

INFORMATION FOR PARENTS

JUNIOR SCHOOL

p: (02) 4925 2121

Newcastle Grammar School

p: (02) 4929 5811 w: ngs.nsw.edu.au



Contents

Information for the Parents of New Students	4
Enclosures	4
Orientation Day	4
Semester Dates	4
General Information	5
Access to Park Campus	5
Absences	5
Accounts	5
Arrival at School	5
At the End of the School Day	5
Assessment and Reporting	6
Beginning and End of Term	6
Birthdays	6
Calendar	7
Camps	7
Canteen	7
Canteen Orders	7
Chapel	7
Compulsory Attendance at School Events	7
Concerns and Problems	7
Discipline	8
Excursions	8
Fruit Break	8
Hair	8
Health	8
Homework	9
Illness at Home	9
Illness at School	9
Immunisation	9
Immunisation Certificates	9
Jewellery	10
Library – Junior School	10
Lunch at School	10
Money	10
Music	10
Name Tags	10
Newsletter	10
Nut Free	11
Office Hours	11
Pastoral Care	11
Play Equipment	11
Programme Books	11
Public Transport	11
Set Down/Collection of Students	12
School Bags	12
School Ground Security	12
School Hours	12
Shoe Laces	12
Social Development	13
Textbooks	13
Transport Options	13
Travel Between Campuses	13
Travel Passes	13
Uniforms	14
Uniform Shop and Clothing Pool	14
Walking To and From School	17
Withdrawal of A Student	17
Your Childs Requirements	18
After School Care	19
Vacation Child Care	20
Parental Involvement	21
Exclusion Guidelines – Infectious Diseases	22
Maps	24



Information for the Parents of New Students

Welcome to the Newcastle Grammar School. We look forward to the arrival of our new students, and hope that they will find their years with us both satisfying and rewarding.

The attached information is designed to answer the many questions which you may have, and guide you in the procedures which will follow for the beginning of the term.

Medical Form

Medical Form – this form should have been issued with your Letter of Offer and returned to the School prior to your child commencing at Newcastle Grammar School. If you have not received the medical form, please ask for one at the School office. Please take particular care to fill in all the immunisation details at the bottom of the medical form. This is a requirement of the New South Wales Public Health Act. The Immunisation Certificate for Junior School children should be attached to the medical form.



Orientation Day

Commencement times and procedures

- All students new to Newcastle Grammar School – Junior School are to attend an Orientation Day on Monday, 1 February 2010.
- During this day they will be shown around the School, will meet with staff, and will be given routine information applicable to their class or year group. They should arrive at the Junior School by 9.30am and be collected at 12.00noon on Orientation Day.
- All students are required to wear their full school uniform and to bring something to eat for recess, as the school canteen will not operate on this day.



Semester Dates

Semester 1

Years K - 4 new students only
Term 1 commences
Term 1 concludes
Term 2 commences
Term 2 concludes

1 February
2 February
1 April
19 April
25 June

Semester 2

Term 3 commences
Term 3 concludes
Term 4 commences
Term 4 concludes (Speech Day)

19 July
24 September
11 October
8 December



Access to Park Campus

The gates are opened by 8.00am. Parkway Avenue and Corlette Street are locked at 9.30am and opened at 2.30pm. Between 9.30am and 2.30pm the only access is through the Union Street entrance. During this time anyone present on the site must report to the School office.

Absences

Parents are asked to telephone the Junior School office on 4925 2121 from 8.00am onwards if their child/children is/are absent from school on any day. Parents are reminded that the Board of Studies requires a note to be sent to the School on the return of an absentee, stating the date and reason for the absence. This should be signed by a parent or guardian, not the student, and be addressed to the class teacher. Parents, of students in the Junior School who are absent, will be contacted by the School before 10.00am if parents have not already informed the School in regard to the absence.

Accounts

The School's tuition fees are payable by the fourth Friday of each term, the first account being sent in late January. Unless special arrangements have been made, the parents of students whose accounts fall into arrears will be charged an administration fee. A mid-term account is payable by the due date and this account covers incidental expenses.

Methods of Payment

B-Pay, Cheque, Cash, Credit Card or Direct Credit.

Please ensure that all payments are clearly identified with your Family Code.

Cash must be handed to the Bursar's Office at Hill Campus. Cheques (only) may be left at the Junior School Office for sending to the Bursar's Office. For Credit Card payments, please phone the Bursar's Office.

After School Care – refer to page 19

Arrival at School

School commences at 8.45am. Students should be at School fifteen minutes before School commences. Students are to leave their bags in allocated areas outside the buildings.

Supervision of students outside begins at 8.20am. Students arriving beforehand must sit on the SWPC verandah.

In the early days of Kindergarten, parents may wish to bring their children to their classroom to help establish a firm routine as the children arrive. Later in the year, children should be allowed to show their independence and go by themselves to their room.

At the End of the School Day

At the end of each School day students attending After School Care are collected from the Sandi Warren Performance Centre verandah by relevant staff. Students meeting parents inside the school grounds wait in the covered seating area. The remaining students are escorted to Parkway Avenue to board the Hill Campus transit bus, or to catch the Swansea or Toronto buses, or to be supervised while they await collection by their parents or carers. This is the only supervised collection point outside the Junior School for students. Students not collected by 3.20pm are escorted to the After School Care area to be cared for until collected. A fee will be incurred.

Assessment and Reporting

At the beginning of the year, teachers will send home a letter setting out information regarding curriculum matters, expectations, excursions, camps, requirements and various other matters. A teacher/parent meeting early in Term 1 provides information for parents in regard to class expectations and the work to be covered during the year.

So that there are opportunities to report to parents regularly, each term there is either an interview or a written report.

