

Information Book



2022

○ Directory	2
○ School Times	2
○ School crest and motto	3
○ School song	3
○ Curriculum	4
○ Student Welfare	5
○ School Rules	5
○ Recognition of Student Achievement	6
○ Opportunities for Students	7
○ Support for Student Learning	10
○ Student Health	11
○ Table of Isolation and Quarantine	11
○ School Uniform	12
○ General Information	13
This section comprehensively lists other facets of school life including services, facilities, routines and events.	
○ School Map	19

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Principal:	Mr Rob Francis
Assistant Principals:	Ms Marina Mattiuzzo <i>Assistant Principal (Kindergarten and Year 1)</i> Mrs Michelle Caruso <i>Assistant Principal (Year 2)</i> Mrs Erin Taggart <i>Assistant Principal (Year 3 and Year 4)</i> Mrs Angela Churchland <i>Instructional Leader & Assistant Principal (Year 5 and Year 6)</i>
School Administration Staff:	Mrs Judy Kandalajt (<i>Manager</i>) Mrs Melissa Speed Mrs Lynette Sutcliffe
Before/After School Care:	Helping Hands North Ryde Monique Macri (<i>Coordinator</i>) Phone: 0417 391 300 northryde@helpinghandsnetwork.com.au



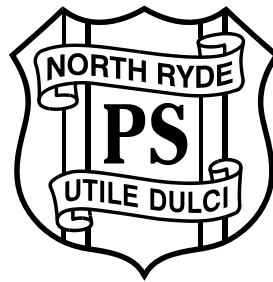
School Times

Teacher on morning duty	8.40am
School begins	9.10 am
	<i>('Crunch and Sip' in classrooms during the morning)</i>
Lunch	11.10 - 12.10 pm
Recess	1.50 - 2.10 pm
School ends	3.10 pm

Our school has specifically chosen to have an early lunch and an afternoon recess break for the benefit of our students. It was found that many students found it hard to remain well focussed with a later lunch. An earlier lunch ensures that students are well nourished for the prime learning time of the day. It also means that our students avoid the rays of the strong midday sun.

School crest and motto

North Ryde Public School has been an important educational institution for over 130 years. It holds a special place in the hearts of many ex-students and has a long tradition of serving its community.



Utile Dulci – Pleasure through usefulness

*North Ryde Public School will, in partnership with the community,
prepare students for their future through quality teaching and learning
programs and a strong emphasis on social responsibility.*

School Song

At North Ryde Public School we take great pride in our rule,
Our motto UTILE DULCI always we heed,
'Pleasure through usefulness' will be our creed.
North Ryde is there in ev'ry sport,
We're keen on keeping fit and on the music we're taught,
North Ryde Public School will strive to keep each golden rule,
And the story of our history is there mid the grounds
Of gently sloping grassy fields with trees all around,
And so we sing with pride about North Ryde.

The Key Learning Areas (KLAs) of the primary curriculum are as follows:

ENGLISH

The aim of the English K-6 syllabus is:

- to encourage positive attitudes towards learning English
- to develop students' ability in using language effectively
- to enable critical reflection on how language works.
- communicate through speaking, listening, reading, writing, viewing and representing*
- use language to shape and make meaning according to purpose, audience and context
- think in ways that are imaginative, creative, interpretive and critical
- express themselves and their relationships with others and their world
- learn and reflect on their learning through their study of English

MATHEMATICS

Mathematics in Years K-6 aims:

- to develop students' mathematical thinking, understanding, competence and confidence in applying mathematics in problem-solving situations
- to promote their enjoyment and appreciation of mathematics.

HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)

HSIE in Years K-6 aims:

HISTORY

- to provide opportunities to learn about change and continuity
- to investigate their connections with the past through personal, family and local community history
- to examine significant events and people that shaped Australian colonies and the nation.

GEOGRAPHY

- to investigate environments and communities across local to global scales
- to develop an understanding of being informed, responsible and active citizens
- to undertake inquiry-based learning to explore and understand the world.

SCIENCE AND TECHNOLOGY

Science and Technology in Years K-6 is aimed at developing students' competence, confidence and responsibility in their interactions with science and technology leading to:

- an enriched view of themselves, society, the environment and the future;
- an enthusiasm for further learning in science and technology.

CREATIVE ARTS

Creative Arts in Years K-6 is designed:

- to enable students to gain increasing understanding and accomplishment in the visual arts, music, drama and dance
- for students to appreciate the meanings and values that each of the art forms offer personally, culturally and as forms of communication.

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)

The Personal Development, Health and Physical Education syllabus in Years K-6:

- develops the knowledge and understanding, skills and values and attitudes needed to lead healthy, active and fulfilling lives
- forms the basis for students to adopt a responsible and productive role in society.

Our students prosper in an inclusive learning environment that fosters respect, responsibility and cooperation. All students have the right to grow in an environment that promotes caring for others, integrity and fairness. These values are core to our successful welfare and discipline program.

