



NIMMITABEL
Public School

SCHOOL HANDBOOK



**A handbook for the guidance of parents,
pupils, staff and potential families of the school**

UPDATED FEBRUARY 2025 |

WELCOME TO OUR SCHOOL

Nimmitabel Public School provides quality education in a caring and supportive learning environment.

Our school vision: “We aim to nurture a positive, respectful and encouraging environment where every student is supported to embrace all learning opportunities” reflects our commitment to ensure all students reach their full potential. This is achieved by providing unique learning experiences, memorable moments, structured opportunities and leadership roles.

With our small class sizes and outstanding student-to-teacher ratios, we can provide each student with a learning plan tailored to their needs and talents.

Our success in learning is achieved through innovative programs designed to meet the needs of our students and community. We utilise quality resources, professional development, connected classroom facilities and local support staff to implement our teaching and learning programs.

Our strong connection with the local preschool enables a smooth transition into Kindergarten. This occurs through regular visits and joint activities so the students are familiar with and comfortable beginning primary school.

The school is an active participant in local community events and activities. This includes the town’s Anzac Day memorial service, performances for community groups, such as the Senior Citizens, and various local festivals and the Nimmitabel Show.

This information handbook is developed to provide an overview of all aspects of school life at Nimmitabel. Further information can be obtained via our communication channels (the school website or Facebook page). Each of these modes provide a valuable link between the school and our community.

Kind Regards,

Rosie Allen

Relieving Teaching Principal

SCHOOL DETAILS

Nimmitabel Public School is nestled amongst the picturesque Snowy Mountains region of south-eastern New South Wales. First established in 1869, the school serves the local township and outlying farming families.

The students enjoy the use of three permanent classrooms, a well-stocked library, art and cooking facilities, and a 1:1 technology program. The school has a large sporting field, tennis court, cricket nets, playground and access to the nearby Nimmitabel Golf Course, bowling greens, netball courts and town facilities.

SCHOOL STAFF

Teaching Principal (on leave 2025): Mr Brad Austin

Relieving Teaching Principal (2024-2025): Mrs Rosie Allen

Teachers: Ms Karen Swan

School Admin Manager: Mrs Elizabeth Blyton

School Learning and Support Officer: Mrs Linda Evans

Music and Drama Teacher: Mrs Sarah Wall

General Assistant: Andrew Shigelski (relieving)

OPERATING HOURS

School Hours: 8.45am to 3.15pm

Lessons: 9.00am to 3.00pm

Munch 'n 'Crunch: 10.40am to 11.00am

Lunch: 12.20pm to 1.00pm

Afternoon Tea: 2.00pm to 2.15pm

Office Hours: Wednesdays to Fridays 8.45am to 3.15pm

SCHOOL CONTACT DETAILS

Phone: (02) 6454 6205

Fax: (02) 6454 6405

Mobile: 0438 546 205 (used during school excursions only)

Address: 1 Wolfe St, Nimmitabel, NSW, 2631

Email: nimmitabel-p.school@det.nsw.edu.au

Website: www.nimmitabel.ps.schools.nsw.gov.au

ABSENCES/ATTENDANCE

Parents are required by law to have their children attend school each day it is open. The school day commences at 9.00am. Students can begin arriving on the school grounds from 8.45am.

If a child is absent, parents/carers must provide an explanation outlining the reason for the absence (illness, family commitments). The notice must be received within seven (7) days of the absence starting for a valid absence to be recorded. A medical certificate may also be required if a student is absent (sick) for three (3) days or longer. Absences can be registered through the School Bytes Parent Portal; alternatively, you can call, email or send a note.

If a child arrives at school after 9.00am or departs before 3.00pm, parents/carers must complete a late arrivals/early departure form clearly indicating the reason for the absence.

In general, the only absences deemed acceptable by the Department of Education are absences where a child may be sick or unwell for a period of time or where it is deemed necessary for leave to be granted. Further details regarding acceptable absences are available by contacting the school.

ASSEMBLIES

Morning Circle: Our daily morning circle is held at 9.00am each morning before classes commence. We mark the school roll at this time and provide important announcements about the day and week ahead. Our school leader also announces the weekly values and expectation focus.

Student Assemblies: On the first Monday of each month during school term, we hold a student assembly. Families and community members are invited to attend our assemblies each month, with student merit and values awards handed out, student performances and regular special events following the assemblies for families to engage with different aspects of our school program.