- **Term 1 – Initial Assessing And Reporting**
Towards the end of Term 1 teacher/parent interviews will be held. Teachers will have had time to assess each student by means of outcomes, work samples and other methods. This will allow teachers to report to parents early in the year and to acknowledge and address strengths and weaknesses.
- **Term 2**
At the end of Term 2 after finalising on going assessments, a report will be sent home.
- **Term 3**
At the end of Term 3 teacher/parent interviews will be held. This allows teachers to report on your child's progress near the end of the year.
- **Term 4**
Reports will be sent home after final assessments have been carried out.

An opportunity to discuss any concerns after the issuing of the Term 4 report will be made available for parents. This will be in the week prior to the start of the new school year. An appointment can be made with the Stage Director or the Head of the Junior School.

Term 1	Information and parent/teachers interviews
Term 2	Reports
Term 3	Parent/teacher interviews
Term 4	Reports

Competitions/Basic Skills

During the year, students from Year 3 and above participate in external competitions run by the University of New South Wales. Additionally Year 3 students participate in NAPLAN (National Assessment Program – Literacy and Numeracy).

Learning Support Teacher

The class teachers and learning support teacher will determine which student will benefit from involvement in programmes designed by the learning support teacher, whether it is support or enrichment.

Often programmes are organised involving the help of professionals as well as parents and friends who volunteer. The learning support teacher co-ordinates these programmes.

Beginning and End of Term

School starts and finishes on a set day each term. Students will not be granted leave to end term early or return to the School late, **unless a prior written request for leave is approved by the Headmaster**. Family holidays and the like should be arranged during School holidays and not School term time. At the end of the year all students are expected to remain at the School until after Speech Day has concluded.

Birthdays

We welcome the opportunity to share your child's special day at School and are happy to assist with the distribution of invitations. However, we do ask that you exercise tact when planning 'guest lists' for parties. While we are in no way suggesting that the entire class be invited to parties, in our experience it is hurtful and divisive if all but a few of the class were to be invited. It is far kinder to invite a lesser proportion of the class, or only your child's special friends, or all of the boys, or all of the girls etc.

We are also happy to share a special birthday cake at School, but in the interest of time, hygiene, and fair shares, we ask that cup cake style cakes be provided e.g., 'caterpillars', 'snakes' etc – be as creative as you wish! Separate cup cakes, lamingtons, doughnuts etc are ideal.



Calendar

The School Calendar shows most of the School's fixtures for the year and the semester dates for the current year and the following year. The calendar will be invaluable, please keep it handy and refer to it frequently. The Calendar will be updated for the Second Semester (or as necessary) in the School Newsletter and can be found on the School website at www.ngs.nsw.edu.au.

Camp

Year 3 and 4 attend a two (2) day, one (1) night camp in Term 1. This is part of the School curriculum regarding outdoor education.

Canteen

The Junior School canteen is currently supervised by Ms Karen Ashton.

The Junior School canteen is open for recess and lunch five days per week with a paid supervisor and volunteers. The canteen day starts at 10.00am and is usually finished by 2.15pm.

A letter requesting assistance is sent out at the end of each term (in order to be ready for the next term) and any help you can give at this time would be most appreciated. This offer is open to any family member: Mothers, Fathers, Grandparents, Aunts, Uncles, and Cousins etc.

Canteen Orders

Orders need to be written on the outside of a paper bag with the money included. Junior School children will have their orders collected in class. Other food items may be purchased during Recess and Lunch.

Please do not include snacks or cakes on the lunch order bags. These items can be purchased separately at Recess and Lunch.

Chapel

An important aspect of Newcastle Grammar School is the School's religious programme which is designed to make the student aware of the spiritual dimension to life.

Every Monday, students attend a chapel service conducted by the School Chaplain Fr Timothy Fox at the Park Campus. At times, students will attend chapel services with the rest of the School at Christ Church Cathedral. Parents are always welcome to attend chapel.

Compulsory Attendance at School Events

From time to time throughout the School year, major School events occur at which attendance by all students is compulsory. Parents are always notified well in advance of all compulsory activities at the School.

Concerns and Problems

If you have a concern please let someone at the School know about it. If we know a problem exists then we can do something about solving it. Unless we are informed, we may never know that the problem even exists. Telephone or make an appointment to see a Stage Director, the Head of the Junior School, the Headmaster or another member of the School Executive.

Criticising the School in public only damages the reputation of our School and in turn reflects on the student body and in particular your child. Please inform the School if you have a problem – a problem known could be a problem solved.

Discipline

The School believes in discipline which is firm yet fair, thus enabling students to develop self-discipline in a caring, Christian community. Rules and regulations ensure that:

- all individuals in our School can feel safe and secure;
- students will mature and be able to demonstrate the characteristics of young ladies and gentlemen;
- property, rights, beliefs and values of all members of the School are respected at all times;
- students bring credit to themselves, their parents, their school and their country.

All students are subject to School discipline from the time they leave home to attend School or a School function, until the time they return home at the conclusion of the School day or the School function.

Anything contrary to common sense, good manners and decency is contrary to the rules of the School.

Excursions

School excursions that involve students leaving the School for any length of time during School hours, will be published in the School Newsletters and/or Calendar. Any further advice that parents need concerning the activity or excursion will be sent home. Excursions will only be conducted when such excursions, in the School's opinion, play an integral part in the curriculum; therefore it is expected that all students will attend. At times parent support will be requested for an excursion. Parents will be asked to help supervise a small group of children which may not include their own child/children.

