

HAMILTON SOUTH PUBLIC SCHOOL

School Information Handbook



2021

Updated 25.02.2021

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Welcome to Hamilton South Public School

The staff and I are pleased to welcome you to our learning community and look forward to getting to know you and your children.

Our mission statement is:

'Encouraging children to achieve their potential by providing a quality life-education in a co-operative, caring, learning environment.'

I invite you to take an active part in school activities such as the P&C, *Friends of Hamilton South*, the canteen, environmental projects, sporting activities, creative arts activities or as a classroom helper. Your support of, and involvement in, our school's educational and social activities is greatly appreciated.

Our newsletter (Noticeboard) is sent out via email and on the Skoolbag App each Monday to inform you of school happenings and events. A paper copy is also available on request.

School surveys give parents the opportunity to participate in the decision-making processes of our school. As a result of these surveys, school targets and focus areas are set.

Our motto expounds our educational philosophy – **'By doing we learn'**.

Students at Hamilton South Public School have the opportunity to learn in a supportive, caring and encouraging environment. There is a strong sense of pride shown by students and parents alike.

On leaving Hamilton South Public School, students should:

- have a strong feeling of self-worth;
- have a sense of responsibility and respect towards themselves, their families, their school, the community and the environment;
- enjoy the acquisition and understanding of new knowledge;
- accept responsibility for their own lifelong learning;
- have developed communication and co-operative skills;
- have happy memories of their school experience; and
- have the ability to cope with change and access new experiences.

I look forward to a very happy association with you and your family.

Mark Warren

Mr Mark Warren
Principal
5 February 2021

Key Focuses

At Hamilton South Public School we believe in, and are committed to, the following:

Student Achievement:

Co-operative, active learning in which effort and relevant individual achievement are encouraged and rewarded.

Student Welfare:

That every child is important and has needs which we work together to meet. We recognise the high priority which is demanded of us by our duty of care.

Curriculum:

A balanced, inclusive curriculum which is relevant, interesting and designed to promote quality outcomes.

Staff Development:

High standards of professional understanding and achievement, supported by staff development programs which recognise the dignity, individual needs and common purpose of the staff in our school.

Community:

Our school staff, parents and carers are partners in education, communicating and working together to improve outcomes for children.

Organisation and Resources Management:

Co-operative planning and the satisfaction which comes from achieving improvement through teamwork. We believe that resources should be relevant, respected and obtained to ensure the delivery of a quality education to children.

School Core Values

Hamilton South Public School teaches values, including the values that underpin learning. Values shape attitudes to the changing circumstances, events and issues encountered in daily life.

As part of our ongoing school evaluations the HSPS school community identified the core values evident at our school.

The Core Values at HSPS are:

- Inclusion
- Care and Compassion
- Excellence
- Respect
- Collaboration

School Information

Hamilton South Public School
Kenrick St
Merewether NSW 2291

Phone: 4969 3795
Fax: 4962 1214
Email: hamiltons-p.school@det.nsw.edu.au
Web: <http://hamiltons-p.schools.nsw.gov.au>

School Hours

8:25am	Playground supervision commences
8:55am	School commences
10:55am to 11:10am	LUNCH - in classrooms
11:10am to 12pm	LUNCH - play
1:30pm to 1:55pm	AFTERNOON RECESS
2:55pm	School finishes

Term Dates – 2021

Term 1	27.01.21 – Wednesday	Staff return (School Development Day)
	28.01.21 – Thursday	School Development Day
	29.01.21 – Friday	Years 1-6 return
	29.01.21 – Friday	Kindergarten Best Start Group 1
	01.02.21 – Monday	Kindergarten Best Start Group 2
	02.02.21 – Tuesday	Kindergarten Best Start Group 3
	03.02.21 - Wednesday	All Kindergarten students start
	01.04.21 – Thursday	Last day of Term 1
Term 2	19.04.21 – Monday	Staff return (School Development Day)
	20.04.21 – Tuesday	All students return
	25.06.21 – Friday	Last day of Term 2
Term 3	12.07.21 – Monday	Staff return (School Development Day)
	13.07.21 – Tuesday	All students return
	17.09.21 – Friday	Last day of Term 3
Term 4	05.10.21 – Tuesday	All students return
	16.12.21 – Thursday	Term 4 finishes for all students
	17.12.21 – Friday	School Development Day