Student welfare is the responsibility of all students and teachers and is an integral part of all school and classroom activities.

At North Ryde Public School students are encouraged to:

- develop resilience and self-reliance
- take responsibility for their own welfare and behaviour
- contribute to the welfare of others
- contribute to the life of the school community.

**Every child is
known, valued
and cared for.**

Our Student Welfare includes:

- Clear expectations of behaviour
- Consistent rewards, awards and recognition practices
- Ongoing management of inappropriate behaviour
- Promotion of anti-bullying behaviours
- Integration of healthy life skills
- Standards of uniform
- Homework policy

School Rules

Our school rules are clear and easy to remember. They encompass the expectations of safety, respect and involved learning.





Recognition of positive behaviour

We encourage students to be proud of their good behaviour. All staff provide immediate positive reinforcement to students for exemplary behaviour wherever and whenever it occurs - in their classrooms, the playground, at assemblies, during sport events or while on excursions.



Merit Certificates

Merit certificates are highly valued and may be given to students by any teacher for a specific reason. The certificates are presented by the principal at the whole school assemblies each fortnight. There are usually two recipients per class.



Merit Award System

Super Effort awards are given for appropriate behaviour in the classroom or playground and may be provided by any staff member.

- Super Effort Award
- **Bronze** Certificate
- **Silver** Certificate
- **Gold** Certificate
- Principal's Medallion

5 x Super Effort Awards = 1 **Bronze** Certificate

3 x **Bronze** Certificates = 1 **Silver** Certificate

3 x **Silver** Certificates = 1 **Gold** Certificate

3 x **Gold** Certificates = 1 Principal's Medallion

Bronze Certificates are presented to students by their class teacher.

Silver and **Gold** Certificates are presented at the whole school assemblies each fortnight.

Principal's medallions are presented by the principal at the last assembly of each term.



Class systems

Although all staff members use the whole school award system, each teacher has their own preferred way of recognising student achievement and positive behaviour within their classroom. This may include the use of peer praise and verbal recognition, class applause, stickers, stamps, awards and the use of special activity time.



Annual Awards at Presentation Day

Special awards are presented at the end of the year at Presentation Day. These recognise academic and sporting achievement, citizenship and special talents.

OPPORTUNITIES TO BE CHALLENGED

GIFTED AND TALENTED: The essence of giftedness is advanced development. Students who are gifted have the potential to perform at levels significantly beyond what we might expect for their age. Approximately 10% of students are gifted in one or more areas.

A student can be intellectually or creatively gifted. A student might be physically gifted or gifted in some area of his/her social/emotional development. Giftedness in any area means ability well beyond the average.

Students who are identified as gifted or having a talent in a particular field are provided extension work, designed to deepen and broaden their understanding and knowledge of an area. We ensure that the curriculum being accessed by students is differentiated to cater to their needs. We have high expectations of our students and provide them with different ways to gather content, to process or make sense of ideas and to create products.

The needs of gifted and talented students at our school are discussed regularly at meetings and when supervisors meet with teachers.

Extra-curricular activities, such as dance, choir, band, drama, debating, chess, PSSA sport and computer technology, are also providing opportunities for our gifted and talented students. Some of our students will have the opportunity to attend regional enrichment days where they work with students from other schools on activities to challenge their thinking and skills.

NATIONAL ASSESSMENT PROGRAM OF LITERACY AND NUMERACY (NAPLAN): The NAPLAN tests began in 2008 and are for all Australian students in Years 3, 5, 7 and 9. There are four online assessments – language conventions, writing, reading and mathematics. The tests are conducted during May. Parents receive a personal report detailing their child's results. The school receives information about all its students, as well as information relative to state and Australia-wide averages. In NAPLAN tests, our school consistently scores well above state averages. See the My School website for more information about our results.

OPPORTUNITIES TO DEVELOP SKILLS AND TALENTS

CREATIVE AND PERFORMING ARTS: The development of each pupil's potential in the creative arts is an important ingredient of the school's curriculum. We know that participation in the arts can have a profound positive effect on children's mental and physical development.

BAND: The school offers students from Years 3-6 the opportunity to learn and play an instrument. Over time, students progress from the Training Band to the Concert Band, to the Performance Band. Instruments include the flute, clarinet, trumpet, trombone, saxophone, euphonium, drums and keyboard. Instrument tutorials and band rehearsals are held both within and out of school hours. This program is managed by *Key Music Australia*, with an active P&C sub-committee in support. Band students have a special band shirt which can be purchased through the school Uniform Shop.

For more information about the band program contact the school office for a band booklet or office@keymusicaustralia.com.au

CHOIR: We have very popular and successful performance choirs available to students in Years 3-6. In recent years they have performed as members of children mass choirs on the stages of the Sydney Opera House, Sydney Town Hall and Willoughby Concourse. All our choirs perform regularly at school functions and other special events.

DANCE: Students from Years 3-6 have the opportunity to join the Performance Dance Group. Our dance groups have performed with great distinction at events such as, the Sydney North Dance Festival, the Ryde Schools Spectacular and the Children’s Festival of Music. They also perform to our school community.

