



# DRUMMOND MEMORIAL PUBLIC SCHOOL

*“Knowledge and Wisdom”*

INFORMATION BOOKLET  
2021



**RESPECT, CONNECT, SUCCEED**

# Principal's Message

This information booklet has been prepared to introduce you to Drummond Memorial Public School and provide you with an awareness of all the programs and initiatives that are on offer here for your child.

The key ingredient of a good school is in the relationship that exists between students, teachers, parents and the community. At Drummond Memorial Public School we are proud of this relationship and believe this is what enables our students to achieve ongoing success.

We look forward to welcoming you to our school community and hope that you will be able to participate in our many school activities and become a partner with us in the development of your child to his/her full potential.

Julianne Crompton  
Principal



Education  
Public Schools



# Drummond Memorial Public School



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This school has a commitment to create a warm and caring atmosphere where children are nurtured towards achieving personal excellence and a love of lifelong learning flourishes.



# Drummond Memorial Public School

## Student Vision

Students attending Drummond MPS will progress towards being:

- Happy, secure and socially well-adjusted
- Responsible
- Self-disciplined
- Respectful, connected, successful
- Well mannered
- Tolerant
- A good honest citizen
- Environmentally aware
- Confident
- Organised
- Persistent
- Resilient
- Getting Along
- Self-motivated



Students will develop skills in:

- Interpersonal relationships
- Literacy
- Numeracy
- Investigating
- Problem solving and risk taking
- Thinking
- Accepting change
- Exploration
- Discovery
- Visual arts
- Performing arts
- Life skills
- Healthy lifestyles
- Information Communication Technologies
- You Can Do It



## **A Rather Special Place**

Drummond Memorial Public School opened its doors in October 1890 and was then called West Armidale School.

The school was rebuilt in 1966 and the official opening was held on 11th November, 1966. During this period the school was renamed Drummond Memorial School after The Honourable David Henry Drummond (who passed away suddenly in 1965). Mr Drummond had been for many years Minister for Education in the State Parliament and he was instrumental in the establishment of The Teachers College and the University of New England.

The Library was established in 1969 and there was extensive refurbishment in 1987.

The first computer terminal was purchased in about 1983 from fundraising.

Staff at Drummond Memorial Public School actively seek professional learning opportunities to ensure that curriculum is implemented using the latest pedagogy and technological tools.

Drummond Memorial Public School is known throughout the wider community for the academic achievement of the students as well as involvement in other areas:

- ICT—Innovative teaching/learning classroom programs involving a variety of technologies. Including smart boards in every room, Sharepoint, Software, iPads, laptops, mobile computer lab, computer table
- Cultural participation (Eisteddfod, school choir, Community of Schools combined choir, orchestra, ANZAC Day March and community festivals).
- Sporting events (school carnivals, State school sport knockout competitions {PSSA}, inter town sporting carnivals and competitions).

Our school has a range of specialised areas for student learning including Library, Music room, Early Intervention Class and Multi-Categorical Class.

We have a highly effective Learning Support Team that supports teachers to cater for a diverse range of needs with classrooms across the school.

Our students are advantaged through extra funding supplied by Equity programs. Funding is used to develop and implement innovative programs across our school.

Drummond Memorial Public School operates on a set of beliefs based on Rights and Responsibilities.

Please speak to your child about these beliefs. Children who cannot meet them will need to accept the consequences of their behaviour.



## Code of Rights and Responsibilities

**Rights** are things which belong to you as you meet your responsibilities.

**Responsibilities** are things you do for yourself and others.

### **RIGHTS**

### **RESPONSIBILITIES**

1. You have the right to attend school.	1. a) You have a responsibility to come to school every day, on time, unless you are sick or have a special reason for being late. b) You have a responsibility to take care of school property and respect the property of others.
2. You have the right to learn as much as you can.	2. a) You have a responsibility to do your best with your class work and homework. b) You have a responsibility to allow others to work without being bothered.
3. You have the right to be safe at school.	3. You have a responsibility to obey school rules and behave in a manner that does not jeopardise the safety of others.
4. You have the right to be respected and treated with kindness at school.	4. You have a responsibility to make school a good place by being thoughtful, respectful and courteous to others.
5. You have the right to express your feelings and ideas when appropriate.	5. You have a responsibility to listen to the opinions and ideas of others.
6. You and your parents have the right to be aware of what is happening at school.	6. You have a responsibility to take all school messages home to your parents.
7. You have the right to be personally clean and tidy and use facilities which are the same.	7. You have a responsibility to wear school uniform and practise personal cleanliness and good health habits.