2021 Staff

Principal:	Mark Warren	
Assistant Principals:	Cindy Edwards Tammy Binale Trudy Pettit Fiona Miller Janine Gorton	Stage 3 Stage 2 Stage 1 Relieving Early Stage 1 Support Unit
Teaching Staff:	Nadine Bell Jackie Britten Karl Freeman Olivia Hamill Suzy Heagney Lucy Hedge Karen Hetherington Amy Kelly Debra Levi Aaron Luff	Ryan McCann Nathan McMaster Amy Pryde Kate Quinn Elizabeth Reid Wendy Robinson Zach Symons Robby True Edan Whitney Janet Wilson
Librarian:	Gwenda Payne	
School Counsellor:	Lara Jones	
Learning & Support Teachers:	Erin Rigney	Meredith Mays
School Administration Manager:	Pam McClellan	
School Administration Officers:	Jenny Sumner Raelene D'Agostino	Anne Gillies Leisa Hallett
School Learning Support Officers:	Dawn Armstrong Sherry Mason Melissa Waide Angela Zenini	Lizl MacGregor Samantha Marshall Angela Webster
General Assistant:	Bill Fitzgibbon	
Cleaning Staff:	Nirada Kittinonthachat	

Support Unit

We have three classes for children with moderate to severe intellectual disabilities and/or Autism (multi-categorical). Although many of the students are transported from different suburbs they are still enrolled in our school and their families are part of our school community. Integration into mainstream classes occurs with a teacher or SLSO (school learning support officer).

Arrival at School

Supervision of the playground commences at 8:25am. For safety reasons we ask that your child does not arrive at school prior to this time. The Hamilton South Before and After School Care (OOSH) is available for the care of children who need to arrive before 8:25am. It costs a very small amount to register your child at OOSH which can then be used for emergencies as well as for on-going care on a daily or weekly basis.

Late Arrival

If your child arrives at school after 8:55am you will need to accompany your child to the school office for a 'late arrival slip'. You will need to either send an accompanying letter with the reason of lateness or personally sign a 'late arrival slip' at the office. This is a legal requirement of the Department of Education.

Early Leavers

Students sometimes need to be collected from school for appointments etc. We ask you to come to the office to sign an 'early departure slip'. Admin staff will then call for your child to meet you at the office. If your child is only leaving school for a short time, an 'out of class slip' needs to be signed. Please bring your child back to the school office so a return time can be entered.

Voluntary School Contributions

With the support of the Parents and Citizens' Association the school has an annual voluntary contribution scheme which all parents are encouraged to pay in Term 1 of each year. Voluntary contributions supplement the school's budget and targets specific purchase items. In 2020 the voluntary contributions were set at \$40.00 per student.

Stage Levy

In addition to the school contributions, a Stage Levy is set at the start of the school year. In 2020 the Stage Levy was set at \$100 per student and includes the cost of Matific, other online learning applications, new readers and craft items.

Collection of Money for Performances, Excursions, etc.

Performances and excursions are recognised as an integral and important part of learning. You will receive a note (**the elephant note**) from the school when payment is required for a school activity. Payment can be made either via our Online Parent Portal, cash or EFTPOS. The completed permission note together with online payment receipt number or the correct cash, should be enclosed in a sealed envelope with your child's name and class, the amount of money and the name of the excursion or activity written clearly on the front. The child should 'post' the envelope in the box provided adjacent to the office window on **Wednesday** and/or **Thursday** morning. A receipt will be given back to your child by his/her classroom teacher to bring home as confirmation of payment.

Please speak with the principal if financial assistance is required.

Reporting

In line with Department of Education guidelines, parents receive a range of communications to report student progress.

Term 1:

- All Kindergarten students complete Best Start Kindergarten Assessment with a report being sent home after the completion of data from the assessment.
- Parent information sessions are held by all class teachers early in Term 1.
- Parent and Teacher interviews are held for all parents K-6.
- Learning Support Team meetings held early Term 1.

Term 2:

- NAPLAN testing for Years 3 and 5 students.
- Mid-year student report sent home.

Term 3:

- Parent and Teacher interviews are held at the start of Term 3.
- Learning Support Team meetings held early Term 3.
- Early Term 3 all ES1 students complete Phonological Diagnostic Assessment.
- In mid Term 3 all ES1 students complete CELF 5 Screener.
- NAPLAN results to parents.

