



Glenfield Public School

2025 Information Booklet



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Principal's Message

On behalf of the staff and students, I would like to welcome you to the Glenfield Public School community. Glenfield Public School is situated in South Western Sydney and proudly serves a vibrant school community of approximately 470 students representing 43 different nationalities. Approximately 84% of our students come from non-English speaking backgrounds, and 1% identify as Aboriginal. Since our founding in 1882, we have welcomed many generations of families back to our school. Our dynamic community has seen significant growth, with the number of classes increasing from 10 in 2010 to 19 in 2023.

Our school motto, "Strive to Achieve," reflects the core values of our school. Our dedicated staff is committed to fostering both school-wide and individual improvement by addressing the diverse educational needs of all students through the implementation of quality teaching practices. Glenfield Public School is held in high regard within the wider community, thanks to our devoted staff and enthusiastic students who collaborate with a supportive network of families.

We are dedicated to nurturing the holistic development of every child. Throughout the year, we offer a wide range of cultural and sporting activities and programs. Our extra-curricular opportunities include the Student Voice Council (SVC), PSSA gala days, drawing club, Rubik's Cube club, art club, choir, dance groups, environmental initiatives, debating, gardening club and coding club.

We look forward to working in partnership with you to meet the educational and social needs of your child and to share with you, the many special moments throughout this journey.

Kirsty Batros

Principal



Glenfield Public School Information

Address: 62 Railway Parade, Glenfield NSW 2167
Phone numbers: 9554 3306 9150 6171
Fax: 9554 3514
Email: glenfield-p.school@det.nsw.edu.au
Website: <https://glenfield-p.schools.nsw.gov.au/>

Staff Information

Principal: Miss Batros
Assistant Principal ES1 Mrs Biddle
Assistant Principal Stage 1 Mrs Anderson (Mon/Tue/Wed/Thu)
Assistant Principal Stage 1 Miss S Patti (Fri)
Assistant Principal Stage 2 Ms Cooper
Assistant Principal Stage 3 Ms Cicala
Assistant Principal Curriculum Mrs Gilyatt
School Counsellor: Ms Patel (Wed/Fri)

2025 Classroom Teachers:

KB Mrs Biddle	KD Miss Dela Cruz
KG Miss Greenaway	KT Mrs Truong
1/2K Miss Kurtyka	1/2L Mrs Lamba
1/2N Miss Lilly/Mrs Yasintus F	1/2P Miss A Patti
1/2U Mr Uncle	1/2W Miss Williams/Mrs Eccleston Th
3/4C Ms Cooper	3/4P Miss S Patti
3/4S Mr Snowden	3/4T Mrs Tirant
4/5D Mrs Dropmann/Mr Eccleston F	5/6A Miss Atkins
5/6B Mr Bailey	5/6C Ms Cicala
5/6S Ms Costello	

Support Staff: Mrs Anderson, Mrs Brown, Mrs Currie, Mrs Dunajcik, Mr Eccleston, Mrs Eccleston, Mrs El merhebe, Mrs Hemans, Mrs Lucey, Mr Sole, Miss Tahan, Mrs Yasintus

Teacher Librarian: Ms Krohn

SLSO: Mrs Harris, Mrs Horton, Ms Lay, Mrs Watters, Mrs Woolley, Miss Xayamongkhoun

Office: Mrs Gow (Relieving SAM), Ms Bishop, Mrs Jones

General Assistant: Mr Goodchild

General Information

Bell Times

There is no teacher supervision on school grounds before 8:30am. In the morning, students should be dropped off and left in the care of the teachers between 8:30am and 9am. Before school, for the safety of students and ease of supervision we ask that you leave after dropping your child at the school gates. All students should arrive at school in time for learning at 9:00am. Children who arrive late to school must report to the office for a late note via the Waterloo Place pedestrian gate.