## Table of Contents

Absence/Attendance.....	9
Accidents .....	9
Allergies.....	9
Annual School Report.....	9
Appointments.....	9
Art.....	9
Assemblies.....	10
Bicycles.....	10
Book Club.....	10
Breakfast Club.....	10
Buses.....	10
Canteen.....	10
Change of Address.....	11
Choir.....	11
Clothing Pool.....	11
Charities.....	11
Community Involvement.....	11
Computers.....	11
Discipline.....	12
Early Intervention.....	12
Emergencies.....	12
Enrolments.....	12
Excursions.....	12
Expectations.....	12
First Aid.....	13
Food Allergies.....	13
Gates /Fence.....	13
Homework.....	13
Immunisation.....	13
Infectious Disease.....	13
Karayuna Centre.....	13
Key Learning Areas.....	14
Learning Support Team.....	14
Leaving School Grounds.....	14



Leaving/Transfer Procedures.....	14
Library.....	14
Lost Property.....	15
Management Plan.....	15
Mandatory Notifiers.....	15
Medication.....	15
Money Collection.....	15
Monitors: Library, Canteen, Computer.....	15
Newsletter.....	15
Parent Helpers.....	15
Parent Organisations.....	16
Parent/Teacher Interviews.....	16
Positive Behaviour for Learning (P.B.L.).....	16
Playground Supervision.....	16
Playgroup.....	16
Photographs.....	17
Police Visits.....	17
Presentation Day.....	17
Public Health Screening.....	17
Reading Recovery.....	17
Reception.....	17
Release from Face to Face.....	17
Reports.....	18
School Contributions.....	18
School Counsellor.....	18
Scripture.....	18
Sickness/Injuries.....	18
Sport.....	18
Staff Directory.....	19
Stationery Requirements.....	19
Starting School.....	19
Student Banking.....	19
Student Representative Council.....	19
Transition.....	19
Uniform.....	20
Sport Uniform.....	20
Visitors.....	20
Wet Weather.....	20
Year 6 Farewell .....	20





### **Absence/Attendance**

Every child is required to attend school unless they have an acceptable reason. Absence from school requires a written note to the teacher. Our Home School Liaison Officer follows up any unsatisfactory attendance. Parents are required to notify the class teacher explaining the reasons for their child being absent from school. Students receive special awards to recognise excellent attendance each term.

If you are going to be away for any length of time e.g. for holidays or a funeral you can apply for an 'Absence of Leave' which the principal can approve and should be carried with you at all times in case you are approached by the Home School Liaison Officer or Police during the absence.

### **Accidents**

Accidents at school are recorded in a register and records are held in the office. Minor injuries are treated by the teacher, School Assistants and First Aid Officer. Parents will be telephoned if there is any concern. Children are covered for ambulance travel to hospital.

### **Allergies**

We are a NUT Aware school. Due to new enrolments we ask all parents and carers to limit these items e.g Peanut Butter/Nutella etc in the school. Items that indicate 'may contain traces of nuts' are acceptable.

### **Annual Report**

Each year the school produces an Annual Report which is available on the school website. The Department of Education provides the school with the format used.

### **Appointments**

Parents and caregivers can arrange to speak to teachers by making an appointment. Teachers are not available during lesson time but can make arrangements to speak to parents in release times and before or after school. Appointments with the Principal or Assistant Principal can be made at the office.

### **Art**

A painting shirt/smock is required by all students as it will help to save the uniforms from the inevitable paint and glue accidents.



