

Welcome to...

*Liverpool*

*Public*

*School*



## CONTENTS.

### Page

2. Map of the School.
3. All about Liverpool Public School.
4. Absences.  
Ancillary Services.
5. Assemblies.  
Assessment of Teachers.  
Attendance Book.  
Banking.
6. Bookclub.  
Canteen.  
Care of Classrooms.  
Class Rolls, Attendance.  
Class Lists.  
Committees.
7. Credit Union.  
Discipline.  
Duty of Care  
Emergency Procedure.  
Excursions.
8. Federation.  
Fire Drill.  
Integration.  
LASA.  
Library.
9. Medication.  
Memos.  
Money Collection.  
Newsletter.  
Parents & Citizens Association.
10. Playground Duty.  
Release from face to face.  
School Council.  
Scripture.  
Sick Bay.
11. Staff Meetings.  
Staff Room.  
Store Rooms.  
Students Records.
12. Supplies.  
Support Unit.

# Welcome to Liverpool Public School.



**-LIVERPOOL- PUBLIC - SCHOOL- EST-1863-**

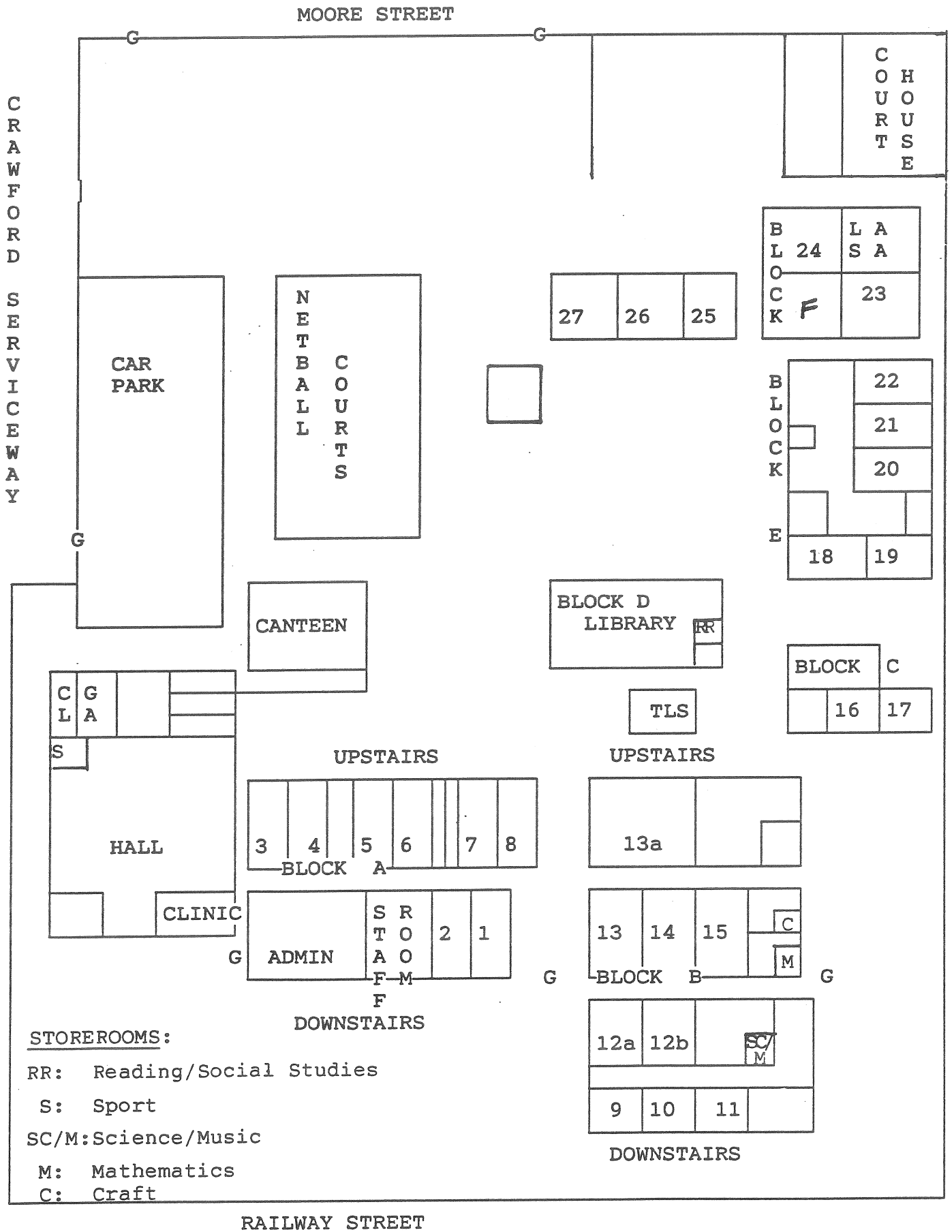
## Liverpool Public School

### MISSION STATEMENT.

Liverpool Public School exists to provide high quality education, stressing the needs of the individual; through the interaction of children, parents, staff and community and the utilisation of specialised programs, committed staff and effective resources.

This is achieved in a multicultural setting and within a supportive caring environment.

# MAP OF THE SCHOOL.



STOREROOMS:

- RR: Reading/Social Studies
- S: Sport
- SC/M: Science/Music
- M: Mathematics
- C: Craft



1994

UPDATE



## STAFF LIST 1994.

**PRINCIPAL:** Ms Lyn McShane.  
**DEPUTY PRINCIPAL:** Mr Warren King.  
**ASSISTANT PRINCIPAL:** (P): Mr Steve Lord.  
**ASSISTANT PRINCIPAL:** (I): Ms Gail Charlier  
**ASSISTANT PRINCIPAL:** (S): Ms Marnie Sole (Relieving)  
**EXECUTIVE TEACHER:** (I): Relieving: Mrs Janine McDonald (E.S.L. Teacher)  
**EXECUTIVE TEACHER:** (P): Relieving: Mrs Michelle Dunning.

### **CLASSROOM TEACHERS:**

Ms Jenny Birch	Mrs Barbara Johnson