8:30am	Official staff attendance and school gates are opened
8:30am	Pupil supervision in playground commences
9:00am - 11:00am	Class time
11:00am – 11:10am	Eating time with class and teachers
11:10am - 11:45am	Lunch
11:45am - 1:25pm	Class time
1:25pm - 1:45pm	Recess
1:45pm - 2:45pm	Class time
2:45pm	Student dismissal

Please ensure your child is at school on time and is collected promptly at the end of the day. Please contact the school as soon as possible if you are to be unavoidably delayed when picking up your child. On these rare occasions arrangements may be made to collect your child from the office.

Leaving School Grounds

Once a child has arrived at school he/she is not permitted to leave the premises without special permission. You will help us to ensure your child's safety if you impress this rule upon him/her. Should you wish to collect your child from school at any time during school hours, please come to the Waterloo Place gate and press the buzzer.

School Terms 2025 – For Students

Term 1	Thursday 6 February to Friday 11 April
Term 2	Wednesday 30 April to Friday 4 July
Term 3	Tuesday 22 July to Friday 26 September
Term 4	Tuesday 14 October to Friday 19 December

Communication and Important Information

Before and after school care

The school has an outside of school hours (OOSH) before and after school care centre in the school hall that is operated by the Railway Parade Early Learning Centre. Enrolments can only be made through this centre if there are vacancies. The centre caters for approximately 70 students. The contact number is 98294600.

Contacting your child's teacher

Your child's classroom teacher is your first contact for any general questions or concerns that you might have regarding your child. For example, homework, school events, teaching and learning or wellbeing. If you would like to arrange a time to meet with your child's teacher, please contact them through Seesaw. Alternatively you can contact the school via phone on 02 9605 1540 or via email at glenfield-p.school@det.nsw.edu.au

Following that, you may contact the Assistant Principal:

Kindergarten	Mrs Biddle
Years 1-2	Mrs Anderson
Years 3-4	Ms Cooper
Years 5-6	Ms Cicala

Contact information

Please advise the school via the front office when there are any changes to your family's contact details, or your child's emergency contacts. In the event of an incident or emergency, every effort is made to contact parents and carers via mobile phone, home or work phone, or via School Bytes.

Change of circumstances

In order to maintain accurate records and provide students with the necessary support, please inform the school via the front office and the classroom teacher if there are any changes to your circumstances including:

- drop-off or pick-up arrangements, including who is authorised to pick up your child and when;
- student health and wellbeing including medical conditions or medications that will impact their health or wellbeing at school.

Library

All students are encouraged to borrow books from the library. Parents are asked to assist us in maintaining our books both in supply and condition.

- Students are required to bring a library bag to protect books. The library bag should be kept in the same place at home, out of the reach of younger children.
- Children in K-2 borrow one book at a time, 3-6 may borrow more.
- Children return and borrow books in their weekly library session.
- Children may visit the library at lunch time on designated days.
- All books damaged or lost by students are to be paid for by the parents so that replacement books can be purchased.
- Library books must be returned before students move to another school.

Mobile Phones and Smart Watches

Students are encouraged not to bring mobile phones or smart watches which have the capability of calling, recording or photographing to school. If mobile phone contact is necessary before/after school, phones and smart watches can be brought to school. They must be labelled with your child's name and left at the office before 9:00am and collected at 2:45pm.

During the school day the phone must remain off. The rules for mobile phones and smart watches are:

- The phone/smart watch must be taken to the office where they will be kept in a locked cupboard.
- Students will sign the phone in the morning and sign it out again in the afternoon.
- If students leave a phone in their bag and use it during the school day, they will have it removed for the day and parents will be notified.
- If parents need to contact the child during the day, they do so via phone contact with the office, who will pass on urgent messages.
- The school takes no responsibility for lost or damaged mobile phones.

Newsletter

The Glenfield Public School newsletter is posted on the school website and emailed to each family, fortnightly on a Wednesday.

Payments for excursions/events

A permission note will be sent through School Bytes, our online platform with details of excursion/events. There are various ways to pay for an excursion, including: online through School Bytes or exact money in an envelope clearly labelled with your child's name, class, amount enclosed and activity. Envelopes are then placed in the letterbox located on the outside of the office wall. Prompt payment of all school accounts is vital, as they often represent expenses already paid on your behalf.