### **Assemblies**

Morning assemblies for all students are held at 8.58am under the primary sunshade area. General announcements are made at these assemblies. Whole school gatherings occur fortnightly on a Friday in the Hall. Achievements are recognised and celebrated at these gatherings and classes have the opportunity to present an item and share work which has been completed in class. All parents and community members are welcome.

### **Bicycles/Scooters**

Children are permitted to ride bikes or scooters to school. Bikes and scooters are to be walked into the playground from the Niagara Street or Rusden Street entrance and stored on the bicycle racks located in front of the school. By law helmets are required to be worn and can be left in the office during the day. Students are required to provide their own chain to secure bicycles and scooters.

### **Book Club**

Scholastic Book Club is provided to students with suitable inexpensive books to encourage reading. Books are ordered on a special order form, returned in an envelope with your child's name, class and correct money sent to the office.

### **Breakfast Club**

Baker's Delight kindly donates bread each week. The staff and volunteers run Breakfast Club during the week. Students and parents are notified each term through the newsletter as to when the Club is open.

### **Buses**

Application for bus travel must be completed online at <https://apps.transport.nsw.gov.au/ssts/>.

Bus travellers must show their bus pass for every journey. We expect safe behaviour from all travellers. Students who travel by bus are supervised in an area while they wait for buses in the afternoon. Students travelling on buses are to obey the Regional Transportation Authority Code of Conduct. If your child is entitled to bus travel the Transport Authority will issue this.

Students who are not entitled to free bus travel must pay a fee and will be given a bus pass for transport. If you live more than 1.6km from a bus stop you are entitled to an allowance for conveying your child to and from the bus stop. Please enquire at the School Office.

### **Canteen**

The P&C will open the canteen if volunteers and a canteen manager are available or Lunch Meal Deals will be provided several times a year. Parents are notified through newsletters.



## **Discipline**

School discipline is an important part of managing a school effectively. Our Discipline Policy provides direction and structure to our school environment. A copy of this policy is available from the office.

## **Early Intervention**

Our Early Intervention Class caters for the special needs of identified children. The classes offer individual education programs for pre-school children to prepare them for entering Kindergarten.

## **Emergencies**

Procedures are in place to deal with emergencies should they arise. Assembly area notices are displayed around the school and teachers are designated with specific duties. Each term the students and staff practice these procedures as set out in the Department of Education policy guidelines.

Please inform staff if your child has any severe allergic reaction or illness including Asthma, Anaphylactic reactions or if your child receives regular medication.

## **Enrolments**

Enrolment forms and information packages are available from the office. Online enrolments are available now through the school website.

Please inform staff if your child has any severe allergic reaction or illness including Asthma, Anaphylactic reaction or if your child receives regular medication.

For information on Out of Zone enrolments please see the Principal.

## **Excursions**

During the year our students take part in a wide variety of excursions based on units of work which help consolidate learning in the classroom. These are some that students MAY participate in:

**Kindergarten:** To town—visits to the Police Station, Ambulance Station, Fire Station, Library, Hospital, Pet Shop and picnic lunches in the park. Keeping Place.

**Years 1, 2, 3:** Walking excursions to town and one day or overnight trips to Thalgarrah Environmental Education Centre and local sites of Aboriginal and historical significance and sporting events.

Excursions may change depending on the units of work being taught. Students will not be permitted to attend any excursion without written permission from parents. Please return these notes promptly to assist with organisation. Watch out for notes on Gold paper as these need to be returned.

Each year we will send home an annual Permission Note which covers all excursions in the Armidale area.

## **Expectations**

We have high expectations of students in their learning and behaviour.

Expectations are based on the core value of respect for self, respect for others' rights, respect for property and the right to feel safe.



### **Change of Address**

It is essential that all enrolment information forms be completed and updated when/if necessary, during your child's enrolment at Drummond Memorial Public School. We do need to be aware of allergies, health, special illness procedures **AND** reliable alternate phone numbers to contact if you are not at home and your child becomes sick or injured.

**PLEASE INFORM THE SCHOOL** (note to the teacher or contact the office) of any changes as soon as possible.

### **Choir**

Students participate in the stage choirs. The choirs perform at various events within the school and in the community.