BACK TO SCHOOL BBQ

A back-to-school gathering is held early in the new school year. This event welcomes new students and families to the school in a relaxed and informal manner.

BEST START KINDERGARTEN ASSESSMENT

The Best Start Kindergarten Assessment identifies the literacy and numeracy knowledge and skills that each child brings to school as they enter Kindergarten. It uses a learning progression consistent with the English and Mathematics syllabus for the early years of schooling. Students are assessed in the first week of school to inform the quality teaching and learning programs for the year ahead. A report is also provided to the family.

BOOKCLUB

Scholastic Australia offers a Book Club service through our school. We distribute the current catalogue to the students via the school newsletter twice a term. If you or your child would like to purchase a book, please fill in the order form on the leaflet and send the form together with the money to the school office by the due date indicated, or you can order online via the details on the brochure.

BOOK FAIR

A Book Fair is held at Nimmitabel Public School in mid-February each year. Scholastic Australia provides a wide range of books for children and older readers to enjoy.

BICYCLES

Students are permitted to ride their bicycle to school provided that:

- ▶ they can control their bike on the road;
- ▶ the bike is in road-worthy condition;
- ▶ the brakes are operational;
- ▶ a helmet is worn correctly at all times; and
- ▶ students observe basic road safety rules.

Bikes can be parked in the rack at the front of the school during the day.

BUS TRAVEL

All students in kindergarten to year two are entitled to free school bus travel. Students in years three and above are entitled to free bus travel if they:

- ▶ live more than 1.6 km (radial distance) from the school; or
- ▶ are required to walk 2.3 km or more by the most direct practical route to the school.

Isabel and John Harrington provide our local school bus service. If your children regularly catch the bus but are sick, absent or will be driven to school by a parent, a courtesy call to the Harringtons beforehand would be appreciated.

CHANGE OF ROUTINE

If your child/children are being picked up by someone other than an immediate family member or are modifying their usual afternoon routine, you must advise the school of the planned change and the date/s it will occur. This includes children catching the bus to an alternate venue of an afternoon.

CLASSES

As a small school, our students will be taught in composite class groupings (a combination of students from multiple grades).

The composite class structure allows for greater flexibility in the delivery and structure of the curriculum, and it allows our teachers to target the specific learning needs of every student at our school.

COUNSELLOR

Nimmitabel Public School has access to an assigned school counsellor (approximately twice per term).

The school counselling service can:

- support students who are worrying about school work, friends, getting in trouble at school or feeling down
- help parents and carers make decisions about your child's education
- assess a student's learning and behaviour

- help teachers and students identify and address disabilities that may affect learning
- liaise with other agencies regarding student wellbeing.

Should you wish for the counsellor to speak to your child, please let the school know so we can make the appropriate arrangements.

EMERGENCY CONTACTS

All families must provide details of someone who can be contacted in an emergency if parents or caregivers are not immediately available. This person may be a grandparent or other relative, a family friend or neighbour, and should ideally be able to get to the school within a reasonable time if called.

Contact details must be kept current, and parents must advise the school immediately of any changes to emergency contact details.

ENROLMENT PROCEDURES

NSW Government schools have specific local enrolment areas. The NSW Department of Education determines the designated intake areas. To check that you are located within our designated enrolment area, please visit the website: schoolfinder.education.nsw.gov.au/

The Application to enrol in a NSW Government School can be completed online. Click on the 'enrolment' tab on our school website and follow the prompts. Several supporting documents are required to complete the enrolment process. These documents can be uploaded at the end of the online enrolment process; alternatively, hard copies can be brought to the school during office hours.

EXCURSIONS

Excursions are actively promoted and are utilised to expose students to various cultural, social and learning experiences unavailable in the classroom context. Any family needing help meeting the cost of an excursion can contact the school to discuss options.

FIRST AID and/or ILLNESS

School staff will administer first aid for minor accidents and injuries. The school will contact parents if the injury is deemed more serious or, if necessary, an ambulance will be called.

In cases of illness, we will contact parents/carers if it is best for your child to rest at home for the remainder of the school day.

HIGH PERFORMING AND GIFTED AND TALENTED (HPGE) EDUCATION

The High Potential and Gifted Education Policy promotes engagement and challenge for every student in every school. The policy also identifies and addresses the learning needs of high-potential and gifted students.