Term 4:

- End of year student report sent home at the end of the term.

Uniforms

The Hamilton South Public School uniform is available from Lowes, either online at www.lowesschoolwear.com.au OR 178-180 Hunter Street, Newcastle - phone 4929 3004

Uniform – Summer

Girls

- Navy and white check dress
Or
- Navy shorts or skorts with HSPS emblem
- White short-sleeve polo with HSPS emblem
- Black shoes (no colour)
- White ankle style socks
- Navy hat with HSPS emblem

Boys

- Navy shorts with HSPS emblem
- White short-sleeve polo with HSPS emblem
- Black shoes (no colour)
- White ankle style socks
- Navy hat with HSPS emblem

Uniform – Winter

Girls

- Navy Tunic
- White long sleeve polo with HSPS emblem
Or
- Navy pants
- White long sleeve polo with HSPS emblem
- Navy bomber jacket
- Black shoes (no colour)
- White ankle style socks or navy tights (with tunic)
- Navy hat with HSPS emblem

Boys

- White long sleeve polo with HSPS emblem
- Navy blocker trousers
- Navy bomber jacket
- Black shoes (no colour)
- White ankle style socks
- Navy hat with HSPS emblem

Sports Uniform – Girls and Boys

- Navy shorts with HSPS emblem
- House colour short-sleeve polo (blue, yellow, green or red) with HSPS emblem
- Joggers with white ankle style socks

On occasions when the school is involved in public performances, eg choir performances, debates etc., it would be expected that the students would wear identical uniform styles, eg all the girls in tunics.

A second hand uniform shop is located in a storeroom in "B" Block. It is open on Tuesday mornings each week between 8:30 and 9:15am to provide parents with an opportunity to purchase good quality second hand uniform items.

School Discipline Policy

A School Discipline Policy has been written in collaboration with the school community. It is supported by the Department of Education Fair Discipline Code and follows its requirements, particularly in regard to suspension, exclusion and expulsion of students.

HSPS school discipline policy is:

- consistent with legislation and reflect government and departmental policy
- incorporates the principles of procedural fairness
- developed within a strong student welfare context
- reflective of the identified needs of the community
- grown from existing policies and practices
- a clear outline of expected standards of behaviour
- a guide for the responsibilities of teachers, students and parents.

An Anti- Bullying Plan is in place at the school. If you are concerned that your child may be experiencing bullying, please speak with your child's teacher, school executive and principal. It is only when we disclose these behaviours that solutions can be found.

School Rules

The school has a discipline code which outlines roles, responsibilities and rights of students, staff and parents.

School Rules

- Treat others with kindness and respect
- Work and play safely
- Follow instructions
- Look after school and personal property
- Be in the right place, at the right time, with the right equipment
- Keep hands, feet and objects to yourself

Cyber Five Rules of Internet Safety

All students are provided, by the Department of Education, with a student portal that allows them access to search engines and web sites. It also provides students with an email account. An agreement must be made by students to use all areas of the portal appropriately.

1. Keep personal information private
2. Always log off
3. Ignore and report mean or hurtful online messages
4. Use technology for approved purposes only
5. If you feel uncomfortable with what you see, tell an adult

Student Safety at Hamilton South Public School:

- If students arrive before 8:25am they need sit on the silver seats near the administration car park.
- Students walk their bike across the playground on entering or leaving the school grounds. In line with the RMS recommendations students under 10 years of age are discouraged from riding a bike alone.
- Students are encouraged to leave valuable or dangerous toys at home.
- If a mobile phone is brought to school it is to be kept at the office or with the class teacher until the end of the school day.
- Smartwatches that are able to record or make phone calls are to be kept at the office or with the class teacher until the end of the school day.
- In the interests of safety, skateboards and roller blades are not to be brought to school and helmets are to be worn if a child rides a bike or scooter to school.
- Our gates are closed during school hours (apart from gate 3 which is closest to the front office on Kenrick Street).
- Students are expected to always wear a school hat.

Our school rules and values are supported by our teaching of **Program Achieve** which focuses on students developing their sense of fairness, resilience and confidence in getting along with others.