### **Clothing Pool**

The school operates a clothing pool with new and used uniforms for sale. The opening times to be advised. Please see the office for any enquiries.

### **Charities**

Our school supports various charities throughout the year. Stewart House provides opportunities for school children in New South Wales and the ACT and is supported each year.

### **Community Involvement**

Parents and the community provide a vital part of the support network of our school. They are encouraged to become involved in our various volunteer organisations as well as to be present in the classroom for organised activities or to attend excursions. Please contact your child's teacher to find out how you can be involved in school life.

### **Computers**

Our school is equipped with computer equipment for all students to access. Laptops have internet access via wireless setup. All classes are also equipped with a smart board and the school has two video conference centres.

Each class has access to the computer teacher where they can use the computers together and be guided in the usage of various programs such as mathematics, drawing, word processing, internet research, coding, PowerPoint, Excel spreadsheets, on-line projects etc. Our teachers are using connected classroom equipment to connect students with learning experiences across the nation.

All classes have sets of iPads to assist with learning.



### **First Aid**

First Aid is provided by the School Assistants in the office. A sick bay is located near the office where children may lie down quietly to await pick up by parents or carers. ***Please ensure we have current contact details for you and your emergency contact in the event your child is not well enough to stay at school.***

### **Food Allergies**

Once again, we are a NUT Aware school. Due to new enrolments we ask all parents and carers to limit these items e.g Peanut Butter/Nutella etc in the school. Items that indicate ‘may contain traces of nuts’ are acceptable.

### **Gates/Fence**

All parents/visitors **must** report to the front office when entering the school grounds before visiting classrooms or delivering food to children.

### **Homework**

Kinder students are generally not set formal homework until Term 2. Home readers may be sent home from Term 2.

**Years 1 and 2** children are encouraged to complete weekly homework and to borrow home readers regularly.

**Years 3 to 6** students are given regular home work and projects. The amount and frequency varies with the ages and abilities of the students. Teachers will continue to provide guidance and assistance, although as students progress they will increasingly work independently. Parents can help by taking an active interest and ensuring there is a time and place set aside for homework and that it is returned to school on time.

### **Immunisation**

Please provide proof of immunisation when returning enrolment applications to the front office.

### **Infectious Disease**

Please contact the school if your child contracts any infectious disease which may be passed on to other children. The office staff will be able to advise whether your child should be excluded from school for any period of time.

### **Karayuna Centre**

The Karayuna Centre caters for students from all of the Armidale public schools experiencing difficulties in meeting the behavioural expectations of their school. Students enter the centre for a period of time, and are provided with supervised lessons and counselling activities. The students attending this centre are totally separate to the Drummond School students.





### **Lost Property**

Students belongings should be clearly labelled. This is especially important for winter clothing as this is regularly left in the school grounds.

### **Management Plan**

Each year the school staff develop a Management Plan which targets specific areas for development in consultation with parents and community. The plan is designed to address three strategic areas within the school. Evaluation of these areas are then presented in the Annual Report.

### **Mandatory Notifiers**

All staff in schools are Mandatory Notifiers of any situation where there is concern that a child or young person may be in risk of harm.

### **Medication**

Medical permission notes are available at the office for completion by parents or carers when children require medication at school. Please advise the office if your child has specific medical needs.

### **Money and Permission Notes Collection**

All money and permission notes for excursions must be given to the Front Office.

### **Monitors: Library Monitor at Lunchtime, Canteen, and Computer**

Senior students may be selected to take leadership roles in the Library, canteen and computer laboratory. These students are available to assist teachers, parents and fellow students in various capacities around the school.

### **Newsletter**

Our weekly newsletter, Drumbeat, keeps parents informed about the School and upcoming events. These come home every week with the youngest child in each family. Any permission notes etc. that need to be returned to school will be printed on **GOLD** paper. Please return these promptly. The Newsletter can be located on the Skoolbag App.

### **Parent Helpers**

Classroom Help: Classes value assistance with reading, writing, maths groups, sport, excursions and special days. Parents need to approach the office to discuss arrangements and requirements to enable parent helpers in the classrooms.



