**WELCOME**

Welcome to Sheffield School.

We believe that to provide the basis for successful living, our mission is to nurture a desire, love and capacity for learning in all our students. This is a mission that we share with parents.

We strongly believe that the education of the child is a partnership between the home and the school. For this reason we invite you to participate in every respect possible in the activities of the school.

It is acknowledged that there is a strong relationship between the success of the child at school and the participation of the parents in the activities and affairs of the school. It is also acknowledged that parents are usually very busy people with little time for activities outside the home and work.

However, it is crucial that the school and parents work together in providing an education program for the child.

Hopefully your involvement will be very rewarding both for your children and yourself. We look forward to enjoying your positive support and assistance.

Ron Daly
**Principal**
SCHOOL COMMUNITY

The Kentish Municipality approximately defines the community served by the school with the school offering both primary and secondary education, including K-4 at Railton. Wilmot Primary School also serves the Kentish Municipality.

The key features of our community are identified below:

- The Kentish Municipality is a sensationally scenic area with idyllic rolling farmlands and forests framed by the backdrop of Mount Roland.

- The town of Sheffield is centrally located in the municipality and is surrounded by many hamlets. Some of their names, eg. Paradise, Beulah, and The Promised Land, are indicative of the scenic nature of the area, and/or the beliefs of the early settlers.

- Kentish forms the gateway to the Cradle Mountain National Park.

- For the past 150 years, the predominant activity has been commercial farming. This is now declining and changing to include tourism and the development of small rural holdings. Sheffield is known as the town of murals, whilst Railton is the town of topiary.

- The nature of the population was basically independent, rural and conservative. This is now changing to include those seeking a relaxed, high quality lifestyle based on small rural holdings. The area is dormitory in nature to the coastal commercial centres with a significant degree of transition in the population.
# SCHOOL DATES & TIMES

## SCHOOL TIMES

<table>
<thead>
<tr>
<th>K-6 Sheffield</th>
<th>Grades 7-10</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>K-4 Railton</td>
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<td></td>
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</tr>
<tr>
<td>9.00 – 10.50 am</td>
<td>Home group 9.00 - 9.10 am</td>
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<tr>
<td>Recess 10.50 – 11.10 am</td>
<td>Period 1 - 9.10 – 10.00 am</td>
</tr>
<tr>
<td>11.15 – 12.40 pm</td>
<td>Period 2 - 10.00 – 10.50 am</td>
</tr>
<tr>
<td>Lunch 12.40 – 1.20 pm</td>
<td>Recess 10.50 – 11.10 am</td>
</tr>
<tr>
<td>1.25 – 2.50 pm</td>
<td>Period 3 - 11.15 – 12.00 noon</td>
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<tr>
<td></td>
<td>Period 4 - 12.00 – 12.50 pm</td>
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<tr>
<td></td>
<td>Lunch 12:50 – 1.20</td>
</tr>
<tr>
<td></td>
<td>Period 5 - 1.25 - 2.10 pm</td>
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<tr>
<td></td>
<td>Period 6 - 2.10 – 3.00 pm</td>
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## TERM DATES FOR 2016

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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<tbody>
<tr>
<td>Wednesday, 3 February to Thursday, 7 April</td>
<td>Tuesday, 26 April to Friday, 1 July</td>
<td>Tuesday, 19 July to Friday, 23 September</td>
<td>Monday, 10 October to Wednesday, 21 December</td>
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## STUDENT FREE DAYS

<table>
<thead>
<tr>
<th>Professional Learning Day</th>
<th>Tuesday 2 February</th>
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<tbody>
<tr>
<td>Moderation Day</td>
<td>Friday 8 April</td>
</tr>
<tr>
<td>Professional Learning Day</td>
<td>Monday 18 July</td>
</tr>
<tr>
<td>Professional Learning Day</td>
<td>Friday 21 October</td>
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## PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Long Weekends</th>
<th>Monday, 14 March, Monday, 25 April, Monday, 13 June, Monday, 7 November</th>
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<tbody>
<tr>
<td>Devonport Show</td>
<td>Friday, 25 November</td>
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</table>
GENERAL INFORMATION FOR PARENTS

Welcome to Sheffield School. We hope your family’s association with this school will be enjoyable and rewarding. This information folder has been prepared to help in assisting you to become acquainted with the school.

AGRICULTURE

The school farm allows students (grades 6-10) to participate in agriculture studies. Students complete necessary daily tasks and undertake studies in environment and farming issues.

ASSEMBLIES

Assemblies are held regularly to celebrate student achievements and share student learning. Parents are invited to attend these. Dates are advertised in the school newsletter.

BOOK ROOM

Students can purchase stationery materials between 8.50 am and 9.00 am each morning from the main office at Sheffield.

BUSES

Several bus routes operate throughout the district. Details about their routes and bus drivers can be obtained from the main office at Sheffield when you enrol your child.

