


# PAGEWOOD PUBLIC SCHOOL

## HANDBOOK FOR PARENTS AND CARERS



## LEARNING FOR LIFE

 60 Page Street, Botany NSW 2019

 02 9316 9313

 [www.pagewood-p.schools.nsw.gov.au](http://www.pagewood-p.schools.nsw.gov.au)

 [pagewood-p.school@det.nsw.edu.au](mailto:pagewood-p.school@det.nsw.edu.au)

# PRINCIPAL'S MESSAGE

Dear parents and carers,

We welcome you and your child into the Pagewood Public School community and hope that your association with our school will be a rewarding and enjoyable one.

This handbook has been prepared for you to answer questions you may have about school life at Pagewood. It contains information that will be helpful for you and your child. We ask you to read it thoroughly and then to keep it as a handy reference during your child's school years. Please also have a look at our website which has a wealth of information about school life and policies <https://pagewood-p.schools.nsw.gov.au>

Your child's education is very important to all of the staff at Pagewood Public School. We know that your child's years at Pagewood will be happy and productive ones.

We look forward to our school working together in partnership with you to achieve your child's learning goals. Strong partnerships are created when parents, carers, teachers and staff work together with mutual respect and a shared understanding of what is in the best interests of the students they support.

Ms Nicole Mayhew  
Principal  
and the staff of Pagewood Public School





# SCHOOL DAY

## School Hours

<b>School Hours</b>	<b>9:15am - 3:15pm</b>
<b>Recess Time</b>	<b>11:15am - 11:40am</b>
<b>Lunch Time</b>	<b>1:10pm - 2:00pm</b>
<b>Home Time</b>	<b>3:15pm</b>
<b>Office Hours</b>	<b>8:45am - 3:30pm</b>

Morning lines occur at 9:15am. All students are expected to arrive at school between 8:45am and 9:15am. There is no supervision in the playground before 8:45am or after 3:15pm.

Playing in the school grounds is not permitted after 3:15pm.

Students arriving at school prior to 8:45am must be booked and signed into Star Club, our Before/After Care provider.

## Wet Weather

In the event of wet weather in the morning students will go to classrooms when instructed by the teachers on duty.

## Classroom Etiquette

To allow teachers time to be best prepared for class each day, we ask parents and carers not to enter classrooms before school without an appointment. If there is an urgent matter, please come to the front office and we will arrange for someone to speak with you. Teachers mark the class roll and begin lessons straight away.

## Late Arrival

Parents/carers must accompany and sign-in students at the school office when arriving late. The class roll is marked first thing in class. If your child arrives late and does not get a late note, their teacher would have already marked them absent for the school day. A late note corrects this and marks your child as "present" at school. Please bring your child/ren to the office with you if they are late to school.



## Leaving Early

If students are leaving early from school, please email the school prior, this will be forwarded to advise the teacher. Upon your arrival, your child will be called down to the office. All students must be signed out by parents/carers at the school office prior to leaving.

# SCHOOL DAY

## Term Dates for Students K-6 2026

Term 1	Term 2	Term 3	Term 4
Monday 2 February to Thursday 2 April	Wednesday 22 April to Friday 3 July	Tuesday 21 July to Friday 25 September	Tuesday 13 October to Thursday 17 December

## Attendance at School

Parents and carers can help foster positive attendance habits by:

- Helping their child learn the importance of punctuality and routine
- Ensuring their child arrives on time for the start of the school day, ready to participate in learning
- Reducing disruption to learning where possible, by planning any necessary appointments outside of school time
- Promptly communicating any absence to the school as soon as possible
- Working with the school to encourage and support regular attendance

Sometimes there are challenges to get students to attend school for a variety of reasons. Please get in touch with your child's class teacher, assistant principal or Ms Mayhew to discuss any concerns, we will work together to address them.



## Absences

Students must attend school every day unless they are sick or for other special circumstances. If your child is absent from school, please record and explain the reason on SENTRAL. Absences can be explained on the day and should be explained by the time your child returns to school. Medical Certificates should be given to your child's teacher, please do not hand notes to the office.

For student absences greater than 10 school days parents are required to complete an Application for Extended Leave form prior to taking leave advising the school of the dates that the student will be away. This form needs to be completed in advance and approved by the Principal who will give a copy to the student's teacher. Travel documentation, such as plane tickets, should be attached. Please see our website for this form under notes or obtain a copy from the office.



# SCHOOL DAY

## Star Club - Out of School Hours Care (OSHC)

Our Out of School Hours Care service is provided onsite but independently run by Star Club and is separate from the school. Star Club also run a Vacation Care program onsite for students requiring care during the school holidays. Students must be enrolled with Star Club before a booking can be made. Please take a look at their website for more detail and enrolment forms.

