Principal's Message
We welcome all our new families to Murwillumbah South Infants School and for those families who are already part of our school we thank you for your continuing support. We trust that this handbook will give you an insight into the daily happenings that make our school an exciting centre for student learning.

We take pride in our strong literacy and numeracy standards and results and our wide range of extracurricular activities and community involvement. As a staff there is genuine belief and commitment to partnerships in education being vital. Our most powerful partnerships are with you, the parents and carers of our students. Working together ensures we provide support for all students needs and deliver effective learning programs. We value your input and support at all times.

School Staff
Principal and teacher
Mr Brendan Quinn
Teacher (Fridays)
Mrs Francesca Yasukawa
Student Learning Support Officer
Miss Tonia Leeson
Administration Manager/ First Aid Officer
Mrs Desley Watterson
General Assistant
Mr Geoff Power

Administration:
The office is open between 8.30 am and 3.00 pm Monday to Wednesday. Our School Administration Manager (SAM) is Mrs Desley Watterson. Should you need to contact the school on Thursday or Friday, please ring between 8.30 am – 9.00 am, 11.00 am – 11.30 am or 1.00 pm – 1.45 pm. Our contact number is 02 66721323.

Assemblies:
School assemblies are held Friday afternoons at 2.20 pm on weeks 3, 5, 7 and 9. The dates are always published in the newsletter.

Assessment and Reporting:
Parent / teacher interviews are held at the end of Term 1. Formal written reports are sent home at the end of Terms 2 and 4.

Attendance
Regular attendance at school is compulsory. Parents should contact the school when their child is absent, even if only for part of the school day. This contact should be as either a written note or as a telephone call from a parent or other known care giver. The note should contain the child’s name, the dates of the absence and the reason for the absence.

Canteen:
A small canteen (Monday Munchies) is available for the students every Monday morning to purchase their recess. This is operated by parent volunteers from 10.50 am - 11.15 am. Students are able to purchase their lunch every Monday and Thursday from the canteen. Sushi is available on Thursdays only and the sushi order must be sent into school on the Wednesday so it can be pre ordered. All canteen orders must be written on a plain paper bag.
Change of Address, Routine or Family Circumstances

Please notify the school office if there is a change to your address or contact telephone numbers. Any changes to family circumstances are to be discussed with the principal or your child’s teacher. All information is treated confidentially and helps us to understand any sudden changes in your child’s behaviour or emotions. In an emergency it is vital that we have up to date home and work telephone numbers and at least one other friend or family member we can contact if parents are not available.

If an issue of child custody arises, the school must have a copy of any official court or police orders before we are able to refuse a parent access to their child. Full confidentiality will be maintained. For a simple change to the planned routine after school, please advise the office or your child’s teacher. We will not allow anyone else to collect your child from school unless we have been notified. Your understanding in this matter is appreciated.

Counsellor:
We have access to a school counsellor who is a trained child psychologist. Students are referred via parents or staff but are not assessed or interviewed without parental approval.

Hours of Operation:
Students are not permitted at school prior to 8.30 am. It is not advisable to arrive at school prior to that time as staff do not begin duty until 8.30 am. Under no circumstances are children to be left in the playground without adult supervision. Children are not to be on any play equipment or play ball games in the playground before or after school. This includes accompanying siblings.

Recess is from 11.00 am until 11.30 am and lunch is from 1.00 pm until 1.45 pm. School finishes at 2.50 pm. A teacher walks with the children to River Street where they are met by parents or wait with the teacher for the bus. Any child who is not collected by 3.00 pm walks back to the office with the teacher and waits for their parents to arrive.

Late Arrivals & Early Departures:
Where possible medical, and other appointments, should be made out of school hours. When a child has to leave school during lesson time, a permission note is required. Students arriving after 9.00 am and leaving before 2.50 pm are deemed to be partially absent and must be signed in or out from the ‘Late Arrivals & Early Departures Book’ in the office.

Library:
Library borrowing takes place each Tuesday afternoon. Students must have a library bag in order to borrow two books. The books can be returned the following Tuesday morning in so they may borrow again that day.

Medication:
Medication cannot be given unless accompanied by written advice, dated and signed by the parent. Medication should be in the original prescription container so that we are able to double check dosage etc. All medication must be taken to the office and dosage is recorded. Parents must complete a form authorising staff to administer medication.

Newsletters:
The school newsletter is sent home fortnightly on a Tuesday. It is vital that the newsletter is read. Please see Mrs W in the office if you would like to receive the newsletter by email.

Parents and Citizens Association (P & C):
An excellent means of involvement in your child’s education is through active involvement in the P&C Association. The P&C provides a forum where matters of educational interest and school organisation may be discussed. Through fundraising, the P&C has been able to make valuable contributions to the provision of quality resources to benefit our students. The P & C meet at the school on Wednesday of week 4 each term. The meetings are held at 3.10 pm and everyone is most welcome. Any children who attend remain under the care of their parents.

Parent Involvement:
There are many ways in which parents, carers or family members can assist the school and their children directly.

Reading – Joining class reading programs under teacher direction to listen to children read can encourage fluency and interest in reading.

Art/Craft/Music – Sharing skills and talents in these or other special interest areas, either in class time or during lunch time, helps broaden student experiences.

All parents, carers or family members assisting in school activities must sign in at the school office before entering classrooms or other areas of the school. Furthermore, anyone who volunteers to work with the students in the school must complete a Prohibited Employment Declaration form and a Working with Children Check form. These forms are available from the office. This declaration is required by the NSW Department of Education and Communities in accordance with the Child Protection Act 1988.

Parking:
Parking is available in River Street. Please observe the 40 km Speed Zone along River Street. The top parking area is for STAFF and DISABLED PERSONS ONLY. The NSW Department of Education and Communities takes no responsibility for any accidents that may occur in this parking area.

Recess and Lunch:
A healthy diet is encouraged. Please assist the school with implementing this by packing a healthy morning tea and lunch, e.g. fruit, plain biscuits, cheese dried fruit, celery/carrot sticks, sandwiches. We do not have refrigeration available for children’s lunches and we are unable to reheat food. Chocolate, lollies and sugary drinks are not permitted at school.

Sun Protection:
All children must wear a hat when outdoors. Children without a hat are required to sit in a shaded area during recess and lunch. When the weather is very hot the children will remain in an air-conditioned classroom under the supervision of a teacher.