The Five Keys to Success are:

1. Getting along
2. Organisation
3. Persistence
4. Confidence
5. Resilience

Sport

Kindergarten - Year 2

Kindergarten to Year 2 students participate in a range of skill development sport activities each Friday. These include cricket, basketball, netball, soccer and T-ball skills, gymnastics, dance, fitness and games. At the end of the year intensive swimming is included in the learning program for Years 1 and 2. Our K–2 students participate in the school athletics carnival and Year 2 students attend the school swimming carnival.

Years 3-6

Sports activities are held on a Friday. Students participate in a mixture of grade and stage activities. These include softball, cricket, dance, gymnastics, volley ball, T-ball, soccer, touch football and netball. Our students also participate in the Primary School Sports Association (PSSA) State Knockouts in a range of sports.

Sport Houses

Students are allocated to Sport Houses for athletics and swimming carnivals. These houses are:

- Gilmore (Red)
- Lawson (Green)
- Mackellar (Blue)
- Paterson (Yellow)

Organised sport is an important part of normal school routine and as such it is expected that all students will participate. Participation develops in each student; not only the skills associated with the sport, but also develops team work.

Sun Protection

Hats are part of our school uniform. To reinforce the importance of protection from the sun, students without hats will be required to play under a covered area during play periods. It is a Work Health and Safety requirement that students wear broad brimmed hats when playing outside.

Absences

It is a regulation of the Education Act that an explanation for any absences must be given within seven days of return. Please address the note explaining your child's absence and return the absentee slip to the office when your child returns to school. Booklets of absence/leave notes are sent home each semester to facilitate this process. If a letter is not received within seven days of your child returning to school an 'unexplained' will be entered on the computer. If you contact the school via phone or the Skoolbag App at the time of your child's absence, a written note is not required.

Illness of Students

If a student becomes ill at school, members of staff assist in making the student as comfortable as possible. If it is thought necessary, parents will be contacted so that arrangements can be made for the student to be taken home, or action will be taken as requested on the Student Information Sheet for *Doctor or Ambulance*.

Allergies

Individual health plans may be necessary to manage your child's allergy especially if they have severe or Anaphylaxis reactions eg bee stings, peanut allergies. If your child does have a health care action plan, an updated copy is required to be given to the school administration office each year. ***Some of our students have peanut allergies so we ask that peanuts and peanut products are not sent in lunches and/or snacks.***

Prescribed Medication

Prescribed medication at school can only be administered by approved staff.

Non-prescribed medication purchased over the counter such as Panadol, Nurofen, nasal, ear or eye drops etc. **cannot** be administered by any staff member.

The Department of Education **requires** the parent/carer to sign and complete a “Request for administering prescribed medication to the student form” with direction of dosage and times to be given. These forms are available at the school office. To assist with the dispensing of prescribed medication it would be helpful if all prescribed medication for students was packaged in a “Blister Pack” dispensed by the Pharmacist with the student’s name and dosage on the pack. The following general rules for medication also apply:

- Students cannot keep medication in their possession unless it is asthma medication and parents have notified the school office.
- Cough mixtures are deemed to be medication.
- All medication sent in by parents is held in the school office by a school administration officer.

First Aid

The Department of Education does not cover routine costs if a child has an accident at school or on a school activity. These costs are the parent’s responsibility (ie doctor, chemist, hospital, etc.) The School is in the ambulance scheme so students are transported free of charge. If a student has a minor injury appropriate treatment such as antiseptic, Band-Aid, ice-pack etc., is applied. Parents are not contacted unless there is some unusual circumstance or if the wound appears to need a doctor’s attention. If a major injury (broken limb, a cut which requires stitches etc.) occurs, the student’s parent or nominee is contacted immediately. Depending on circumstances an ambulance is called (eg broken leg) and parents are advised that this has been done. If the parent does not arrive in time to ride with the injured student, a member of the executive staff will go instead, either in the ambulance or follow to meet at the hospital.

The staff tries to act in the capacity of reasonable parents and apply minor first-aid as best they can, but also strongly advise that if your child comes home wearing a band aid etc. you remove it to satisfy yourself that no other treatment is desirable.

Lost Clothing

Lost clothing is retained at the school but if not claimed is disposed of through various charity organisations. Blue lost property boxes are located under the COLA in P1 assembly area and out the front of E Block classrooms.

