

# Greenwich Public School



Partnership and Opportunity



Excellence and Success

2015 Information Booklet

# CONTENTS

1. Introduction
2. School Details
3. Absences
4. Anti-bullying
5. Annual School Report
6. Assemblies
7. Book Club
8. Bus Travel
9. Child Protection
10. Classroom Assistance
11. Collection of Money
12. Communication with Class Teachers
13. Custody Orders
14. Creative Arts
15. Crossing Supervisor
16. Dogs and Other Pets
17. Education Week
18. Emergency Contact
19. English as a Second Language (ESL)
20. Enrolment Procedures
21. Environment and Sustainability
22. Evacuation Procedures
23. Excursions
24. Greenwich Out Of School Hours Inc.(GOOSH)
25. Gifted and Talented
26. Hats
27. Homework
28. International Competitions and Assessments for Schools (ICAS)
29. Key Learning Areas
30. Languages other than English (LOTE)
31. Learning Support Team and Support Teacher Learning Assistance
32. Library



33. Life Education
34. Lost Property
35. Medication, Allergies, Immunisation and Illness
36. Messages for Students
37. Mobile Phones
38. Mufti Days
39. Music
40. National Assessment in Literacy And Numeracy (NAPLAN)
41. Parent Involvement at School
42. Positive Behaviour for Engaging Learning (PBEL)
43. Recognition Assemblies
44. Reporting to Parents
45. Road Signs
46. School Car Park
47. School Counselling Service
48. School Development Days
49. School Lunch Orders, Recess and Lunch Times
50. School News
51. School Motto
52. School Notes
53. School Photographs
54. School Pledge
55. School Security
56. Special Religious Education/Special Ethics Classes
57. Specialist Programs
58. Sport and Physical Education
59. Student Leadership
60. Student Representative Council (SRC)
61. Supervision at Starting and Finishing Times
62. Technology
63. Toys
64. Transfers
65. Uniforms and the Uniform Shop
66. Valuables
67. Website



# 1. INTRODUCTION

## Our School



## School Mission

Greenwich Public School is a friendly, community-oriented school dedicated to providing its students with a challenging, stimulating, balanced education in a supportive, well-resourced environment.

## School Vision

The Principal, teachers, administrative staff, parents and students of Greenwich Public School commit themselves to work to achieve:

- a school community culture of respect, team work, acceptance of differences and celebration of common purpose;
- excellence in teaching and learning with particular emphasis on Literacy and Numeracy;
- maximum achievement from every individual by working together to provide a challenging, stimulating and supportive environment; and
- learning opportunities for a balanced education through agreed areas of specialisation, without sacrificing the drive for excellence in the key learning areas.

## Principal's Message

Welcome to Greenwich Public School. It is a great place to be. I look forward to working with you and developing relationships that ensure all students in the school are able to receive a quality education.

With positive partnerships between staff, students, parents and the wider community, our school is highly regarded in the local area. Established in 1876, Greenwich Public School is built on two campuses situated 1.5km apart and is at the heart of the thriving Greenwich community. The Administration building on the Greenwich Road campus is listed as a heritage building. The foundation stone was laid in 1902.

Greenwich Public School is a safe, happy and well resourced learning environment, where our confident, creative and respectful learners enjoy lessons in our natural bushland setting. We have a strong tradition of academic excellence and opportunities for all students to succeed.

We offer:

- Challenging and rigorous academic programs
- Highly qualified and enthusiastic staff
- A diverse range of creative and performing arts programs such as bands, choirs, dance groups, strings groups, guitar groups, recorder ensembles and musical items
- An integrated approach to using technology including utilising the Smartboards in all classrooms
- Leadership opportunities for students
- A strong support program for students with additional learning needs
- Opportunities to develop sporting talents
- A rich Science and Environmental program

This school is proud of its strong reputation and community atmosphere and I invite you to contact the school for further information about educational opportunities for your child.

Megan Lockery  
Principal

## 2. SCHOOL DETAILS

<b>GREENWICH ROAD CAMPUS:</b>	Kindergarten to Year 1
Principal	Megan Lockery
Assistant Principals	Luke Richmond Kristy Johnson
Administration Officer	Jann Muir
Postal Address	72a Greenwich Road GREENWICH NSW 2065 TEL: 02 9436 3731 FAX: 02 9906 4120
Email	greenwich2-p.school@det.nsw.edu.au
<b>KINGSLANGLEY ROAD CAMPUS:</b>	Years 2 to 6
Principal	Megan Lockery
Assistant Principals	Jenni Bittar Anna Parrella
Administration Manager	Joy Abela (M,T,F) (Justice of the Peace) Christine Fraser (W & Th)
Postal Address	32 Kingslangley Road GREENWICH NSW 2065 TEL: 02 9436 3217 FAX: 02 9906 6437
Email	greenwich-p.school@det.nsw.edu.au
<b>BOTH CAMPUSES:</b>	
School Hours K-6	9.15am – 3.10pm (Supervision from 8.45am)
Recess	Greenwich Road 11.20am - 11.40am Kingslangley Road 11.00am – 11.20am
Lunch K-6	1.00pm – 1.50pm
<b>WEBSITE:</b>	<a href="http://www.greenwich-p.schools.nsw.edu.au">www.greenwich-p.schools.nsw.edu.au</a>

### **3. ABSENCES**

It is a legal requirement that all absences, late arrivals and early leavers are recorded in the class roll. In NSW school attendance is compulsory for children from 6 years of age. Frequent and prolonged absences from school are unsettling for the child and disruptive to student learning. It is the parents'/caregivers' responsibility to ensure children attend each day and arrive on time.

#### **General Absences**

If a child is unable to attend school, parents/caregivers need to send a note with their child on his/her return to school stating the reason for the absence. If parents/caregivers know that their child will be absent for two or more days, they need to notify the school. Absences can also be telephoned through to the school and a 'verbal notification of absence' form will be completed and given to the absent child's class teacher. Absence notes can also be emailed to the school.

