

School Handbook



SCHOOL RULES

Be friendly
Be Safe
Do your best

SCHOOL VALUES

Respect
Responsibility
Excellence
Fairness
Care

THE CURRICULUM

Every student is provided with opportunities for learning in six key learning areas. The learning experiences are in keeping with the stage of development and potential of each individual.

The key learning areas are:

English

Reading
Writing
Talking and Listening

Mathematics

Working Mathematically
Number
Patterns and Algebra
Data
Measurement
Space and Geometry

Science and Technology

Human Society and Its Environment [HSIE]

Creative and Practical Arts

Personal Development, Health and Physical Education

The Department of Education & Training, Board of Studies syllabuses are written in stages.

Early Stage One:	Kindergarten
Stage One:	Year 1 & Year 2
Stage Two:	Year 3 & Year 4
Stage Three:	Year 5 & Year 6

STUDENT PROGRESS AND ASSESSMENT

Parents are made aware of their child's progress by written reports and parent/teacher interviews. Formal interviews are scheduled for Term 2 but parents are welcome to request an interview with the teacher at any time. Parents wishing to discuss student progress should first telephone the school or send a note to make an appointment with the teacher.

Learning outcomes are assessed continuously throughout the year. Regular assessments, work samples, classwork, homework and daily participation and performance in all school activities are taken into account when reports to parents are prepared.

A written report is provided in June and December. All students complete assessment tasks, which give evidence of student achievement and progress throughout the year.

ASSESSMENT OF ACHIEVEMENTS

Student achievement is reported to parents using the five point scale below.

- Outstanding:** The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
- High:** The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
- Sound:** The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
- Basic:** The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
- Limited:** The student has an elementary knowledge and understanding in a few areas of the content and has achieved very limited competence in some of the processes and skills.

The five point achievement scale used above equates to the A to E grade scale.

ASSESSMENT OF EFFORT

Effort is shown using the scale 5, 4, 3, 2, 1 from most effort to least effort.

STUDENT WELLBEING, BEHAVIOUR & DISCIPLINE

Praise and positive reinforcement are used throughout the school to promote and reward good behaviour. Each student keeps awards, stamps and stickers in their Brag Books. When a page of the book is completed a Bronze Award is achieved. Three Bronze Awards earns a Silver Award and five Silver Awards earns the school's highest behaviour award, a Gold Award. In addition, special privileges, awards or activities are given out at the end of each term to students who have remained on Level 0 throughout the term. At the end of the year, students who have remained on Level 0 earn a special certificate.

Our school has a firm policy on how students are expected to behave. The policy was devised in consultation with the school community. It is our belief that all students have the right to learn in a safe and caring environment. The building of self-esteem and self-discipline is promoted through a system of awards and privileges. Support is provided for students who experience difficulties in maintaining appropriate behaviour. The Discipline Policy utilises a Level System to reward and monitor student conduct. All students commence on Level 0 of the Conduct System and remain on that level if good behaviour is maintained.

If class or school rules are broken, a member of staff counsels the student and ways of improving behaviour are discussed. Should the behaviour continue or be a serious breach of the discipline code, the student is dropped to Level 1, 2 or 3. Students on a level will undertake a period of detention from the playground and may also be excluded from special activities. Students on Level 2 and Level 3 will not be included in out-of-school experiences.

Parents are notified when a child drops a level so that the school's discipline policy can be reinforced at home. Continued or serious breaches of the discipline policy will result in further intervention including interviews with parents, class teachers, the school executive, the school counsellor and/or the principal.

Kindergarten students are gradually introduced to the school rules and the Discipline Policy through classroom behaviour systems and social skills programs.

STUDENT WELLBEING

Student Wellbeing has three main strands:

- Peer Support
- Student Leadership
- Student Discipline

Values Education is incorporated into each of these areas.

Peer Support involves training for our Year 6 leaders to enable them to conduct weekly K-6 Peer Support groups which include Values Education and Anti-bullying strategies. This encourages students to play appropriately and solve most conflict peacefully. Early Stage One and Stage One Social Skill programs also reinforce these concepts and promote resilience in our students as they begin their schooling. Programs such as Kindergarten Buddies and weekly awards have continued to put Values Education theory into practice.

Our Student Leadership program provides unique opportunities for our Student Representative Council [SRC] leaders who take on a proactive role in school decision making.