Those students who are not selected for the Performance Dance Group, can participate in a Lunchtime Dance program with a specialist dance teacher.

DRAMA: Students from Year 3 have the opportunity to join a Performance Drama Group. It is hoped that this group will be chosen to perform at regional drama events. It will also perform locally and at the school.

MATHEMATICS ENRICHMENT GROUP: Students in the senior years, demonstrating excellent mathematical skills, are invited to join the Mathematics Enrichment Group. This group meets before school once a week and is supported by a teacher, and often a parent mentor, to solve challenging maths problems. Most students also participate in the Maths Olympiad competition.

CHESS: Chess is open to all students from Years K-6. Interested students meet each week to learn skills and compete against their peers. It requires students to draw on problem solving skills, teaching them how to make difficult and abstract decisions independently as well as fostering critical, creative, and original thinking. An internal competition is held between our more capable students.

SPORT: Our extensive sports program, with a focus on skill development, prepares our students for their successful participation in interschool competition and helps them continue an active healthy life. We value and promote the importance of teamwork, cooperation and respect.

Students from Years 3-6 have the opportunity to try out for school teams which participate in summer and winter inter-school sports competitions coordinated by the Primary Schools Sports Association (PSSA). We regularly field teams in cricket, netball, soccer, Tiger Tag, volleyball, Newcombe ball, t-ball and softball.

Our talented students are given the chance to try out for area and state representative teams. The school also regularly participates in regional knock-out competitions and special sport events.

Students in Kindergarten-Year 2 engage in game skill activities and gross motor programs. All students are expected to participate in regular fitness activities which are organised on a class or stage basis.

Every year, all students in Year 1 and Year 2 participate in a swimming program.

The school regularly enlists the expertise of private organisations to provide extra physical educational opportunities for our students. In recent years, students have participated in gymnastics, athletics and dance-fitness programs.

SPORTS HOUSES: Upon enrolling each child is assigned a ‘house’ which is the sporting group they will belong to while at our school. The allocation of students is on an alphabetical basis. The four houses are family names of the original landowners in the area.

Brown – green

Weaver – blue

Kent – red

Wood – yellow

SPORT CARNIVALS: During the year the students take part in several sporting carnivals.

- Swimming Carnival Term 1 Years 2-6
- Cross Country Carnival Term 2 Years 2-6
- Athletics Carnival Term 3 Years K-6

Separate notes are issued with details of each event. All students are expected to attend.

FURTHER LEARNING OPPORTUNITIES

TECHNOLOGY: All teachers integrate technology seamlessly into daily programs. The computers and interactive whiteboards in each teaching space, and the access to portable devices, including laptops, tablets and iPads, have proved that they greatly enhance student engagement, as well as student learning.

Students access different resources to develop coding skills such as, Bee Bots and Microbits. Classes also have the opportunity to use the school's 3-D printer.

The ethical use of technology continues to be a focus at North Ryde. The school is committed to ensuring that students are equipped with both the tools to access the information they require and the critical thinking skills to determine which tools are reliable and best suit their needs. Cyber safety and cyber-bullying are also topics that are regularly addressed.

LIBRARY: Our school library, the first designated library in NSW, was given a major overhaul and is now well positioned to function as a modern well-resourced learning and information facility. The library has several workstations and ready access to portable devices so that student research skills can be developed. There is a wide selection of fiction and non-fiction material. Resources are available for borrowing either during regular library lessons or when the library is open at lunchtimes.

During library lessons students are immersed in quality literature to encourage a passion for reading. They also refine their research skills using all the library resources and develop their use of e-learning tools.

EXCURSIONS AND INCURSIONS: Excursions are designed to support and enhance classroom studies. All excursions will have an educational focus and will be conducted as set out in the DoE and school policies. Parents and carers will receive separate notification of excursions detailing cost, venue, purpose, times and travel arrangements and request for parental permission. Excursion costs will be detailed on each term invoice.

In addition, musicians, performers and specialist speakers regularly visit the school to further enhance the school's educational programs. Costs for these incurSIONS are met by the student's family. If a family is experiencing financial difficulties, they should contact the principal.

OPPORTUNITIES TO DEVELOP LEADERSHIP

STUDENT REPRESENTATIVE COUNCIL (SRC): Our school has a Year 6 SRC. These are the students who have been chosen by their peers and staff to be the leaders of the school. Within this group are the girl and boy captains and vice captains. These students have leadership responsibilities within the school, such as coordinating the fortnightly assemblies. They also represent our school at special functions.

HOUSE CAPTAINS and VICE CAPTAINS: These students, elected by their sport houses, lead each house at sporting events, such as the Athletics Carnival. They also have other responsibilities, such as taking care of the sports equipment and providing activities for playtimes.

CLASS CAPTAINS: Each class has an elected class captain for Semester 1 and Semester 2. These students are given special duties and responsibilities by their class teacher.

