



Education &
Communities

Public Schools NSW



Dunedoo Central School

Information Booklet



Welcome to Dunedoo Central School

Dunedoo Central School has a proud tradition of providing quality education.

Dunedoo Central School is an active and energetic school. As a Central School, we have many advantages including relatively small class sizes, a family atmosphere, whole school events and a higher ratio of executive to teaching staff than found in larger schools. Our staff are supportive, caring and seek to establish positive partnerships with parents.

School Information

Dunedoo Central School is a school of approximately 170 students—87 secondary and 83 primary. There are approximately 6 teachers in the primary and 18 in the secondary with a number of teacher aides and other support personnel. The school ancillary support staff (SASS) provide a welcoming face in the front office and administrative support.

Community Information

Dunedoo, where the people make the difference! Dunedoo is a rural community on the Golden Highway, 90kms east of Dubbo and 100km north west of Mudgee, NSW. Life in Dunedoo is anything but boring, and you'll wear yourself out trying to keep up with the regularly available activities in the town.

Enrolment

Children who turn five years before 1st August in that year, may be enrolled at the beginning of the school year. Proof of age (birth certificate) is required and parents are asked to complete an enrolment form. The child's immunisation record is also necessary. Children arriving at Dunedoo Central School from another school need to show they have formally left their previous school and accept the responsibilities involved in becoming a member of Dunedoo Central School.

Communication

We feel that it is most important for parents and the teacher/school to openly communicate about a child's progress or development.

There are many opportunities throughout the school year to informally visit our school and be a part of its life. We welcome you to come along.

Day to Day Communication

Emotional upsets occur in all families and a quick phone call to the school can often assist your child's progress through these issues.

At home—Dad hurt his leg, Mum is away, the dog has been run over, the child has been punished, little brother is ill. Let your teacher know.

At school—homework has not been done, homework is too difficult, the child is feeling pressure from the teacher, the child has quarrelled with a friend, the child is afraid of being ill.

One way of easing the anxiety is very simple - communication. A note, a telephone call, an email or a personal visit can inform the teacher and allow the teacher to act receptively to the concern of the child. A kind word of encouragement, a sympathetic ear can make a disturbed child's day much easier and allow learning to take place. An informed teacher can recognise symptoms of illness or upset and minimise the effects and ensure optimum learning and class participation.

Contact Details

T: 02 6375 1489

E: dunedoo-c.school@det.nsw.edu.au

W: www.dunedoo-c.school@det.nsw.edu.au



“We believe that a quality education is made up of a combination of academic, cultural and sporting pursuits. This ensures every student is equipped with knowledge, skills and values that underpin the rest of their lives”.

Formal communication

Parent / Teacher interviews—we openly invite parents to come and discuss a child’s progress or development at any particular time. Problems are best dealt with as soon as they occur. We encourage parents to make an appointment so that the teacher or school executive can guarantee a meeting time without interruptions occurring.

School reports—These are issued twice during the year, with a view of giving parents a regular report on their child’s progress. Parent interviews are held after midyear reports go out, to enable parents to discuss their child’s report and progress with class teachers.

Facilities

Dunedoo Central School offers an excellent range of facilities for all students.

All equipment is supplied for Kindergarten students. All infants, primary and secondary classrooms have air-conditioning and heating, interactive white boards and access to modern resources and technologies.

In the playground there is ample space for play with three large grassed ovals and also a hard surfaced area.

Our large hall is both air-conditioned and heated, comfortably hosting school assemblies and performances. It also provides a great area for indoor sports, particularly during inclement weather. We welcome and support many community events at our hall.

There is an excellent canteen, selling healthy foods to the children at recess and lunch. Also for the summer months, refrigerators are available in the primary area to keep the children’s lunches and drinks cool.

Being a Central School, we are able to make use of the other facilities which may not be available in other schools. When cooking is part of the program, the secondary staff make their facilities available for use. Also the agriculture and science staff often share their facilities.

Computers are available to students in our computer laboratories, the library and in each classroom. Each child has the opportunity to use computers for many subjects.

The Library has an excellent collection of books for young people. The Library is open for use every day. You will be advised of your child’s allocated weekly borrowing day.

General Information

Sport—Houses

When children enrol they are allocated to one of our school houses:

- Bass - blue
- Evans - yellow
- Sturt - green

Sporting carnivals are held annually where students represent their house in swimming, cross country and athletics.

Supervision

Children are supervised between 8:30am and 3:15pm. The school will not accept responsibility for early arrivals. Children must leave school at 3:10pm, or 3:15pm for bus travellers.

Accidents or Illness at School

If children are sick during the day, a sick bay is available with a First Aid Officer available to attend to the child.