Fruit Break

All classes in the Junior School have a daily "fruit and water break" around 9.45am. In addition to items for the recess break, your child will need a small serving of fresh fruit (e.g. half an apple, half an orange etc) prepared ready for eating. Please note that packaged items, dried fruit etc does not qualify. Your child will also require water in a bottle clearly marked with his or her name.

Hair

Girls: Hair styles should be simple and neat. There should be no extremes in style. For girls whose hair is longer than shoulder length, it must be fully tied back. Only navy blue School ribbons may be worn.

Artificial colouring of any sort is forbidden

Boys: Boys are expected to keep their hair cut to a moderate length, above the collar, brushed and parted. No extreme of fashion is permitted, nor may any boy use gel or hair cream to style his hair.

Artificial colouring of any sort is forbidden

Health

Prior to starting school, your child should have his/her 5 year old Triple Antigen and Sabin Polio Vaccine. However, if your child's fifth birthday is not until later in the year, it would be advisable to check with your doctor regarding the best time for these injections to be given.

Please advise the School of any disability, allergies, etc., that your child may have, when completing the Medical Information Form.

Please update this information if necessary during your child's time at the School.



Homework

Homework is related to work being carried on in class. Homework may be revision or follow-up work, or it may be in preparation for the next lesson. If homework is not done, it puts the student at a disadvantage. Apart from homework, children should be encouraged to read regularly at home. Set out below is a recommended evening homework schedule for:

YEAR	TIME
K, 1 and 2	5/10 minutes plus 10 minutes oral reading
3	20 minutes
4	30 minutes

There is no homework at weekends except 'catch up' work. However, some teachers set homework for the week. If students are taking much longer to do homework, parents are asked to inform the teacher.

Illness At Home

If a student should contract a transmissible illness which could cause or be part of an epidemic, please inform the School upon diagnosis so that we can be alert for further cases. In the event of hospitalisation of a student, please inform the School at the time of the nature of the illness and the name of the hospital. Listed below are the periods a student is required to be absent from School for certain illnesses:

- Chicken Pox – Seven days after the first spots appear
- German Measles – Seven days from appearance of the rash. Please advise the School immediately if your child has German Measles so that staff and parents can be informed
- Measles – Five days from appearance of the rash. (Many children seem to need longer to clear associated coughs, etc)
- Mumps – Ten full days from onset of swelling
- Pediculosis – Until hair is completely cleaned – neither nits nor lice being present. Please check hair regularly
- Impetigo – May attend if sores are properly covered by a clean dressing.

Illness at School

If a student becomes ill at School, he or she must report to the office to be cared for by the School temporarily. If necessary the School will telephone a parent if it is felt the student should go home. In an emergency, or where we cannot contact a parent or guardian, Students are placed in the care of the School Doctor. Parents are responsible for any fees so incurred. Students who are required to take medication during the day must leave this medication and written instructions with the Secretary (Medical Officer) at the Junior School Main Office.

Immunisation

The New South Wales Public Health Act requires that all children commencing Kindergarten to present an Immunisation Certificate to the School prior to commencement. Immunisation Certificates may be obtained from:

- Your doctor (General Practitioner);
- Senior Health Surveyor of your Local Government;
- Medical Officer of Health of your nearest Public Health Unit;
- Community Health Staff.

Immunisation Certificates

As per the NSW Department of Health Act requirements, the School is to have a record of the immunisation status of children at the School. In the event of an outbreak of a vaccine-preventable disease, the Act requires the School to ensure that students who have not been immunised (students may not necessarily be infected at the time of the breakout) be excluded from the School for the duration of the outbreak. The word 'outbreak' in the Act is used in the context of a student enrolled at the School suffering from a vaccine-preventable disease. Students for whom an Immunisation Certificate has not been provided will be required to stay at home during the outbreak of an infectious disease such as measles. This is for their own protection and the protection of family and friends.



Please see the attached Exclusion Policy Guidelines with regard to the necessary exclusions for communicable diseases.

Jewellery

Girls: A watch, a plain ring and one pair of small plain gold or silver stud or sleeper earrings worn in the ear lobe (1 per ear) are the only jewellery which may be worn to School.

Boys: Only watches may be worn by boys. Rings, earrings, bracelets and pendants are specifically forbidden.

Library – Junior School

The Junior School Library is especially resourced for Kindergarten to Year 4 students. Classes have a formal weekly period in which literature is shared and books are exchanged. The library is open at lunchtime when the Librarian is on campus.

Library facilities are also used at other times, as an extension of the classroom, introducing the students to information skills in an integrated manner.

Lunch at School

Lunch is an important meal and should be attractively presented and appetising so that your child will want to eat it. However, you will need to judge how much your child can eat so that he or she is not confronted with too much. We encourage the children to eat all their lunch. Any food not eaten is not thrown away but is taken home, in this way you can see whether you are giving too much. It is a good idea to teach your child how to eat their lunch, so that he or she knows what to eat first.

Money

Students may like to have a small amount of money to spend at the canteen from time to time. Please ensure money is securely contained in a small purse or wallet. Parents should monitor the amount of money their children bring to School. At no time should money in notes of a large denomination be carried by students.

Music

A specialist music teacher is on staff in the Junior School and takes class music lessons and choirs. There are three choirs – Minims (Kindergarten), Semi-tones (Stage 1) and Tones (Stage 2). All students in Years 3 and 4 are involved in the String Programme and will learn one of the stringed instruments – violin, viola or cello. Students have the opportunity to join the String Ensemble. Students are also able to audition to join the Concert Band.

Private Tuition on any instrument is available at the School (as set out in the Music form) and enquiries are welcomed by the Director of Music or the Junior School Music teacher. The School recommends that in early years (K-2) careful consideration be given before students enrol for private tuition. We ask that you discuss the matter with the Music teacher or Head of Junior School before commencing.

