



Glenfield Public School

Information Booklet



Railway Parade, Glenfield 2167
Telephone 96051540
www.glenfield-p.school@det.nsw.edu.au

SCHOOL EXECUTIVE AND ADMINISTRATIVE STAFF

SCHOOL PRINCIPAL

The school principal is Miss Kirsty Batros. The principal oversees the educational programs and monitors student learning outcomes and wellbeing. The principal is also responsible for staffing and school organisation as well as the overall performance and development of staff, the smooth operation of the school including key accountabilities such as school finance, workplace health and safety, reporting to parents, site management and community engagement.

ASSISTANT PRINCIPALS

These executive teachers are in charge of the school in the absence of the principal. They are each responsible for a stage team and have a number of leadership roles within the school. As assistant principals are full time teachers, appointments must be made with them for meetings outside teaching hours.

SCHOOL ADMINISTRATIVE STAFF

The school administration staff undertake a range of tasks including payments and receipting, purchasing and general office duties. The office staff are happy to assist with any enquiries. They also monitor student attendance and student health care needs. The general assistant maintains the grounds and attends to school maintenance issues.

SCHOOL COUNSELLOR

The school counsellor works closely with students, parents and teachers. The counsellor can work with individual children to assess ability levels and special needs. The role also includes counselling students and providing advice to parents. A referral to the school's learning support team is generally required to enable students to receive support from the school counsellor.

ENGLISH AS A SECOND LANGUAGE / DIALECT TEACHER (EAL/D)

EAL/D teachers work with children who are learning English as a second language. These teachers focus on developing vocabulary, language patterns and knowledge relating to topics studied in the classroom.

LEARNING AND SUPPORT TEACHERS (LaST)

These teachers work with children who need extra help to become confident speakers, readers, writers and mathematicians. The degree of support is determined by prioritised specific needs.

SCHOOL LEARNING SUPPORT OFFICER (SLSO)

The school receives funding to support some students who have a diagnosed disability. This source of funding is used to employ SLSOs who work closely with these students under the supervision of the classroom teachers and the learning support team (LST).

RELEASE FROM FACE TO FACE (RFF) TEACHERS

All teachers are entitled to RFF time to prepare programs, collect or make teaching resources or conduct meetings. All fulltime teachers receive 2 hours RFF each week. In 2024, more time has been provided to work collaboratively to implement the new curriculum. During this time an RFF teacher will replace the classroom teacher and implement a negotiated class program.

CASUAL TEACHERS




When teachers are absent casual teachers replace them. If a casual is not available it may be necessary to 'split' the class, meaning that students would join another class for the day. Every effort is made to replace the class teacher. However, on the rare occasion when classes need to be split, children will be informed of the process and attached to a class with pre organised appropriate work tasks.

DELIVERING AND COLLECTING CHILDREN

Children will be released to parents, guardians and/or appropriately aged siblings. **If you wish another person to collect your child please notify the teacher/office in writing every time.** All adults collecting children should be known to your child. If there is a custody issue, the school requires a copy of the most current court orders. Without court orders the school is obliged to release students to either parent with identification, listed on the enrolment form or birth certificate, at any time.

UNIFORMS

The uniform shop is Lowes at Minto Marketplace. The P&C operate a preloved/second hand uniform shop on Thursday 2:45-3:00pm. 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 skirts, 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 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.</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.

CONTACTING THE SCHOOL

All enquiries should be made to the office by telephoning **9605 1540** during school hours or to the teacher through Seesaw. If you need to meet with a teacher, please call to make an appointment at a mutually convenient time. Teachers are unable to speak to parents during lesson time. Interruption to classes is to be avoided at all times.

SCHOOL HOURS FOR ALL STUDENTS K-6

No child is to be at school before 8:30am for safety reasons.

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	Lunch with class
11:10am-11:45am	Lunch
	Areas are supervised by teachers on a duty roster
11:45am-1:25pm	Class time
1:25pm-1:45pm	Recess
	Areas are supervised by teachers on a duty roster
1:45pm-2:45pm	Class time

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. On these rare occasions arrangements may be made to collect your child from the office.

LEAVING THE 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.

SPECIAL REQUIREMENTS

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 Years K-2 borrow one book at a time, Years 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.

MEDICATION 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.

MOBILE PHONES, 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 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.

PAINT SHIRTS

Please send a large shirt to cover your child's uniform during painting and craft lessons and label it clearly with your child's name.

SCHOOL HATS

Students are required to wear a school hat in the playground at all times. Broad brim hats are available for sale at the school office. Please label hats clearly with your child's name and class.

