



Pagewood Public School

Information Handbook



November 2022

Principal's Message

Dear parents and carers,

We welcome you and your child to 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 queries about school life at Pagewood Public School. 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.

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

Ms Nicole Mayhew

Principal

and The Staff of Pagewood Public School

Pagewood Public School

Pagewood Public School
60 Page Street
Botany NSW 2019

Tel: 9316 9313
Email: Pagewood-p.school@det.nsw.edu.au
Website: www.pagewood-p.schools.nsw.edu.au

School Hours for students: 9:15am-3:15pm

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.

Children arriving at school prior to 8:45am cannot be left in the playground unsupervised and must be booked and signed into Before/After Care through our Out of School Hours provider Star Club.

Administration/Office Hours: 8:45am-3:30pm

Recess Time: 11.15am – 11.40am

Lunch Time: 1.10pm – 2.00pm

Home Time: 3.15pm

Playing in the school grounds is not permitted after 3.15pm.

Term Dates for students 2023:

| | | |
|---------------|-------------------------------|---|
| Term 1 | Years 1 – 6 | Tuesday 31 January – Thursday 6 April 2022 |
| | Best Start Assessments | Wednesday 1 February and Thursday 2 February 2023 |
| | Kindergarten | Start Friday 3 February – Thursday 6 April 2022 |
| Term 2 | | Wednesday 26 April – Friday 30 June 2022 |
| Term 3 | | Tuesday 18 July – Friday 22 September 2022 |
| Term 4 | | Monday 10 October – Monday 18 December 2022 |

School Information

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.

OUT OF SCHOOL HOURS CARE (OSHC)

Children arriving at school prior to 8:45am cannot be left in the playground unsupervised and must be booked and signed into Before/After Care through our Out of School Hours provider Star Club.

Our Out of School Hours Care service is provided onsite but 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.

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

Star Club

Tel: 0401 833 755
Email: info@starclubschools.com.au
Website: www.starclubschools.com.au

Before School Care: Available from 7:00am to 8:45am
After School Care: Available from 3:15pm to 6:00pm
Vacation Care: Available from 7.00am to 6.00pm

Late Arrival / Leaving Early

If children arrive late to school, parents/carers must accompany and sign-in children at the school office. If children are leaving early from school, please email the school prior and children must be signed-out by parents/carers at the school office.

School Website

Our website has a wealth of information about everything at our school from library, lost property, medicines to the Learning Support Team. We encourage all parents/carers to read and actively seek information from our website www.pagewood-p.schools.nsw.edu.au to answer any questions you may have about school life or policies. There is also a 'Notes' section which has notes including absence notes and a Prescribed Medications form.

Newsletters

Our newsletter is the main form of communication to parents and carers what is happening at our school.

We recommend that you read the parent newsletter each Monday so that you are informed about current and future school activities, assemblies, awards, sport etc. Our newsletter is published on our website from 4.00pm each Monday. Go to www.pagewood-p.schools.nsw.edu.au/Newsletters

Permission to Publish

You will be given a 'Permission to Publish' note to read and sign for your child each year. This note is also available on the school website if you have not handed in this note or wish to make changes to the permissions you have given. To access the 'Permission to Publish' note, please go to the school website at: <http://www.pagewood-p.schools.nsw.edu.au/notes>

Administration – The School Office

All fees and notes (absence notes, permission notes, class notes, medical certificates) should be given to the class teacher.

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 an 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 in the school office.

Fees - Statement of Account

You will be issued with a Statement of Account each term which will be sent home with your child. This statement is designed to streamline payments and give families the opportunity to pay all costs at once. 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.

The Voluntary Contribution fee 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. I stress that 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 your children.

Our school is now cashless so all payments must be made using the Parent Online Payment (POP) system.