Students can apply for the department's online Aurora College for additional academic challenge in Years 5 and 6, and for high school. Speak to the school for more information.

HOUSE GROUPS

Students will be placed into one of two house groups at Nimmitabel Public School:

- ▶ Kosciuszko (green); or
- ▶ Townsend (yellow).

INFORMATION UPDATES

We send out an information update at the beginning of each school year. This seeks to ensure we have the correct phone numbers and emergency contact details for your family. If any details change throughout the year, please provide the school with this information at your earliest convenience.

KEY LEARNING AREAS

Six Key Learning Areas form the basis of the curriculum delivered in NSW Public Schools:

- ▶ English
- ▶ Mathematics
- ▶ Science

- ▶ History and Geography
- ▶ Health and Physical Education, and
- ▶ Creative and Practical Arts

KINDERGARTEN ORIENTATION

A formal orientation program is conducted during semester two for students commencing Kindergarten the following year. This is advertised in the school newsletter, on Facebook and through the local preschool.



LEARNING AND SUPPORT

Nimmitabel Public School is well-equipped to support students with additional learning needs in the classroom. We have a dedicated SLSO (School Learning and Support Officer) who works with students in the school.

LIBRARY

Once a week, students have a dedicated library session and are actively encouraged to read and borrow books from the school library. Parents/carers are asked to provide their children with a library bag to protect the borrowed books. Please ensure that books are returned promptly and in the same condition as they were sent home.

The Monaro Regional Library offers an outreach service where the school or families can reserve books via the library's online service and the books can be picked up on the day the outreach service attends Nimmitabel.

LUNCHESES (P&C CANTEEN)

There is a School Canteen run by the P&C each Friday on odd weeks. On this day lunches may be purchased from the canteen or brought from home. This service depends upon the support from parents of children at the school.

A roster is developed each term, allocating one family to serve and provide the cold food each week (the P&C provides the hot food). All money raised through canteen services supports the school.

LUNCHESES (SCHOOL COOKING PROGRAM)

Our students participate in a cooking program on Fridays once a fortnight, financially supported by the school's P&C and run by a community volunteer with teacher supervision. One group of students prepare and cook the lunch, which all students enjoy (the groups rotate each fortnight). To cover the cost of the lunch ingredients, we ask all students to bring along a small amount of money on the day of the cooking program. We advertise the date of our Cooking Program in the school newsletter, and the students are advised three days beforehand what the meal will be that week.



MEDICATION

Nimmitabel Public School will only administer medication that a medical practitioner has prescribed. If your child needs medication at school, all medication must be provided in the original box and have the chemist's prescribing sticker intact. The sticker must state:

- ▶ the student's name;
- ▶ the name of the medication - including the number of tablets;
- ▶ dosage (e.g. 10ml; or 1x250mg tablet); and
- ▶ if necessary, the time to be administered or taken.

Before medication can be administered, parents/carers must complete a School Medication Form. This is an online form; the school will email you the link if required.

There may be occasions when over-the-counter treatments are required. Families are also required to complete the online form with details of the doctor and the recommended treatment.

MOBILE PHONES

Mobile phones are not permitted in NSW Public Schools as directed in '[Students Use of Mobile Phones in School's](#)' policy.

MUNCH 'N' CRUNCH

The school supports the national healthy eating program, encouraging students to eat a nutritious and healthy morning tea. Fresh fruit and vegetables are encouraged, as are yoghurt and other healthy snacks. This break occurs at 10.40am each morning with students having a short play first, then eating.

NAPLAN

The National Assessment Program - Literacy and Numeracy (NAPLAN) is an Australia-wide program conducted in March each year for students in Year 3 and Year 5. The program provides students, teachers and parents with information about what students know and can do in literacy (Reading, Writing and Language) and all aspects of numeracy. You can find further details at www.nap.edu.au.

NEWSLETTER

Once a fortnight, a school newsletter is published and issued to the oldest child in the family. This contains information about the school, upcoming events, excursions, educational matters, P&C News, and community items. A digital copy of the newsletter is available in the School Bytes Parent Portal.