Please note: Private Music Lessons are arranged in the order in which forms are received until classes or teachers' loads are full. We may not be able to accommodate all those requesting private tuition.

Name Tags

All items of the School Uniform should be clearly marked with the student's name. Orders may be placed at the Uniform Shop. Variations in styles, colour and size are available and take approximately two weeks to deliver.

Newsletter

The Newsletter (Acta Septimana) is posted on the School's website www.ngs.nsw.edu.au each week or by direct email. New parents are asked to subscribe via the website for this service. The Newsletter contains information about general and specific current matters pertaining to our School, and it is essential that parents familiarise themselves with the information published.

Nut Free

To protect the students in our School community who are at risk of an anaphylactic reaction, Newcastle Grammar School – Park Campus is in pursuit of being nut free as a goal.

No student is to bring the following foods to School:

- Packaged nuts of any kind – peanuts, cashews, pine nuts etc.
- Peanut butter sandwiches, dips or crackers
- Nutella sandwiches or dips
- Biscuits and cakes with nuts in them
- Muesli bars with nuts
- Dried fruit & nuts mixes

Office Hours & Contact Numbers

The Junior School Office is open from 8.00am to 4.00pm daily except for School holidays. The Hill Campus Reception is open daily from 8.00am to 4.30pm (4929 5811). Notification for holiday office hours is given in the Newsletter prior to the holiday period.

The telephone number for the Park Campus is: (02) 4925 2121

The facsimile number for the Park Campus is: (02) 4925 2454

After School Care Park Campus telephone number is: (02) 4925 3755

Telephone - Hill Campus Reception: (02) 4929 5811

Facsimile - Hill Campus: (02) 4926 2976

Pastoral Care

The class teacher accepts the role of the Mentor at the Junior School. The Head of the Junior School monitors all pastoral care matters. Parents may also wish to contact the Stage 1 (K, 1, 2) or Stage 2 (3 & 4) Directors for ongoing pastoral concerns. Junior School students are also assigned to one of the four Houses and also compete in an inter-house competition. The Houses are called, Hunter – green, Macquarie – red, Shortland – yellow and Tyrrell – blue. A Pastoral Care Policy includes implementing practices to promote self-discipline and positive self esteem. It outlines the practice of positive self-discipline through the use of Time Out and a Planning Room. There is also a 'Bullying Policy'.

Three commendations certificates are presented by class teacher each week and one commendation certificate is presented by each specialist to one student in each year per week (Divinity, PE, French, Music, Library). After the attainment of ten commendation certificates a student will be awarded a Head of Junior School Award.

Play Equipment

Students are not permitted to use the fixed equipment without a staff member present.

The School has a range of fixed play equipment. During School hours students are supervised while using this equipment. If parents allow their children to play on the equipment outside of normal School hours or when they are in their parents care, they are requested to actively supervise their children and to stand on the soft fall area around the equipment to do so.

Students who have passed into the care of an adult are effectively then under the supervision of their carer. We remind carers that if you then allow your child to use the fixed play equipment, they should be actively supervised by you to ensure their safety.

Programme Books

Years 2, 3 and 4 students have Programme Books in which to record homework and information. Parents are asked to sign these daily.

Public Transport

Students are expected to be well behaved whilst travelling on public transport. They should board the bus/train/ferry in an orderly fashion and stand back to allow members of the public to board. They should at all times be prepared to give up their seats for an adult.



Set Down/Collection of Students

Corlette Street:

Should only be used by the Pre-school parents for 5 minutes drop-off and collection of children.

This street is narrow and parking should only occur on the School side of the street.

At no time should cars attempt to turn in this street.

Parkway Avenue:

Parkway Avenue should be used as a quick drop-off or collection zone. Please keep the bus zone clear at all times.

Union Street:

Union Street should be used when longer periods of parking are required. Entry to the site is always available through the Union Street gate. Ensure cars are locked and no valuables on display, when you leave them.

We seek the support of all parents to enable these arrangements to work smoothly and ensure the safety of all.

School Bags

Each student should have a School backpack and a School sports bag. These are available from the Uniform Shop. A School sports bag is to be used for carrying sporting clothing and any extra items. It is not to be used for carrying school books. Bags should have a tag attached with the student's name clearly marked.

School Ground Security

All School staff can be identified by the security tag they are required to wear while at School. All other visitors to Park Campus are requested to sign in at the Junior School Office when they arrive. They will then be issued with a Visitors Tag – this should be returned before they leave the Campus. Parents helping at the canteen, assisting in classroom programmes or visiting the site are requested to sign in as they arrive.

School Hours

Students should be at School by 8.30am to be ready to commence class.

Kindergarten to Year 4 School day: 8.45am to 3.00pm.

Junior School students with siblings attending Newcastle Grammar Pre-school may wait in the covered seats area for their parents to collect Pre-school students first. Junior School students should not enter the Pre-school building.

Students, who remain at Park Campus after School hours, should be either at After School Care or involved in a school activity.

In the interest of the safety and well being of all of our students and in an attempt to foster the developing independence of your own child, we strongly encourage you to adhere to these collection procedures as a matter of routine and not to meet your child at the classroom.

If parents wish to collect students in the School grounds, they are asked to wait in the covered seated area for them. On no account should students be called to walk out the gate by themselves.

Shoe Laces

Parents are asked to start to teach their children how to tie shoe laces before commencing Kindergarten.

Social Development

The School seeks to support the home and the social development of students. The influence of the home on the child is very strong and in most cases, stronger than the School's, therefore you can assist this development by helping your child to develop into a good citizen. A positive interest in what your child is doing at School is a great encouragement to him or her.