Mrs Vicki Brown	Ms Kim Johnson
Mrs Pam Brookes	Ms Kathy Kambouris
Mrs Nury Cabrera	Mr Ben Matthews (Casual)
Ms Tanya Claude-Smith (Casual)	Mrs Renee Mitchell
Mrs Julie Cox	Mrs Franca O'Brien
Ms Efe Dalessis	Mrs Toni Proudlock
Ms Vicki Derwent	Mrs Merran Semple
Mr Graeme Dunning	Ms Donna Taylor (Casual)
Ms Tristen Early (Casual)	Mrs Dianne Tonks
Ms Fiona Ellem (Casual)	Mrs Necia Wade (Casual)
Ms Lisa Hartnett (Casual)	Ms Wendy Williams

### **PROGRAM TEACHERS:**

<b>Librarian:</b>	Mrs Sophia Tanner (Casual)
<b>Community Language (Spanish):</b>	Mr James Palacios
<b>Support Teacher/Learning Difficulties:</b>	Ms Mary Scoulis
<b>Support Teacher/Early Skills Support Program:</b>	Ms Elizabeth Knight
<b>E.S.L. (English as a Second Language):</b>	Mrs Rebecca Proctor (Casual)
	Mrs Carmen Fraser
	Mrs Anita Devitt
	Ms Margaret Finos
	Ms Jennifer Doyle

### **SPECIAL PROGRAMS:**

Mrs Julie Peterson	Mrs Helen Bonney (Casual)	Mrs Christine Price
Mrs Pam Reinhard	Ms Mandy Lopez (Mobile)	

### **SCHOOL COUNSELLOR:**

Mrs Irene Lowe

### **REGIONAL STAFF:**

<b>Support Teacher/Learning Difficulties (Regional Schools):</b>	Mrs Lyn Hickman
<b>Assistant Principal Division Support:</b>	Mrs Fran Telec

### **ANCILLARY STAFF:**

<b>General Assistant:</b>	Mr Mark McKenzie
<b>School Assistants:</b>	Mrs Deidre Abdy, Mrs Gwen Wood, Mrs Margaret Hall
<b>School Asst/Support Classes:</b>	Mrs Annette Adams, Mrs Heidi Coleman
<b>D.S.P. Production Aide:</b>	Mrs Maria Lavorato