#### **Partial Absences**

Departmental regulations insist that partial absences of any type must be recorded in the class roll and a note is required for each occasion. Schools are instructed that the Home School Liaison Officer is to be notified if partial absences become frequent.

#### **Late Arrivals and Early Leavers**

Under Departmental regulations parents/caregivers are required to take their child/ren to the relevant site office if he/she/they arrive late to, or are leaving early from school. Parents/Caregivers will need to accompany their child/ren and complete the Early Leavers/Late Arrival book. The child will then be given a pass to give to their class teacher upon entering the classroom.

#### **Extended Leave of Absence**

If your family is intending to take an extended leave of absence of more than 10 school days, you must complete an Exemption from Attendance Application. Please contact either office for a copy of this form.

### **4. ANTI-BULLYING**

It is everyone's right to feel safe and valued at our school. We believe bullying amongst children is a serious matter and any instances of bullying will be dealt with immediately.

The school runs peer support programs which aim to build resilience in young people. These programs are taught with the help of student leaders through peer support groups. Students help each other to recognise different feelings they may come across when interrelating with their peers and talk about ways to keep themselves happy and free from worry. Students are encouraged to talk to other students and teachers about the concerns or frustrations they may be feeling. These programs are also reflected in class rules and lessons on bullying. Our anti-bullying policy is distributed at the beginning of each school year.

## 5. ANNUAL SCHOOL REPORT

Each year a report on school activities, achievements and development is prepared by a committee of school representatives from the executive, staff and parent body for the Department of Education and Communities and the school community. The Annual School Report is available on our website.

## 6. ASSEMBLIES

K-1 students are assembled in class lines at the beginning of each day in the undercover areas at the Greenwich Road site. Students are informed of any changes to routines and upcoming events. It is important that students arrive on time for these assemblies.

Formal assemblies are held weekly at each campus to foster pride in our school, celebrate achievements through merit awards and to participate in Years K-1 and Years 2-6 school singing.



Special K-6 Recognition Assemblies are held at the end of Terms 1, 2 and 3 at which students in each class are recognised for their achievement during the term in designated areas.

An Annual Presentation Day Assembly is held in Term 4 for all students K-6. This assembly formally acknowledges student academic, sporting and musical achievements, effort, attitude, application, improvement, school involvement and citizenship. Students in graduating years are acknowledged and formally 'farewelled'.

## 7. BOOK CLUB

To support parents/caregivers in selecting suitable and affordable reading material for your child's use at home, the school subscribes to the Ashton Scholastic Book Club. The books are selected with the interests and reading abilities of the children in mind. Each term students receive order forms, which gives them the opportunity to buy books at less than normal retail prices.

## 8. BUS TRAVEL

Students who catch school buses after school, are escorted to the bus stop by the teacher on bus duty and are supervised getting onto the bus.

All students in Kindergarten to Year 2 are entitled to a bus pass for free travel to and from school.

Students in Years 3 to 6 are eligible for a pass if they live outside a 1.6km radius from the school.

Bus Pass application forms are available to all students from the school offices.

## **9. CHILD PROTECTION**

As part of our approach to student well-being, a Child Protection Program, aimed at preventing child abuse, is taught at our school in the context of the Personal Development Health and Physical Education (PDHPE) key learning area. This program is proactive in assisting children to recognise abuse, understand the power in relationships and develop protective strategies.

## **10. CLASSROOM ASSISTANCE**

During the year, many parents/caregivers provide valuable assistance to teachers by helping in the classroom. Some of the activities parents/caregivers become involved in include listening to students read, helping with writing activities, supporting literacy and numeracy groups, Science, computers, excursions, sporting activities and special projects. Parents/Caregivers are encouraged to share their own strengths and skills in partnership with the school.

Volunteer helpers will be asked to complete a Department of Education and Communities Working with Children Check. Before each classroom visit, volunteers are required to sign the Visitors' Book in the school office and wear the visitor's badge provided.

Volunteers will be provided with guidance as to how to support students in the classroom. Volunteers assisting within classrooms are required to keep strict confidentiality and not discuss student achievement and behaviour with other parent/carers.

## **11. COLLECTION OF MONEY**

In Term 1, requests for Annual Subject Contributions, School Voluntary Contributions and Parent and Citizens Voluntary Contributions are distributed to parents/caregivers. These contributions include levies for:

- Science
- Creative Arts
- Stationery
- Technology
- Gardening/ground improvement
- Classroom resources
- Italian

These annual fees are paid only once at the beginning of the year.

Parents/caregivers are also invited to contribute to tax deductible Library and Building Funds.

Each term, accounts are distributed to parents/caregivers requesting payment for activities and consumables for that term such as:

- excursions, camps and carnivals
- performances
- classroom consumables e.g. cooking ingredients etc.
- sport

Payments can be made using cash, cheque or credit card (minimum payment \$20 with a 1% surcharge) both campuses cash should be handed personally to office staff.

Payments should be placed in an envelope clearly labelled with your child's name and class written on the front. Envelopes should then be placed in the School Payments Letterbox located outside school offices at both campuses.

We request that payments are not given to class teachers.

## **12. COMMUNICATION WITH CLASS TEACHERS**

Greenwich Public School operates an *Open Door* policy. We value open communication with parents/caregivers.

Teachers are keen to discuss a child's special needs with his/her parents/caregivers and to inform them of their child's progress.

Teachers are very busy with students both in the classroom and when supervising them in the playground and therefore lengthy discussions are difficult at these times.

Parents/Caregivers can make an appointment to see their child's class teacher by directly approaching the teacher concerned or through the school office.

Parents/Carers may communicate via email with the school or teacher. Please be advised that teachers may only check emails at the end of the school day. Urgent matters should be addressed in person or via the school office.

Teachers need to be made aware if there has been a change in a student's life, which may affect his/her emotional well-being. If a problem arises, please contact the Assistant Principal or Principal so that the matter can be noted and appropriate support put in place if needed.

If parents/caregivers have a concern or problem, they can arrange a suitable meeting time with the teacher, Assistant Principal or Principal so that the matter can be discussed privately and resolved as quickly as possible.