Payments Online – Parent Online Payment (“POP”) System

Parents and carers can make online payments to the school via the POP System. The POP system is a secure payment page hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner. These details are entered each time you make a payment and is not held within the payment system nor passed back to the school. **This is our preferred method of payment as it minimises the amount of cash having to be collected at school.**

To pay online by POP, please go to the Pagewood Public School website at <http://www.pagewood-p.schools.nsw.edu.au> and select “Make a Payment”. Parents/Carers are welcome to pay for two or more children in one payment. Please also state your child’s name, class and what you are paying for eg. gymnastics. Please note, you DO NOT need the Student Registration Number (SRN) and Ref Number.

Items that can be paid include voluntary contributions, subject selections, excursions, sales to students and creative and practical arts activities (including choir and dance). There is also a category called Other, to cover items not covered in the previous headings or to make a complete payment of a school invoice.

You have the ability to check and change any details of the payment before the payment is processed.

Please note that this facility **cannot** be used to pay for P&C costs such as uniforms or fundraising.

Notes

All notes must be given to the class teacher, not the office, so it can be recorded in the class folder.

Uniforms

All students are expected to wear full school uniform, navy socks, fully black shoes 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.

The Uniform Shop is now available for purchases online. Please log on at <https://pagewood-public-school-pc.square.site/> to place your orders. All uniform items are there and payments can be made securely through the website. Our email address is ppsuniform@hotmail.com Please see our school website under P&C / Uniforms for more details.

Our uniform shop is run by our P&C parent volunteers who attend the school every fortnight for approximately 30-45 minutes. Please see our newsletter each Monday for Uniform Shop opening dates.

Order forms must be used for all purchases and emailed directly to ppsuniform@hotmail.com You can also place an order at the office at any time with correct money and the parent volunteers will fill the order in their spare time.

You can download the Uniform Shop Order Form from our website under P&C/Uniforms. Please note, we now have the facilities for you to pay by credit card at the uniform shop.

Please do NOT give uniform orders to teachers.

Please clearly label all clothing items for your child (including, hat, jacket, jumper, lunchbox etc) to minimise loss.

Absences

Children must attend school every day unless they are sick or for other special circumstances. Please email the school at pagewood-p.school@det.nsw.edu.au if your child is sick and won't be attending school. Your email will be forwarded to your child's class teacher to inform them and the absence will be recorded.

If children are absent from school, a note must be supplied to the class teacher within seven days of the absence.

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.

Wet Weather

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

Change of Contact Details

Please notify the school office by email or in writing if your contact numbers or address changes. It is vital that the school office is updated with current contact telephone numbers and email addresses. Current mobile, work and emergency contact numbers are especially important as we need to be able to contact you if your child is sick or in case of an emergency.

Bus Transport to/from school

Please see the website for eligibility. Apply at www.transportnsw.info/school-students.

Parent/Carer Volunteers

If parents/carers or grandparents wish to volunteer at school, they are required to complete Volunteer forms and provide Government approved photo ID as proof of identity to the office prior to volunteering at the school. This form is available from the office.

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

Parent/teacher meetings

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 is highly recommended.

Contacting the School - 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 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 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 at any time. Please call or email the school to make an appointment.

Award System

Please see our website for details relating to our awards system at Pagewood Public School. The award system is to encourage children 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 the Wednesday of that week at assembly. Please note that we only publish first names and class.

10 Honour awards = 1 Rainbow award

20 Honour Awards = 1 Silver award

30 Honour Awards = 1 Gold award

3 Gold awards = 1 Platinum award

Learner Quality Statements

Students at Pagewood Public School work hard towards achieving academic, social and emotional growth based on seven key qualities that help make them positive learners. Our Learner Qualities are:

- Empathy: I show kindness to myself and others by being an understanding, inclusive and supportive person.
- Collaboration: I work with others by helping, sharing and listening. Together we can make changes in the classroom and the world.
- Courage: I am fearless to try new things and bold when taking opportunities to achieve my goals.
- Respect: I show respect by valuing others. When you give respect, you receive respect.
- Curiosity: I take opportunities to try new experiences or express myself in creative ways.
- Resilience: 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.
- Self-Regulation: I make sensible choices that best support the learning of myself and others.