### **CLEANING STAFF:**

Mr John Lynch, Mrs Nancy Kinglsey, Mrs Carmen Fulete

### **COMMUNITY NURSE:**

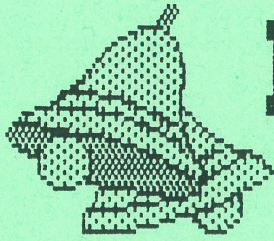
Mr Greg Buckley

**CANTEEN:** Mrs Maria Lombardino

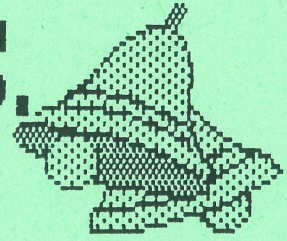
**LASA:** Mrs Cecilia Toro







LIVERPOOL P.S.  
BELL TIMES



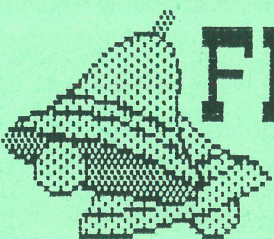
8:50; 9:12; 9:20

11:20; 11:35; 11:40

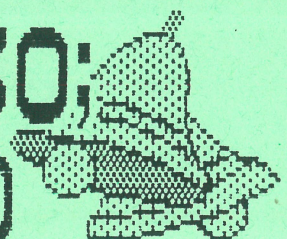


1:05; 1:15; 1:35;  
1:55; 2:00

3:20



FRI. LUNCH: 12:30;  
12:40; 1:00; 1:20





# ROLL MARKING PROCEDURES.

*PLEASE READ CAREFULLY - REMEMBERING THAT NO LIQUID PAPER IS TO BE USED.*

- \* A red line is to be ruled through the spaces where attendance would not apply (i.e. prior to enrolment or after leaving), with an arrowhead on the line ending immediately before the first attendance, and another arrowhead in the reverse direction ending immediately after the last attendance, except at the beginning and end of each term.
- \* The first and last day of attendance each term should be marked with an "X".
- \* All entries in the Class Roll must be in pen. No eraser, pencil or correcting fluid is to be used. Mistakes should be corrected by ruling a line through the mistake and placing the correct entry above or in the appropriate space.
- \* The teacher marking the Class Roll must place his/her initials in the designated square at the base of the day's column.
- # *The name of the month, date and week are to be entered in the space provided.*

\_\_\_\_\_ Class Roll for 19 \_\_\_\_\_ TERM 1

STUDENT'S NAME		WEEK 1	WEEK 2	WEEK 3
Family Name	Given Name	FEB	FEB	FEB
		2 3 4 5	8 9 10 11 12 15 16 17 18 19	
		1		
		2		

**EXAMPLE OF CORRECT PROCEDURE:**

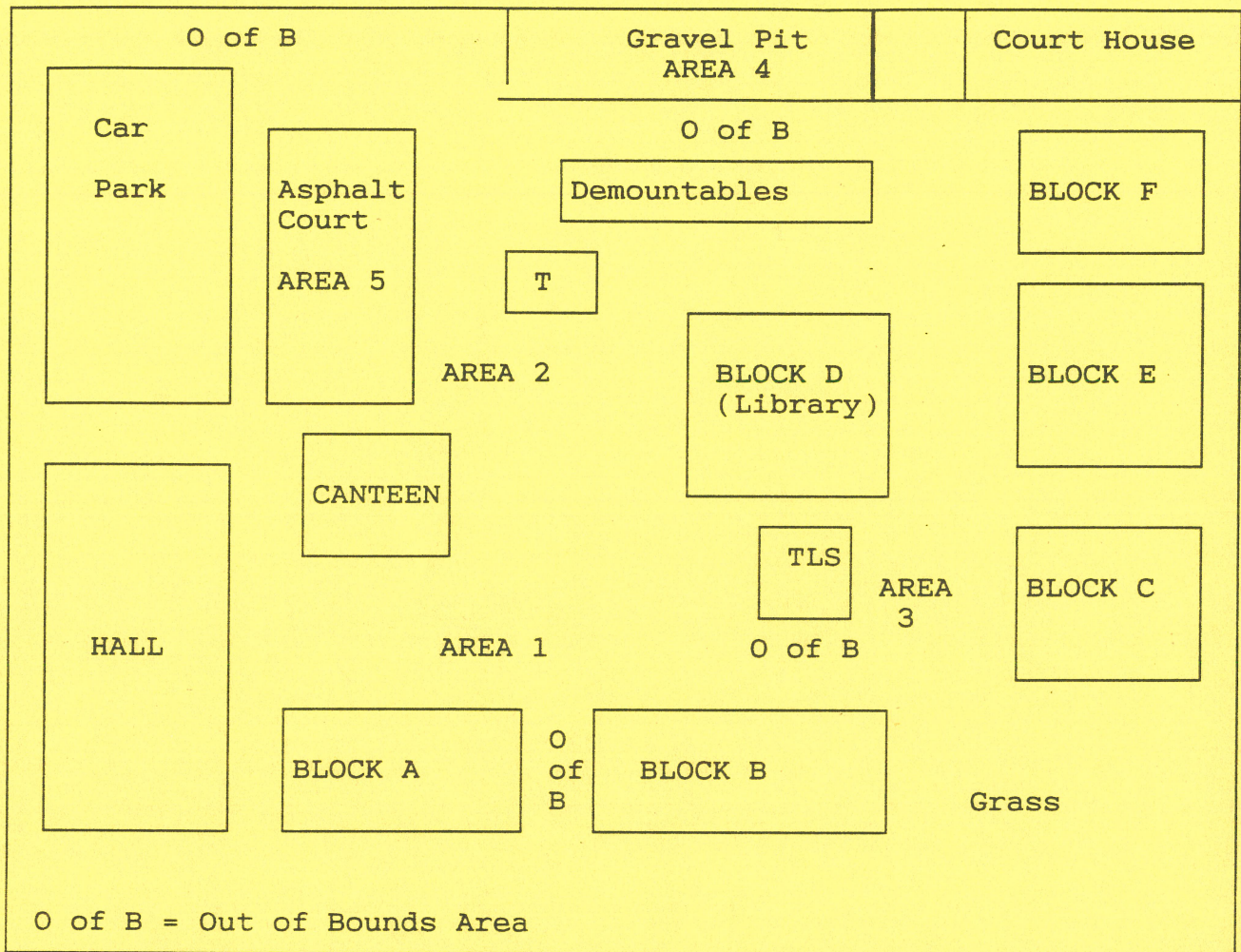
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Jones Ken	→ x			IA la		x ←		
Smith Tim		→ x	S a	L a	IPa			x ←