Our Student Discipline program and policy was reviewed in 2007 to incorporate new DET policy and initiatives from our Values Forums. It has continued to promote positive and appropriate student behaviour through an effective reward system which is reinforced throughout the school and recognised by the whole school community.

VALUES EDUCATION

Values education became a major focus in 2007 when surveys of all sectors of the school community - students, parents and staff – were conducted to identify the community's views on values and the school's role in values education.

The surveys enabled us to determine our core values -

Respect Responsibility Care Fairness and Excellence

We award perpetual Stage Value Trophies at the end of each term to students who have been role models for these core values at school and are continually looking for new ways of incorporating values education into our policies and teaching programs.

SPORT

Sport is on Fridays for Kindergarten to Year 6. Students are to wear their sports uniforms on Fridays. The school tracksuit can be worn over the sports uniform in cold weather.

Special Education Classes

The Special Education Classes attend the YMCA at Revesby on Wednesdays participating in a gross motor/ gymnastics program. On Fridays the students attend swimming lessons at Hurstville Aquatic Centre.

PSSA Sport Opportunities

Students from Year 3 [or from eight years old] have the opportunity to participate in Cross Country, Athletics and Swimming Carnivals at school, district, area, state and national levels. Students from Year 3 to 6 have a variety of sports that they can play in the PSSA [Public School Sports Association] Sport Competitions.

These opportunities include: basketball, soccer, netball, newcombeball, touch football, AFL, oztag, cricket, softball and tee-ball in district, area, state and national competitions.

Our school also participates in knockout competitions such as the Milo Cup for cricket and the Paul Kelly Cup for AFL.

House Captains and Vice Captains

Students in Years 5 & 6 are provided with leadership opportunities in sport. House captains and vice captains are voted in by students from K-6.

SPORT HOUSES

Waratah [Red], Blue Gum [Blue], Wattle [Yellow]

Each student in the school belongs to a "House". Children are placed in Houses when they enrol at the school. Brothers and sisters will be placed in the same House. The House System is useful in encouraging friendly competition at sports carnivals, fundraising events and class games. Children are not permitted to change Houses.

SCHOOL LIBRARY

The library is available for the use of all students, teachers and parents. The teacher-librarian takes each class in the school for regular lessons in library, research and information skills. The library is also open before school and during lunchtimes. Our teacher librarian also assists children in the independent selection of books through story reading, displays of new or otherwise interesting books, and friendly advice.

Children borrow both fiction and non fiction books to take home, for a period of one week. Parents will be expected to replace books, which are lost or damaged by their children.

THE SCHOOL COUNSELLOR

The School Counsellor is available on Wednesdays and Thursdays. The counsellor assists classroom teachers to diagnose students' strengths and weaknesses. The counsellor, who is specially trained, is also available to assist parents and children whenever a problem exists. Teachers may refer children to the counsellor, or parents may request an interview at any time.

This service is provided to parents and children free of charge.

KINDERGARTEN INFORMATION

ENROLMENTS

Children who turn five years old on or before 31st July are eligible to enrol in our Kindergarten classes. It helps our planning if parents notify us six months in advance of their intention to enrol a child. If you are unsure about any aspect of enrolment please contact the school.

A Kindergarten Information Evening is held for parents/caregivers in Term 3. This is followed by Transition to School visits in Term 4 for the new Kindergarten children to familiarise them with the school prior to starting school the following year.

Before enrolments can be accepted, the school needs to sight evidence of date of birth and an **Immunisation History Statement** which states: **This child has received all vaccines required by 5 years of age.** In addition, an emergency contact will need to be provided. It is also most important that you inform the school of any special needs or health issues relating to your child.

USEFUL SKILLS

Before starting school children should be able to:

- Remove and replace shoes, socks and jumpers
- Do up their buttons, zippers and shoes
- Recognise their own bag and clothes
- Independently open and eat a packed lunch
- Say their name and address clearly
- Use a toilet correctly and independently
- Follow verbal instructions

EQUIPMENT

Kindergarten students require:

- A lunch box big enough to contain recess and lunch
- A cloth library bag big enough for library books
- A painting shirt
- One large box of tissues for classroom use

KINDERGARTEN ROUTINES

ENTRANCE

Students are to place bags on hooks outside classrooms and enter and exit through Kindergarten doors. Do not unpack bags. Accompany your child to the supervision area in the playground and then we encourage you to leave the area so that the students have an opportunity to establish friendships.