Safety at school

We have a few simple rules to keep our students safe in the playground:

- All visitors and volunteers must sign in at our office first.
- Parents are not permitted to drive in to the school grounds at any time.
- Use the Kiss and Ride area safely and considerately, stay with your vehicle, obeying the rules.
- 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.
- No parent 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.
- When using the pedestrian crossing when the supervisor is on duty, please wait until they have stopped the traffic before you start to cross.
- 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.

Canteen

Our canteen is independently run by off site by Botany Bites who deliver lunches each day and pride themselves on good old-fashioned wholesome homemade food. They are also Allergy Aware and work with families to cater to student's dietary requirements. You can obtain a copy of their Menu on our website under School Information/Canteen.

Canteen online orders are to be made by 9.00am using Flexischools. You will need to create a new account with Flexischools. Please see our website under School Information/Canteen on how to set up an online account to order lunches and the days of operation.

Nut Free Policy

Our school prefers no nuts or nut products of any kind to be brought to school as there are a number of student with allergies to these products.

Birthday Celebrations

Birthdays can be celebrated at school. Please send cupcakes or donuts to the classroom to share (must be nut free), not one large cake that needs cutting.

Assemblies

Assemblies are held in the school hall on Wednesday afternoon at 2.30pm. We alternate assembly groups fortnightly for K-2 and Y3-6. Please check the newsletter each Monday on our website to see which group assembly it is (either K-2 or Y3-6) and which class is presenting at assembly. There may be times that we begin assembly a bit earlier and this will be noted in the newsletter. Parents 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 for parents at the back of the hall.

P&C (Parents and Citizens Association)

P&C meetings are held each month at 7pm in the library. 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.

Mobile Phones and Electronic Device Policy

Students who bring mobile phones or electronic toys to school do so at their own risk and are responsible for their security. The school will not accept any responsibility for any loss or damage. Parents should note that secure storage of students' personal property is not available at this school.

Sport

Interschool PSSA sport is available for students in Years 3-6 in league tag, softball, netball, soccer and AFL. 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. Children are encouraged to wear a piece of clothing, eg. T shirt, in the colour of their house team to sport carnivals. This creates an atmosphere of team spirit where children cheer on their house teams. Below is a list of the house teams and their corresponding colours.

| | |
|--------------------------------|---------------|
| Diramu – Tree (element air) | Green |
| Bana – Rain (element water) | Blue |
| Guwing – Sun (element fire) | Yellow |
| Nura – Country (element earth) | Red |

Swimming Scheme for Year 2

We have a Swimming Scheme each year for two weeks at Botany Aquatic Centre to teach students from Year 2 who are not yet able to swim 25m.

Band

Our band program is independently run by Directions in Music. Children 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 for more information or call on 9662 2211.

Parking for Pick up and drop off – Road Safety Around our School

Please be mindful that the school zone area is a 40km zone and that there are small children in the vicinity who may not see your car and the safety of the students at our school is most important.

We ask that parents please do not park and drop your child at the front gate in the “No Stopping” zone on Dalley Avenue.

Please do not do a U-turn or 3 point turn in school zones as this is extremely dangerous and puts children at risk.

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.

Kiss and Ride Zone

Our Kiss and Ride Zone is located on Dalley Ave. 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 children for a **maximum of 2 minutes** and you are required to remain with your car.

It is very important that all parents, carers and grandparents follow the rules so that this zone is safe and effective for everyone. **Our main priority is the safety of all our students.** Students will be advised to stand back against the fence, away from the kerb, 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 legally 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 to supervise this facility. 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.

Kindergarten Spare Clothes

It is a good idea for parents to pack spare underwear and clothing 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.

Medication

Children 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.

We look forward to you joining Pagewood Public School.