PEER SUPPORT: The Peer Support Program is an established learning program where students befriend and support their peers across the whole school. This program is implemented every second year. It provides a comfortable and safe structure for senior students to develop leadership skills as they lead small groups of students through activities designed to enhance self-awareness, self-esteem, communication and coping skills. The program ensures that these senior students are trained carefully for their leadership role. The end result for students, staff and the entire school community is a friendly and caring environment, where across grade barriers are broken down and the school atmosphere is positive and co-operative.

BUDDY TIME: Kindergarten and their Year 5/6 buddies regularly share time together in a learning activity. The tasks vary from reading, to using iPads to create mini-movies, to gardening. This is a very rewarding experience for both the older and younger students, that everyone enjoys.

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EALD): For students whose first or main language is not English, we offer specialist programs in developing speaking, listening, writing and reading skills in English. These lessons are held during normal school hours and may be in the child's main classroom in a team-teaching mode or the students may be withdrawn for a period of time on a regular basis. The EALD teachers are also the members of staff responsible for maintaining visa and passport records.

LEARNING AND SUPPORT TEACHER: The school has a teacher whose role is to ensure that students with special learning needs are supported within their classroom. The teacher works in collaboration with each teacher to develop program adjustments and resources to assist student learning. The teacher also helps support staff to be effective when assisting in classrooms.

LITERACY AND NUMERACY SUPPORT TEACHER: This teacher uses early intervention strategies to support the literacy and numeracy needs of students who are experiencing difficulties from Kindergarten to Year 1.

SCHOOL COUNSELLOR: The school counsellor is a person specially trained in psychology who assists students who have learning, social or behaviour issues. The school counsellor is at our school 1-2 days per week. Parents who have concerns about their children should meet with the class teacher or principal, then complete a counsellor referral form.

LEARNING AND SUPPORT TEAM: Our school has a very active and effective Learning and Support Team. The L&ST meets once a week to discuss the specific learning needs of all referred students. The composition of the L&ST changes depending on the students being discussed, but has a core team of the principal, an assistant principal, an EALD teacher, the Learning and Support teacher and the school counsellor. Issues that are dealt with may relate to students with learning difficulties, students with physical disabilities and students with behavioural problems.

PARENT TUTOR PROGRAM: To support the reading skills of students, we have a very successful parent tutor program. Volunteer parents and community members are trained to provide 1:1 reading support to students in greatest need. Tutors ensure that students in need receive closely monitored reading support every morning for half an hour.

FACILITIES: The school offers many quality facilities in addition to the well-equipped classrooms. Students have access to:

- a Technology and Multimedia Centre with video conference facility
- interactive whiteboards in all rooms
- iPads, tablets and laptops with wireless connectivity
- a modern refurbished library and information centre
- a large assembly hall with full stage, curtains, lighting and projection facilities
- a large covered outdoor learning area (COLA) adjoining the hall
- two large grass ovals, attractive creative play spaces and climbing equipment
- an all-weather sports court, a tennis and a paddle tennis court
- a professional before/after school and vacation care centre, providing excellent service
- the popular NSW Schoolhouse Museum
- an on-site childcare centre which is extremely popular with the local community

HEALTH CHECKS: Parents are advised to have their child’s hearing and eyesight checked before their child starts school. A language and speech assessment can be very useful if you have any concerns about your child’s language development. All children should also receive periodic dental checks.

HEALTH ISSUES OR DISABILITIES: Parents are requested to ensure that the class teacher is notified of any issues that may impact on the child’s health or their learning, e.g. severe allergies, asthma, hearing or vision impairment, speech problems, etc. This information will help the school provide the appropriate support for students.

Please ensure that you provide the school with copies of health care, anaphylaxis or asthma plans.

Students are not to self-administer medication at school. Please leave medications at the school office.

ACCIDENTS AT SCHOOL: All accidents at school are considered serious and treated accordingly. While most accidents can be handled with basic first aid by the designated first aid officer, the staff will always consider the welfare of the child and if there is any concern for the child, parents will be notified and in extreme cases medical assistance will be sought and an accident report filed. In the case of injuries to the head, parents will be contacted.

TABLE OF ISOLATION AND QUARANTINE

DISEASE	PERIOD OF ISOLATION
COVID-19	Exclude for seven days from positive test
Diphtheria	Re-admitted on Medical Certificate only.
Scarlet Fever	Two weeks and until free from discharge from ears and nose.
Infectious Hepatitis (<i>Hepatitis A</i>)	Seven days from first sign of jaundice.
Measles (<i>Morbilli</i>)	Exclude for four days from appearance of rash.
Whooping Cough	Minimum exclusion for two weeks from the onset of the whoop.
German Measles (<i>Rubella</i>)	Exclude for four days from appearance of rash.
Mumps (<i>Epidemic Parotitis</i>)	Exclude for nine days from the onset of the swelling.
Chicken Pox	Exclude at least five days after the first spots appear or when blisters have all ‘crusted’.
Scabies (<i>the Itch</i>)	Until treatment has begun.
Ringworm (<i>Trichophyton</i>)	Until treatment has begun.
Trachoma (<i>Sandy Blight</i>)	Until discharge from eyes has ceased.
Acute Conjunctivitis	Until discharge from eyes has ceased.
Impetigo (<i>Septic Sores</i>)	See family doctor. If the sores are being treated and are properly covered by a clean dressing child may return to school.
Pediculosis (<i>Head Lice</i>)	Until hair is completely cleaned with appropriate solution from pharmacist (neither eggs nor lice being present).
Streptococcal Infection	Exclude at least seven days after symptoms have subsided or until a Medical Certificate of recovery is produced.