### 13. CUSTODY ORDERS

In a divorce or separated family situation and where custody is other than “joint custody”, court orders must be sighted and copied for school records. If these orders are changed through the courts, an update must also be sighted. The school follows Departmental guidelines and cannot act only on a parent’s verbal advice regarding custody matters.

### 14. CREATIVE ARTS



The Key Learning Area of Creative Arts includes Visual Arts, Music, Dance and Drama. Students have many opportunities to engage in visual and performing arts as an integral part of their learning during class time.

In addition, students at Greenwich Public School are regularly involved in special performances. These include assembly

performances, drama and musical productions, dance groups, choir, recorder, guitar, strings and band performances, local community performances and talent quests.

Students are also involved in preparing special artworks for community displays and school fundraising auctions.



### 15. CROSSING SUPERVISOR

At the Greenwich Road Campus, the School Crossing Supervisor provides supervision of children crossing Greenwich Road directly opposite the shops between 8:30am to 9:30am and 2:45pm until 3:45pm on school days. Students must cross the road when indicated by the supervisor.

There is no School Crossing Supervisor at the Kingslangley Road Campus to supervise students crossing River Road or Kingslangley Road. Teachers supervise students crossing the road at the end of the school day as they make their way to the bus stop. There is no supervision of road crossing in the morning before school.

Please escort your child to the school gate or ensure your child is familiar with rules regarding crossing the road safely. Students aged 10 and under should hold an adult’s hand when crossing the road.

## 16. DOGS AND OTHER PETS

Under the Companion Animals Act 1998 dogs are prohibited in school grounds. Dogs can frighten students and are a hazard in the school playground. Please do not bring a dog onto school premises under any circumstances. Lane Cove Council is called to impound stray dogs.

School is also not a place for other family pets. However, allowances may be made under certain circumstances, such as for class news. This must be negotiated with the class teacher prior to the pet being brought to school, to accommodate for any student allergies.

## 17. EDUCATION WEEK

Public Schools in NSW celebrate Education Week each year. Greenwich Public School celebrates Education Week with a variety of exhibitions and concerts at both sites. These may vary from year to year.

Family and friends are encouraged to visit classrooms and enjoy student performances.



## 18. EMERGENCY CONTACT

It is of great importance that the school is able to contact parents/caregivers during school hours in the event of an emergency. An emergency contact form is sent home at the beginning of each year for parents/caregivers to complete to ensure student emergency contact details are kept up to date.

Parents/Caregivers are asked to advise the school promptly of any changes of address, phone numbers, employment, or emergency contact numbers.

## 19. ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EALD)

A specialist teacher assists children newly arrived in the country or whose second language is English. The teacher assists children in the classroom with their day-to-day tasks, designs special programs and works with children in small groups.

## 20. ENROLMENT PROCEDURES

When enrolling students for the first time in a NSW Government School an application form is required. Parents/Caregivers need to submit an original document showing the child's proof of identity such as a birth certificate or passport, proof of the child's address and the child's immunisation certificate. The child's five year old booster immunisation record also needs to be provided once it has been administered. Parents/Caregivers of students who are not immunised must provide a declaration of 'Exemption from Vaccination' completed register form from Medicare.

Student enrolment applications will be considered by the School Principal to ensure that each child's needs have been identified and assessed.

Parents/Caregivers will be notified by the school of the result of their application to enrol their child at Greenwich Public School. If the application is accepted, the information provided by parents will be used to formally enrol the child.

Students arriving from overseas will need to bring their passports and visas when enrolling at school. Special conditions may apply for some visa holders.

Applications from families outside the school enrolment boundaries area are considered based on vacancies, according to our Enrolment Policy.

## 21. ENVIRONMENT AND SUSTAINABILITY

In addition to the environmental education children receive as part of the curriculum, the extensive bushland grounds at Kingslangley Road provide an ideal setting for practical learning.

On both campuses students regularly participate in gardening, water-saving and bush regeneration activities as well as Plant a Tree Day and Clean Up Australia Day.



Greenwich Public School has a focus on becoming an environmentally efficient school. Initiatives include installation of water tanks, passive cooling strategies, rubbish free lunch, recycling and composting.

## 22. EVACUATION PROCEDURES

As per DEC guidelines, our school has in place an evacuation and lockdown procedure for all emergencies. Teachers and students practise these procedures each semester. These may include a fire drill, bomb scare or any hazard to the students. The school has ambulance cover which entitles every child (while in NSW) to free transportation to hospital, in case of emergencies.

## 23. EXCURSIONS

All children are provided with the opportunity to take part in interesting outings and learning experiences that support topics and themes being studied in class. Full details are always provided in a letter to parents/caregivers before the excursion is due to take place. Parents/Caregivers need to return the payment/permission note supplied and place it in the payment letterbox outside the school office.

Excursion costs are kept as low as possible. Where parents/caregivers are experiencing financial difficulties and are unable to pay, they should contact the Principal.

School uniforms are to be worn on school excursions unless otherwise stated.

Students may be excluded from excursions if there are significant concerns about their ability to behave appropriately. In this case the teacher or Principal would discuss the issues warranting the child's exclusion from the excursion with the parent beforehand.



## 24. GREENWICH OUT OF SCHOOL HOURS (GOOSH)



Greenwich Out of School Care Hours (GOOSH) is located at the Greenwich Road site within the school grounds. GOOSH provides a caring, safe and stimulating environment for before and after school care, vacation care and school development days.

Students in Years 2-6 who attend GOOSH after school will be escorted in their travel on the bus from the Kingslangley Road campus to the Greenwich Road campus by GOOSH staff.

During the regular school term, GOOSH operates between 7.00am and 9.00am and then from 3.00pm and 6.00pm. An answering machine is available for parents/caregivers to leave messages for GOOSH who are unable to call during these times.

Further information and booking details may be obtained from the GOOSH Coordinator Emily Fleming, at the centre or by phone contact on 9436 1894. Fax 9436 2732. Email: [greenwichoosh@bigpond.com](mailto:greenwichoosh@bigpond.com)  
Website: <http://www.greenwichoshc.com.au>

## **25. GIFTED AND TALENTED STUDENTS**

Greenwich Public School believes that each student should experience a full range of opportunities whilst in primary school.