Parents and Citizens (P&C) Association

The P & C usually meet on Microsoft Teams on Mondays twice a term at 7pm. Please refer to the school newsletter and calendar to clarify dates and times. All parents and interested people are welcome to attend. School plans and important updates are regularly discussed at P&C meetings. The P&C are involved in school decision making and are kept updated on school programs and initiatives. The P&C also work together to support the school through fundraising events.

Reporting to Parents

Formal reporting of student progress occurs at the end of each semester. Teachers prepare written reports outlining student achievement, effort, attitude and behaviour.

Parent and teacher interviews can occur anytime as needed. Please contact the class teacher to make an appointment. The school also conducts formal detailed three-way interviews which provide an opportunity for discussion regarding student progress. These interviews usually occur towards the end of Term 2 as a follow up to the written report. In Term 4 interviews are requested where necessary. For formal parent and teacher interviews, parents will book through School Bytes. Parents are given a choice of times for a ten minute interview.

School Bytes

The Glenfield Public School "School Bytes" Parent Portal allows parents and carers to access:

- Attendance
- Credit on the student's account
- Outstanding payments
- Payment history
- Sign excursion/incursion/sport permission notes
- Statement of Accounts

For further information on the School Bytes Parent Portal, visit the [School Bytes website](#) for Parent Guides.

For details on how to download the School Bytes mobile app, please click [here](#).

Seesaw

To integrate technology into all learning areas and strengthen communication regarding student learning between home and school, our staff use the Seesaw app in classrooms. Seesaw gives your child creative tools to capture and reflect on their learning in real time. Your child's teacher will send home a note with instructions on how to access your classes' journal. It is essential that you connect with your child's class, so you don't miss out on important information and your child's work.

School Website

Glenfield Primary School has its own website located at www.glenfield-p.school@det.nsw.edu.au. Here you will find access to information about the school and upcoming events. The school calendar and the fortnightly school newsletter can be found on the website.

School Uniform

The uniform shop is Lowes at Minto Marketplace. The P&C operate a preloved/second hand uniform shop every second Thursday from 2:45-3:00 pm. Uniforms without logos can also be purchased from various shops.

	<p>Summer Uniform</p> <p>Girls Green, yellow and white checked dress or bottle green skorts, shorts or pants with a gold polo shirt. Black shoes and white socks or for cultural reasons plain bottle green tights.</p> <p>Boys Grey shorts and a gold polo shirt. Grey socks and black shoes.</p>
	<p>Winter Uniform</p> <p>Girls Dark green tartan pinafore with a gold skivvy and bottle green tights. Bottle green jumper/tracksuit (no hoods) with a gold polo shirt or skivvy. Black shoes and white socks.</p> <p>Boys Grey pants or bottle green tracksuit (no hoods) with a gold polo shirt or skivvy and bottle green jumper/jacket. Grey socks and black shoes.</p>
	<p>Sports Uniform</p> <p>Girls Bottle green wrap around skirt or bottle green shorts or pants with a gold polo shirt, joggers and white socks. Bottle green tights are also acceptable for cultural reasons.</p> <p>Boys Bottle green shorts with a gold polo shirt, joggers and white socks.</p>
	<p>Broad Brimmed Hat</p> <p>For sun safety in the playground, all children are required to wear a green broad brimmed hat. These can be purchased from the office for \$8.50.</p>
<p>Please note: Excessive or expensive jewellery should not be worn at school. Watches (not smart watches) and sleepers/stud earrings are allowed. Please clearly label all clothing with your child's name.</p>	

Labelling

Please label all your child's uniforms and possessions clearly with their full name to avoid items becoming lost. The school runs a lost property system which students may access on request if they have lost an item of clothing, lunchbox or drink bottle.

Supply of Emergency Clothing

Younger children need a supply of clean underwear and shorts/skirt/pants at school for emergency changes. Spare clothing should be kept in a plastic bag within the child's school bag. If a second set of clothing is required, the school has a small number of items for borrowing. Should your child need to borrow a change of clothes from school, please return items washed and ironed, in a plastic bag the following day. For hygiene reasons a change of underwear can be provided at a cost of \$2.