The North Ryde Public School uniform has been designed by the school community to be attractive and functional. All students are required to wear full school uniform. The complete uniform is available from the Online Uniform Shop. Details on how to order are on the school website. The Uniform Shop is run by volunteers from the P&C.

Summer

Jade short-sleeved polo shirt*
 Navy shorts
 Checked dress with white collar and jade tag
 Jade short-sleeved polo shirt* with navy skorts (*skirt-short combination*)
 White socks and black school shoes
 Navy sloppy-joe (*jumper*)* / light tracksuit jacket*
 Navy wide-brimmed school hat* (compulsory) *with school crest

Winter

Jade long-sleeved polo shirt with school crest*
 Navy trousers
 Navy tunic with white Peter Pan collar and jade tag
 Jade long sleeved polo shirt with navy bootleg trousers
 Jade long sleeved polo shirt with navy skorts
 White socks or navy ribbed stockings
 Black school shoes
 Navy sloppy-joe (*jumper*)* / light tracksuit jacket* / polar fleece jacket*
 Navy wide-brimmed school hat* (compulsory) *with school crest

SPORTS UNIFORM

Kindergarten – Year 2 - Sports day only

Jade polo shirt* with unisex navy knit shorts (*girls and boys*)
or jade polo shirt* with navy skorts (*girls*)
 White socks and white or black plain sport shoes
 Navy wide-brimmed school hat* (compulsory)

Year 3 – Year 6 - Friday only

Jade sports shirt with stripe* with unisex navy knit shorts (*girls and boys*)
or jade sports shirt with stripe* with navy skorts (*girls*)
 White socks and white or black plain sport shoes
 Navy wide-brimmed school hat* (compulsory)

Kindergarten – Year 6 Sport uniform for cooler weather

Navy tracksuit pants with white stripe Sports day only
 Navy track suit jacket with white stripe* *with school crest

ABSENCES: Students should have all absences explained by a parental note, which should be given to the class teacher by the student upon returning to school or you can use the eForm available on the Skoolbag phone app.

Parents must contact the school if the absence exceeds 3 days. Under the Education and Public Instruction Act 1987, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 15 years. Attendance is regularly monitored by Home School Liaison Officers of the Department of Education. Doctor's certificates are not mandatory for short absences but must be submitted for any lengthy absences.

If parents plan to take their child out of school for any reason or if there is a plan for a child to regularly attend an out-of-school activity or appointment, permission must be sought from the school principal.

If leave for more than two weeks is needed, permission must be sought from the school principal. This is a legal requirement and the principal has the right to deny leave if it is not in the interest of the child. Leave is not to be taken unless a leave of absence certificate is issued. Any certificates issued to parents by the school, must be kept as evidence that leave of absence was granted. Parents must allow at least 2 weeks for the leave application to be processed.

ATTENDANCE: Regular and prompt attendance is mandatory.

- The school playground is supervised by teachers from 8.40 am. Students should not be at school before 8.40 am. The school has an excellent before and after school care facility available if supervision is required outside school hours.
- Students who arrive late for school are to report to the administration office with a parent/guardian to receive a late slip to give to the class teacher.

ANNUAL SCHOOL REPORT: The Annual School Report is the end product of the school self evaluation process. The Annual School Report provides information on the current status of the school, its progress towards achieving stated targets and the intended targets for the following year. It also provides the community with information regarding student achievement, data from the NAPLAN (National Assessment Program in Literacy and Numeracy), details on specific focus areas and an overview of school plans. The most current report is available from the school's website.

APP: The school makes use of a phone app to communicate with the school community. It enables us to quickly provide reminders, updates and emergency information. It is strongly recommended that you install the Skoolbag app onto your phone. It will ensure that you always have information about school events and access to the school newsletter.



ASSEMBLIES: Whole school assemblies are an integral feature of our school and reflect our commitment to an inclusive K-6 philosophy. Fortnightly assemblies are held in the school hall and provide the opportunity to recognise student achievement. (Dates should be confirmed via the school newsletter.) Visitors are welcome.

ASSESSMENT: Student's work is assessed on a continuous basis. Teachers track student progress through observation, class tests, discussion, anecdotal records, work samples and selected diagnostic instruments. Results are used to inform teacher programs, seek extra support if needed and provide the basis for student reports.