Programs designed by classroom teachers to meet the needs of individuals are the most effective way of achieving this outcome. In addition, several programs operate across and outside the school which include:

- Differentiation of the curriculum for gifted and talented students
- School based Enrichment Programs
- Classroom and grade grouping for extension
- Public Speaking
- Debating
- Maths Olympiad
- Higher order thinking activities
- Sporting opportunities
- Enrichment activities at Hunters Hill High School

These programs may vary from year to year depending upon student needs and available personnel.

## **26. HATS**

Children are required to have a hat as part of their Summer and Winter uniform. The school community strongly supports a 'No Hat, Play in the Shade' rule.

## **27. HOMEWORK**

Homework is recognised and accepted as a means of developing good regular work habits. It must be meaningful and able to be reasonably carried out by the student. Homework is marked and supervised by class teachers, as follow-up is important. Homework is a child's activity and parents/caregivers should encourage, but not take over, the child's role.

Parents/Caregivers are advised of class teacher's homework plan at the Parent/Teacher evenings, which are held early in Term 1 each year. When setting homework, class teachers will be guided by the following recommended time spans:

<b>Kindergarten</b>	Reading of simple books with assistance and learning of sight words and letter sounds. (10 minutes)
<b>Year 1</b>	Homework need not be more than 20 minutes duration including reading.
<b>Year 2</b>	Homework need not be more than 20 minutes duration including reading.
<b>Year 3</b>	Homework need not be more than 30 minutes duration including reading.
<b>Year 4</b>	Homework need not be more than 30 minutes duration including reading.
<b>Year 5</b>	Homework need not be more than 40 minutes duration including reading.
<b>Year 6</b>	Homework need not be more than 40 minutes duration including reading.

## **28. INTERNATIONAL COMPETITIONS & ASSESSMENTS FOR SCHOOLS (ICAS)**

Each year the University of New South Wales conducts international competitions for schools. Participation in these competitions is optional and the school provides only the structures and support for student involvement. The content of the assessment does not necessarily follow the Department of Education and Communities curriculum content. Parents/Caregivers are notified in advance of the dates of the administration of these competitions and are required to pay a fee if they wish their child/ren to take part. Students in Years 3-6 may take part in Science, English and Mathematics competitions. These competitions are conducted before school at 8.00am

## **29. KEY LEARNING AREAS**

The Key Learning Areas are the six core educational areas of learning. These include:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE)
- Creative Arts
- Personal Development, Health and Physical Education (PDHPE)



## 30. LANGUAGES OTHER THAN ENGLISH (LOTE)

*Benvenuto a l'italiano a Greenwich!*

At Greenwich Public School, students study Italian. The Italian program is a parent funded program and is designed to give students an introduction to the Italian language, history, traditions and culture. This is done through a variety of means, such as songs, stories, games, role plays and exercises, both oral and written.

The benefits of learning a language at a young age include: cognitive benefits, better listening skills, improved memory, as well as an appreciation of differing cultural perspectives and practices. Italian supports the 'Cultures' component of the HSIE Key Learning Area.

## 31. LEARNING SUPPORT TEAM AND SUPPORT TEACHER LEARNING ASSISTANCE (STLA)

The Learning Support Team, comprised of the Principal, Support Teachers for Learning Assistance (STLA), teaching staff and the School Counsellor meets fortnightly to monitor the needs of students requiring learning assistance and extension. We are fortunate to have specialist teachers in this area funded by the P&C.

The STLA teachers work closely with class teachers to develop programs to assist students with extra learning needs in literacy and numeracy.

From 2012, through the DEC 'Every Student, Every School' programme, Greenwich Public School has been allocated two and a half days per week of a 'Learning and Support Teacher'. The role of this teacher is to support students with identified learning needs.

## 32. LIBRARY



Students have a weekly library lesson and borrow books from the library. Each child will require a material carry bag for borrowing. Bags printed with the school crest are available for purchase at the School Uniform Shop.



## 33. LIFE EDUCATION



The Life Education van visits the school every year and provides excellent developmental programs for children from Kindergarten through to Year 6. The program is aimed at giving children a better understanding of the human body and how it works, as well as an introduction to preventative drug education

and cyber bullying in the primary years. The Life Education program is supported by classroom lessons.

## 34. LOST PROPERTY

Lost Property is kept in tubs at the rear doorway of the Greenwich Road building and in the purpose-built box adjacent to the school office, at the Kingslangley Road campus. Parents/Caregivers are free to search for missing items at any suitable time. At the end of each term, unclaimed items are donated to the Uniform Shop.

Labelling your child/ren's belongings helps keep lost property to a minimum.

## 35. MEDICATION, ALLERGIES, IMMUNISATION AND ILLNESS



### Medication

If a child requires medication prescribed by a doctor it should be scheduled for before and after school and at bedtime. If it is necessary for this prescribed medication to be administered at school, the medication must be brought to the school office and a medication sheet is to be completed by the parent/caregiver. This will ensure that office staff have instructions for the correct dosage and time to be administered. All prescribed medication is to be labelled clearly with the child's name and class.

Office staff require signed permission from parents/caregivers to administer medication **prescribed by a doctor**.

*NOTE – staff are not responsible for doses that are missed if the child does not come to the office for the medication.*

Medication is not to be carried by any child during school time. The only medication allowed to be kept in school bags are puffers that are used for the prevention and management of a child's asthma condition. **Under no circumstances is any other type of medication to be kept in school bags.**

### Allergies

The school needs to be notified of any allergies a child may have. A medical plan will be developed for students with severe allergies.

### Immunisation

A child should complete his/her immunisation schedule prior to commencing school. Parents who object to the immunisation of their child/ren need to notify the school in writing and their child/ren may be excluded from school during outbreaks of contagious diseases.

