Newtown Public School

PARENT TOOLKIT
A-Z of Information About Our School
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ABSENCE & ILLNESS
As part of our attendance and leave monitoring procedures, it is expected that you notify the school of any absence, regardless of its duration. You can notify the school of your child’s absence via email, phone call or a written note to the class teacher after the absence. After being absent for three school days (without parent notification), your child’s class teacher will contact you to enquire about your child’s wellbeing, in line with DEC attendance policy guidelines.
Please be aware that teachers are responsible for your child’s wellbeing during school hours. You will be contacted if we are concerned for your child’s health.
We will also advise you straight away of any accident involving a knock to the head.
If your child has a serious illness please contact us immediately.

ALLERGIES & ASTHMA
We have students with severe allergies to nuts, egg and dairy products. Parents are asked to remind students of the importance of not sharing their lunch with other students and are asked to avoid lunches with spreads containing nuts (especially peanut butter and Nutella).
Parents and Carers are asked to provide the school administration with an updated (annual) copy of the student’s Anaphylaxis Plan from their GP and to check the currency and expiry of epiPens kept at school for use by school staff.
If your child has severe Asthma they will have a Health Care Plan made in conjunction with your GP. Please provide the school office with an updated plan for your child, along with current asthma medication and spacers, as required. These should be labeled and packaged.

ARRIVAL AT SCHOOL
Children should arrive at school in the mornings between 8.30 and bell time at 9.00am, unless they are booked into the Newtown Kids Cottage. The bottom playground (basketball court) is supervised for half an hour before the start of school.

NSW DEC Legal Services advises that parents who drop off students before the official start to school do so at their own risk. A letter will be sent home to parents who consistently send children to school prior to supervision commencing. Should work times require an early start to your day, students should be registered at the Newtown Kids Cottage which operates from 7.30am. For more information call NKC on (02) 9557 6825.

Children in Kindergarten and Years 1 and 2 are expected to remain with their teachers until they are collected after school or are collected by staff from Newtown Kids Cottage.
Please note that we do not allow children to wait unsupervised in the playground. All children are expected to leave the playground promptly after school and should go to the office if their arrangements change for any reason ie; parent is late. Unless the office is notified, students who are not collected by 3.15pm will be brought to the office until 3.30pm and they will then be taken to Newtown Kids Cottage (casual rates will be charged).
Please call the office if you know that you will be late and come to the office to collect your child/children when you arrive.
ASSEMBLIES
Weekly assemblies are held to recognise and celebrate student achievement. They are also an opportunity for classes to showcase their work and for our performing arts activities, such as singing. Assembly dates and times change from term to term. Assembly times are published in the newsletter and the term calendar.

ATTENDANCE
Regular attendance at school is important for student learning. The NSW Department of Education and Communities has an attendance policy which is interpreted by our school in terms of process for absence and lateness. Please view this policy document at https://www.det.nsw.edu.au/policies/student_admin/attendance

BAND and TRAINING BAND
Students from Year 1 and up are eligible to join our School Band Program. The Band Program caters for beginners through to experienced students. We have two bands, a training band (Shetland Pony) and the Senior Band (Humongous Pony). Being a member of the school band requires a commitment to attend rehearsals before school each week and instrument lessons privately. The band fee is approximately $100 per term and includes all band rehearsals. Our school bands are conducted by Harriet Harding.

BOOK CLUB
Book Club is organised and run on a voluntary basis by one of our office ladies Jeanne Carroll. There are eight issues per year (two per term). Books may be purchased through this scheme by ordering on line, completing the order form sent home and returning it to school with the correct money or a cheque made payable to Scholastic Australia.

Information about Book Club is published in the newsletter, prior to each issue distribution of brouchers. Please ensure that your child does not return an order form without your authorization.

CAMPS - YEAR 3, 4, 5 & 6
Each year we hold a school camp or excursion that involves overnight stays. Camps provide an educational experience focused heavily on developing enhanced social skills, cooperation, teamwork and some independence in a setting away from home and school. Camps are a valuable part of our school’s learning programs. Camps cost on average between $250 and $300. Financial assistance is available on request.