Textbooks

The School purchases and distributes to students the necessary exercise books, text books and equipment needed for classroom work.

Transport Options

The School runs its own bus services to and from Toronto, Maitland and Swansea. Special transport arrangements can be made for students from various areas throughout the Hunter Region.

The School has a direct bus services from Bolwarra/Maitland, Caves Beach/Swansea and Toronto.

The Maitland service is operated by:

Hunter Valley Buses
6 Glenwood Drive, THORNTON 2322
Telephone: 4935 7200

The Toronto service is operated by:

Hunter Valley Buses
9 High Street, TORONTO 2283
Telephone: 4959 1233

The Port Stephens Coaches service is operated by:

Port Stephens Coaches
17A Port Stephens Drive, ANNA BAY 2316
Telephone: 4982 2940

A bus pass is not required and if a service is fully utilised priority will be given to students travelling the furthest distance.

The timetables for these buses can be found on the website. The stops have been selected to cover all major residential areas as well as to keep the travelling time to a minimum.

Travel between Campuses

A bus service operates between the two Campuses each day:

- 8.30am Hill Campus to Park Campus – Students wait at the front of the Stewart Building (Hill Campus) and are escorted by a teacher to the bus.
- 3.00pm Park Campus to Hill Campus – Students are escorted to the bus by a teacher. The bus lets students off at the Church Street bus stop where a Middle School teacher will meet them and ensure that all students are supervised until collection. Students can be collected from here or else they need to be aware of where they have to go to be collected.

Travel Passes [applies only to public transport – not the NGS buses]

Students who are attending Newcastle Grammar School for the first time will need to apply for a new School Bus/Train/Ferry Travel Pass prior to the commencement of Term 1. Students progressing from Park Campus to Hill Campus must apply again for a School pass. The applications forms are available from the Office at the Junior School, and the Middle School Office at Hill Campus. These forms should be completed and returned prior to the commencement of Term 1.

Uniforms

Correct School Uniform must be worn to and from School at all times. Any absence of uniform must be explained by a note from a parent. The changeover from summer to winter, or winter to summer uniforms, is always announced well in advance in the weekly Newsletter.

Uniform Shop – Hill Campus

The School Uniform Shop stocks all items of Uniforms both new and second-hand, except black lace-up school shoes, belts or raincoats. Details of when the Uniform Shop is open are given in the Newsletter. All proceeds are used to enhance the education of our children at Newcastle Grammar School.

Uniform items may be ordered through the Junior School Office.

All items of the School Uniform should be clearly marked with the student's name. Name tags may be ordered from the Uniform Shop. Variations in styles, colour and size are available and take approximately two weeks to deliver.

The School Uniform shop is open from 10:30am - 4:00pm Tuesday and Thursday and from 10.30am - 3.00pm on Wednesday and Friday during term time.

The Uniform Shop is NOT open on a Monday.

An appointment may be made by telephoning the Hill Campus Reception on 4929 5811 during School hours.

During the Christmas/New Year vacation the Uniform Shop will be open, but by appointment only, on the following dates:

- Wednesday 9 December 2009
- Thursday 10 December 2009
- Friday, 8 January 2010
- Monday, 11 January 2010
- Wednesday, 13 January 2010
- Friday, 15 January 2010
- Monday, 18 January 2010
- Wednesday, 20 January 2010
- Friday, 22 January 2010
- Wednesday, 27 January 2010
- Friday, 29 January 2010

Holiday Times – 10.00am to 2.00pm at Hill Campus

Please phone the Hill Campus on 4929 5811 for an appointment time during these times.

Clothing Pool – Hill Campus

A Clothing Pool which stocks quality second hand items operates from within the Uniform Shop.

Conditions of Sale

All items presented for sale must be dry cleaned (if necessary), or washed, pressed and clearly labelled. Please complete a Sales Form (which is available from the Uniform Shop) when presenting items, to ensure payment from the sale can be sent to the correct address.

Items considered to be unsuitable for resale will be given to charity. Due to health regulations, hats, bathers, socks etc cannot be accepted for resale. Pricing of items is at the discretion of the co-ordinators, however, please feel free to discuss this matter with the co-ordinators. Items may be redeemed at any time by the owner.

Girls' Uniform Years K – 4

Summer	Winter
<p>School dress (length to be just under the knee)</p> <p>School blazer (optional)</p> <p>School (SCEGGS blue) jumper with crest (optional)</p> <p>Black lace-up leather school shoes</p> <p>School backpack</p> <p>White ankle socks – the type that turn over</p> <p>Panama hat (optional)</p> <p>Hair ribbons (navy blue) (optional)</p> <p>Yellow raincoat</p>	<p>School skirt</p> <p>School white long-sleeved shirt</p> <p>School tie</p> <p>School blazer</p> <p>School (SCEGGS blue) jumper with crest (optional)</p> <p>Black lace-up leather school shoes</p> <p>School backpack</p> <p>White ankle socks (the type that turn over) or Ink Navy pantyhose</p> <p>Panama hat (optional)</p> <p>Hair ribbons (navy blue) (optional)</p> <p>Yellow raincoat</p>

Sport
<p>School sports top</p> <p>House sports top</p> <p>School sports shorts and/or skort</p> <p>School tracksuit</p> <p>Joggers (basically white)</p> <p>School sports socks</p> <p>School swimming costume</p> <p>School bucket hat</p> <p>School sports bag</p> <p>Optional Items:</p> <p>Rugby/hockey/soccer socks</p> <p>School rugby jumper</p> <p>Soccer/hockey top</p> <p>Soccer/hockey shorts</p> <p>Soccer/hockey socks</p> <p>Singlet top</p>