### Contagious Diseases

A list of contagious diseases and compulsory periods of exclusion are as follows:

- **MEASLES** 4 days from appearance of rash
- **GERMAN MEASLES** 4 days from appearance of rash
- **MUMPS** 9 days from the onset of swelling
- **CHICKEN POX** minimum of 5 days after rash appears and blisters have dried
- **RINGWORM** until day after fungal treatment has commenced
- **SCABIES** until day after appropriate treatment has commenced
- **HAND FOOT & MOUTH DISEASE** until the blisters have dried
- **SCARLET FEVER** until at least 24 hours after treatment has begun and child is feeling better
- **GASTROENTERITIS** at least 24 hours after diarrhoea has stopped
- **WHOOPIING COUGH** until first 5 days of appropriate antibiotic has been taken or 21 days from onset of coughing
- **HEPATITIS A** until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice
- **IMPETIGO** excluded only if sores are on exposed surfaces such as scalp, face, hands or legs. Sores must be well treated and covered and appropriate antibiotic treatment commenced
- **CONJUNCTIVITIS** until all discharge from eyes has stopped
- **HEAD LICE** until effective treatment has commenced
- **SLAPPED CHEEK** contagious only before rash appears

**Remember:** if a child is ill, he/she cannot cope with lessons and will need his/her parent. Any child who is ill at school will be sent to sick bay and depending on the severity of their illness, parents/caregivers will be contacted.

Parents/Caregivers should ensure that the school has current telephone contact numbers for you and another emergency contact person.

## 36. MESSAGES FOR STUDENTS

Parents/Caregivers are requested to make sure that arrangements for picking up students after school and for any after-school activities are organised at home and that students are fully aware of the arrangements. Parents/Caregivers are to notify the school in writing when there are changes to their child's home pick up arrangements. Telephone messages for students are restricted to emergencies only.

## 37. MOBILE PHONES

Should there be a special circumstance where parents/caregivers require their child to bring a mobile to school, the student must hand it in to the office on arrival to school and collect it at the end of the day. Students are not to use mobile phones at school.

## 38. MUFTI DAYS



On mufti days students wear ordinary clothes in return for a gold coin or other donation. The Student Representative Council (SRC) collects money for designated school charities such as Stewart House. Other mufti days are held to support other donations to the school for special events such as trivia nights.



## MUSIC



Music is taught as part of the Creative Arts Key Learning Area in all classrooms.

In addition, Greenwich Public School has a popular Band Program. Currently there are two bands - a Training Band and a Performing Band. There are senior and junior String Ensembles and Recorder

Ensembles. Membership of each is determined by musical experience and ability, not by seniority in school years. The Senior Recorder Ensemble perform regularly at the instrumental festival at the Opera House.

All the bands are under the musical direction of qualified conductors. Administration of the Band and String Program is carried out by a



Band Committee and a String Committee which are subcommittees of the school's P&C Association.



Guitar groups are coordinated by a staff member from Years 3 to 6.

Choir opportunities exist across K-6. The senior choir regularly performs in the ArtsNorth Choral Concert. Junior choirs perform at assemblies and school events.



#### 40. NATIONAL ASSESSMENT IN LITERACY AND NUMERACY (NAPLAN)

As part of the National Assessment Program, the Federal Government produces standardised tests in Numeracy & Literacy (Reading, Language & Writing) for all NSW students in Year 3 and Year 5 each year in May. Individual student results are distributed via students to parents. Greenwich Public School's overall results are reported in the Annual School Report.

#### 41. PARENT INVOLVEMENT AT SCHOOL

Greenwich Public School has an established tradition of achievement through team effort and community participation. The quality of a child's education stems from a strong partnership between home and school.

Parents/Caregivers need to regularly check the School Newsletter for the many ways in which they can be involved within the school. At Greenwich Public School parents/caregivers are welcomed as:

- helpers in the classroom
- co-ordinating class parents
- reading tutors
- helpers on excursions
- guest speakers
- mentors
- active environmental and bush regeneration volunteers
- maintenance helpers at working bees
- band coordinators and string coordinators
- active participants in workshops or in-service days and evenings aimed at informing parents of current teaching trends that better equip parents/caregivers in helping children at home
- fundraisers
- active Parent & Citizen Association members
- School Council members



## Class Parents

Each class will require one or two class parents to help communicate or delegate various activities such as welcoming new students, farewelling old friends and act as a contact point for the dispersal of information for the P&C and event coordinating team.

In addition, teachers call for a class co-ordinator. This person liaises with the teacher about excursions, resource making, book covering, parent helpers and other activities.

Each year the P&C also gathers contact information of students to create class lists to distribute to families within each grade. These lists are invaluable for children to contact friends, to organise car pooling, and for use in an emergency by parents/caregivers. Your consent is required to enter your details on these class lists. Parents/Caregivers are asked to respect the intent of these lists and ensure that information is used only for class socialising purposes. It is not to be distributed to others beyond the school community or used for marketing purposes. Class Parents coordinate the development of these class lists.

## Parents and Citizens Association (P & C)

The Parents/Caregivers and Citizens Association (P & C) is a vital forum for parents to discuss and seek clarification from the teaching staff on issues that affect the school and their child's education. Workshops are held to inform parents of educational programs that are incorporated within the school. A number of social and fundraising events are held throughout the year. Through the P & C fundraising efforts significant funds are raised to purchase resources for the school that benefit all students.



Meetings are usually held on the first Wednesday of each month in term time at 7:30pm. Meetings are held in the library at the Kingslangley Road campus. The school newsletter, advertises these meetings. All parents/caregivers are encouraged to attend.

There are around 12 elected positions on the P&C. Please contact a member of the P&C or the school office if you are interested in helping out.

The P & C website can be found at: <http://www.greenwichpandc.org.au>

## School Council

The School Council is a representative body of both teachers and parents/caregivers elected to provide advice and give direction on educational policy and matters concerning the school. The School Council meets monthly. There are five parent and

community members on School Council and any parent/caregiver is eligible to stand for election.

## 42. POSITIVE BEHAVIOUR FOR ENGAGING LEARNING (PBEL)

### Positive Behaviour for Engaging Learning (PBEL)

At Greenwich Public School we have a research-based approach to student behaviour management. This approach is called Positive Behaviour for Engaging Learning (PBEL).