Ken Jones enrolled on Tuesday of Week 1 and was absent, unexplained on Friday of Week 4. There were no further absences until he left after attending on Tuesday of Week 6. Tim Smith enrolled on Wednesday of Week 2, was absent, sick on Monday of Week 3, was absent (attending a religious ceremony) on Monday of Week 4, was absent on the afternoon of Friday, Week 5 and left after attending on Wednesday of Week 8.

**Note:** Monday of Week 1, Friday of Week 6, and Monday and Tuesday of Week 7 were holidays.



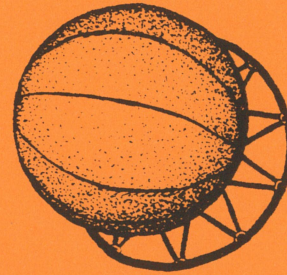
PLAYGROUND SUPERVISION



AREA	DRY WEATHER	WET WEATHER
AREA 1	Junior Toilets, Senior Toilets plus Canteen. * Years 1 - 6	Hall. * Years 1 and 2
AREA 2	* Years 1 - 6	Enclosed verandah outside Blocks A & B and Hall. * Years 3 & 4 and Jnr I.M.
AREA 3	plus Kinder Toilets. * Kinder only.	Enclosed Kinder, Hearing areas. * Kinder - Hearing.
AREA 4	plus walk way to Gravel Pit. * Years 5 & 6	Upstairs, Block A. * Years 5 & 6 and Senior I.M.
AREA 5	plus Yrs 1 & 2 Toilets. * Years 1 - 6	Assist in Hall (yrs 1-2) plus Junior Toilets and Canteen.



# SPORT 1994.

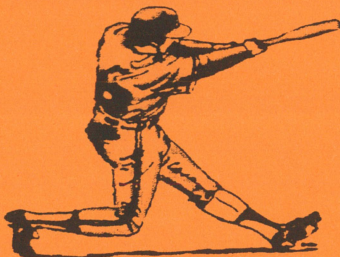


The school sport program operates on Friday afternoons from 1.20 p.m. to 3.20 p.m. Infants children (K-2) participate in skill development activities with their class teachers. Primary children (3-6) participate in a variety of sports as listed below.