CANTEEN

A canteen operates daily at Sheffield. Students order their lunch at the office before school. Grades 3-10 students can also make other purchases at recess and lunch times.

The Railton campus canteen operates one day per week and students order at the office before school.

Canteen menus will be published in the newsletter at the beginning of the school year, with updates during the year. There are separate menus for each campus.

CATTLE HANDLING

Secondary students may choose to participate in cattle handling. There is a membership fee to be involved in the cattle handling program.

During “breaking in week”, students learn how to look after the cattle and how to lead them. Students participate in many shows, including the School Show in November. Senior secondary students are given the opportunity to attend a mainland Show.
COMMUNITY LEARNING CENTRE

The school library has joined with the State Library to establish a first class E Learning Centre. Students have the opportunity to access books from the school library and the State Library collection. The facility also includes learning spaces for students to work on tables and computers.

The centre takes advantage of available and new technology for learning opportunities. Community members also have access to computing facilities through our On-line Access Centre.

CURRICULUM

We cater for students learning from birth to Year 10. Birth to 4 year old children attend Launching into Learning (see below). Our kindergarten students attend for three full days to be determined prior to the start of the school year.

The K to 10 curriculum follows the requirements of the Australian Curriculum. We place strong emphasis on English and Maths with daily lessons from prep to grade 6.

Our grade 6 to 8 students also study a range of taster subjects, which enable them to make informed choices of optional subjects in grade 9 and 10.

Grade 10 students will also have the opportunity to participate in a work placement program, Work Studies, which supports their development in employability skills.

After grade 10, students move onto Don College, TasTafe or other training/apprenticeships pathways. Our retention rate into grade 11 is traditionally around 95%.

LAUNCHING INTO LEARNING

The Sheffield School Launching into Learning program operates from March to November at both Sheffield and Railton. The playgroup is open to any local children aged birth to 4 years. The sessions are held weekly. The program is free of charge.

The aim of the program is to:

- Provide positive learning experiences for adults and children
- Build relationships between school and families
- Support families with early learning, literacy and positive play
- Provide an orientation program for kinder students

For more information or enrolment details please contact the school office.

ELECTRONIC EQUIPMENT

Students who bring mobile phones or MP3 and other electronic games to school do so at their own risk. Mobile phones are only able to be used during break times. Necessary parent/student contact is accepted via the school office phone.
EMERGENCY PROCEDURES

At the beginning of the year, and throughout the year, staff and students practice fire drills and lockdown procedures. Please make yourself aware of emergency exits to be used in the event of an evacuation.

EXCURSIONS

Teachers organise class trips to enhance student’s learning. These excursions may take the form of walks around the local area or bus trips. All are planned around a theme or topic being studied in the classroom, and provide the first-hand experience which is considered an extremely valuable part of student’s learning.

The cost of local excursions is covered by levies paid at the beginning of the year. Teachers often seek and welcome parental assistance with excursions.

HEALTH SERVICES & IMMUNISATIONS

Kentish Health Centre, near Tandarra Lodge operates a School Dental Clinic on Tuesdays and Wednesdays. Appointments can be made by phoning on these days 6421 7729 Oral Health Services Tasmania.

A child health nurse carries out health assessments on Prep children each year. Parents are notified when this takes place.

The Kentish Council conducts immunisation sessions at the school each year. For more information contact the Kentish Council on 6491 0200.

KINDERGARTEN

Kindergarten days follow the same times as the Early Childhood section. Kindergarten is available to children who turn 4 by January 1st of the year of admission. Students attend for 3 full days. The days are determined prior to the start of the school year.

When enrolling for the first time in a state government school a birth certificate and proof of immunisation must be provided.

LEVIES

Levies can be paid at the office during “School Book Days”. The dates for 2016 are: Railton Campus Wednesday 27 January between 9.00 am and 12.00 pm, and Sheffield Campus from Thursday 28 January to Monday, 1 February 2016 between the hours of 9.00 am and 1.30 pm. Stationery packs for Kinder to Grade 10 can be collected at the same time. Please refer to the document “School Levies Policy and Charges 2016 – Information for Parents” for more information regarding levies.

Payments of accounts can also be made at either Sheffield or Railton offices between 8:30 am and 4:00 pm daily during school terms.

Parents and guardians should be aware that there is a range of financial assistance available to them which is means tested. For more information, contact the school office.
**LOST PROPERTY**
All lost property is displayed on a table near the student entrance at Sheffield, and kept in the office at Railton campus. Items not claimed by the end of each term are donated to “The Hub Inc.” Recycling Centre.

**MOVE WELL EAT WELL**
We are a Move Well Eat Well school and follow guidelines encouraging students to drink water, eat fruit and vegetables daily, limited occasional foods and lead active lifestyles. Support programs at school include boost breaks, occasional breakfast for secondary students, daily Phys Ed and Active After School sports. Our canteens are run in accordance with Tasmanian Canteen Association guidelines and our catering class also prepares occasional healthy lunches for students and staff.