CARNIVALS
We hold 3 sporting carnivals each year for students. A Swimming Carnival is held early in Term 1 at the Botany Aquatic Centre. A Cross Country Carnival is held for students in year 2-6 at the end of first term at Sydney Park. A School Athletics Carnival, for all children Kindergarten to Year 6, is held in third term at Erskineville Oval.

Successful students go on to our District carnivals and may progress to the State Carnivals. Parents are invited to attend and to offer assistance where required.

Please note: To be eligible for District and State Carnivals you must turn 8 in the year of the event. Only students who turn 8 and can swim 50 metres are eligible to attend the school swimming carnival.
CANTEEN
Our school does not operate a canteen, however, you can order lunch from Lou Jack’s Café (King St and Corner of White Horse Lane) everyday of the week, before school and it will be delivered to our school office for collection by your child.

CLASS PARENTS
Class parents have greatly contributed to the wellbeing of our school community. The class parent program is coordinated via the P&C and is an initiative developed to enhance communication and cooperation. Each class has a parent coordinator whose role is to:
- compile a class list of parent contacts
- be a point of contact for other parents
- organise some social activities
- coordinate class contributions for fundraising
- ensure parents help to change home readers
- class parents are supported by the P&C and the Principal.

Register as a class parent online at www.newtownpublicpandc.org.au

COMMUNITY ACHIEVEMENTS
When students achieve success in activities beyond the school, we like to give them the opportunity to be recognised by our students and our school community. If your child has experienced a high level success you can have it noted in the Newtown NEWS. It is a parent responsibility to let the office know if you wish to have these achievements published for the community.

CURRICULUM
The primary purpose of schooling is to provide holistic education in the six NSW Board of Studies Key Learning Areas. The key learning areas are:

- English
- Mathematics
- Human Society and its Environment
- Science and Technology
- Physical Education
- Personal Development and Health
- Creative and Performing Arts (Art, Music, Drama, Dance)

A minimum of 50% of our school week is spent on literacy and numeracy with the balance spent on a mix of other KLA’s and some extra-curricula programs.

We offer a variety of extra programs at our school, both during and after hours. Our school provides extra assistance to children with learning needs and for those who have English as a second language.

Both the NSW Department of Education and NSW Board of Studies have detailed information about the NSW Curriculum.
All classroom teachers are entitled to two hours teaching ‘release’ and during this time students will participate in a combination of programs with other class teachers. In 2012 our release program includes the teaching of Key Learning Areas form the Board of Studies curriculum:
Drama and Dance – Cat Coad
Music – Mary Bromhead and Penny Biggins

CUSTODY MATTERS
It is a requirement of enrolment that the school be notified of any legal/custody orders that pertain to students. This includes any Family Law Court Orders or Apprehended Violence Orders (AVO’s). Schools have a prime responsibility to care for the welfare of students during school hours and can refuse access to non-custodial parents if it is not in the best interests of the child or in breach of court orders. It is essential that the school is kept fully informed of all changes. You should contact the Principal directly to discuss any legal matters. It is also important for the school to know if families separate so we can update our records.

E-MAIL CONTACT
Our school e-mail address is newtown-p.school@det.nsw.edu.au
Emails are checked daily but should not be relied upon for the delivery of messages that are of an urgent nature or require a quick response. Please contact the school via telephone in these circumstances.

EMERGENCY CONTACTS
Having access to updated personal details for parents is critical in the event of emergencies and illness of children. Please remember to notify the school when you change address, contact numbers or your emergency contacts change.

HEALTH AND WELLBEING
If there is a reported case of a student having an infectious disease and your child/children are not immunised you will be notified to come and collect your child/children from school.