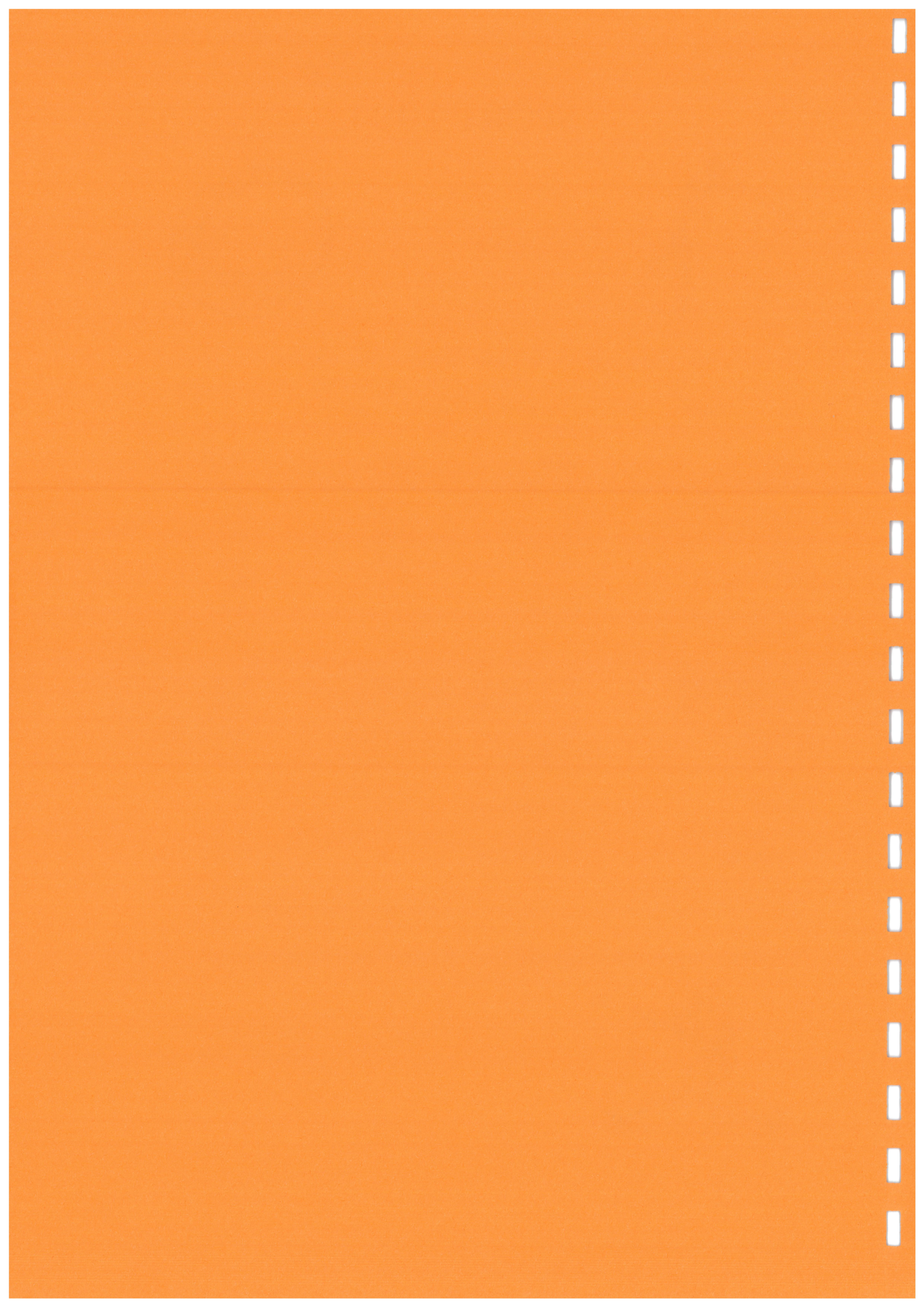
<u>Sport</u>	<u>Venue</u>	<u>Cost</u>	<u>Travel</u>
Softball	P.	\$1.50	Bus
T-Ball	S.	\$1.50	Bus
Cricket	S.	\$1.50	Bus
Soccer	A.	\$1.50	Bus
Touch Football		\$1.50	Bus
Netball	Venues	\$1.50	Bus
Hockey		\$1.50	Bus
Indoor Volleyball	Whitlam Centre	\$1.50	Walk
Indoor Basketball	Whitlam Centre	\$1.50	Walk
Indoor Soccer	Whitlam Centre	\$1.50	Walk
Tennis	Whitlam Centre	\$1.50	Walk
Squash	Whitlam Centre	\$2.00	Walk
Aerobics	Squashlands	\$1.50	Walk
Swimming	Liverpool Pool	\$1.00	Walk

Children who do not pay still go to their sport to watch but do not participate.