Boys' Uniform Years K – 4

Summer	Winter
School grey shorts White short-sleeved shirt School tie School blazer (optional) School (SCEGGS blue) jumper with crest (optional) Short grey socks with School stripes Black lace-up leather school shoes School backpack Yellow raincoat	School grey shorts or trousers White long-sleeved shirt School tie School blazer School (SCEGGS blue) jumper with crest (optional) Short grey socks with School stripes Black lace-up leather school shoes Black plain leather belt School backpack Yellow raincoat

Sport
School sports top House sports top School sports shorts School tracksuit Joggers (basically white) School sports socks School swimming costume School bucket hat School sports bag Optional Items: Rugby/hockey/soccer socks School rugby jumper Soccer/hockey top Soccer/hockey shorts Singlet top

Vacation Care – Refer to Page 20

Walking to and from School

Wherever possible, students should cross roadways at pedestrian crossings or at traffic lights. When walking as a group, students should keep to the left side, thus allowing greater access for members of the public.

Withdrawal of a Student

As outlined in the Conditions of Enrolment, the School requires one full term's notice in writing if a student is withdrawn. Failure to give one full term's notice in writing will result in parents being charged a full term's fees in lieu of notice.



Your Child's Requirements

Children are very important people and we will do our best to give them a good start to their school life. The School aims to develop them to the best of their abilities. To help achieve this, we need to know as much about your child as possible. We hope that you will communicate to us any situations at home that may affect his or her learning at School. A note to a child's teacher concerning any problems will help us to show understanding of your child.

The teacher will seek:

- to make the children's experience as enjoyable as possible, while still preparing them for the more formal school years ahead;
- to familiarise the children with a basic knowledge and skills of the key learning areas, through a variety of enjoyable and challenging activities and experiences;
- to spend as much time as possible with small groups and individual children to help them with any problems they may have.

Your child will need:

- a School backpack (as described under School Bags in this Information Book);
- a raincoat and hat. These should be carried at all times and clearly marked with your child's name;
- a School hat. We have a policy of "no hat no play". The hat is also used in PE and Sport lessons.

Please Note:

- Kindergarten - The following items will be supplied by the classroom teacher and charged to your account: Scissors, writing pencils, colouring pencils, glue stick and crayons

Teachers will send home an information sheet listing all other items that you may be required to purchase.

Library bags are required and may be obtained from the Junior School office. These items are then charged to your account.

Years 1 and above - class teachers will send home a list of all items required for the year.

Library bags and Art smocks are required and may be purchased from the Junior School office. These items are then charged to your account.

The "rule of thumb" for equipment should be "simplest is best". Fancy items often do not prove to be very functional for little hands.

Note: All items including clothing should be clearly labelled with your child's name. Please mark each texta and pencil with your child's initials.

After School Care

This service is run by qualified Child Care staff and the students are fully supervised. They take part in a range of activities including games, craft, and cooking. Year 3 and above children have the opportunity to do their homework. After School Care operates at Park Campus Practical Activities Room for Pre-school to Year 8.

Hours of Service

3.00pm to 6.00pm Monday to Friday

All Pre-school children are required to be collected by 5.30pm.

A fee of \$14.75* is charged, which includes the cost of afternoon tea.

* 2009 pricing.

Bookings

Permanent bookings can be made on a weekly/daily basis and should be organised in advance. Casual bookings will only be accepted on the day if there are any vacancies.

All bookings can be made through the Office at Park Campus on 4925 2121 for Pre-school to Year 5, or by contacting the Child Care coordinator or staff on 4925 3755 after 2.30pm. All students attending After School Care are to be formally booked in.

Cancellations

A cancellation of any booking requires twenty four (24) hours notice unless the student is ill. If a cancellation is made within twenty four (24) hours a charge for the session will be made.

Collecting of Children – Park Campus After School Care

All students should be collected before 6.00pm. When students are collected, they should be signed for by the adult indicating they are taking students into his/her care. (Pre-school students are required to be collected by 5.30pm.)

Outside Activities

Any activities outside of the School grounds are covered by normal School arrangements.

Contact Telephone Numbers – Park Campus

A special direct phone line operates for the After School Care room from 2.30pm onwards if required in an emergency – telephone 4925 3755. At other times contact may be made on the School telephone number on 4925 2121.



Vacation Child Care

This service operates during the School holidays on a needs basis. Pre-schoolers are able to attend in the Year of their enrolment.

Students from Pre-school to Year 4 are involved in a range of activities including outings, sport, craft, art, cooking, play, etc. Vacation Care operates in the Practical Activities Room Park Campus.

Hours of Service

8.15am to 6.00pm.

Fee

\$39.00* Full Day or \$22.00* Half Day

There is no late pick offered at Vacation Care. Students must be picked up by 6.00pm. All Pre-school students are required to be collected by 5.30pm.

* 2009 pricing.

Bookings

Permanent bookings are on a daily/weekly basis and can be made prior to the holiday break. Casual bookings will only be accepted on the day if there are any vacancies. All bookings can be made through the School office during School term only, or by contacting the Child Care coordinator and staff on 4925 3755. Students must be signed in when they arrive each day.

A programme will be sent home with each student prior to end of each term. Please fill in booking date form and permission slip and return by closing date to ensure a placement.

Collecting of Students – Park Campus Vacation Care

All students should be collected before 6.00pm. When students are collected they should be signed for by the adult indicating they are taking students into his/her care. All Pre-school students are required to be collected by 5.30pm.

Cancellations

Cancellations of any booking requires twenty four (24) hours' notice unless the student is ill. If a cancellation is made within twenty four (24) hours of booking a charge for the session will be made.

Outside Activities

Any activities outside of the School grounds are covered by normal School arrangements. There may be an additional charge for special outings.