DISMISSAL

Dismissal is from the Kindergarten rooms. In the afternoon parents need to wait for their children on the seats outside the Kindergarten rooms. A Kindergarten student is not allowed to leave the teacher without a known parent or adult being seen by the teacher.

Please always inform the class teacher of any alternate arrangements in writing.

Kindergarten students should not make lunch orders for the first two weeks. After this orientation period those wishing to order lunch will be encouraged to place their orders in the basket by themselves.

PARENT-SCHOOL COMMUNICATION

The school produces a newsletter called FOCUS, each week, which goes home with the eldest child in each family. This newsletter contains information about ALL school and class activities for the week such as excursions, special events, cake days, notice of meetings, sport activities etc. Parents should check their child's bag on Wednesday afternoon for the newsletter.

Teachers will issue notes to students where information is only necessary or relevant to that grade.

Parents should contact the school immediately if there is reason for concern about any aspect of a child's school experiences.

The Principal is always available for discussion of any matter. Please make an appointment at the school office.

Teachers are available for interview before and after school, and at other times during school hours when they are released from face to face-teaching duties. Most matters could be put in writing, but if you wish to see the class teacher you should phone the school or send a note to arrange a convenient time. Please avoid interrupting teachers during teaching time.

SCHOOL WEBSITE

Information about the school as well as information on upcoming events is published on the school website:

www.peakhurst-p.schools.nsw.edu.au

SCHOOL HOURS

CLASSES

Kindergarten		9.20am-3.25pm
Years 1-6		9.20am-3.25pm
Special Ed. Classes		9.20am-3.00pm
Lunch:	[Mon-Thurs] [Fri]	11.20am-12.20pm 12.30pm-1.30pm
Fruit Break:	[Mon-Thurs] [Fri]	2.20pm-2.40pm 11.20am -11.40am

Lunch and Fruit break times may vary slightly on occasions to accommodate special activities such as visiting performances or sport.

Students are not allowed to be in the playground in the morning until supervision begins at 9.00am.

As Kindergarten students are not permitted to wait by themselves for older brothers and sisters, they should be collected promptly at 2.55pm for the first three weeks of the school year. Parents who cannot collect their Kindergarten children personally have the responsibility of making alternative arrangements. Before/After School Care is available locally. [Enquire at school office]. Please notify the class teacher or school office of any changes.



Social Skills: Skills that facilitate friendships and participation in a large group.

Does your child:

- Take turns in a group
- Mix happily with friends and can leave Mum and Dad without tears
- Share, comfort and help other children
- Play cooperatively
- Initiate play with other children
- Participate and attend in a large group
- Sit without disrupting others
- Follow rules and expectations
- Comply with an adult's request

Communication Skills: Skills that allow children to become effective communicators including talking and listening.

Does your child:

- Speak fluently and clearly
- Express their needs
- Contribute to discussions
- Ask and answer questions
- Respond to directions and follow instructions
- Listen to an adult or peer who is talking

Physical Wellbeing: A child's primary physical needs must be satisfied before they can focus on learning.

Does your child:

- Eat sufficient nutritious food
- Have enough stamina to complete a full day at school
- Get enough sleep and have all the necessary immunisations.

Self Help Skills: Skills that allow the child to care for their primary needs independently.

Does your child:

- Look after their own belongings
- Go to the toilet independently
- Dress themselves with zips and buttons
- Unpack lunch and eat independently

Cognitive Skills: Skills that form the foundations of academic learning.

Does your child:

- Label the colours red, green, yellow, blue, orange, black and white
- Recall elements of a short story told 5 minutes earlier
- Recognise or write own name
- Say or sing a nursery rhyme

Motor Skills: Motor skills include large muscle coordination and fine motor muscles such as those found in the hand.

Does your child:

- Jump
- Run
- Catch a ball
- Hold a pencil
- Hold small objects such as Lego
- Use scissors

Emotional Skills: A positive attitude towards themselves and learning:

Is your child:

- Willing to attempt new experiences
- Eager to participate in activities
- Motivated and confident
- Wanting to learn and interested in new things

ATTENDANCE REQUIREMENTS

Students are required by law to attend school each day. Any absences must be explained in writing by parent or guardian. Unexplained absences will be referred to the Department of Education & Training for investigation. Absences over 15 days - an application form for "Exception from Attendance" needs to be completed six weeks prior to date of leave. This form can be obtained from the school office.