No child is exempt from sport unless they provide a signed letter from their parents.



Kim Johnson  
(Sports Co-ordinator)





**CASUAL:** .....

**DATE:** .....

**MORNING SESSION:**

**MIDDLE SESSION:**

**AFTERNOON SESSION:**

**NOTES/ COMMENTS:**



# All about Liverpool Public School.

Welcome to the Staff of Liverpool Primary School.

This booklet compiled by Mrs. Nury Cabrera and Mrs. Sharon Goman aims to assist you during your time at this school by giving you practical information.

A brief overview of the school:

- Enrolment is 670 students.
- 76% of students come from language backgrounds other than English (Mainly Spanish, Portuguese, Arabic, Vietnamese and Hindi).
- Students are highly mobile.
- Support Staff include, English as a Second Language, Support Teacher Learning Difficulties and Early Skills Support Program teachers.
- A Support Unit contains 5 classes (3 deaf classes and 2 mildly intellectually handicapped classes).
- A School Council is operational.

The School is a Centre of Excellence for E.S.L. (1992 - 1994) and has strong supportive team structures with the school. Students are friendly and happy. There is a strong ethos and the school enjoys a reputation for its multicultural and intercultural programs.

L. McShane,  
Principal.

# IMPORTANT ITEMS TO NOTE.

(Arranged in alphabetical order).

## **ABSENCES:**

The school should be notified as early as 7.30 a.m. if the staff member won't be attending school. Ring 602 7882.

A member of the executive or the front office should be notified if the staff member intends to leave the school grounds during recess/lunch.

Any special circumstances (e.g. death in the family, serious illness or lengthy absence) should be notified to the Principal at home, as soon as possible.

## **ANCILLARY SERVICES:**

### **Printing and Photocopying.**

The photocopying room is located next to the front office. Mrs. Gwen Wood and Mrs. Margaret Hall will only be too happy to assist you in getting your photocopies, overheads and "cut and paste" materials produced.

All requests must be written on the green folder (provided by the Deputy Principal) giving details of the work and number. Place the folder in the tray in the photo copying room the previous day. No photocopying will be completed after 12.00 p.m. each day.

Copyright laws are enforced. No more than 10% of a book can be photocopied where authorised for individual not class use. Multiple copies of any publication can only be made where the publisher has authorised same. Any work presented for photocopying which breaches copyright regulations will be returned.

Whenever possible staff should save paper.

Great care should be taken with the quality of the work to be photocopied. Thick black borders should be avoided as they take too much ink. Once completed your work will be placed in your pigeon hole in the staff room.

When the work requires to be made into booklets it should be handed in with plenty of notice and specific instructions given re: collating.

### **ASSEMBLIES.**

Each day an assembly is held at 9.12 a.m. Primary assembly at Area 1 and Infants assembly at Area 3. Variations to routine and announcements are made and all teachers must be prompt.

Primary assembly is held every Wednesday 2:40 p.m. Every week a class leads the assembly, an item is presented and two merit certificates per class are awarded.

Infants assembly takes place on Thursday at 11.45 a.m. in the Hall.

Kindergarten assemblies take place on Mondays and Fridays after lunch in the Tiered Learning Space.

### **ASSESSMENT OF TEACHERS.**

Teachers in their first year of teaching are required to have a report completed for consideration for certification. This is compiled by the Principal with the team leader and covers the following areas:

- 1) Teaching Ability.
- 2) Classroom Management.
- 3) Lesson Preparation.
- 4) Involvement in Staff Development Programs.
- 5) Interpersonal Relationships.
- 6) Professional and Personal Qualities.

Casual Teachers with 195 days service (commencing no later than 1st January, 1991) may request a report from the school they have completed most of their work.

### **ATTENDANCE BOOK.**

A book is located in the staffroom underneath the pigeon holes for signing on. This must be done every morning.

Casual teachers must sign full name, time of arrival and departure.

### **BANKING.**

Bank books are sent in the blue bag provided to the office every Thursday.

### **BOOKCLUB.**

Book Club money is collected by the classroom teacher and sent to the office before recess. On the due date the teacher should finalise the tally sheet of all orders, check against money total to see if there is no discrepancy and send book orders to teacher/s in charge. Personal orders do not go through class money folder.