Contact Telephone Numbers during Vacations

A special direct telephone line operates for the Vacation Care room from 8.30am to 5.30pm. The telephone number is 4925 3755. When students are on excursions the mobile number 0432 639 369 can be used to make contact with the coordinator on the day.



The Friends of Newcastle Grammar School

The Parents and Friends and Ladies' Auxiliary of Newcastle Grammar School merged during 1996 to form the Friends of Newcastle Grammar School. The aims of the organisation as stated in the constitution are:

"The aim of The Friends of Newcastle Grammar School shall be to promote the interest of the Newcastle Grammar School, by fostering friendships, by informing the Parent body on topical educational and parenting issues, by providing an avenue of communication between the Parents and the Headmaster and Parents and the School Board, by co-operating with the Staff and by raising funds for teaching and recreational aids for the School that are considered to be 'extras' to that provided by the School. These items are to be decided upon from a list provided by Headmaster."

Sub committees for the Canteen, Class Parents, Social Functions, Spring Fair Committee, Clothing Pool and some others help meet these aims.

All parents/guardians of current and past students are invited to join the Friends of Newcastle Grammar School and to become involved in all our activities.

The Friends operates two canteens, one on the Park Campus and the other on the Hill Campus. The Canteen provides nutritional interesting lunches and snacks for all of our students, and needs a number of volunteers to assist the one paid supervisor. One assistant is needed each day and more for special occasions. If you can provide help, even one day per term, it will be a very great help.

Year Parents / Coffee Morning

Each year the Junior School has a number of parents who act as 'Year Parents'. Their role is one of support for the parents of each particular year and the School as a whole. Their functions include welcoming new parents, maintaining contact between parents and assisting in co-ordinating specific activities that are organised on a year basis. They meet a couple of times during the year. Your help and support within this group is always appreciated.

Each term a coffee morning is held for a get together and chat with parents and Junior School Senior Management. Details of dates will be in the Newsletter.

Canteen

The Friends of Newcastle Grammar School (The Association of Parents and Friends) operate the School canteens at the Hill and Park Campuses. The canteens provide an essential service in not only feeding students and teachers but also provide valuable funding for extra School requests that are not covered by the School fees. The School bus, support of music, art and athletic groups and the provision of extra computers and pianos are but a few examples of monies given in the past.

The Healthy Schools Canteen Strategy as recommended by the NSW Health Department has been adopted by the NGS canteens since 2002 in order to offer an improved choice of healthier, nutritious foods.

The canteens each operate with one paid supervisor and the rest of the work is done by a very valued group of volunteers. Every year we lose some of these volunteers as their children complete their schooling, hence we need your assistance!! Working as a volunteer in the canteen is an excellent way of getting to know other parents, the teachers, and the School environment. We welcome any member or friend of the family who could help.