Parents are contacted if necessary. The best place for an injured or ill child is with their parent / caregiver. Should we be unable to contact you and if medical help is urgently needed the school will take emergency action (doctor, ambulance, hospital). The school is covered for free ambulance.

If your child has a medical condition or disability, please advise us. For example allergies, reactions to stings, hearing or visual difficulties.

Change of Address

Please advise us if you change your address or phone number so that our records and ability to contact you in an emergency are maintained.

Fees

Our school fees enable us to purchase essential books and equipment so that our students are given every opportunity to learn with modern resources. The fees are

- Years K - 6 \$40
- Years 7 - 10 \$70
- Years 11 - 12 \$90

Subject fees in the secondary are set at the beginning of each year.

Parents will be notified of these by the teachers concerned. Payment of these fees is essential.

Progress payments are accepted.

School Uniform

School uniform is available to purchase from the Canteen.

Up to date information on uniform requirements is available from the front office.

We ask that all parents send their children to school neatly dressed in correct uniform. The staff and P&C encourage the wearing of our school uniform because it encourages pride in our school, looks good and eliminates competition over dress.



School Assemblies

A K-6 assembly is held on some Fridays at 12:00pm. Short secondary assemblies are held prior to sport each Wednesday.

Formal, whole school, assemblies are generally held twice per term and will be advertised in the weekly newsletter.

Attendance

Physical Attendance—on every possible day is of paramount importance: a day absent each week represents 20% of possible teaching and learning time. So many of our school activities rely on reinforcement, revision and step-by-step progress on a day-to-day basis. Much of the child's activity at school each day is concerned with further explanation of a process, further discoveries by children in many subjects. A missed day could hamper a child's progress in any one of several important subject areas.

All absences require an explanation note to be sent with the child upon their return to school. You may also phone the school to notify absences or use the Skool Loop app if you prefer.

Conscious Attendance—to the class activities is essential. Sleepy, tired children cannot concentrate and have difficulty participating in lessons. Children should go to bed at a reasonable hour prior to a school day. Sufficient sleep, of course, also benefits the child in other ways; the growing process is not checked, good health is promoted.

Excursions / Sports Visits

Parents are given full details in advance. A permission note is required. This is returned to the teacher organising the excursion. Prompt return of notes and money ensures successful excursions. Excursions are an important part of the school program.

Student Representative Council

The Student Representative Council (SRC), is a body of students who are elected by their peers as representatives. The aim of the SRC is to give the student body a voice in the school and to provide suggestions regarding issues of welfare and interests of the student body.

Each class has two SRC representatives whose role is to attend meetings and report any suggestions or concerns to the Council for consideration and action.

The SRC is responsible for organising school discos and fundraising to support their selected charities.

Homework

Homework is set regularly and is designed to assist learning. Homework varies in nature and purpose. It can be a written, oral, visual, thinking or creative task. It can promote practice, consolidation and revision, investigating and discovery, creating and thinking.

Homework is best done at set times in a quiet place in a calm mood. Parents can help by being interested, good listeners, encouraging (not forcing) effort and by keeping in contact with their child's teacher(s).

There are many ways you can help at home:

- When homework is set, check that it is done and that it is neatly presented. Discuss with the teacher, his or her requirements in homework.
- Find out if there are any weaknesses that can be remedied in any way at home. In Primary, children will always need to improve their reading standard. Hearing children read, and reading to them, is important.
- No matter what work your child does at home, try to think positively and show approval for good work and try not to be too critical of incorrect work; merely indicate that the sum, the work read, or spelt was not correct and show why.

A suggested time for homework each night is:

Years K - 2: 0 - 1/2 hour

Years 3 - 6: 1/2 - 1 hour

Years 7 - 8: 1 - 1 1/2 hours

Years 9 - 10: 1 1/2 - 2 hours

Years 11 - 12: 3+ hours

Remember, your child will want to impress you more than anyone else in the world. He/she must have success as an encouragement to continue in all work. You can provide some of that most important success.

Homework & Study Centres

Study Centre for students in Years 7—12 operates after school on Wednesday & Thursday afternoons. Students are supervised and may request special tuition in any subject area from staff. Students should contact the Deputy Principal, Mrs Cathy Gallagher, should they require further information about Study Centre.



Bikes, Skateboards, Scooters

Students who ride these to school do so at their own risk. They must park them in the bike racks provided. The school accepts no responsibility for damage to or loss of bikes and equipment.

Buses

All children as expected to behave in a safe, quiet and orderly manner on the bus. Safety is everyone's responsibility. Buses depart the school at approximately 3:20pm.