### **CANTEEN.**

Lunches are ordered before school and are collected by two students at 1.05 p.m. daily. Canteen is closed during school times.

### **CARE OF CLASSROOMS.**

- \* Students allowed in the classroom with teacher supervision.
- \* Teachers should maintain a tidy, well ventilated room. Close windows and switch off fans, heaters and lights before they lock the room.
- \* Students should enter and exit the room in an orderly manner.
- \* Teachers should make sure that papers are collected from the floors and the chairs are placed on the tables every afternoon.

### **CLASS ROLLS, ATTENDANCE.**( See front of the roll and attached sheets).

Mark the roll daily and collect all notes by 9.30 a.m.

Absence notes should be signed and dated and should be kept separate from permission notes to be collected by the office at the end of each term.

The roll will be collected every Thursday.

Students going home during school hours should be collected by an adult at the front office. A note signed by Principal/Deputy Principal or an executive member should be kept as a record.

### **CLASS LISTS.**

Class lists are updated continuously and copies of each class lists are available from the office.

### **COMMITTEES.**

It is anticipated each staff member will belong to at least one committee and must attend meetings regularly. The yearly Management Plan guides these Committee's work.

### **CREDIT UNION.**

The School has a Credit Union representative who will be happy to answer your questions.

### **DISCIPLINE. (REFER TO PUPIL WELFARE POLICY)**

At Liverpool Public School we use the Assertive Discipline Model. A reward System is also used in the classroom.

If students are a major problem, they are not to be left unsupervised in classrooms or in the playground. If required refer the problem to the team leader.

### **DUTY OF CARE.**

All teachers should be punctual.

Teachers should set positive class rules (no more than five).

Teachers should never stand students outside the room for breaches of discipline.

Teachers should always supervise the class in the room.

Teachers are responsible for dismissing their class. Students are not permitted to leave the room or the school grounds before bell times without the principal's permission.

Students not collected after school should be taken to either the Principal or Deputy Principal's office.

All work should be marked.

Casuals to fill a form showing the work taught that day. (See attached sheet).

### **EMERGENCY PROCEDURE.**

Please refer to red cardboard sign displayed in all classrooms.

### **EXCURSIONS.**

When organising an excursion a form must be filled in and handed to the team leader, who will present it for the Principal's approval.

Money should be collected by the classroom teacher and sent to the office in the appropriate way.

Students without a permission note should not be taken on the excursion.

Needy students are covered by Student Assistance Scheme.  
See Principal.

## **FEDERATION.**

Information sent by the Teachers Federation is available in the Staffroom.

## **FIRE DRILL.**

Fire Drills are planned and carried out twice a year. Teachers should follow correct procedures as displayed in each classroom and make sure they know the area allocated to their class.

## **INTEGRATION.** (See Integration Policy).

Selected students from the Support Unit may be integrated into mainstream classes for social and/or academic areas depending on the needs of the students. This is regularly reviewed. Some students in the mainstream are enrolled under the Disabilities Policy and have the assistance of an Integration Teacher for different programs based on need. This assistance is dependent on a submission for State Integration Funds and is reviewed every semester.

## **L.A.S.A.**

The school has a before and after school care centre for the students whose parents work.

Mrs. Cecilia Toro is in charge and can be contacted on 822-4897. There is a charge for this service.

## **LIBRARY.**

Library lessons occur once a week and students are accompanied by class teachers. Library time is not R.F.F., therefore teachers are required to stay during the lesson.

The teacher-librarian and the class teacher work together as a team not only in planning the lessons but also in administering the lesson. Infants lessons go for half an hour and the "No bag, no borrow" policy is enforced. One book per child only.

Primary lessons go for forty five minutes. Grades 3 and 4 can borrow one book only whilst 5 & 6 are permitted to borrow two. All loans are on a weekly basis but extensions are given if needed.

Teachers can borrow in bulk. A list of the required books should be left with the librarian. All books should be returned at the end of each term.



### Lunch Time Library.

The Library is open for infants only on Monday and Wednesday -2nd half lunch. Primary students are permitted on Tuesdays and Thursdays,- 2nd half lunch.

### **MEDICATION.**

No medication should be provided for or administered by the teacher to any student. When medication is required, the student should take it to the office with indications and parent permission. Mrs. Woods will call in the room with the medicine.