PBEL provides students and staff at Greenwich Public School with a positive and proactive system for defining, teaching and supporting appropriate student behaviours. PBEL replaces 'rules' with 'expectations'. These expectations are applied across all school environments.

Greenwich Public School's expectations reflect the school's values of **Respect, Responsibility and Success**. Through explicit instruction and teaching of the expectations, students gain a comprehensive knowledge and understanding of the behaviours expected from them. This provides a framework for student decision making and subsequent actions.

Students who meet the expectations will be rewarded regularly and acknowledged through our school merit systems.

Students whose behaviour does not meet the expectations will be encouraged to reflect on how their behaviour could be improved to match the Greenwich Public School's values.

PBEL ensures a consistent and equitable approach to behaviour management that encourages positive behaviour in all areas of school life.

### School Award System

Students earn awards based on the school values of **Respect, Responsibility and Success** to progress through a five-tiered system. Greenwich Wings are awarded in the playground and in class, Bronze Awards are presented in assemblies and Silver, Gold and Banner Awards are presented at special end of term assemblies. The system is closely outlined in the PBEL Policy which is currently being produced.

### Award Summary

- Any 6 Greenwich Wings cards are traded up for one Bronze Award
- 3 Bronze Awards are traded up for one Silver Award



- 3 Silver Awards are traded up for one Gold Award
- 3 Gold Awards are traded up for a Greenwich Banner and a Special Morning Tea

## Consequences for Negative Behaviour

Inappropriate behaviour that is not in line with the Greenwich Public School's expectations fall into two categories – Minor or Major. Examples of Minor and Major inappropriate behaviours can be found in the school PBEL Policy.

### STOP Zones for Minor Incidents

Students who are not adhering to the school's values may spend time in the Student Time Off the Playground Zones (The STOP Zones) to reflect on their behaviour. The length of time spent in the STOP Zone is decided by one of the Teachers, Assistant Principals or the Principal of the school and is dependent on the severity of the behaviour displayed.

### STOP Room for Major Incidents

Behaviour that is deemed to be a major incident results in the student being sent to the STOP room.

Students then complete a reflection sheet in the STOP Room to reflect on their behaviour. The student takes the reflection sheet home to be signed by their parent/carer. Students return the sheet the following day to the Assistant Principal supervising the reflection process.

Other consequences for major incidents may include suspension, expulsion or loss of privileges.

## **43. RECOGNITION ASSEMBLIES**

In Terms 1, 2 and 3 students come together for a Kindergarten to Year 6 Recognition Assembly to acknowledge excellence, achievement and improvement. At this assembly students from each class are selected to receive an award. Parents/Caregivers of those children receiving an award will be invited to attend the Recognition Assembly.

## **44. REPORTING TO PARENTS**

Reporting to parents/caregivers comprises of formal and informal activities such as parent/teacher interviews, Student Progress Reports and phone calls.

## 1. PARENT/TEACHER INFORMATION EVENING

Early in Term 1 parents/caregivers are invited to a 'Meet the Teacher Evening' where an outline of the anticipated year's curriculum for the class and the teacher's expectations for the students are given.

General questions from parents/caregivers are answered at this time.

## 2. PARENT TEACHER INTERVIEWS

At the end of Term 1, parents/caregivers are invited to discuss their child's progress with the class teacher. In addition, an appointment can be made with the class teacher at any time during the year.

## 3. STUDENT PROGRESS REPORTS

As part of the Best Start Program, Kindergarten students are assessed against a NSW continuum in Literacy and Numeracy. A generalised written report is forwarded to parents in Term 1 regarding their child's academic benchmarks and suggestions on how parents can assist at home.

All parents/caregivers are issued with two written school reports each year; at the end of Semester 1 and 2. This gives parents/caregivers a full written record of their child's achievements for the year. It shows both progress and achievement measured against a framework of outcomes across the six Key Learning Areas. The report also addresses the student's social and behavioural development as well as work habits.

## 45. ROAD SIGNS

Parking is always difficult around schools. Always hold young children's hands near cars and on narrow pathways, both before and after school.

All 'No Stopping' signs should be meticulously obeyed. Small children have great difficulty crossing if their view is obscured by motorists pausing to drop off or collect students in these areas.

Parking attendants patrol areas near schools regularly.

## 46. SCHOOL CAR PARK

The safety of our students is paramount in our regulations about parking. The school car park is only available for staff cars.

It is a firm school rule that children are not allowed to walk through the car park and parents are strongly requested to support this rule.

Parent/Caregivers may not drive into the school grounds, including the car park at any time. This also applies to students attending before and after school activities held at the school. Parents/Caregivers are requested to park outside the school and to observe local parking regulations at all times.

## 47. SCHOOL COUNSELLING SERVICE

The School Counsellor works with students, parents/caregivers and teachers in a variety of ways. Their work includes counselling students, assisting parents to make informed decisions about their child's education, assessing students' learning and behaviour, assisting schools to identify and address disabilities that affect students' learning and liaising with other agencies concerned with the well-being of students.

The school counsellor can be contacted through the school office.

## 48. SCHOOL DEVELOPMENT DAYS

School Development Days are held on the first day of Terms 1, 2 & 3 each year and the last two days of the school year. The purpose of these days is for staff to be involved in professional learning programs. Students do not attend school on these days.

## 49. SCHOOL LUNCH ORDERS, RECESS AND LUNCH TIMES

There is no canteen at Greenwich Public School.

### Sweet Temptations

A lunch order service operates through **Sweet Temptations** in Lane Cove West. Students are able to order their lunch every day and menus are available online.

You will need to register on the *flexischools* website [www.flexischools.com.au](http://www.flexischools.com.au)

### Recess Greenwich Road

Recess at the K-1 campus is from 11.20 to 11.40am. Children play after they have eaten their morning tea.

### Lunch Greenwich Road

Lunch is from 1.00 to 1.50pm. All children are seated whilst they eat their lunch. Children are asked to leave any uneaten portions in their lunchboxes so that parent/caregivers can see how much was eaten at school that day.