SUPPLY OF EMERGENCY CLOTHES

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.

COMMUNICATION

DIRECT COMMUNICATION WITH PARENTS

Parents need to ensure the school is informed of changes to contact details including phone numbers, emergency contacts and email addresses.

PARENTS AND CITIZENS (P&C) ASSOCIATION

The P & C usually meet on Zoom on Mondays twice a term at 7pm. Please refer to the school newsletter 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.

SCHOOL BYTES

The portal also gives access to forms, instructions, information, excursion permission notes and more.

To access School Bytes parent portal, use one of the following:

- Search and download the app on your mobile device.
- Go to the Glenfield PS website/Get Connected and click on the School Bytes logo.
- Use the payment link emailed to the email you provided to the school.

SCHOOL NEWSLETTER

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

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.

SEESAW

To integrate technology into all learning areas and strengthen communication regarding student learning between home and school, all teachers and students are using the app Seesaw in classrooms. Seesaw gives children creative tools to capture and reflect on their learning in real time. Seesaw's mission is to

create an environment where students can be their best. To accomplish this goal, it's essential that Seesaw is a safe place for students to document their learning, and that parents and teachers are in complete control over how that information is shared. All parents/caregivers and students must sign the Seesaw Policy agreement to use this app.

SENTRAL PORTAL

All student absence notifications can be made through the Sentral Parent Portal. The portal allows parents and carers to monitor their child's attendance, receive messages and notifications from the school, view excursion notes and other information, and stay connected and informed.

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)

SUPPORTIVE COMMENTS

It is important that parents present a positive image of the school and our school rules. Please praise your child for his/her efforts and achievements and give recognition for the good things that your child, the class, the teacher and the school do. If parents have concerns, we encourage these to be voiced to the class teacher first and then if necessary, the assistant principal in charge of the stage. The principal will then be informed. We will endeavour to work together to resolve any issues.

PARENT COMMUNITY INFORMATION SESSIONS

On occasions, parents are invited to attend meetings in which they are provided information about school programs and topics of interest. Parents are encouraged to contribute ideas and become involved in the decision making of the school.

ANNUAL REPORT AND SCHOOL PLAN

Each year the school evaluates current programs in a formal review process. The purpose of this evaluation is to improve educational and administrative practices across the school. Student achievement is carefully analysed, particularly in the areas of literacy and numeracy. The results are compiled and reported to parents via the annual report. Recommendations from this report inform future school plans. Copies of these are available on our website.

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 Sentral. Parents are given a choice of times for a ten minute interview.

PARENTAL INVOLVEMENT

We welcome the involvement and assistance of all parents in our school. Levels of participation include P&C involvement, assisting in classrooms and attending special functions, cultural and sporting activities. If you would like to assist us in the school we would like to hear from you.

BUILDING A HEALTHY SCHOOL COMMUNITY



HEALTHY CANTEEN

The healthy food initiative is reinforced in classroom programs. Parents are asked to support this concept by providing healthy food in lunch boxes every day or encouraging children to purchase “Green Foods” (see table below). Each day at 10.00am students eat cut up pieces of fruit or vegetables or drink water as part of our “Crunch, Munch, Sip” program. These items must be brought from home. Parents are asked to ensure that plastic containers and drink bottles are clearly labelled with the child’s name. No glass bottles please for safety reasons.

Food items are categorised as follows:

Green food choices are best because they are good sources of nutrients and contain less sugars and fats.

Amber food choices say *take it easy*. These foods should be chosen carefully and consumed less frequently than green foods.

Red food choices are for *occasional treats*. These foods contain large amounts of sugar, salt and or fats.

The school canteen operates daily from 8.30am and is open at lunch and recess. Students order their lunch at the canteen before 9.00am. A comprehensive menu and price list is located on the website. Students are encouraged to write their lunch order on a paper bag with the money enclosed. The order is handed directly to the canteen manager prior to 9.00am. Orders can also be placed on-line. The canteen is open during lunchtime and recess for children to purchase drinks, snacks and ice blocks. Children are encouraged not to bring large amounts of money to school.

HOMework

Always encourage your child to listen, talk, read, write, think, observe, ask questions and problem solve. These are life strategies that develop skills, knowledge, understandings, values and attitudes. Your personal interest makes all the difference. The content and amount of homework set by the teacher will vary from class to class. It is important to be in touch with the class teacher regarding homework requirements. Your interest in and supervision of homework will greatly assist your child.

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 available on request.