Please check your child’s hair regularly. Anyone can get head lice and it is common for school children to get head lice at some time. Head lice can spread when children’s hair comes into contact with one another. Although itchy and annoying, head lice do not harm your child. Please inform the school office so they can inform others to check their children’s hair.
For useful tips to prevent and treat head lice visit:

HOMEWORK
The school has a homework policy in line with the NSW DEC Policy. Homework is treated as an opportunity for students to take some responsibility for their learning and complete tasks independently at home. Details about homework expectations across the school are provided at the class information sessions at the beginning of each year.

LEAVING EARLY /ARRIVING LATE
Outside appointments involving children should not be made during school hours. However, if after school hours specialist appointments are not possible and you wish to collect your child during the day, please go to the office to sign your child/children out before collecting them. No child is allowed to leave the school by themselves before 3.00pm. No child will be allowed to leave school during the day unless they are collected from the school office by an adult.
If your child is late, please take them to the Office to obtain a late note before taking them to their classroom.

A Home School Liaison Officer monitors student attendance in line with the DEC Attendance Policy and Procedures.

**LIBRARY**

Students attend Library once each week with their class teacher and our Teacher Librarian Ms Vermeesch. Library lessons provide an opportunity to borrow books to read at home and are an integral part of the study of different KLAs throughout the year.

Students are responsible for the safe return of their Library books from the time that they are issued at the Library.

When a book goes missing, parents are asked to pay the cost of its replacement before a student can resume borrowing. You can also replace the book yourself. If the book is found then that fee is refunded to you.

Please ensure that your child has a labelled cloth Library bag. You could make one or a pillow slip/reusable shopping bag is a good solution.

**LUNCHES**

All lunches should be provided in a lunch box with minimal packaging as part of our school sustainability efforts. Please ensure your child is able to independently open all parts of the lunch. Students are also encouraged to bring a water bottle filled each day.

**Please note we are unable to heat or cool any lunches for students**

**MEDICATION**

As a general rule medications are not administered at school for student illnesses. Medications should be administered before and after school wherever possible. Authority to Administer Medication must be signed before any medication can be given to your child at school. This form can be completed at the office.

Students requiring long-term medication or the administration of asthma medication require a health care plan / asthma plan to be developed and updated annually.

Please contact Jeanne Carroll in the office to discuss administration of medication at school.

**MOBILE PHONES AT SCHOOL**

Mobile phones should not be brought to school. We cannot accept responsibility for their loss or damage. If parents need to contact their children throughout the day, they are able to call the office and messages will be passed onto the students. If mobiles are brought to school, they need to be handed in to the school office before the start of school (where they are logged in a register) and then collected by the student after 3pm.

**MONEY & PAYMENTS**

Parents are asked to always place money in a sealed envelope when making payments to the school. Parents are also asked to ensure the permission note is attached to the outside of the money envelope.

Envelopes need to be sent with your child to the class teacher for collection each day.
NEWTOWN NEWS
Our weekly newsletter is called the Newtown NEWS and is issued each Monday. The Newtown NEWS is the primary point of communication with parents and is issued via email. This informative bulletin keeps you up to date with events at the school, excursion reminders and key issues affecting our school.

To register to receive the newsletter, please email the office at newtown-p.school@det.nsw.edu.au (please include your youngest child’s name and class).

The Newtown NEWS is also uploaded to our website each week but in line with DEC Web Publishing guidelines, this is a modified edition with all student names removed.

PARENT TEACHER INTERVIEWS
We hold these once a year early in Second Term, and written reports in Term 2 and 4. These times are an opportunity to share information and to make plans for your child’s learning at school. Dates will be published in the Newtown NEWS.

At any time you may contact your class teacher to arrange a suitable time for an interview. Please note that it is not possible to contact teachers during class teaching time. Contact is only available before 8.55am, 11-11.20am or 1-1.40pm. Your child’s teacher/s will provide you with their DEC email or you can email the administration office and your email will be forwarded to the teacher.