BEFORE/AFTER SCHOOL AND VACATION CARE: North Ryde Public School works closely with the provider of its before/after school and vacation service to ensure that students always receive quality care. Helping Hands has an excellent reputation for providing an attentive, friendly and very professional environment for students requiring out of hours care. The service includes care for students on Staff Development Days, when the students do not attend school, and vacation care.

Times for the centre are: 7:00am – 8:40am Monday-Friday
 3:10pm – 6:00pm Monday-Friday

A fee schedule is available from the centre, phone on 0417 391 300 or from the school website.

BUSES: The school is serviced by regular State Transit buses. Students need to apply for a student travel OPAL card. For more information please visit [School student travel | transportnsw.info](https://www.transportnsw.info)

CAR PARKING: There is NO PARKING for parents in the school carparks. The lower carpark may only be accessed at drop-off/pick-up times by registered families. If you need to pick up an injured or sick child, please press the 'school' button at the lower boomgate.

Extreme care must be taken if you are accessing the carpark. Drivers please watch carefully for any pedestrians, especially when crossing the footpath. Obey all signage. Please note that parents have been booked for not obeying the 'no right turn' signs or queuing over the bus stop or pedestrian crossing.

Please remain calm and polite at all times. Little people have big ears! Please report any witnessed carpark offences to the office.

CASUAL RELIEF TEACHERS: Casual relief teachers assume the same responsibilities and duties as permanent teachers and are employed whenever a teacher is sick, on leave or is attending a training course.

CHARITIES: Students are encouraged to support charitable appeals from time to time. Appeals supported regularly by the school are Stewart House and The Children's Hospital. Year 6 students have an annual Charity Day to raise funds for a charity of their choice. The Student Representative Council (SRC) will also raise funds to support disaster relief or individual need.

CLASS PARENTS: This is a vital communication role. It benefits not only your child and your child's class, but also the school. As a class parent you:

- have the responsibility of the **contact details** of the parents of your child's class. These details are not provided to every parent for privacy reasons.
- would be the **contact person for the class teacher**. The teacher may contact you if he/she needed extra reading helpers, books covered, assistance with a special craft day, etc. You would then contact other parents to try and elicit help.
- would be the **contact person for the school's parent body**, the P&C. The P&C may contact you if they need help with the Walk-a-thon, Mother's Day stall, canteen, working bees, disco evening, etc. Again you would be asked to contact other parents to see if they would be willing to provide help. As the contact person there is no obligation for you personally to be involved. You are the communication link.
- also may help facilitate social functions for the families and /or parents of the class.

COMPLAINTS: Sometimes issues arise that cause concern. Rather than allow the concern to escalate, it is important to resolve the matter early. Please contact your child's teacher as soon as possible, or if it is more serious see the relevant assistant principal or make an appointment to speak to the principal.

EMERGENCY CONTACT: The school office should be notified in writing of any change of address or home, work or mobile telephone number. It is vital that we have a contact person that we can reach easily in case of an emergency, if parents are unable to be contacted. Please provide contact details to the office and advise us of any change. You can use the eForm available on the Skoolbag phone app.

ENROLMENT OF STUDENTS: Students who are permanent residents and live in our designated area are guaranteed placement at our school. Generally non-local children cannot be accepted for enrolment.

A birth certificate, visa information (if born outside Australia), the child's immunisation record and proof of residential address needs to be sighted before enrolment can be finalised. Information sessions for new Kindergarten parents and orientation days for Kindergarten children and their parents are held each year. Details on the school website.

FACILITIES - HIRE: Members of the school community are encouraged to use the school's facilities out of hours. A fee is charged to cover electricity, security and cleaning. Any out-of-hours activity must be endorsed by the principal. Anyone wishing to use the school's facilities must have a third-party liability insurance policy. Further details can be obtained from the school office.

FEES: Parents will receive an invoice for each term via email. The invoice includes fees for performances, excursions and extra curricula activities offered by the school, as well as levies for items, such as photocopying and technology. It also includes voluntary contributions to the library (tax deductible) and P&C grounds maintenance. Parents will have one month to pay the invoice for that term. Students will not attend activities if payment has not been made. If a family is experiencing financial difficulties, they should contact the principal to arrange payment by instalments.

FINANCIAL ASSISTANCE: Limited financial assistance is available for school essentials, such as shoes, uniforms and excursions. The principal will assist with enquiries on a confidential basis.

FOOD: Within the Australian population, there are a significant number of children with food allergies and intolerances. Some of these allergies are life-threatening. For that reason, **we do not allow any sharing of food**. Students are not to bring cakes, treats or any kind of food to share. This includes birthday cakes.

FREEDOM OF INFORMATION: The school cannot provide the phone number or address of any student without the authority of the parent. Similarly, student information and records are confidential. Such information will not be released without an appropriate court order.