## Parent Organisations

P & C Meetings are held monthly during each term. Meeting times are published in the newsletter after the AGM each year. Also watch the Skoolbag app and Newsletter for dates of upcoming meetings. We encourage and welcome your interest and views. All welcome. A report is regularly printed in the newsletter and their email is listed at the front of this document.

## Parent/Teacher Interviews

The school holds Interviews twice a year. Personal Learning Programs (PLPs) interviews are arranged each year to set goals to guide students learning throughout the semester. These goals are reported on during our mid year and yearly reporting to parents.

## P.B.L. (Positive Behaviour for Learning)

Drummond Memorial is a P.B.L. school which is an evidence-based whole school systems approach, that addresses the diverse academic and social needs of every student to support them to be successful. Our school and community have chosen our Mantra which is **RESPECT, CONNECT, SUCCEED.**

## Playground Supervision

Supervision in playground begins :	8.30
First bell:	9.00am
Morning session - Literacy (2hrs):	9 - 11.00am
Eating lunch:	11.00 - 11.10am
Break:	11.10 - 11.30am
Middle session -Maths:	11.30 - 1.30pm
Afternoon Break:	1.30 - 2.00pm
Afternoon session -Learning :	2.00 - 3.00pm
Home Time:	3.00pm

There is no playground supervision before 8.30 am. All students are expected to sit quietly and sensibly under the covered area before this time. Students should NOT be on school grounds before 8.30am.





### **Photographs**

Many school activities are photographed. The Department of Education requires permission to be given by parents and carers for these to be used in various ways, please refer to the front cover of the enrolment forms covering these different areas.

### **Police Visits**

Local Police may visit our students and speak on road safety, water safety and other aspects of their role in the community.

### **Presentation Day**

Presentation Awards recognise the many successes of students in their school life. Students are presented with academic, cultural, civic or sporting awards and should be present. Presentation Day is usually held near the end of Term 4.

### **Public Health Screening**

Your child should attend the Public Health Screening prior to commencement of Kindergarten. Such screenings are valuable in the detection of possible problems and are conducted by the Community Health Centre.

Dental and hearing screenings may be done at the school. Parents are informed if further treatment is required. Dates are advertised through the Drumbeat.

### **Reading Recovery**

Children identified in Year 1 as experiencing difficulty in reading may be selected to receive individualised specialist reading tuition through the Reading Recovery Program. Parents are consulted before commencement on this program.

### **Reception**

The reception area is located in the administration block near the Rusden Street entrance. Here the school assistants will help you with your enquiries including requirements for visitors and parents to sign in should they need to enter the school. Sick children are collected from this point.

### **Release from Face to Face**

All teachers in the public education system are allocated two hours away from face to face teaching each week. Classroom teachers take advantage of this time for assessment tasks; planning class programs and extra curricular activities; marking, photocopying, professional learning and time to speak to parents.



## **Reports**

This school prepares written reports twice a year, in Term 2 and Term 4. Reports are sent home with a portfolio of students work samples reflecting your child's achievements. Staff will also comment on student progress towards the achievements of the goals set at the PLP meeting.

## **School Contributions**

These are set at the P & C AG Meeting. The fees are voluntary and are advertised in the news letter by the P&C.

## **School Counsellor**

Our School counsellor is a member of the school's Learning Support Team. With the agreement of parents and caregivers, the school counsellor provides information to teachers that will assist them in meeting the students' needs. Students may ask for an interview with the counsellor or be referred through a teacher, parent or carer. Parents or carers may seek advice from the school counsellor about their child's progress.

## **SRE/ETHICS**

Scripture and Ethics is provided to our students on Thursday by local representatives of various churches. The Ministers Fraternal organises Scripture teachers. Our lessons are from the Scripture Union Education series. Scripture is part of the School curriculum, any parent wishing to withdraw their child from these lessons MUST provide the request in writing.

## **Sickness/Injuries**

See First Aid.

## **Sport**

Teachers provide the students with structured physical activity throughout the week.

Daily PE lessons - Fundamental movement skill development, gross and fine motor skills are taught.