PARENTS & CITIZENS (P&C) ASSOCIATION
Our P&C meets on Tuesdays, usually on the third week of each month at 7.00pm in the Library. Upcoming dates are published in the Newtown NEWS. All parents and carers are welcome to attend to hear information about the operation of the school and to discuss ways in which you can help.

P&C donation envelopes will be sent home with a notice of explanation during Term 1. Our school greatly appreciates any support you can provide via the P&C. The money raised from our community goes towards the provision of resources for our school. Your contributions help enormously.

Visit the P&C Association webpage on the school’s website for up to date information about the ways our P&C is supporting your child’s education at Newtown Public School.

PHOTOS
School photos are taken in Term 1 each year by The School Photographer. Order forms and envelopes are sent home to all families. Payments and orders must be made prior to Photo Day. Photos are usually provided to the school in Term 2 and are sent home with students.

PLAYGROUND SUPERVISION
Our playground is directly supervised by a teacher from 8.30am each day. Children should not arrive at school prior to 8.30am unless they are attending Newtown Kids Cottage. Teachers are also on duty at recess and at lunch-time.

If a child does, on occasion, need to arrive a few minutes before 8.30, then they are to remain seated on the ‘wooden seats’ on the veranda.

In wet weather, children are to wait under the covered walkway near the bubblers or on the veranda until the bell, then go directly to their Classrooms.
There is no playground supervision after school. All students should leave the school grounds and go directly home. No child is to play in the playground (this does not include Lillian Fowler Reserve) before or after school unless enrolled at Newtown Kids Cottage.

POLICIES
Our school is a NSW Government School and is required to follow the policies and procedures of the NSW Department of Education and Communities. In most circumstances the policies of the NSW DEC are the policies of the school, these can be found on the Department’s website www.det.nsw.edu.au

RELIGIOUS INSTRUCTION
Scripture classes are timetabled for once each week on Thursday for a period of 30 minutes, beginning in Week 3, Term 1 for all children. You will be asked to allocate your preference for Scripture Classes on the school’s General Consent form sent home in Week One of Term One. Non-scripture Ethics are included in these options. The curriculum for scripture is written by each affiliated church, and the St James Ethics Centre is responsible for the Ethic’s curriculum. Non-scripture is available for all other students.

If you no longer wish your child to attend the scripture or ethics class to which they have been allocated, you are required to put your request for change in writing to the Coordinator Helen Campbell.

RIDING TO SCHOOL
Our school promotes riding to school as a healthy, fun and environmentally responsible way of getting to school. To support this, ‘scooter parking’ is available on the veranda outside the Library, bike racks are available on the Norfolk Street entrance and skateboards can be left in the barrel near the school office.

SCHOOL RULES & BEHAVIOUR MANAGEMENT
We have 4 simple rules for students to follow:
1. Think
2. Respect
3. Cooperate
4. Care

Students who break the rules progress through a series of steps (as outlined in the school’s Behaviour Management Flow Chart) focused on ensuring students understand the rules, why they are important for everyone, how to better manage problems and how to make things right.

Consequences for rule breaking can vary dependent on a range of circumstances but can include time out, restoration, counselling or more formal steps including loss of privileges, formal ‘time-out’ & parent interviews. Our welfare programs are currently under review as part of our review of Student Welfare and Wellbeing.

The Out of Bounds School Areas:
- All classrooms
- All stairways, balconies and toilet areas
- All Norfolk Street and Angel Street frontage

SCHOOL RULES FOR EXCURSIONS / OUT OF SCHOOL ACTIVITIES
- Students are required to wear full uniform unless otherwise instructed.
- Students need to move safely, listen and respond to their teacher’s instructions.
- Students should be courteous and considerate when representing our school in the community.
Additional Information

Extra Curricula Activities
The school provides spaces for lessons for students to participate in programs outside school hours, run by third party providers.

LANGUAGES
Lessons are available in each of the following languages - French, Spanish and German.