Parents are asked to clearly label hats, jumpers, raincoats, tracksuit tops and pants, shirts, shoes and other removable clothing, with their child’s name. Children have difficulty identifying their clothing when it is not labelled.

Excursions

At the beginning of each school year, a general permission note will be sent home. This will cover permission for students to leave the school grounds to go on local excursions to sports grounds and places of interest close to the school. For major excursions or when buses/trains are involved specific permission notes will be sent home. If you assist with transporting students you will need to fill out an Appendix 5 Statutory Declaration with 100 points of ID plus show your driver's licence, registration and vehicle insurance papers at the school administration office.

Student Information/Emergency Forms

These are completed at the beginning of each year with as much detail as possible eg allergy to bees and a health care plan made to use EpiPen etc. The forms not only inform staff for daily school life and excursions, but are also copied and given to ambulance officers when required. If any information changes during the year please contact the school administration staff so the details can be changed on our records. Please inform the office as soon as possible if your phone numbers change.

Parents and Citizens Association Incorporated (P&C)

The Hamilton South Parents and Citizens Association (P&C) is a body which is vitally concerned with education and works for the benefit of every child in the school. It is fully involved in the life of the school and is not regarded as purely a fund raising organisation. With this in mind you are warmly invited to become an active member, sharing in that involvement.

The P&C meets at 7:00pm on the third Wednesday of each month in the staffroom in the administration building.

The ***Friends of Hamilton South*** contributes greatly to fundraising in the school. Fundraising events include Easter Raffle, Mothers' and Fathers' Day Stalls.

Canteen

Our School Canteen is staffed from 9:00am to 2:30pm only on Monday, Tuesday and Friday (currently) by parents and friends who give their time and service to prepare wholesome lunches for all students who wish to order them. Lunches can be ordered online at quickcliq.com.au or by sending an order and money in a paper bag and placing it in the box at the front of the canteen.

The Canteen Committee would greatly appreciate you volunteering to be rostered for one day per week, fortnight or month. Parents wishing to become more involved in the decision making aspects of the canteen are welcome to attend the Committee meetings which are held once each term on the third Wednesday at 6.00pm in the staffroom. This is prior to the P&C meeting. Dates are in the school Noticeboard.

Hamilton South Out of School Hours Care

The Hamilton South Out of School Hours Care Centre is situated in the building adjacent to the School Assembly Hall. The Centre operates from 7:00am to 8:30am and 3:00pm to 6:00pm on school days. Care is also available on Staff Development Days (bookings essential).

Art, crafts and games are offered daily by trained staff. Prior bookings must be made with the centre staff for children to attend. Phone **4961 2909** or email **hamsouth@bigpond.net.au** for further details. For a small amount, even if you do not use the Centre on a regular basis, you can register your child with the Centre. In unforeseen circumstances when you are unable to get to the school at 3.00pm, your child can be taken to the Centre to await collection. ***Your child MUST be registered for this to occur.***

The School Song

(Tune: The Dambusters March)

Proudly, with high endeavour,
Marching through school life together
Holding Learning's torch on high,
This will never die!
Fair play and truth will uphold us,
Hard work and courage will mould us
Into men and women who are brave
and strong.

Hamilton South, we acclaim you!
School without peer, we proclaim you!
To keep your name and fame so high
We shall always try!
Then, when our school days have ended
And separate ways we have wended,
Mem'ries fond we'll treasure still of our
fair school.

The School Creed

This is our School,
Let it be a place for happy hearts
And willing hands,
Where we shall learn to work, play and share
With honesty, loyalty and respect.

Brief History of School

Hamilton South Public School began as an Infants' School. It was officially opened on 2 October 1933, with 24 boys and 12 girls enrolling on that day. Before the end of the year a further 17 boys and 8 girls had enrolled, giving a total enrolment of 61 pupils.

Twelve months later, at the close of 1934, the total enrolment had reached 171.