Privacy and Information Act: Under the Privacy and Personal Information Protection Act 1998 we are obliged to inform people that the personal information that you provide to the school will be used for general student administration and communication and other matters relating to the education and welfare of students. While the provision of this information is voluntary, if you do not provide all or any of this information it may delay or prevent the processing of student information and enrolment. All personal information will be stored securely. You may access or correct any personal information by contacting the school.

GROUNDINGS: The school playgrounds are situated well back from Cox's Road on 10 acres of land backing onto North Ryde Golf Course. The students have access to two large grassed areas, in addition to all-weather areas. The many buildings and spacious grounds are maintained by the school's part time general assistant. We thank the P&C for their ongoing support in helping to maintain and enhance our extensive grounds.

INTERPRETERS: Non-English speaking parents and carers may ask the school or regional office for an interpreter to be present when discussing matters involving their children.

LOST PROPERTY: Please ensure that ALL clothing and personal possessions are clearly marked with the name and class of your child, particularly raincoats, hats, shoes, jumpers, bags, etc. Lost property is kept in a basket in the office area. At the end of each term, unclaimed property is either given to the Uniform Shop or to the Stewart House Clothing Appeal.

HOMEWORK: The school's homework policy is available on the website. Whilst homework is a valuable aid, it is not the most important aspect of a child's education. Work done during the school day is more important. Homework is given for a number of reasons including:

- assisting your child to develop regular home study patterns
- providing an opportunity for you to become involved in the education of your children
- consolidating work undertaken in class.

All the children in Kindergarten, Year 1 and Year 2 are encouraged to borrow books and read daily. Each class has take-home readers suitable for each child's ability level. Parents are requested to support their child's reading development by reading to their children regularly. This is important in developing an enjoyment of books, increasing vocabulary and developing a broader general knowledge. In Kindergarten, the children may also be asked to revise sounds or sight words. Year 1 and Year 2 children are given a weekly homework contract which may include spelling, reading and revising a maths concept. At other times, they will be given a longer assignment related to the class theme.

Homework is given regularly to children in Years 3, 4, 5 and 6. Often it is given on a weekly basis in a form of a contract sheet. Time spent reading, either aloud to you or silently, or learning spelling or tables is always beneficial.

Homework is not always of the written kind. Sometimes it is carrying out an experiment, finding answers to problems or researching on the internet on a current classroom theme. Our school subscribes to web-based programs, where teachers can assign homework to their students. Homework varies according to the ability and needs of the child.

Parents can be of assistance to their children if they show interest, listen to their child read and are sympathetic and patient. Homework is of little value if the parent does it. Please help and encourage but the finished product should be the child's own. If it causes friction in the home, please contact the child's teacher.

KINDERGARTEN ORIENTATION: Current enrolment information is available on the school website. During the year appointments can be made to join a tour of the school on a scheduled tour day. In Term 4 (Oct/Nov), the children enrolled for Kindergarten of the following year are invited to visit the school for two orientation mornings. While the children are involved in a range of activities, parents and carers are provided with more information about how to support a successful transition to school. School uniforms can also be purchased during these mornings.

If you believe that your child has a health issue, special learning needs or will find the transition to school a challenge, please make an appointment with the principal as soon as possible.

LEAVING SCHOOL GROUNDS: From time to time, it is necessary for students to leave school early for a legitimate purpose, eg medical appointment. In such cases, parents must report initially to the administration office to obtain an early departure slip which is taken to the child's class and handed to the teacher. Under no circumstances should parents go directly to the class to withdraw children. No child is allowed to leave the school grounds without an adult.

Permission should be sought from the principal if your child is required to attend regular appointments or events that are in school hours.

MEDIA IN THE SCHOOL: The school promotes its educational programs by encouraging local media coverage of school events. No child will be interviewed or photographed by the media without parental permission.

MEDIA PERMISSION: The school requires all students to have a completed media permission section of the student enrolment form. This will allow pictures of students to appear in the newsletter and on the school website. Pictures will not be accompanied with student names. If you do not want your child's photo published in the newsletter or website, please let the school know ASAP.

MEDICATION AT SCHOOL: Parents of students with conditions which require regular medication should ensure that the school is aware of the child's condition and that appropriate arrangements are made for the administration of medication. Parental permission must be provided for schools to administer medication. Students are not permitted to self medicate or bring medication to school without permission. All medication, with the exception of personal asthma puffers, is kept in the administration office.

Parents should ensure that the school has up-to-date action plans for students with specific medical conditions, such as, diabetes, anaphylaxis, allergies and asthma.

MULTICULTURAL EDUCATION: Our school reflects the cultural and linguistic diversity of the North Ryde community. We recognise and appreciate the significant contributions other cultures are making to our community. Multicultural education is a perspective which is applied across all key learning areas.

MULTI-AGE / COMPOSITE CLASSES: All government schools have minimal control over the number of students who enrol. Because of the numbers in each grade and the restriction on the number of students in each class, it is sometimes necessary to form multi-age or composite classes. Classes are formed with careful consideration to gender, academic ability and social skills to ensure the best for all students.