Attendance

Attendance expectations and Departmental policy

Under the Education Act of 1990 children are required to attend school each day. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. In adherence with the Department's [School Attendance Policy](#) "It is the duty of the parent of a child of compulsory school-age to cause the child:

- to be enrolled at, and to attend, a government school or a registered non-government school, or
- to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

Parents are required to explain the absences of their children from school **promptly and within seven days** to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence." (NSW Department of Education [School Attendance Policy](#))

Attendance is closely monitored by a Home School Liaison Officer from the Department of Education and Communities. It is important that children are on time for school each day.

If a student is away for four consecutive days or longer, a medical certificate is required.

Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Full day absence procedures

An absence is unexplained if parents / carers have failed to provide an explanation to the school within 7 days. Absence explanations can be made via the Schoolbytes app, by phone, or by a signed note from the parent / carer. It is preferable to inform the school of the reason for your child's absence on the day, or as soon as possible within 7 days.

Illnesses

Some common infectious diseases require a certain period of exclusion from school. All illnesses should be diagnosed by a doctor who will prescribe treatment. Generally, the following exclusion periods for childhood medical conditions are listed below.

Chicken Pox - Excluded for at least 5 days after the first spots appear, or when blisters have all crusted.

German Measles - Excluded until fully recovered, or for at least 4 days after the rash appears.

Measles - Excluded for at least 4 days from appearance of rash.

Mumps - Excluded until fully recovered, or for 9 days after the appearance of the swelling.

Ringworm, Scabies - Excluded until appropriate treatment has commenced, supported by a medical certificate.

Trachoma Conjunctivitis - Excluded from school until discharge from eyes has ceased.

Impetigo - If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school.

Pediculosis (Head Lice) - If your child complains of an itchy head or is often scratching it, he or she may have head lice. These are small parasites which can't live for long anywhere except on human skin. They live on blood and can cause itchiness, irritation and lack of sleep.

The lice are hard to see, they move quickly but don't jump or fly. Their eggs, which are called nits, look like small whitish specks. Each one is laid and stuck firmly to a hair strand close to the scalp. Head lice move easily from one person's head to another, so if your child has head lice you should keep him or her home from school until you have carried out the treatment and the hair is clear of lice. You can buy an appropriate solution from your chemist. Everyone living in the same house should be treated at the same time you are treating the affected person. You also need to tell the child's teacher. If hair is long it is better to have it tied up or plaited.

Lateness procedures

If your child is late to school (arrives after 9:00am) they are to visit the front office to inform the School Admin Officers of their name and class so that the school's attendance record can be accurately adjusted with the time of arrival. The student will then collect a late pass from the office and take this to their class teacher. All late arrivals must be justified with an explanation from the student's carer / parent.

Early departure procedures

If a student becomes ill at school, parents will be notified via a phone call so that their child can be collected from the sick bay in the front office. Following early departure procedures, parents / carers will be required to 'sign out' their child and the student will have a partial absence recorded and justified as sick.

It is encouraged that appointments for students are made outside of school hours to minimise disruption to students' learning.

Accidents and Illnesses at School

Students who are ill or have an accident at school attend the sick bay (in the front office) for assessment of their needs by staff. Any minor first aid required is conducted by school administrative staff (bandaids, ice packs). For serious illness or accidents, parents will be contacted and if necessary, an ambulance will be called. If parents / carers cannot be reached, emergency contacts will be called.

At Glenfield Public School, staff are trained in CPR, anaphylaxis and emergency care.

Medications and Medical Conditions

Medications

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- notify the school
- provide up to date information as required
- supply the medication and any 'consumables' necessary for its administration in a timely way.

Parents/carers of children who require prescribed medication to be administered at school must complete a written request. **Please contact the office for this form.** Students must not carry medications unless there is a written agreement between the school and the student's parents/carers.