Here are some interesting facts about our school and its development through the years:

- 1933 enrolments - 61 boys and girls.
- The first teachers were Miss Helena Stephen (Headmistress), Miss May and Miss Ada Carroll.
- Miss Carroll will always be remembered by the many she taught in the first year of school life. She will also be remembered for her long and devoted service here from the time the school opened till her retirement in 1961.
- While it was an Infants' School, its students left the school at the end of Second Grade to attend the Primary School at The Junction, Hamilton or Merewether whichever school was nearest their home.
- During the Second World War, in 1942, when our country was threatened, our school was used as a National Emergency Centre and students had to be taught in two church halls nearby.
- Miss Rachel Samuels then replaced Miss Stephen as Headmistress and in four years the number of pupils grew to 230.
- Two extra classrooms were added and Mrs Henderson, who was later to become Infants' Mistress, joined the staff.
- In 1949 the last class of Hamilton South pupils moved on to The Junction and in 1950 our school became a Primary School (Year 3 enrolments, 1950: 65 pupils).
- In 1951 Mr G. West was appointed as Deputy Headmaster, followed by Mr J. Gilbert who took up his appointment in 1969. Mr L. Crockett replaced Mr Gilbert on his retirement in May 1976. The position has also been occupied by Mr N. Marriott.
- Miss D. Mann, Mrs L. Martin, Miss M. Wardle, Miss R. Richardson, Mrs U. Lewis and Mrs L. MacDonald have served as Mistresses of the Infants' Department.

To date Principals of the school have been:

Mr G. Coates, Mr F. Asser, Mr C. Casey, Mr A. West, Mr V. Bensley, Mr T. Gibson, Mr W. Smart, Mr J. Palagy, Mrs R. Lambert, Ms J. Potts, Mrs S. Estens and Mr M. Warren (present).

On 19 August, 1977, our present buildings were officially opened by Mr. A. Wade, M.L.A., and Member for Newcastle. Work commenced in February, 1976, and was completed in the early part of 1977. Gone at last were the old timber classrooms and several portable buildings. These were replaced by a modern brick structure which included a Library and Food Preparation Unit. The total cost was in excess of \$600,000.

During 1979, the original Infants' building was refurbished. This entailed carpeting, installation of ceiling fans, replacement of classroom heating and a general overhaul of the building.

1997 saw a joint P. & C. and Department of School Education initiative completed with the opening of the Covered Outdoor Learning Area (COLA).

In 2010 building works began under the Federal Government's Building and Education Revolution. In September, 2010 two new classrooms were completed and our canteen is now located under a new COLA at the rear of the hall. A COLA and walkway to the Support Unit, the refurbishment of our oldest building, Block F, and the refurbishment of the hall were completed in 2011.

In 2012 a sensory outdoor playground was installed through significant funds from community and Department of Education sources. The playground is used by our students with special needs, along with the wider school community. In 2013 a COLA was put over the sensory playground which was funded through local Lions Clubs and Lions International.

From 2015 to 2016 artificial turf was laid in both the Infants and Primary playgrounds.

History of Special Education

Additional educational features came into being with the establishment of classes for partially sighted students. The Partially Sighted Unit commenced on 20 September, 1963, and was officially opened on 8 June, 1966, by The Hon. W.C. Fife, M.L.A., and Assistant Minister for Education.

During the first week, the total enrolment was 15, under the guidance of Mr G. Thirkettle as Deputy Master and Mrs Abrahams, the assistant, the students were divided into two groups: Upper and Lower Divisions. On the appointment of an additional teacher, Miss C. Bounds, in September, 1969, the students were divided into three groups: Upper, Intermediate and Lower Divisions. Mr Thirkettle was followed in turn by Mr J. Smith and Mrs R. Keevers.

In June, 1975, Miss Bounds was appointed as Deputy Mistress to replace Mrs Keevers who had accepted transfer to New Lambton South. By 1983 enrolments had decreased markedly, leaving only one class in operation under the guidance of Ms R. Bowes. Miss Bounds transferred to the position of Itinerant Teacher of the Visually Handicapped.

In 1983 an IO class was established and taught by Mrs M. Beckett. A second class for students with a moderate intellectual disability was commenced in 1987. With this addition to the school,

the Partially Sighted Unit was renamed, more appropriately, the "Special Education Unit". In 1993, a third IO/IS class was established after the last of the Visually Impaired students progressed to High School.

Special Education and integration of children with special needs is a feature of Hamilton South Public School. Students are involved in all activities associated with the school. In 2012 one of the IO/IS classes was reclassified as a Multi-categorical class. This class supports students with a range of special needs, including Autism.