Extensive research indicates that there is no detrimental effect on students placed in such groupings. Our teachers are experienced in working with a range of students and catering to their specific needs, no matter what the class.

MUSEUM: Our school is lucky enough to host the NSW Schoolhouse Museum. The original 1878 school building has been faithfully restored by a dedicated group of ex-students, parents and teachers to reflect the conditions and environment of the school in its early days. The museum holds a vast collection of educational material which is used as part of the educational program. School groups and other community groups are able to visit the museum for tours and lessons.

NEWSLETTER: This comprehensive document is the **school's main form of communication** with parents. The digital newsletter is produced each fortnight. It contains important school news and information, a calendar of upcoming events, photos and community advertising for the benefit of parents and carers. Parents can subscribe to the newsletter by visiting the Schoolzine website, <http://northrydeps.schoolzineplus.com/subscribe> . It is also sent out to your smart phone or email as an alert via the Skoolbag app. Search 'Skoolbag' to download the app.

OPPORTUNITY CLASSES: Specialist classes for academically-gifted primary school students exist in schools throughout NSW. These classes operate in Years 5 and 6 with students being assessed by means of a standardised test in Term 3 of Year 4. Places are offered during Term 4.

RELIGIOUS INSTRUCTION (SCRIPTURE): When students are enrolled, parents nominate their child's religion. Based on this information, students attend scripture lessons taught every week by visiting instructors. Our school currently has lessons for Catholic, Protestant and Muslim students. We also offer ethics lessons as an option.

Kindergarten to Year 2 Thursday 9.10 – 9.40 am Years 3 – 6 Thursday 9.40 – 10.10am

If you do not wish your child to attend scripture lessons, please send a note requesting exemption. Students not attending a specific scripture class will work under supervision during that time.

PARENT / TEACHER INTERVIEWS: The school encourages regular contact between parents and teachers. Teachers welcome discussion with you on issues or concerns that may arise with your child. **Parents should make an appointment before coming to see any member of staff. Teachers should not be approached for impromptu interviews.**

There will be scheduled parent/teacher interviews during Semester 1. This will include an opportunity for your child to discuss their learning goals for the year. If there are causes for concern with academic, social or behaviour issues during the year, parents will be contacted and an interview arranged. Semester 1 reports are sent home at the end of Term 2.

PARENTS AND CITIZENS' ASSOCIATION (P&C): The P&C is a valued organisation within the school community. It brings parents, citizens and teachers into close co-operation. It is an efficient and effective body of parents that makes significant contributions to the school not only in financial terms but also through physical and moral support.

The P&C is responsible for coordinating the following:

- ♦ Uniform shop
- ♦ Fundraising
- ♦ Tennis court hire
- ♦ Community events
- ♦ Working bees
- ♦ Band program
- ♦ Special canteen days
- ♦ Banking

The P&C meet on the 2nd Tuesday of each month at 7.00pm in the school staffroom. All parents and carers are welcome to attend.

PHOTOGRAPHS: Professional class and individual photographs are taken annually, early in the year. Photos with siblings and leadership groups are also available. Other photos are taken by teachers throughout the year. These may be used to support classwork, for articles in the newsletter or for promotional materials (names not used). If parents have any concerns about the use of photos, please speak to the class teacher or principal.

RELIEF FROM FACE TO FACE TEACHING (RFF): Every full-time teacher employed by NSW Department of Education is entitled to 2 hours per week relief from face-to-face teaching duties. This time is used by the teachers for parent interviews, marking student work, preparation of lessons, organising materials and meeting with other teachers. Schools have the flexibility to organise RFF to suit the needs of the students and the expertise of the teachers.

SCHOOL DEVELOPMENT DAYS: There are five school development days each year. These pupil free days are used by staff for planning and professional development. The school development days are usually held on the first day of terms 1, 2, 3 and the last two days of Term 4.

SCHOOL PLAN: Each public school in NSW, in conjunction with its school community, develops a 3 year school management plan. This plan is regularly monitored during implementation and is refined each year as needed. The plan details our strategic directions and focus areas for school improvement. The plan is presented to and endorsed by the P&C.

SECURITY: The school has an electronic surveillance system connected to a 24-hour Security Control Room. Activation of the alarm results in a response by the security firm who will in turn notify police if necessary. Unauthorised entry to the school buildings or grounds is an offence under the Enclosed Land Act and is punishable by law. Reports of trespassers, suspicious or illegal activity in school grounds after hours should be reported immediately.

School Security 1300 88 00 21

VOLUNTARY CONTRIBUTIONS: Voluntary contributions are a means of supplementing the global funds allocated to the school by the Department of Education. Parents and carers are asked to contribute a specified amount per child for the year. The money raised is used to purchase resources and enhance school facilities.

VOLUNTEERS: Parents and carers are encouraged to take an active part in their child's education. We believe children learn best when parents and teachers work together in partnership and when the responsibility for this partnership is shared. It is a requirement in Public Schools that all volunteers complete child protection documentation (see the school office).