Students arriving at school prior to 8:45am cannot be left in the playground unsupervised and must be booked and signed into Star Club. If you are unable to collect your child by 3.15pm you should book your child into Star Club.

All bookings, changes and cancellations for Out of School Hours Care should be done directly through Star Club.

<b>Before School Care</b>	Available from 7:00am to 8:45am
<b>After School Care</b>	Available from 3:15pm to 6:00pm
<b>Vacation Care</b>	Available from 7:00am to 6:00pm (during school holidays)

Details are:

Tel: 0401 833 755

Email: [info@starclubschools.com.au](mailto:info@starclubschools.com.au)

Website: [www.starclubschools.com.au](http://www.starclubschools.com.au)



# STARCLUB

OUT OF SCHOOL HOURS & VACATION CARE

# COMMUNICATION

## SENTRAL Parent Portal

Our school uses the online SENTRAL Parent Portal. Please download the App on your phone. SENTRAL offers parents an easy and convenient way to manage notes, permissions and make payments.

You can find information on the SENTRAL website at [Sentral.com.au](http://Sentral.com.au) look under “Parents” and “How to get started”. You can also look under “Portal & App Help” and click on the FAQs for more information.

Once your child is “enrolled in attendance”, parents and carers will receive an email with a login Access Key and information about how to download the SENTRAL for Parents App. You can login with this Login Access Key and create a password. Don't worry if you do not have a smart phone/device the portal is available in a desktop version as well. If you want information on how to access SENTRAL on your laptop please contact the school.

All communication to parents and carers including sport, activities, excursions, notes, permissions to attend and student school reports will be sent via the SENTRAL Parent Portal. There are no paper notes or permissions except ones required by the department for example Choir Festival notes and PSSA Code of Conduct forms.

Parents will also be able to view and pay their child's fees via the SENTRAL Parent Portal. Please see more information below about fees. Please note that the Parent Portal cannot be used to pay for P&C costs such as uniforms or fundraising.

If you need any assistance with SENTRAL, please contact the school and we will arrange a mutually convenient time to assist you.

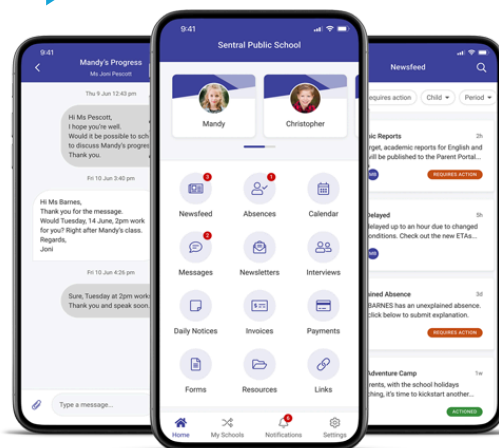
You can find the SENTRAL for Parents Portal and App, FAQs [here](https://www.SENTRAL.com.au/portal-app-help#faq) (<https://www.SENTRAL.com.au/portal-app-help#faq>)

You can also find the SENTRAL Finance FAQs here. They're designed to help you become more familiar with SENTRAL Finance and all its benefits:

### FAQs

(<https://www.SENTRAL.com.au/SENTRALfinanceparentfaq>)

We're confident you'll find the SENTRAL Parent Portal and SENTRAL Finance a welcome and helpful addition to how our school can support you.





# COMMUNICATION

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## School Newsletter

Our school newsletter informs parents, carers and our community about what is happening at our school each week.

Our newsletter is published weekly on SENTRAL and our school website by 4:00pm every Monday. We recommend that you read the newsletter so you are informed about current and future school activities, assemblies, awards, sport etc.

## Emergency Contact Details

It is vital that the school office is updated with your current work, mobile, email and emergency contact details in case your child is unwell or injured. If your contact details have changed, please update them on SENTRAL. This will notify us and we will update our database accordingly. Alternatively, you can email the school with your change of contact details.

## Court Orders

The principal and the class teacher must be informed of any special circumstances that may affect a student. If custody and access has been determined by court orders, then the original must be made available for our office to make a copy.

## Health Care Plans

If your child has been diagnosed by a doctor with a health condition, including asthma or anaphylaxis, you will need to provide a current ASCIA Action Plan and medication to the school office. In addition, we ask that if your child requires Ventolin/EpiPen at school, it must be kept at the school office. These plans need to be updated annually.

## Medication

Students are NOT permitted to bring any medication to school in their bag, including Panadol, Nurofen, cough syrup or anything else as this is against the Department of Education guidelines.