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)

ABSENCE FROM SCHOOL

Under the Education Act of 1990 children are required to attend school each day. The class teacher is required to note partial or whole day absences from school. Any absence should be explained with an email or written note from the parents within seven days of the absence. The explanation needs to explicitly state what the illness was rather than just "sick". The note needs to be presented to the child's teacher on the day he/she returns to school or emailed to the school. 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.

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.

Procedure for Treatment

1. Look for nits (eggs) - whitish specks stuck to the hair. If you see live lice or white eggs stuck to hair strands, this means your child needs treatment.
2. Buy head lice lotion from the chemist and a fine tooth comb.
3. Apply lotion as directed, leave on for the recommended time.
4. Remove lice with the fine tooth comb.
5. Check the hair of everyone in the family.

Any nits found more than 2cm from the scalp after treatment are dead. Remember that anyone can catch head lice where a number of people work and play together.

IMPORTANT INFORMATION

Important information about your child such as health issues and other special needs information should be given to the school prior to enrolment. This will assist teachers to place your child in a suitable class and apply for extra assistance, if applicable. Please ensure all information filed at the school is **updated regularly**, particularly changes of name, address and phone numbers of parents and other contacts.

SCRIPTURE

Clergy and lay teachers visit our school each Tuesday. Parents are requested upon enrolment, to nominate the scripture class they wish their child to attend.

PAYMENTS

No money is collected by teachers. It is preferred that all payments are made using School Bytes. If payment is to be made using cash, exact money needs to be put in an envelope clearly labelled with your child's name, class, amount enclosed and activity and placed in the letterbox located on the outside of the office wall.

All payments can be made using the School Bytes Parent Portal. The portal allows parents and carers to make all payments for excursions, fees, hats. It also gives access to forms, instructions, information, excursion permission notes and more.

When children bring money to school for an excursion, sport activities or school performances please put it in an envelope marked with the child's full name and class, the amount enclosed and the reason for payment. The envelope should be put in the letterbox located near the office door. Payments can also be made online. If paying online the permission note still needs to be filled in and returned to the office. It is important all payments are made by the due date. Contact the office for details.

PAYMENTS FOR SCHOOL RESOURCES

At the beginning of each year parents will be provided with information about the amount of money required for the provision of textbooks, subscription to online educational programs and other requirements.

EXCURSIONS AND CULTURAL ACTIVITIES

Excursions and cultural activities broaden children's experiences and are an important part of the educational program. On many occasions, parents are invited to participate in special events such as International Day, Book and Easter Hat Parades and Harmony Day.



All parents are urged to make it possible for their children to attend excursions. We are not permitted to take children on excursions without the consent of parents. To ensure that your child doesn't miss out, please return sign permission notes and pay promptly, when notified. If you are in need of financial assistance the school has limited funds for this purpose. Please complete the Student Assistance form in School Bytes/Forms if you are in need of assistance.

LOST PROPERTY

Personal property such as jewellery and toys are discouraged as they may become lost or broken. Expensive toys should not be brought to school unless requested by the teacher for specific lessons or for "News". DS games are not to be brought to school.

Please write your **child's name on all articles** including school tracksuits, jumpers, hats, lunch boxes, drink bottles, pencil cases, school bags etc.

Lost property is kept in a container under the covered outdoor learning area (COLA). A large amount of lost property is accumulated by the end of each term because names have not been clearly written on items. All clothes unclaimed at the end of each term are sent to charity or become part of the emergency clothing supply.

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 6:30-8:30am and 2:45-6:30pm. 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). 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

Children must **WALK** their bikes 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.

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.

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.

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 teams are:

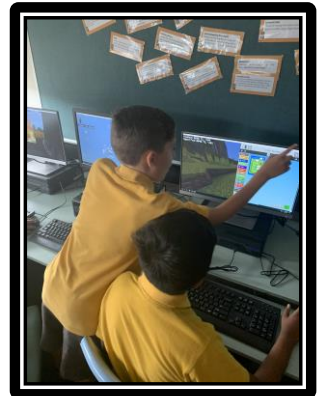
Hume (Yellow) Hosking (Red) Bass (Green) Macquarie (Blue)

Students in Years 3-6 have the opportunity to represent the school at PSSA Gala Days, carnivals and knockout competitions. Students also have the opportunity to trial for zone sporting teams. The school holds primary swimming, athletics and cross country 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), drawing club, choir, dance groups, debating, Rubik's cube club and coding club.



On behalf of the staff and students, I would like to welcome you to the Glenfield Public School community. 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 Map 2024
54 Railway Parade, Glenfield 2167

Waterloo Place Gate

Railway Parade

Gate