Once students have arrived at school they must remain on the premises until dismissal time in the afternoon. Teachers are instructed not to release a student to any adult during the day unless the adult has first obtained a 'Release Approval' slip from the Administration Staff in the main office. Adults who are not known to these staff members will be required to produce identification.

WET WEATHER ROUTINES

If it is wet weather duty, three (3) bells will be rung and students may go into their own classrooms at 9.00am where they will be supervised until lessons begin. Morning duty continues in wet weather. Students are permitted to bring passive games to school on wet days for use during the recess and lunch breaks.

ALL BUILDINGS AND AREAS WITHIN THE SCHOOL GROUNDS ARE STRICTLY NON-SMOKING

SCHOOL DRIVEWAYS AND CAR PARKS

Parents are requested not to use school driveways and parking areas to drop off or pick up children. Drivers are expected to observe traffic regulations such as the "no standing" areas adjacent to our pedestrian crossings, no double-parking and no obstructing of school neighbours' driveways. Your attention is drawn to these matters in the interests of your child's safety. These regulations are particularly important during wet weather.

EXCURSIONS

These are planned as an integral part of the curriculum. It is usual for parents to receive notice well in advance of these events. Information will always be given to parents regarding the excursion's curriculum relevance. As teachers structure a great deal of the class work around these experiences it is expected that all children will participate in them.

Parents will be advised of the venue, the mode of transport, times of departure from and arrival back at school, equipment required, clothing, meal arrangements and cost for all excursions. On excursions, students should bring a clearly labelled disposable plastic bag containing lunch and a drink in an unbreakable container.

Written permission from parents is essential for all excursions outside the school grounds. There are no exceptions to this rule.

It is essential that permission notes and money be sent to the school by the date specified on the excursion notice. Late applications will not be considered unless there are exceptional circumstances.

TEXT BOOKS

Some classes use textbooks to assist learning. Parents will be advised of the cost of text books which are purchased through the school. There is a Maths levy for every student in the school as part of text book costs.

SCHOOL CONTRIBUTIONS

At the beginning of each year parents are requested to make a School Contribution towards items, not supplied by the Department of Education & Training, to be used by their children during the course of the year. Over the next three years these funds will go towards the installation of interactive whiteboards in every teaching space in the school.

PAYMENT OF MONEY TO THE SCHOOL

Whenever money has to be sent to the school it should be enclosed in an envelope. On the envelope should be written the child's name and class, the amount enclosed and the reason [e.g.. Zoo Excursion]. Visa, MasterCard and EFTPOS credit facilities are available at the school office. All cheques should be made payable to Peakhurst Public School. Payments for excursions, special events etc. must be received the day before the event. Payments are to be made at the school office between 9.00am and 9.30am each morning. Students are to place payment envelopes in the money slot in the school office before school.

It is the policy of this school that no child should be disadvantaged because of financial hardship. Help is available in a variety of ways for cases of genuine need. Parents should contact the Principal in this regard if necessary. Confidentiality is assured.

PARENT ORGANISATIONS

Our school has a School Council and P&C. Notice of meetings is given in the weekly newsletter, "Focus".

The P&C meets on the second Monday of each month at 9.30am in Block A hall.

The School Council meets once per term.

Parents have a significant influence on the school's policies and procedures via the parent associations.

For example:

Parents are represented on a number of school committees, the School Self-Evaluation/Annual Report Committee, Performance Committee, Canteen Committee, Strategic Planning Committee and the Environment Committee. The School Council reviews all school policies before implementation.

The school budget is reviewed and approved by the School Council.

School Uniform is determined by the P&C with the final decision being made by the School Council.

Fundraising activities such as Disco, Chocolate drives, A-Thons etc. are organised by parents, assist the school to purchase and maintain good quality resources.

Parents are involved in planning and implementing all special events, eg. Kindergarten Transition Days, Year 6 Farewell, Sports Days and special events and performances.

The Canteen is run by the P&C.

PARENT INVOLVEMENT PROGRAM

Voluntary help from parents facilitates some school programs in English and Mathematics. Opportunities for this type of involvement are advertised in the weekly newsletter "FOCUS" or teachers will approach parents for help.