**MEDICATION TAKEN AT SCHOOL**
Arrangements can be made if it is necessary for students to be administered medication during the school day. Both written parent and doctor consent are required for prescribed medication.

**MUSIC**
Music is offered as part of our K-10 Curriculum. Students also have opportunities to participate in choir and instrument groups.

Private tutors are sometimes available for extra music tuition – fees apply.

Some musical instruments are available for hire from the school – fees apply.

**OFFICE HOURS**
The school offices – both Sheffield and Railton are open between 8.30 am and 4.00 pm on school days. All enquiries can be made by phoning 64 91 8222.

**PARENT CONCERNS**
If you have concerns or queries about your child at school, please contact the school to make an appointment on 6491 8222 or by email to sheffield@education.tas.gov.au

**PARENT HELP/INVOLVEMENT**
Parents are encouraged to be involved in a range of school activities. Throughout the year parents help in classrooms, on excursions and at various carnivals. Please come and join us. Details will be notified on the Parent Newsletter.

Please note it is a department requirement that parent helpers and volunteers undergo a “Good Character Check” before they can assist with school activities.

Please remember to sign the “Visitors Log” at the office of each campus. Visitors and volunteers need to sign the log to ensure they are covered by insurance while on school grounds.
PARENT NEWSLETTER
A parent information newsletter is sent home every fortnight on Thursday or Friday. It is our preference to email the newsletter, but parents can opt to receive a paper copy if preferred.

Copies are also on the parent page of our school website (see school web).
This contains information from the entire school and is our major way of transmitting school news.

PHYSICAL EDUCATION
Physical Education is offered as part of our K-10 curriculum. Students receive a weekly physical education lesson from a specialist teacher. Daily physical education is taken by class teachers.

PREP
Prep year is available to all children who turn 5 by January 1st of the year of admission. They attend 5 days per week.

REPORTING TO PARENTS
The school has an extensive reporting process. There are opportunities for Parent/Teacher Interviews and written reports are available throughout the year. Parents are also invited to discuss their child’s progress at other times and are requested to make an appointment by contacting the school on 64 91 8222.

ROAD SAFETY
The school discusses bus and road safety with students throughout the year. Parents are requested to support this with continued discussion at home.
Parents are requested to collect their children from the recommended parking areas around our school or at their classrooms. We remind parents to drive with caution.

SCHOLASTIC BOOK CLUB
Parents are able to order books for their children from the Scholastic Book Club in some of the Early Childhood and Primary classes. Flyers are sent home approximately 8 times per year.

SCHOOL CHAPLAIN
Our school chaplain, Esther Wass, is available to work with students for 4 days per week. She also runs programs for groups of children, and is available to meet with parents.

SCHOOL COUNCIL
The school has a Council which oversees the policy making and budgets. It has community, staff and secondary student representatives. Elections are held for representatives during Term 1. If you are interested in being involved in the Council please contact the Council President or the main school office.
SCHOOL WEB
The school website is available at home through our public website http://education.tas.edu.au/sheffield. This contains student class and subject workspaces and a space for parents containing notices and newsletters and School Council documents.

SPORT
An extensive sports program operates outside of our normal school Physical Education lessons. The range of sports varies according to the availability of players, coaches, time and venues. Details are notified on the Parent Newsletter.

STUDENT ABSENCE
If your child is absent due to illness or other circumstances please contact the school office by phone, or by email to sheffield@education.tas.gov.au. A text message is sent each morning to parents of students if their child is an unexplained absence for that day, and parents can also reply to that text.

STUDENTS ARRIVING LATE OR LEAVING EARLY
All children must be signed in at the office – both campuses - if they arrive after 9.10 am. They will then be issued with a late slip to pass to their class teacher. Failure to do this will result in the student being marked absent for the day. Similarly if a student leaves early (e.g. for an appointment) they will need to sign out before they leave the school.

Compliance with these procedures is vitally important in the case of an emergency evacuation.

STUDENT COUNCILS
Students have the opportunity to be involved with the Student Representative Council from grades 3-10. A teacher provides guidance to council members. They usually choose a charity to support each year and organise fundraising activities as well as student activities.

STUDENT SUPPORT SERVICE
A School Psychologist, Social Worker and School Chaplain are available to provide support to students and parents. These services can be accessed by either contacting the Assistant Principals or by making a direct appointment through the office.

Also an Equity program operates for students who at times require alternative learning programs or learning assistance. It provides a support service for students who need help in any area of their learning.

UNIFORM
All students are encouraged to wear uniform. It has many varied pieces to suit all students. A uniform brochure list is enclosed. Limited uniform items are available from both school offices. Other items are available from Slater’s Country Store in Sheffield.