Exclusion Guidelines – Infectious Diseases

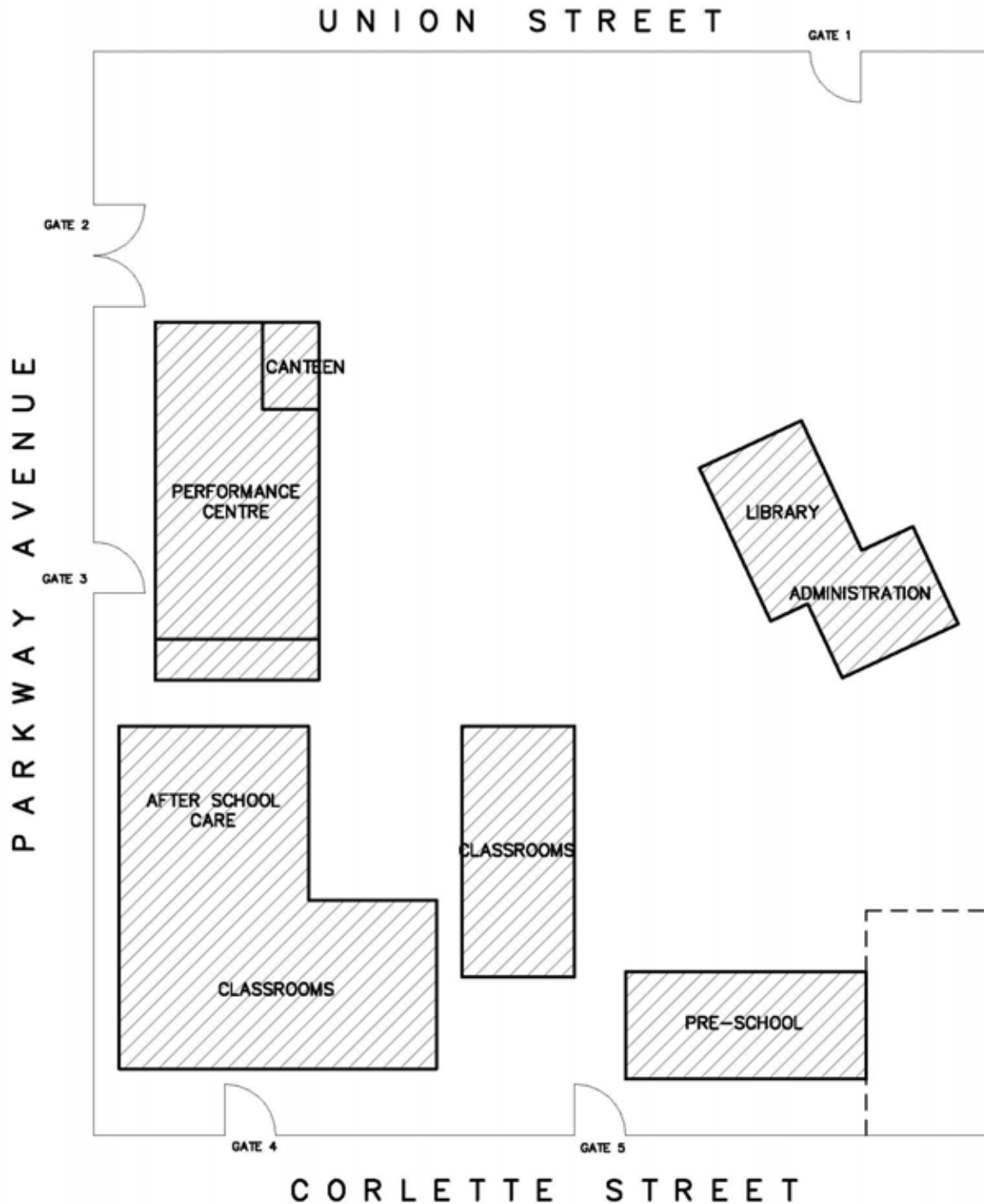
Condition	Exclusion of Cases	Exclusion of Contacts
Chickenpox	Exclude for at least 5 days after spots first appear and until all blisters have formed scabs and the child feels well.	Any child with an immune deficiency or receiving chemotherapy should be excluded for his/her own protection. Otherwise not excluded. (Pregnant women should seek medical advice)
Cold sores (Herpes simplex)	Not excluded. Carers of children with cold sores should not have contact with babies younger than 2 months.	Not excluded.
Common cold	Not excluded.	Not excluded.
Conjunctivitis	Exclude until discharge from eye has ceased.	Not excluded.
Cytomegalo-virus (CMV)	Not excluded.	Not excluded. (Pregnant women should seek medical advice)
Diarrhoea from rotavirus, campylobacter, cryptosporidium, Shigella, salmonella. (See also Giardia).	Exclude until diarrhoea has ceased. Campylobacter and shigella may require antibiotic treatment. Seek advice from the local Public Health Unit. Staff with diarrhoea must be excluded from food handling; with salmonella or shigella, until three faeces samples are clear.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is provided after two negative throat swabs. The last at least 72 hours after stopping antibiotics.	Exclude family/household contacts until cleared by public health authority.
Erythema infectiosum (fifty disease)	Not excluded.	Not excluded. Pregnant women should seek medical advice.
Giardia	Excluded until treatment given and diarrhoea has ceased.	Not excluded. Faeces testing is recommended if contact has diarrhoea.
Glandular fever	Not excluded.	Not excluded.
Hemophilus influenzae type b (Hib)	Exclude until medical certificate provided to prove recovery. Inform and seek advice from Public Health Unit.	Not excluded. Contact Public Health Unit regarding need for preventative antibiotics for family and child-care contacts.
Hand, foot and mouth disease.	Not excluded. Cover blisters on hands and feet.	Not excluded.
Hepatitis A	Exclude until medical certificate of recovery is provided, and not before 7 days after onset of jaundice or illness.	Not excluded. See doctor for preventative immunoglobulin.
Hepatitis B	Not excluded.	Not excluded. If bitten through skin by carrier or in contact with carrier's blood inform Public Health Unit and seek preventative treatment.
Hepatitis C	Not excluded.	Not excluded. If bitten through skin by carrier or in contact with carrier's blood inform public Health Unit.



Condition	Exclusion of Cases	Exclusion of Contacts
Human immune-deficiency virus (HIV)	Not excluded, unless any moist skin lesions cannot be covered with waterproof dressing, or another infection occurs requiring exclusion.	Not excluded.
Impetigo (school sores)	Exclude unless sores are covered with a waterproof dressing and antibiotic has been started.	Not excluded.
Influenza	During influenza outbreaks, exclude for 5 days after start of symptoms.	Not excluded.
Leprosy	Exclude until allowed to return by public health authority.	No excluded.
Measles	Exclude for at least 4 days after the rash first appears.	Immunised contacts not excluded. Unimmunised contacts are to be immunised within 72 hours of contact with first case, or be excluded for a minimum of 2 weeks from the disease appearing in the last case, and as determined by the Public Health Unit.
Meningitis, bacterial	Exclude until well.	Not excluded. Contact local Public Health Unit regarding need for preventative antibiotics for family and child care contacts.
Mumps	Exclude for 9 days after swelling first appears.	Not excluded.
Poliomyelitis	Exclude for at least 14 days after symptoms first appear, and until medical certificate of recovery is provided.	Not excluded.
Ringworm, (tinea), Scabies, Pediculosis (head lice) Trachoma	Exclude until the day after treatment is started.	Not excluded. It may be advisable for all household contacts to be treated at the same time as the case.
Roseola	Not excluded.	Not excluded.
Rubella (German Measles)	Exclude for 4 days after the rash appears.	Not excluded. (Pregnant women should seek medical advice)
Streptococcal infection and Scarlet Fever	Exclude until 24 hours of antibiotics have been given, and the person no longer feels ill.	Not excluded.
Tuberculosis	Exclude until allowed to return by public health authority.	Not excluded. Household and childcare contacts may need screening.
Typhoid and paratyphoid Fever	Exclude until allowed to return by public health authority.	Not excluded.
Whooping cough	Exclude for 5 days after starting a 14 day (pertussis course of antibiotics).	Exclude close childcare contacts until they have commenced antibiotics. Exclude unimmunised contacts for first 5 days of a 14 day course of erythromycin. Contact the local Public Health Unit.



NEWCASTLE GRAMMAR SCHOOL PARK CAMPUS





NEWCASTLE GRAMMAR SCHOOL HILL CAMPUS