Medical and Special Needs

If your child suffers from any medical condition, this needs to be discussed with the principal prior to enrolment. Children are not permitted to keep medication in classrooms or school bags where they could be accessed by other children (asthma medication being an exception). Children with high care needs such as diabetes, anaphylaxis and asthma must have a health care plan developed by a medical professional. Please contact the office for how and when this medication is to be supplied.

NSW Department of Education

Why attendance matters

When your child misses school they miss important opportunities to:



Learn



Make friends



Build skills through fun



Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

1 day per **fortnight** = **4** weeks  = Over **1** year missed



1 day per **week** = **8** weeks  = Over **2.5** years missed



Student Welfare

Our school adopts a positive approach to student welfare. School programs are designed to support the educational, physical, social, behavioural and emotional needs of every child. The positive behaviour program centres around three main rules:

Be Safe

Be Respectful

Be a Learner

There are many student leadership opportunities including roles such as Class Captain, School Captain and Sport House Captain. The school also has a Year 6 student as a school ambassador. There are opportunities for students to be part of the Student Voice Council (SVC formally SRC).

A learning support team comprising the principal, school counsellor and support staff, meet weekly to discuss and review students who have been referred by either teachers or parents. Action plans are devised to support these children.

The school has a student welfare and an anti-bullying policy that is reinforced on a regular basis. Copies of these are on the school website.

Merit Award System

Students are rewarded for their positive attitude, behaviour, consistent application, achievement, improvement and citizenship. All awards should be saved by students/parents and accumulate to receive medallions. It is the students' responsibility to keep their awards. A folder or a photo album would make an ideal storage unit. All awards must be signed and dated to be valid.

Merit and Playground Awards are equal in value. Merit awards are presented at fortnightly assemblies. These awards are allocated to classes as follows:

4 awards for classes with 1 - 20 students

5 awards for classes with 21 - 25 students

6 awards class for classes with 26 - 30 students

7 awards for classes of 30+ students.

At the conclusion of each term, two merit awards will be given to the Class Captains. Two new Class Captains are voted into office by their peers each term.

Principal's Awards are presented to two students from each class at the conclusion of each term. This award is equal to three merit or playground awards and is only given to students who have consistently shown excellence in behaviour and application over the term.

Five minis equates to one merit award and must be signed by a teacher.

Medallions

Bronze, Silver, Gold and Platinum certificates will be received by worthy students at the end of each term. These students will also receive a matching medallion.

Bronze certificates and medallions require twenty-five points

Silver certificates and medallions require a Bronze certificate plus a further twenty-five points (fifty points in total)

Gold certificates and medallions require a Silver certificate plus a further twenty-five points (seventy-five points in total)

Platinum certificates and medallions require a Gold certificate plus a further twenty-five points (one hundred points in total)

Learning Support

We are committed to supporting each child to achieve their best in an environment where their learning, wellbeing and sense of belonging are of the highest priority.

Our Learning Support Team includes the School Counsellor, Learning Support Coordinator, Learning Support Teacher, Class Teacher and the Principal. The purpose of the Learning Support Team is to collect information, identify needs, develop strategies, collaborate with all stakeholders, monitor progress and make recommendations for students who need adjustments to access the curriculum and meet their educational and wellbeing goals. The team supports the specific needs of children with a disability or additional learning and support needs. This may include behaviour or overall wellbeing.

How does my child access learning support?

Students can be referred to the learning support team by their classroom teacher for learning or behaviour support based on data that indicates the need for further intervention. These decisions will be made only after the classroom teacher has had discussions with parents / carers around their observations of student need and strategies or interventions have been trialled at a classroom level. Parents are encouraged to contact their child's classroom teacher if they have concerns about behaviour or learning.

The role of the school counsellor

School counsellors support students and staff with their expertise in psychological counselling, assessment and intervention with the consent of parents / carers. If you would like to discuss your child with the school counsellor, please speak to your child's class teacher first. A form can then be filled in through School Bytes.

Lunches and Canteen

Lunch

Students have ten minutes dedicated eating time from 11:00am - 11:10am each day to eat their lunch in a quiet place while seated. This is usually the classroom, however, some classes choose to sit outside on their verandah or under the COLA. We encourage students to bring a healthy lunch and a water bottle that they can refill throughout the day.