## Allergy Awareness

Our school is 'Allergy Aware'. Please remember to avoid sending peanuts, tree nuts or any products to school where nuts are listed as ingredients eg Peanut Butter and Nutella. Also, to assist us in providing a safe environment for students with potential anaphylaxis, please ask your child not to share food. While nuts are the most publicised issue, there is also a range of other foods to which some of our students may react. For example, an allergy to shellfish may occur by eating something made with Oyster Sauce. Rather than have a long list of "banned" items, it is safer if all of our students only eat the food supplied by their own parents and carers.

# COMMUNICATION

## Three Way Conferences

During Semester 1 there will be an opportunity for all parents/carers to book an appointment with their child's teacher to discuss their child's learning. This meeting provides very valuable information to parents/carers and your attendance with your child is highly recommended.

## Appointments with Teachers

Teachers are always the first point of contact if parents/carers have questions about their child's learning or would like an opportunity to talk about their child/home issues.

We ask that parents email the school at [pagewood-p.school@det.nsw.edu.au](mailto:pagewood-p.school@det.nsw.edu.au) to make an appointment. We endeavour to arrange a meeting as quickly as possible. Please note that teachers are sometimes unavailable before and after school due to school meetings, leadership meetings and professional development.

For urgent messages please always call the school office on 02 9316 9313. For non-urgent messages please email the school and our office will pass your message on to the teacher. The Principal is happy to meet with parents/carers, please call or email the school to make an appointment.



## Student Reports on SENTRAL

Reports are published to the SENTRAL Portal twice yearly for parents to read. It is a great idea to download and save the PDF of the report in case you need it in the future.

Please note that when your child leaves PPS (in Year 6 or earlier) you will not have access to the reports so please download your reports.



# AT SCHOOL

## Uniforms

All students are expected to wear full school uniform, navy socks, fully black shoes (leather or sneaker style) and a school hat. Students are expected to wear their sport uniform on Fridays with black sport shoes and navy ankle socks. Summer uniform is worn during Terms 1 and 4 and winter uniform is worn during Terms 2 and 3. Our uniform shop is run by our P&C parent volunteers once a week. Please see our newsletter each Monday for Uniform Shop opening dates. The Uniform Shop is available for purchases online. Please log on at <https://pagewood-public-school-pc.square.site/> or through our website to place your orders.

All uniform items are there and payments can be made securely through the website. Their email address is [ppsuniform@hotmail.com](mailto:ppsuniform@hotmail.com) Please see our school website under P&C / Uniforms for more details.



## School Fees

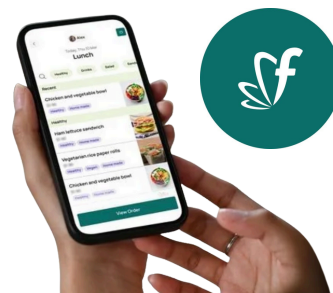
Your child's fees will be submitted on the SENTRAL Parent Portal. The Voluntary Contribution is currently \$50 per child. Funds raised from these fees are put towards the purchase of essential resources such as paper, art and craft items, reading materials, technology etc. Payment of the Voluntary Contribution is a matter for decision by individual parents/carers. Our school would welcome your contribution as this will enhance the resources made available to all of our students.

Our school is cashless so all payments must be made using the SENTRAL Parent Portal. We appreciate some parents may wish to pay in instalments or may have difficulties meeting these costs. Please contact the Principal in confidence if you would like to discuss this matter.

## Canteen

Our canteen is independently run off site by Botany Bites Catering who deliver lunches only on certain days. Botany Bites is a family run catering business based in Matraville who pride themselves on good wholesome homemade food. They are also Allergy Aware and work with families to cater to student's dietary requirements.

Canteen online orders are to be made by the 8.30am cut off using Flexischools. You will need to create an account with Flexischools. For cancellations, please call them by 9.00am to receive a credit. Please see our website under School Information / Canteen for details. Please see our newsletter for the days of lunch deliveries.

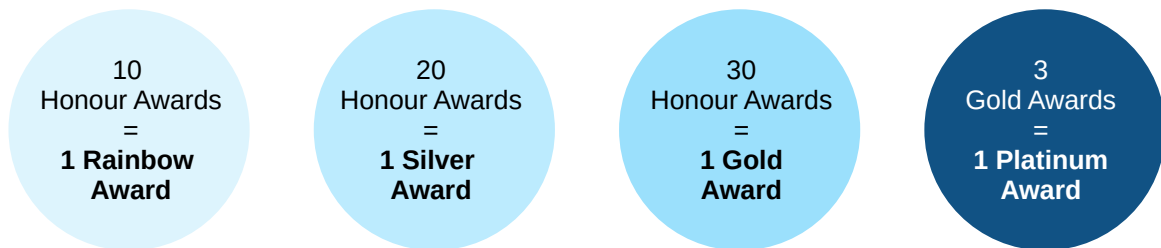


# AT SCHOOL

## Award System

Please see our website for details relating to our awards system at Pagewood. The award system is to encourage students to achieve their personal best.