Whole school participates in Friday Sport.

Primary students have access to a range of sporting opportunities including:

soccer, rugby league, tennis, netball, basketball, touch football, Oz tag, tennis, cricket, T-ball, dancing, swimming, bush walking and orienteering.

Twilight teams and interschool competitions may be organised as well.



## **Staff Directory**

Photos of the current staff can be seen in the office foyer.

## **Stationery Requirements**

Some school equipment is supplied, however at the beginning of each school year class teachers will send home a class requirements list, outlining specific items each child needs for the year.

Expensive items from home are discouraged from being brought to school in case of damage or loss.

## **Starting School**

Children may enter Kindergarten if they turn five on or before 31 July in the year they commence school. Starting school is an important step in a young child's life and parents have many questions about their child's readiness. A brochure outlining skills that most children should have starting kindergarten is available at the school office.

Orientation days are held in term 4, where parents and staff can meet to discuss coming to school. Children may attend the Transition class to aide in preparation for Kindergarten.

## **Student Representative Council**

The senior leaders of the school and a representative from each class are elected to be on the Student Representative Council. Their role is to be a voice for the students and to work with the staff. Meeting are held regularly.

Leaders may have the opportunity to attend the GRIP Leadership Workshop held at the Town Hall each year.

## **Transition Class**

Our school offers a free Transition to Kindergarten program for 4 year old children who will be enrolling into Kindergarten at Drummond MPS for the following year. The pre kindergarten program for 4-5 year olds for 1 day per week in Terms 3 and 4 and is run by a qualified teacher and teachers aide. Preference is given to children enrolling into Drummond Memorial Public School Kindergarten. Please enquire at the office for enrolment starting dates.

A comprehensive package containing information on our school, enrolment forms and other relevant documents is available at the office. Please enquire at the front office for information and enrolment forms.



## Uniform

At Drummond Memorial Public School we wear our uniform with pride. Children are expected to be clean and tidy in their presentation.

	<b>Summer:</b>	<b>Winter:</b>
<b>Girls:</b>	DMPS Red/white Polo T-Shirt Navy Skorts White socks Black shoes Red School Hat (No Caps)	Navy Long Pants Navy Blue Hoodie or Jumper DMPS Red/white Polo T-Shirt Navy Blue Tights/stockings Dry & Cosy Jacket
<b>Boys:</b>	Red Polo T-Shirt  Grey Shorts Grey socks Black shoes Red School Hat (No Caps)	Grey Trousers DMPS Red/white Polo T-Shirt Navy Blue Hoodie or Jumper Grey socks Black Shoes Dry & Cosy Jacket

**Jewellery:** In the interests of the safety for all students jewellery must be kept to a minimum—i.e.: wrist watch, ear studs/sleepers are acceptable.

**The school reserves the right to request that inappropriate dress jewellery be removed due to the risk of injury to your child or other children.**

**Hair colour:** Unnatural hair colours are not acceptable.

We do have a boys tie and a girls tie for those who wish to purchase one for their child. Available from the clothing pool.

## Sport Uniform

Girls wear red Shorts/skorts and Boys wear red shorts.

Boys / Girls wear navy blue sports top, white socks, sport shoes.

For winter: Red Track Pants with Navy blue Hoodie/Dry & Cosy Jacket

## Visitors

All parents and community members **MUST** report to the office and sign on before visiting classrooms or delivering food to children.

## Wet Weather

When rain is too heavy and prevents outside activities, special areas are allocated for eating and playing. The teachers will advise children on where to be during wet weather.

## Year 6 Farewell

A formal assembly is held during the day to which parents are invited followed by a morning tea. The Principal addresses Year 6 and they are presented with their Year 6 packs. Year 6 have a celebration dinner to celebrate their completion of Primary School. On the last day of the school Year the Year 6 students participate in a “Walk Out” and formally leave the school.



## Our School Prayer

This is our school.  
Let peace dwell here.  
Let the rooms be full of  
contentment.  
Let love abide here - love of one  
another  
Love of mankind  
And love of life itself.

Let us remember that as many  
hands build a house,  
So many hearts make a school.