Language Lessons - All enquiries about these lessons should be directed to LCF Language Clubs

DRAMA –Mary Vasey

ART –Liana Osbourne & Maggie Stein

Services

READING RECOVERY PROGRAM
Our school has a very successful Reading Recovery program to support children in Year 1 who are experiencing difficulties in Reading. The reading recovery teacher in 2012 is Sarah Kavanagh.

HOME READING PROGRAM
A Home Reading program operates for students in Years K-3. Children have the opportunity to take home reading material on a daily basis.

NEWTOWN KIDS’ COTTAGE
NKC operates to provide your child with an excellent standard of care from 7.30-9am and from 3-6pm on a fee paying basis. Families must also pay a registration fee in order to use the Centre. Vacation Care is not available.
Enquiries contact Carlie Hendersen T on 9557 6825.

SCHOOL COUNSELLOR
All children should feel safe, be happy, and learn to their potential, while at school. Sometimes, however, things happen which may cause you, or you child’s teacher to have some concerns about student progress or behaviour.
If you would like to discuss any issues relating to your child. Our School Counsellor, Steve Krinitzky is at the school each Wednesday. Please contact the office for a referral form. A referral form must be completed before the counsellor can work with any student.
This Travel Access Guide (TAG) provides information on travelling to and from Newtown Public School. It shows parents, students, and the wider school community how to get to and from our school, and how to enter and leave the school safely.

We encourage parents and students to use active travel to get to and from school. Active travel is about people walking, cycling and using public transport to get to places, and relying less on cars.

Our school has nearby public transport. This TAG will help you find out how to use public transport to get to and from school.

Benefits of using active travel to get to and from school include:

- Reduction of traffic congestion around the school
- A safer school environment
- An opportunity for physical activity for parents and students.

A safe journey to and from school

Safety of children is our priority, therefore we ask you to use the pedestrian crossing at Angel St, and the recommended entrances in Norfolk St, off Lillian Fowler Reserve and off the paved section of Whitehorse St (that are marked on the TAG) when arriving at school. If you are walking from the north end of King St, we suggest you walk via Newman St, and then walk down Whitehorse St. The part of Whitehorse St that meets King St is a narrow lane where cars frequently block in and out, so we recommend that you avoid this lane and use Angel St instead.

For those who drive, we ask you to stop your car and to drop off children near Lillian Fowler Reserve in Angel St. Our school is surrounded by streets that are narrow, one way and hard to see around, so please take special care. Please obey the No Parking laws in the closed off area between Harold and Angel Sts.

As an alternative to stopping directly outside the school, we suggest you park a block or two away, and walk with your child to school. This way your child can practice their road safety skills with you. We recommend that children up to the age of 10 years walk with a parent or other adult, and that children should hold an adult's hand while crossing the road.

Going to and from school – a good opportunity to do some walking

Children and young people need at least 60 minutes a day of moderate physical activity (like walking) on most days of the week to stay healthy. Adults need at least 30 minutes of moderate physical activity a day to maintain their health. National Physical Activity Guidelines for children, young people and adults, Australian Department of Health and Ageing, 2004. For further information telephone 1800 020 105 or see their website www.healthychoice.gov.au.

Walking some or all of the way to and from school is a good way for parents and children to do some of this physical activity and learn about the local environment, and it means less traffic congestion around our school.

Riding a bicycle to Newtown Public School

Our school has bicycle racks for students to store their bicycles. We ask students and parents who ride bicycles to school to get off their bikes and walk with them at traffic lights and pedestrian crossings, and also when in the school grounds. Don't forget to wear your bicycle helmet! Please note the Roads and Traffic Authority (RTA) allows children less than 12 years and adults cycling with them to cycle on footpaths. When using footpaths shared by cyclists and pedestrians, please consider the needs of pedestrians.
For all of your school uniform needs

YOUR UNIFORM SHOP

at school & online
www.youruniformshop.com.au

Tel: (02) 99052711 Fax: (02) 9905 2815

School shop opening time:
Wednesday 8.30-9.30am

The uniform shop is located upstairs next door to the office

Contacts

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Principal
Abbey Proud