If your child tells you that they will be receiving an award, please check the newsletter on Monday afternoon. Your child's name will be announced in the newsletter if they are to receive an award on Wednesday of that week at assembly. Please note that we only publish first names and class.



## Student Learner Quality Statements

Students at Pagewood work hard towards achieving academic, social and emotional growth based on seven key qualities that help make them positive learners.

Our Learner Qualities are:

<b>OUR LEARNER QUALITIES</b>	<b>Empathy</b> I show kindness to myself and others by being an understanding, inclusive and supportive person.	<b>Collaboration</b> I work with others by helping, sharing and listening. Together we can make changes in the classroom and the world.
	<b>Courage</b> I am fearless to try new things and bold when taking opportunities to achieve my goals.	<b>Respect</b> I show respect by valuing others. When you give respect, you receive respect.
<b>Resilience</b> I am positive and bounce back when life doesn't go my way. I never give up and always look for the positives in a situation.	<b>Self-Regulation</b> I make sensible choices that best support the learning of myself and others.	<b>Curiosity</b> I take opportunities to try new experiences or express myself in creative ways.





# GET INVOLVED

## Assemblies

Assemblies are held in the school hall every second Wednesday afternoon (even weeks) at 2.30pm. There may be times that we begin assembly a bit earlier and this will be noted in the newsletter. Parents and carers are most welcome to attend especially when your child's class is presenting or when your child is receiving an award. Please move into the hall at the designated time, there are seats available at the back of the hall.

## P&C (Parents and Citizens Association)

P&C meetings are held on the 1st Monday of each month at 7pm in the library and via Microsoft Teams. All community members are welcome. P&C Meetings are always noted in the newsletter. Parents are encouraged to attend these meetings to become more involved in what happens in our school. See our newsletter for details.



## Parent/Carer Volunteers

If parents/carers or grandparents wish to volunteer at school, they are required to complete a digital declaration and provide Government approved photo ID as proof of identity to the office prior to volunteering at the school.

A Working With Children Check (WWCC) is NOT required for parent/carers volunteers.



# SAFETY

## Safety at School

We have guidelines to keep our students safe at school:

- All parents/carers, visitors and volunteers must sign in at our office.
- Book your child into Star Club before 8:45am and after 3:15pm for out of hours supervision.
- Parents/carers are not permitted to drive into the school grounds or carpark at any time.
- School areas are 40km zones so please drive slowly and be aware of children crossing roads who may not see your car.
- Please do not do a U-turn or 3 point turn in school zones as this puts children at risk.
- Use the Kiss and Ride area on Holloway Street safely and considerately, stay with your vehicle, obeying the rules.
- Please do not drop your child at the front gate in the “No Stopping” zone on Dalley Avenue.
- Parent/carers/visitors are NOT permitted to use the student toilets. You may use the adult toilet at the end of the library block.
- No parent/carer is permitted to speak with someone else’s child in a disciplinary manner. Any difficulties with a child other than your own must be referred to a teacher.
- Bikes or scooters may be ridden to school. A helmet must be worn. A combination lock must be used on the bike racks located near Kiss and Ride.
- When using the pedestrian crossing when the supervisor is on duty, please wait until they have stopped the traffic before crossing.
- In accordance with the Companion Animals Act, dogs are NOT permitted on school property at any time, whether or not they are on a leash or tied up outside the school gate. Nor should dogs be brought to any school activity at another venue including sporting activities. Service dogs are welcome.
- Where there is a school crossing supervisor at a school crossing the following rules need to be enforced. Drivers must not proceed until the crossing supervisor’s hand held sign is no longer displayed; or the crossing supervisor indicates that the motorist may proceed through the crossing.