Reference can also be made to the brochure "Parents & The School – Ways to get involved in Our School".

HOMEWORK

The training of children in regular home study leads to independent learning. Homework provides parents with opportunities to become more involved in the work of the class.

Homework may not always be of the written kind. Sometimes it is simply collecting things, or reading over some aspect of the day's work. It is the parent's responsibility to provide a quiet place for doing homework and to help the child to develop a regular routine.

Parent's involvement with homework is beneficial for children. Activities may include:

- Reading to the child
- Listening to the child reading and then discussing the story or article with the child
- Discussing topical events
- Doing some writing with the child [eg. A letter to a relative, a shopping list or plan for the weekend]
- Practising handwriting
- Doing some practical maths activities with the child eg. measurement & time estimation

At the beginning of each year, class teachers outline homework expectations at the Parent/Teacher information night which is held in early Term 1.

CANTEEN

The canteen is open Monday to Friday for breakfast, recess and lunch. Parents work at the canteen on a voluntary basis. Price lists are available at the school office. Price changes are advertised in the weekly newsletter.

Lunch and recess orders should be written on a paper bag clearly marked with your child's name and class. The orders are collected in the classrooms. Ice blocks will not be sold to students after the second half lunch bell.

Voluntary helpers for the canteen are always required. Please add your name to our list by contacting the School Office or please complete the volunteer form enclosed in this package and return it to the school office if you can spare one day per month.

ACCIDENTS AT SCHOOL

In the case of sudden illness or accident every effort will be made to contact the parent in order that the child may be taken home. In an emergency the child will be taken to hospital by ambulance accompanied by a member of staff.

It is essential that the school have up-to-date parent contact numbers and addresses. Please notify us if any information changes.

Minor injuries [grazes and scratches] will be dressed by school personnel. Parents should understand that the school cannot accept responsibility for changing children's bandages.

MEDICINES

The school has a nominated staff member who administers medication to children. If your child needs to take medicine in the case of an emergency or on a regular basis due to a medical condition you will need to collect the appropriate forms from the school office. These forms are completed by your doctor. When the forms are returned to school the Principal will discuss them with the parent before medication is allowed to be administered. Panadol, headache tablets and antibiotics will not be administered. It is suggested that this medication be given at home. Children are not permitted to keep medication in their bags with the exceptions of asthma puffers. No medication will be administered without the proper consent forms.

SCHOOL MEDICAL AND DENTAL SERVICES

Students may be referred to the School Nurse for eyesight and hearing assessments. A free dental service is available to children at the Dental Clinic in the grounds of Hurstville Public School. An appointment is necessary [ph: 1300 134 226]

Peakhurst Community Health Service [64 Stanley Street, Peakhurst, ph: 9534 2555] offers family counselling, crisis counselling, and health education; help with behaviour problems, social services, speech therapy, etc., as well as after hours medical service.

LABELLING OF BELONGINGS

Students are expected to have all belongings clearly labelled with a name. This includes all clothing, rainwear, shoes, hats, and lunch boxes, drink containers, books, equipment, show and tell items etc.

The lost property boxes are cleared twice each year.

VALUABLES AT SCHOOL

Watches, toys, jewellery and valuables often become broken or lost at school. Whilst teachers take every care, they cannot be responsible for looking after children's belongings. These are best left at home. Please do not allow your child to bring large amounts of money to school.

ATTUNGA COTTAGE CHILD CARE CENTRE

The school is fortunate to have Attunga Cottage Children's Centre operating within the school grounds. Privately owned and operated by Natalie Armytage, the Centre is licensed by the Department of Community Services to cater for 29 children per day aged from 3 to 6 years, via both Long Day Care and Preschool programs. In addition there is the provision of Before and After School Care for school aged children.

Long Day Care	7.30am-5.45pm
Preschool	9.00am-3.15pm
Before School Care	7.30am-School Start
After School Care	School Finish-5.45pm

The Centre is open for 48 weeks throughout the year, closing for public holidays and for four weeks over the December/January holiday period.

Equipped with a wide range of quality educational resources, the Centre affords the opportunity for individual development programs and achievement for all children. A caring educational environment is complemented by culturally appropriate, nutritious meals.

Visitors welcome or call 9534 1625 for further information.



PEAKHURST PUBLIC SCHOOL

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