARING

Does your child suffer from ear infections, speech problems, misunderstand you/need you to repeat what you say, have difficulty following instructions, 'play in their own world" too often? Parents make their own appointments on **6350 2300**. It is open to all children from 5 years to 14 years and is **FREE OF CHARGE**.



BUS 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 a bus form available from the school office. The forms are sent to the bus company by the school. The bus company then issues a bus pass. This pass should be presented each day to the bus driver. If a pass is lost, an application for a new one should be made to the bus company. A replacement pass fee is payable.

RULES FOR BUS TRAVELLERS

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

1. **WAIT** until the bus has stopped before they enter or leave it.
2. **TAKE GREAT CARE** when crossing a road after leaving a bus.



The bus should move off before the road is crossed.

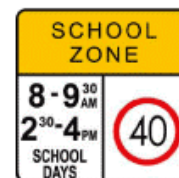
3. **BEHAVE** responsibly **AT ALL** times while on the bus.
4. **STAND ON THE FOOTPATH WHILE WAITING** at a bus stop.

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)



Lithgow Buslines' morning bus arrives at approximately 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.

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

Teachers are on duty during afternoon dismissal. Teachers supervise students to walk to parents waiting in Mills Street. Teachers supervise the bus and PCYC lines. Teachers also supervise the collection of students when parents choose "pick up" arrangements.

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.

- 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



PARENT GROUP

The Zig Zag P&C actively supports the school in educational matters and in fundraising. All parents / carers are welcome to be part of the P&C. P&C meetings are a chance for parents to be informed about school happenings and policies, besides and can meet other school parents. School newsletters advertise meeting dates and times.

The role of the P&C is to:

1. Represent the views of all parents in school decision making and policy development;
 2. Support the school, the Principal and school staff in the implementation of school policy;
 3. Advocate for the school;
1. Represent the parent body on school committees; and
 2. Support school programs through fund raising activities.

Balanced school decision making and policies that represent the views of the whole school community rely on parents who are willing to attend P&C Meetings and present their views.

The executive of the P&C for 2024

President: Mrs Melissa McKinney
 Vice-President: Mrs Kirsty Thompson
 Secretary: Ms Rachel Small
 Treasurer: Mrs Tracy Dewar
 Canteen Committee: Ms Jolanda Burrows