ONLINE LEARNING PLATFORMS

Nimmitabel Public School provides students with access to online learning platforms to support our lessons. These include online literacy and maths sites that the school staff has evaluated to ensure they meet the educational needs of our students. Where we use third-party providers outside NSW Department of Education agreements, we seek your consent before these are used in the classroom.

PARKING AT SCHOOL

Parent and carer pickup is between the power pole and the gate to the 'rosella' water tank/tennis court gate. A teacher will walk with your child up to the gate. Parking in front of the school gates is for bus pick up and set down, and for deliveries. Please refrain from parking directly in front of the school gates.

Please observe the bus zone (it extends from the front of the school residence to a telegraph pole past our school sign). A 40 k.p.h. speed zone is in place from 8.00am-9.30am and again from 2.30pm to 4.00pm.

PETS AT SCHOOL

We do not encourage pets from home to visit our school except on special occasions. This might include 'show and tell'. Approval from the child's classroom teacher and/or the principal is required before any pet may come onto the school grounds.

We ask that dogs are not brought onto the school grounds or tied up to the front of the school when you drop your child/ren off in the morning or collect them in the afternoon.

PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens Association meets two to three times a term and is open to all family and community members. This group assists the students and the school through fundraising and volunteering of their time. Meetings are advertised in the school newsletter.

REPORTING TO PARENTS

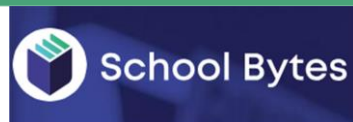
Written progress reports are issued for each student at the end of terms two and four. The report summarises your child's progress towards the achievement of stage outcomes. The assessment of learning at Nimmitabel Public School is ongoing, based on teacher observation, testing and curriculum-based judgements.

Following the distribution of reports, parent/teacher interviews are conducted. If you have a concern at any other time of the year, contact the school and make an appointment.

SCRIPTURE

Scripture lessons occur each Wednesday afternoon from 2.15pm. If you prefer that your child not participate in these lessons, families should make a written request to the principal at the beginning of each school year.

SCHOOL BYTES



Our school uses a management system called School Bytes. This system allows parents to:

- ▶ view our school calendar
- ▶ record and respond to absence notifications
- ▶ view school activities and permission notes
- ▶ provide links to school documents and forms
- ▶ make online payments; and
- ▶ view digital copies of Student Progress Reports.

The School Bytes system also allows us to communicate with our families via email or SMS. Upon enrolment, we can provide details on how to register for the School Bytes Parent Portal.

SCHOOL BYTES - PAYMENTS

Online payments for school-related costs (such as excursions and uniform payments) are made through the School Bytes Parent Portal. You can also view any outstanding amounts and make contributions towards outstanding costs.

If you are unable to use School Bytes to complete a payment, please bring the money into school and hand to the office. Money should be placed in an envelope. If notes and/or money are being returned on a day when the school office is unattended, students must post these items in a locked box in the school office.

SCHOOL BYTES - PERMISSION NOTES

Permission notes are sent out before each excursion and must returned to the school by the indicated due date. Children can only participate in an excursion with the completed permission note.

Most permission notes will come via email and can be completed via a mobile device, a tablet or a computer. Hard copies of permission notes are available on request. You can also view excursion notes and details under the 'Activities' tab in the School Bytes Parent Portal.

SCHOOL UNIFORM

All students at Nimmitabel Public School are expected to wear our school uniform. It is recognised that a uniform reinforces in students a pride in their appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing our school.

SUMMER UNIFORM

- ▶ Yellow polo shirt
- ▶ Green shorts or skirt/skort
- ▶ Black or white socks
- ▶ Black or white shoes
- ▶ School bucket hat (a complimentary hat is provided for every new enrolment at school)

WINTER UNIFORM

As above, with the addition of:

- ▶ Green polar fleece jumper with school logo
- ▶ Green track pants
- ▶ School beanie (optional)

FOOTWEAR

Suitable footwear permitted at Nimmitabel Public School includes black or white closed-in shoes or joggers. Open-toed shoes or sandals are not to be worn at school.

Gumboots or snow boots may be worn on rainy days or when we have had snow.

UNIFORM PURCHASES

Clothing is available for purchase from the school office (open Wednesdays - Fridays).

LOST PROPERTY

Please label all clothing items with your child's name so that lost property can be promptly returned.