Parents/caregivers need to ensure all lunch boxes and drink bottles are clearly marked with their child's name and class.

## **Recess Kingslangley Road**

Recess at the 2-6 campus is from 11.00 to 11.20am.

## **Lunch Kingslangley Road**

Lunch is from 1.00 to 1.50pm.

### **50. SCHOOL NEWSLETTER**

The school newsletter is sent to parents/caregivers weekly via email. The newsletter provides reports on Kindergarten to Year 6, information regarding upcoming events and requests for community involvement.

### **51. SCHOOL MOTTO**

Nil Sin Labore: This translates to 'Nothing without hard work'.

### **52. SCHOOL NOTES**

School notes regarding specific events, payment and permission requests for students to attend are emailed directly to parents/caregivers.

These school notes will also be available in the 'Information for Parents' tab, Notes section of our school website.

### **53. SCHOOL PHOTOGRAPHS**

A professional school photographer visits the school each year to take photos of individual students, class groups, sports teams and all special groups. Parents/Caregivers may choose which of these photos they wish to purchase.

### **54. SCHOOL PLEDGE**

This is our school.  
Let friendship be here.  
Let the rooms be filled with happiness.  
Let us show respect to one another and kindness to all living things.  
Let us work together for a world of peace, of love and understanding.  
I pledge to honour my country.  
I pledge to be loyal to my school and my flag.  
I promise to work towards peace between all people.

I promise to be humble in my own achievements while constantly striving to work to the best of my ability.

## **55. SCHOOL SECURITY**

All parents/caregivers and community members are asked to help protect our school by reporting unauthorised activities to:

School Security: 1300 880 021

Chatswood Police: 9414 8499

The Department of Education and Communities have erected notices stating 'School grounds are inclosed land'. If you are on the grounds without visitor approval, then you are trespassing. Trespassers will be prosecuted.

## **56. SPECIAL RELIGIOUS EDUCATION/AND SPECIAL EDUCATION IN ETHICS CLASSES**

Special Religious Education (Scripture) is a 30 minute lesson held weekly. Students are able to attend Anglican, Catholic, Jewish or Baha'i lessons, depending on the demand each year and the availability of teachers and rooms. Students of parents/caregivers who do not wish their child to attend special religious education will attend a non-scripture group. No specific academic instruction will be given to non-scripture students during this time.

Students in Years K- 6 will be able to attend Special Education in ethics classes which run concurrently with Special Religious Education (Scripture). These classes are offered subject to availability, with priority given to students who have already 'opted out' of Special Religious Education, as per DEC policy. The lessons are on philosophical ethics. Further information is available from the ethics coordinator.

## **57. SPECIALIST PROGRAMS**

These programs can vary from time to time. Currently Greenwich Public School utilises specialist teachers to teach Italian and Science and Technology to all students Kindergarten to Year 6.

## **58. SPORT AND PHYSICAL EDUCATION**

Sport and Physical Education are highly valued parts of the school program as they contribute to the development of the whole student through providing opportunities to gain confidence and to develop a variety of skills for participation in lifelong recreation.

## Fitness

Occasionally, classes join together to participate in aerobic and other fitness activities in groups. The students work with teachers to develop gross motor skill and fitness.



## Grade Sport

Students are involved in grade sport each week. These lessons are



concerned with developing each student's competence and confidence in a broad range of games, sports and the skills required to participate in them.

## Gymnastics

Gymnastics is taught by a specialist teacher to all students K-6.



## Carnivals

### Athletics Carnival

All students in the school are encouraged to participate in the K-6 Athletics Carnival. It is the responsibility of individual students to enter events and support the student's house. Events include:

Track Events – 100m, 200m, 800m and 4x 100m relays.

Field Events are run at school for students in Years 3-6.

K-1 students and Year 2 students participate in a range of races, novelty events and sporting activities at the Athletics Carnival.



### Cross Country

An annual cross country carnival is held for children in Years 2 to 6.

### Swimming

An annual swimming carnival is held for students in Years 3 to 6 and some Year 2 students who turn 8 years old that year.



### Zone Carnivals

Students who qualify through school carnivals are eligible to represent the school at 'Zone' carnivals.

## Primary School Sports Association (PSSA)

The PSSA organises school sport at the Zone, Area, State and National levels. Greenwich Public School participates in PSSA district carnivals and competitions. Greenwich Public School is part of the North Shore Zone within the Sydney North Sports Area. Students in Years 4, 5 & 6 are given the opportunity to trial for winter PSSA competitions in netball, soccer and AFL.

### School Sport

Weekly sport activities are undertaken at the school by all students not competing in PSSA competition. Tennis coaching is available in Terms 2 and 3.



## 59. STUDENT LEADERSHIP



School Captains, Vice Captains, Prefects and House Captains are elected each year by the students.



## 60. STUDENT REPRESENTATIVE COUNCIL (SRC)

All students from Kindergarten to Year 6 have the opportunity to participate in the SRC. Students are elected to represent their class and meetings are held on a regular basis. The SRC at Greenwich Road consists of students in Kindergarten and Year 1 and the SRC at Kingslangley Road consists of students in Years 2 to 6.



The SRC is an opportunity for students to develop leadership skills and to be a responsible school member. Through the Council, students raise issues, fundraise, discuss ideas and solve problems which will help make the school a safe and happy environment.

## **61. SUPERVISION AT STARTING AND FINISHING TIMES**

School starts at 9:15am. When K-1 students arrive at school they are required to place their school bag on their designated class line in the undercover area. Students in Years 2 – 6 place their bags near their classroom and proceed to the COLA.

Teachers supervise the playground from 8:45am. Parents/Caregivers should endeavour to have their child arrive at school between 8:45am and 9:15am. GOOSH care is available for students arriving at school prior to 8:45am as there is no teacher supervision for students at this time.

Parents/Caregivers who accompany their child to school, should try to say goodbye at the school gate. If the child is upset, parents/caregivers should take him/her to the teacher on duty and leave as soon as possible.

Parent/Caregivers should move away from the buildings and assembly area as it can distract and upset children and can cause supervision problems.