### **MEMOS.**

If there is information that has to reach all members of the school staff, teachers should see the Deputy Principal. To avoid numerous, unwanted interruptions, other means of communication can be used, such as the white board, regular meetings, pigeon holes, messengers etc.

### **MONEY COLLECTION.**

Teachers should collect money as soon as possible and send it to the office in the bag provided with 2 students. The class list in the money folder should be dated and totalled.

No money should be left in the room unattended.

### **NEWSLETTER.**

A monthly newsletter is sent home with students containing information about the school happenings and inviting parents to participate in the school activities. It is a good source of information and teachers should read it.

### **PARENTS AND CITIZENS ASSOCIATION.**

The P. & C. meets every 3rd Wednesday of each month at 2.20 p.m.

### **PLAYGROUND DUTY.**

Follow the times and areas allocated.

There is a copy of duty roster in each classroom and in the staffroom. Any problems see A.P.I. or A.P.P.

Variations due to teacher's absence are shown on the white board in the staffroom **every** morning.

Wet weather procedure is shown on an attached sheet with the normal roster.

### **RELEASE FROM FACE TO FACE. (R.F.F.)**

Release from face to face is provided two hours per week for planning and programming, evaluating, parent interviews etc. R.F.F. teachers will program in consultation with class teachers. The timetable is centrally co-ordinated by Principal.

### **SCHOOL COUNCIL.**

School Council meets approximately twice a term.

All teachers are invited to attend. Staff have 3 elected representatives and Principal who is the Executive Officer.

### **SCRIPTURE.**

Students attend scripture lessons every Wednesday for half an hour. Infants: 10.50 a.m. Junior Primary: 11.20 a.m. Primary: 11.40 a.m. Students not attending are sent to spare rooms to work under teacher's supervision.

### **SICK BAY.**

Students who require first aid should be sent to sick bay accompanied by another student.

If the student needs to be taken home Mrs. Wood or Mrs. Abdy will organise it. The teacher will be notified so the partial absence and time of departure can be recorded in the class roll. If the student is hurt during recess or lunch the teacher on duty can exercise discretion before sending the student to sick bay. If an emergency arises in the playground, send for an executive teacher.

### **STAFF MEETINGS.**

A whole staff meeting is held most Wednesdays at 8.30 a.m. These meetings are compulsory and any inclusions on the agenda should be discussed with the Principal before hand.

Grade meetings are called once a fortnight or as often as needs arise.

D.S.P., Committees/other Committee meetings etc. are called when necessary and special attention to weekly bulletin should be paid in order to find out when and where these meetings are held.

### **STAFF ROOM.**

Teachers are invited to make full use of the staff room. A fridge, a microwave oven and a stove are provided. Full co-operation is expected in maintaining appliances and area clean at all times.

### **STOREROOMS.** (see map of school for location)

Keys to unlock the storerooms are available from the front office. Please place name tag when taking a key.

When borrowing material register teacher's name, class date and the list of borrowed items. When you return them, mark them off and replace them to the appropriate shelf.

Teachers should not send students to obtain or return the keys. Students not allowed in storerooms without supervision.

### **STUDENT RECORDS.**

Record cards are kept in the Deputy Principal's office.

Teachers are expected to complete information such as absences and comments on work at the end of each term.

Information such as custody letters, swimming certificates etc. should be attached. Record cards are never to be handled by students and must not be left in the room unsupervised. They must be returned to the files in the office each day.

## **SUPPLIES.**

General classroom supplies: enter in Staff Stock request book. Deputy Principal will place requests in pigeon hole.

Visual Art Supplies: recorded in the Visual Arts book. Teacher in charge will place them in your pigeon hole.

## **SUPPORT UNIT.**

The maximum number of students for the I.M. class is 18. Placement of students in Years 3-6 is dependent on psychometric (I.Q) testing completed by the School Counsellor in the students local school. The Senior Guidance Officer organises placement in a unit where vacancies exist. Students participate in programs at individualised levels based on the Key Learning Areas.

The maximum number of students for the deaf class is 8. Students are usually identified as deaf, at an early age. The students at our school are primary - aged and use total communication, i.e. Signed English, lip-reading, gesture and speech. Most students use technical aids e.g. hearing aids, F.M's, tactile aids. Students follow programs at an individualised level, based on the Key Learning Areas and identified speech and auditory needs.

*Enjoy your stay here at Liverpool Public School !*

LIVERPOOL PUBLIC SCHOOL

NO. 26.