SNOW DAYS

Nimmitabel is often subjected to falls of snow throughout the winter months. As a result, it may be necessary to close the school if the conditions warrant this. Should the principal deem this necessary, we will contact all families to confirm the school's operational status.



SOCIAL MEDIA

Social media users are reminded that the NSW Department of Education has strict guidelines for the appropriate use of social media. These guidelines are bound by privacy, digital publishing permissions, and copyright and appropriate acknowledgements.

SPORT

Students have sport each Monday afternoon and participate in regular fitness/skills sessions throughout the week. These activities form part of our PD/Health/PE program, where all children must participate.

Students are encouraged to wear their runners to school on Mondays.

SPORTING CARNIVALS

Nimmitabel Public School conducts a range of sporting carnivals each year. These include cross country and athletics carnivals. As a Monaro Small Schools' Network member, we participate in combined swimming and athletics carnivals with our neighbouring small schools. Our students also participate in district sporting events conducted by the Snowy Mountains Primary School Sporting Association.



STUDENT SUPPLIES

Students are asked to bring their own pencilcase to school with the following items:

- HB or 2B pencils
- coloured pencils and/or textas
- eraser
- glue stick
- 30cm ruler
- Scissors

Please ensure that these items are fully labelled with your child's name.

SUPERVISION

Student supervision is provided each morning before school from when the first school bus run arrives (approximately 8.45am). Supervision continues throughout the day until the bus run departs, just after 3.00pm.

SWIMMING PROGRAM

In term four, all pupils are involved in the school swimming program. These lessons are conducted at the Cooma Pool under the guidance of qualified instructors. Pupils are transported to and from Cooma by bus and, if needed, private cars.

Our swimming program is generously supported by the Nimmitabel Lions Club and Sporting Schools grants.

TEACHER RELEASE

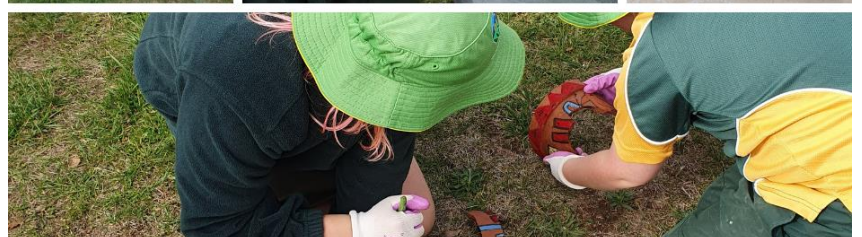
Each class teacher is entitled to two hours per week of class release time, or the equivalent for part-time teachers. This enables them to undertake programming, marking, planning and preparation or schedule interviews with parents. In addition, the teaching principal receives additional release time to attend to the administrative duties attached to the position.

VISITORS

All school visitors must check in to the school using the Service NSW QR Code for Nimmitabel Public School. This code is available to scan on the front door noticeboard or in the foyer of our Admin Building.

YEAR SIX TRANSITION TO HIGH SCHOOL

Nimmitabel Public School is a partner primary school for Monaro High School. Several activities occur throughout the year, preparing year six students for their transition to year seven. These events include orientation days at the High School and a transition camp with other students entering year seven from our local small schools.





NIMMITABEL

Public School

YEARLY OVERVIEW

Throughout the year, many significant events occur involving students and parents. Below is a list outlining these events and an approximate guide of when they occur. These dates are intended as a guide only and may be changed due to external factors:

Term 1

- ▶ Welcome Back Barbecue and P&C AGM
 - ▶ School Photos
- ▶ Small Schools and Snowy Mountains PSSA Swimming Carnivals
 - ▶ School and Snowy Mountains PSSA Cross Country
 - ▶ NAPLAN (National Assessment Program) for years 3 and 5
 - ▶ Easter Hat Parade

Term 2

- ▶ Anzac Day Service/March
- ▶ Small Schools and Snowy Mountains PSSA Athletics Carnivals
 - ▶ National Simultaneous Storytime

Term 3

- ▶ Public Education Week
- ▶ National Science Week
- ▶ School Skiing Program (with a larger school)
 - ▶ Book Week

Term 4

- ▶ Swimming School
- ▶ Presentation Night
- ▶ Orientations (Pre-School to Kindergarten; Year 6 to High School)
 - ▶ End of Year student events and Year 6 Farewell