Crunch and Sip

All students are encouraged to pack a small quantity of fruits and/or vegetables for 'Crunch and Sip' time. Classes break informally at 10:00am to allow students a chance to eat a healthy snack and have a drink of water. The rationale behind Crunch and Sip is to prevent students from becoming hungry and losing focus during the morning session.

Canteen

The Glenfield Public school canteen run by Liverpool Neighbourhood Connections, operates within the [NSW Healthy School Canteen Strategy](#) and offers a range of foods for students to order for lunch Monday to Friday. Orders can be made online using the Qkr app. The canteen menu and instructions can be found [here on the School's website](#).

The canteen menu is available on the school website and includes a range of daily specials. Your child's order will be delivered to their classroom at 11:00am for eating time.

Travelling to and from School

The school is officially open from 8.30am as this is the time teachers are on duty. NO CHILD SHOULD BE ON THE SCHOOL PREMISES OR OUTSIDE THE SCHOOL GATES BEFORE 8.30am AS THERE IS NO SUPERVISION. It is the

responsibility of parents to care for their children until the school gates are opened. No student or parent is allowed to enter the school through the car park gates. For working parents, before and after school care arrangements can be made through the Outside of School Hours (OOSH) care located in the school hall. The hours of operation are from 6:30am-8:30am and 2:45pm-6:30pm. The contact number for the OOSH is 9829 4600 and it is not run by the school. The entry gate for the OOSH is located halfway along the fence line on Waterloo Place.

Bus Service

Children wishing to travel home by bus assemble at the school's flag poles and teachers escort them to the bus stop (on Railway Parade) or on the opposite side of the road at the bus stop. It is advisable to regularly pack protective clothing in case of bad weather. To apply for an Opal Card for free school travel, you will need to complete an online application at transportnsw.info/school-students. Primary children are required to live 1.6 km from the school to be eligible for free bus travel.

Bikes and Scooters

Children must **WALK** their bikes and scooters into the school playground and on paths. Parents are asked to be sure that their child has a thorough knowledge of road rules and is capable of riding responsibly on a public road. Children in K-2 are discouraged from riding bikes. Helmets are compulsory and security locks are encouraged. A bike rack is located at the side of the hall. The school cannot be held responsible for loss or damage to any item children choose to bring from home. Any of these items are not to be ridden on the school grounds at any time.

Walking to and from school

Parents make the decision regarding the appropriateness of students walking to school based on their child's maturity, road sense and distance from school to home. Please inform your child's class teacher if your child will walk home without an adult.

Parking

Parking is restricted at school. Please note the "NO STANDING" signs erected in front of the school and in Waterloo Place. Parents are not to use the staff car parks at any time. The car park is out of bounds to children for safety reasons. Please do not inconvenience residents by parking across driveways.

Sport

Glenfield promotes healthy lifestyles and encourages students to participate in a range of sporting activities. The school has a long history of sporting success stories and good sportsmanship.

Kindergarten to Year 2 sport day is Thursday. Years 3 to 6 sport day is Friday. Students are required to wear sneakers/sports shoes and their sports uniform on this day. The school house team colours are able to be worn on carnival days:

Hume (Yellow)	Hosking (Red)	Bass (Green)	Macquarie (Blue)
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Students in Years 3-6 have the opportunity to represent the school at PSSA Gala Days, carnivals and occasionally knockout competitions. Selected students also have the opportunity to trial for zone sporting teams. The school holds primary swimming, cross country and athletics carnivals which all students in primary are expected to attend. A special assembly is held to hand out ribbons and trophies for the swimming and athletics carnivals.

It is an honour to be selected to represent the school in any event. School representatives are selected based on skill, knowledge of the sport and good behaviour.

Extra Curricular Activities

Glenfield Public School provides a variety of extra-curricular activities including the Student Voice Council (SVC), PSSA gala days, drawing club, Rubik's Cube club, art club, choir, dance groups, environmental initiatives, debating, gardening club and coding club.



School Map