Leaving School Grounds

If children are to leave the school grounds, they must bring written parental permission each time to conduct an errand or other legitimate business during school lunch time.

Safety

We expect everyone to observe safety rules, especially in practical classes. Our school practices emergency evacuation twice a year.

Canteen—We are Nut free!

Our Canteen is open five days per week. The canteen provides nutritious lunches at a minimum cost to the children and staff of the school. This Canteen is maintained as a 'Health Canteen' keeping in line with departmental guidelines. The Canteen is managed by an elected committee of parents which employs and pays supervisor, Ms. Sherri Watton. The Canteen is managed by Sherri with the assistance of voluntary help each day. To ensure the continuation of this valuable asset of our school, we are always in need of additional parents as volunteers. As a voluntary worker, you are required to prepare sandwiches, salads, milkshakes and perform normal kitchen duties from 10:30am - 1:30pm. The canteen has an eftpos machine that can be used by secondary students or parents purchasing uniforms. Lunches and uniforms can also be pre-ordered/purchased via the Flexischool's app which can be downloaded onto any smartphone.

Bus Information

Boomley bus	Mr. M. Court	0417-544-550
Cainbull bus	Mr. M. Lesson	0428-392-408
Digilah bus	Mr. M. Leeson	0428-392-408
Leadville bus	Mr. W. Hogden	02-6375 1622
Mendooran bus	Mr. W. Hogden	02-6375 1622
Narangari bus	Mr. M. Leeson	0428-392-408
Tucklan bus	Mr. W. Hogden	02- 6375 1622

“All students are encouraged to achieve their potential by becoming self-motivated, life-long learners”.



Lost Property

Please ensure that all belongings are clearly labelled with your child’s name. Items found at school are kept at the front office and, if unclaimed, are donated to charity at the end of each term.

Scripture

A team of committed Christian people, representing each of the local churches, conduct ecumenical scripture for Years K-6 each Friday. The whole school attends a non-denominational church service twice per term. In Education Week there is a combined church service.

Cars

Students who are legally qualified and licensed to drive motor vehicles may drive to school. No student driver may transport other students to attend school activities without the permission of all parties concerned—the driver’s parents, passenger’s parents and the Principal. Parking of motor vehicles is not permitted within the school grounds.

The school accepts no responsibility for damage to motor vehicles. Parking is illegal in bus zones. Visitors are asked to consider others when parking near the school.

Safety

We expect everyone to observe safety rules, especially in practical classes. Our school practices emergency evacuation twice a year.

Parental Involvement

Parent & Citizens’ Association

The P&C meet on the third Thursday of each month in the school Library. Parents are encouraged to attend and take an active part in decisions affecting the school, in addition to being well informed about school activities and policies.

President: Mrs. Lisa Christensen
 Secretaries: Mrs. Kristin Sawyer
 Treasurer: Ms. Tanya Kline

Support Services

Medical Care

School medical officers visit us periodically. We seek your full cooperation when they visit.

Counsellor

A student counsellor visits every week. Appointments can be made at the office. The counsellor assists children with learning and behaviour difficulties and provides advice to students, teachers and parents.

Discipline Policy

Dunedoo Central School’s discipline policy outlines the responsibilities and rights of students.

The Discipline Policy is attached and we ask that all students and parents are familiar with this policy.

Encouraging Positive Behaviour

Positive behaviour is encouraged through:

- FISH philosophy, positive incentive scheme
- Merit Certificates
- Student & Citizen of the Week Awards (infants/primary)
- Award Night
- Newsletter/Facebook/local media
- Whole School Merit Assemblies
- Reports
- Classroom based awards



Opportunities at Dunedoo Central School are provided by a committed, cohesive and highly skilled staff using quality teaching methods and technologies.

“Dunedoo Central School provides a positive learning environment where community involvement is promoted and valued”.



Bell Times

Primary Class Times:

Morning Session:	9:00 - 10:40
RECESS:	10:40 - 11:00
Mid - Session:	11:00 - 12:40
LUNCH:	12:40 - 1:25
Afternoon Session:	1:30 - 3:05

Secondary Class Times:

ROLL CALL:	8:50 - 8:55
Period 1:	8:55 - 9:47
Period 2:	9:48 - 10:40
RECESS:	10:40 - 11:00
Period 3:	11:00 - 11:52
Period 4:	11:53 - 12:45
LUNCH:	12:45 - 1:25
Period 5:	1:25 - 2:17
Period 6:	2:18 - 3:10

We look forward to the opportunity to welcome you to Dunedoo Central School. Should you wish to discuss enrolment or require any further information, please do not hesitate to contact our office.