# SAFETY

## Kiss and Ride Zone

Our Kiss and Ride Zone is located on Holloway Street. Kiss and Ride Zones are designed for the safety of all of our students and for your convenience. Designed for quick entry and exit, these zones minimise congestion and risk when used properly by all parents and carers. These zones operate under the same conditions as no parking zones, which means you may stop to drop off or pick up your child/ren for a maximum of 2 minutes and **you are required to remain with your car.**

Our main priority is the safety of all our students. It is very important that all parents, carers and grandparents follow the rules so that this zone is safe and effective for everyone. Students will be advised to stand away from the kerb, against the fence, and wait until their car is at the front of the zone before they proceed. If your child is not waiting, please drive around the block and return to the queue or park elsewhere and walk to collect them. Please do not do a U-turn or 3 point turn in school zones as this is extremely dangerous and puts children at risk.

Please note this zone will not be supervised by school staff but Council will be patrolling the area. Please respect the 2 minute timing and load bags straight into the car, not the boot, as this will speed up the process.

If you want to walk your child into school please park in the surrounding streets of our school and walk your child to school. Please do not park across driveways.

## Bus Transport to/from School

Please see the website for eligibility.

Apply at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students).





# SPORT

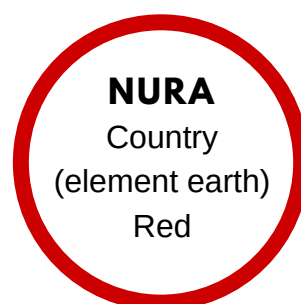
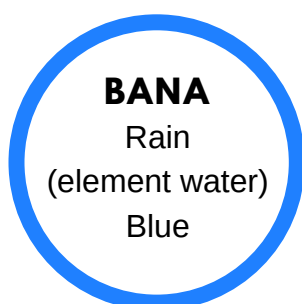
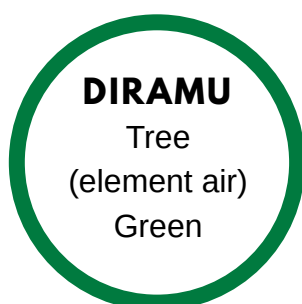
## Sport

Interschool PSSA sport is available for students in Years 3-6 in league tag, softball, netball and soccer. Other sports programs include gymnastics, dance and fundamental movement skills. School carnivals include Athletics, Swimming and Cross Country.

## Sport Carnivals

For swimming, cross country and athletics carnivals your child will be placed into a house team. Students are encouraged to wear a piece of clothing, eg. T shirt, hair ribbon, etc in the colour of their house team to sport carnivals.

This creates an atmosphere of team spirit where students cheer on their house teams. Below is a list of the house teams and their corresponding colours.



## Swimming Scheme for Year 2

We have a Swimming Scheme each year for two weeks at Botany Aquatic Centre to teach swimming skills to students in Year 2.



# OTHER INFORMATION

## Mobile Phones and Electronic Device Policy

Students are NOT permitted to use their mobile phone, smart watches or digital devices during school hours. They should remain in a student's bag at all times. Parents should note that secure storage of students' personal property is not available at this school. Students who bring mobile phones etc to school do so at their own risk and are responsible for their security.

## Kindergarten Spare Clothes

Please pack spare underwear, shorts and socks in your child's bag in case of any toileting accidents at school. Please also let your child know that they have spare underwear and clothing in their bag.

## Lost Property

Please clearly label all belongings for your child (including, hat, jacket, jumper, drink bottle, lunchbox etc) to minimise loss. Items found with no name will go to lost property. Lost property items can be found outside the Library.

## Band

Our band program is independently run by Directions in Music. Students from Years 3-6 may choose to join the band. All band tuition, ensemble payments and instrument hire are organised directly through Directions In Music. Please view their website [directionsinmusic.com.au](http://directionsinmusic.com.au) for more information or call on 9662 2211.



## Birthday Celebrations

We are happy to celebrate student birthdays with individual cupcakes, doughnuts or ice blocks only (must be nut free). Please do not send in large cakes, drinks or party bags.





## ADVANCE AUSTRALIA FAIR

Australians all let us rejoice,  
For we are young and free.  
We've golden soil and wealth for toil,  
Our home is girt by sea.  
Our lands abounds in nature's gifts,  
Of beauty rich and rare.  
In history's page, let every stage,  
Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.

Beneath our radiant Southern Cross,  
We'll toil with hearts and hands.  
To make this Commonwealth of ours,  
Renowned of all the lands.  
For those who've come across the seas,  
We've boundless plains to share.  
With courage let us all combine,  
To Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.



**We look forward to  
working in partnership  
with you through your  
child's education journey  
at Pagewood Public School.**

### SCHOOL SONG

Welcome to Pagewood Public School  
We respect ourselves and others  
Being brave, proud and active too,  
Please share the land around us.

For as we work with a purpose true  
Help each other learn is  
What we strive to do  
Trying our best in all things new  
As we learn for life at Pagewood.  
Learning for life at Pagewood.