During wet weather, K-1 students are seated in the corridor, with teacher supervision from 8:45am to 9:15am. Years 2-6 students remain under the COLA.

School ends at 2:30pm for the 2 weeks of first term for Kindergarten and at 3:10pm from their third week of Term 1 onwards. Parents/Caregivers are asked to collect their child promptly from the undercover area. Students who are unable to be collected at 2:30pm during the first two weeks of Term 1 will be supervised by Kindergarten teachers until 3:10pm but no formal lessons will take place during this time. There is no teacher supervision of students after 3:10pm.

Students who are left waiting may become distressed, so if parents/caregivers are aware they will be late they need to contact the school and arrange for their child to attend GOOSH. Students who are not collected promptly by parents/caregivers will need to be collected from the school office.

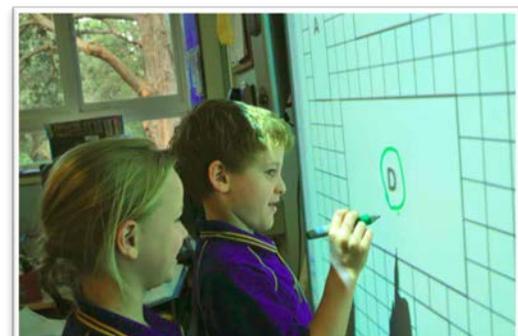
Teachers supervise students boarding buses each afternoon. They also supervise River Road and Kingslangley Road crossings.

Parents/Caregivers need to inform their child/ren's class teacher or the school office of any change to their child/ren's usual arrangements for going home.

## **62. TECHNOLOGY**

Greenwich Public School values the importance of information technology skills for our students.

Each classroom is equipped with an interactive whiteboard and has access to printers and networked computers. Our P&C has proudly supported the school in the acquisition of these Smartboards.





Information technology is integrated into learning at our school. Computer lessons in a computer lab allow students additional access to computers and educational software to support other Key Learning Areas.



From 2014 students have access to wireless technology and banks of mobile devices.

Learning includes a wide range of skills and activities such as basic drawing work, word processing, project presentation, responsible internet skills, creating videos, editing film clips, preparing slide shows, publishing work, maths, reading and problem solving.

Students utilise the library computers at the Kingslangley site to enhance their learning of information, communication and research skills, as well as maintaining borrowing records and searching catalogues.

Our Connected Classroom technology is available to students and staff to interact and collaborate via Video Conferencing. The students and staff benefit from the endless possibilities of engaging in learning with not only students from neighbouring and distance schools, but also experiences involving guided excursions to places of interest. For example, our students have participated in a 'classroom' lesson of The Great Barrier Reef that took place live underwater with the scuba divers interacting with our students. Staff have also participated in various professional learning experience via video conference.

## **63. TOYS**

Students are to leave toys at home as they will not be allowed to play with them at school.

## **64. TRANSFERS**

To assist with school administration, parents/caregivers are asked to notify the school office well in advance when it is known that the student will be leaving for another school, either public or independent. Please forward written details of the future school your child will be attending so that all relevant paperwork can be forwarded. Before departure, please return items of school property such as library books and home readers and kindly finalise any outstanding accounts.

## 65. UNIFORMS AND THE UNIFORM SHOP

### School Uniforms

At Greenwich Public School students are encouraged to wear the school uniform to show pride in our school.

Through 2012/2013 the school ran a uniform review, the results bringing some changes to our school uniform.

Term 4 2013 saw the arrival of our new uniform.

**All Kindergarten students and all other new students are required to be in the new uniform.**

All existing students have until Term 1 2016 to transition to the new uniform.

### Summer School Uniform



#### Girls

Summer Dress

or

Dress Shorts and School Polo.

#### Boys

Dress Shorts and School Polo

**To be worn with black shoes and navy socks**



### Winter School

#### Girls

White collared shirt  
with bib tunic (K-1)  
or skirt (2-6)

or

Royal Blue bootleg  
pants with royal long  
sleeved polo

**To be worn with black  
shoes and navy socks**

### Uniform

#### Boys

Royal Blue trouser with  
Royal blue long sleeved polo

**To be worn with black shoes  
and navy socks**





Raincoat



Vest



Sloppy Joe

## Sports Uniform



Royal blue/gold panelled polo, royal blue shorts, optional royal blue skirt for the girls.  
A microfiber tracksuit.

To be worn with predominantly white runners and white socks.

## Sport House Names

- |             |         |        |                              |
|-------------|---------|--------|------------------------------|
| ○ BRADMAN   | Colour: | Blue   | named after Sir Don Bradman  |
| ○ GOOLAGONG | Colour: | Yellow | named after Evonne Goolagong |
| ○ FRASER    | Colour: | Red    | named after Dawn Fraser      |

## HATS



As part of the Sun Safe policy, a school hat is required throughout the year. At Greenwich Public School a **'No Hat, Play in the Shade'** policy is enforced. Hats may be purchased from the Uniform Shop.

## OTHER ITEMS



School bags are available in two different sizes. School badges and library bags are also available from the uniform Shop.



All clothing, rainwear and library bags must be labelled with the child's name and class.

## Uniform Shop

School uniforms are available from the Uniform Shop or online [www.flexischools.com.au](http://www.flexischools.com.au). The Uniform Shop is run by the P&C and is open at the Greenwich Road site on Wednesday afternoons from 2.45pm to 3.30pm. The Uniform Shop sells both new and used clothing. Used clothing can be donated to the Uniform Shop where the proceeds of the sale go to the school.



## 66. VALUABLES

Students are strongly discouraged from bringing valuables, jewellery and money to school. Students are also advised not to bring mobile phones. In the event a student does bring a mobile to school, please ensure they leave it with the office staff who will return it to them, at the end of the day. If students need to contact their parents/caregivers urgently, they should contact the school office.

## 67. WEBSITE

The Greenwich Public School website can be found at:

<http://www.greenwich-p.schools.nsw.edu.au> This provides up to date information including the school calendar, newsletter, school notes, school fees, gallery of photos and general information about the school.