Executive Staff:

Principal—Miss Annika Elmore

Deputy Principal—Mrs Cathy Gallagher

Assistant Principal Curriculum & Instruction (K-6) - Ms Michelle Gavin

Assistant Principal Primary—Mr Ben Kline

Assistant Principal Infants—Mrs Georgia Shephard

Secondary Head Teachers—Mr Colin Louwen & Mrs Adele Stoddart

Learning & Support Staff:

Mrs Ailsa Watton

Mrs Lisa Fitzgerald

Mrs Carolyn Sullivan

School Song

Oh, come let us sing a song of praise
To this our school who guided our ways
And may we, all life through
Be firm to the truths we have learned
from you
Oh, let us strive to give our all
Our Best Always, what e'er befall
Honour, praise and truth are due
To you, our Central School of Dunedoo.

Dunedoo Central School

Discipline Policy



Our Best Always

Our vision: Dunedoo Central School provides a positive learning environment where community involvement is promoted and valued. All students are encouraged to achieve their potential by becoming self-motivated, life-long learners, who are respectful of others. Opportunities are provided by a committed, cohesive and highly-skilled staff using quality teaching methods and techniques.

School Philosophy

Choose your attitude Responsibility and excellence	Play Co-operation and fairness	Make their day Integrity and democracy	Be there Respect and care
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School Rules

Learn and participate What will you choose?	Be safe How will you play?	Be positive and respectful How will you make someone's day?	Care Are you there?
Come to school and class on time.	Work and play in a safe manner.	Be respectful and obedient to teachers and others in authority.	Wear your uniform with pride.
Be prepared for work.	Behave in an acceptable manner when travelling to and from school.	Be respectful to ourselves and our peers.	Care for property belonging to ourselves, school and others.
Behave in an acceptable manner.	Behave in an appropriate manner when representing our school.	Be respectful to visitors to our school and members of the local community.	Care for our school environment.
Complete our classwork/homework and assessment tasks on time.	Follow set school routines and instructions.		Use appropriate language and display nice actions at all times.
Be attentive in class so that everyone can learn.	Play in the designated areas.		

Code of Conduct Required of Parents and other Persons on School Grounds

Schools should be places where students, staff, parents and visitors to the school feel safe and happy. Ensuring that our school remains a pleasant and safe place for all, is the responsibility of all who enter the school grounds.

Parents and visitors to the school are expected to:

1. Treat all persons associated with the school with respect and courtesy
2. Keep clear of all buildings and entrances
3. Ensure their child / children are punctual to class.
4. Make an appointment in advance rather than expecting to obtain an interview immediately.
5. Leave the grounds when requested..
6. Allow staff to supervise, investigate and manage students without interference.
7. Make complaints about the school, staff or students through the correct procedures.
8. Request permission to attend the school when they have a lawful excuse.
9. Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

This Code of Conduct is intended to ensure that students, staff, parents and other visitors are not subjected to behaviours that wound their feelings, arouse anger, resentment, disgust or outrage.

Failure to abide by this Code of Conduct will lead to the provisions of the Enclosed Lands Protection Act (1901) and its Amendments being followed when any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities.
- Behaviour in a manner in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors.
- Use of offensive language (i.e. Swearing) in the presence of students.
- Persistent interruptions to the learning environment of the school such as entering classrooms without permission.
- Persistent entry to the school site without permission or legitimate reason.

Policy for Evacuation at DCS

- One long continuous bell is sounded (no longer than 30 seconds).
- Teachers are to supervise students and move quickly via the most direct access, avoiding all danger to the main secondary oval to the "Muster Point". Count students as you leave.
- Students are to line up in their Roll Groups in their designated area ("Muster Point").
- Rolls will be marked on the oval and executive notified of any absences.
- Office staff will take secondary and primary rolls to the oval. Roll teachers will mark student rolls. Deputy Principal will mark teacher roll. Senior School Assistant to mark SASS Roll.
- No-one is to re-enter the school buildings or playground until the all-clear is given by the Principal.
- Principal or delegate will contact emergency services.
- Chief Warden will co-ordinate the evacuation. The Chief Warden is the Principal.
- Floor Wardens will fulfill their designated roles as outlined in the Emergency Management Plan.

All classrooms must have a noticeboard near the door with a clear map of direction to the designated safe area, a large copy of the Evacuation Procedures for students and a copy of this policy for the teachers. These notices must be easy to read when the door is open.

Policy for Lockdown at DCS

When repeated short bells are sounded (no longer than 30 seconds)

- Stay in room you are in, or enter the nearest building.
- Secure all doors and windows to the building.
- Stay indoors until it is advised that it is clear.

The bells will be repeated in the same manner when it is safe to open doors and return outside.

School Map

