



# GARDEN SUBURB PUBLIC SCHOOL **INFORMATION BOOKLET**

**2024**

# CONTENTS

Welcome/School Information		3
Term Dates for 2024		4
School Routines	Arrival, Lunch, Dismissal	5
Bell Times		6
School Procedures	Late arrivals, early pick-ups, lunch/recess pickups, access to school grounds, leaving grounds & sick students	7
Positive Behaviour Learning (PBL)	PBL framework, school rules and expectations, PBL Ambassadors and Student Representative Council	8-9
Recognition of Student Achievement	Awards	10-11
School Administration	Absences, enrolment criteria, school sport, excursions, consent forms	12 - 13
Transport	Transportation of students, parking and bus passes	14
Communicating with our Community	Sentral, school newsletters, Webpage, Facebook & Interviews	15 - 16
Health	Medication in school, student special needs, immunisation certificate & sun protection	17
General	Lost property, Voluntary school contributions, OOSH	18
Canteen	Healthy school strategy	19
School Uniform	Uniform, clothing pool & uniform orders	20
School Song		21

# Welcome to

# GARDEN SUBURB PUBLIC SCHOOL

*A caring environment providing quality education*

**Address:** 2A Prospect Road, Garden Suburb NSW 2289

**Telephone:** (02) 4943 4898

**Fax:** (02) 4942 1552

**E-mail:** [gardensub-p.school@det.nsw.edu.au](mailto:gardensub-p.school@det.nsw.edu.au)

**Website:** [www.gardensub-p.schools.nsw.edu.au](http://www.gardensub-p.schools.nsw.edu.au)

**School Hours:**

8:40 am	Morning Play Bell
9:10 am	Class
11:10 am	Lunch
12:00 pm	Return to Class
2:00 pm	Recess
2:25 pm	Return to Class
3:10 pm	End of the school day

**Principal:** Ms Claire Bradshaw

**Assistant Principals:** Miss Kayla Perry and Ms Kelly Pitts, Miss Kaylie Johnson (Support Unit) and Mrs Erin McShane (Curriculum and Instruction)

**Administration Staff:** Mrs Melissa Mills – School Administration Manager  
Ms Jennifer Guest – School Administration Officer

<b>School Staff:</b>	Miss Kayla Perry	Mrs Nicole Stenhouse
Classroom Teachers	Ms Laura Fitzgibbon	Mrs Jill Traynor
	Mrs Rochelle Fletcher	Ms Simone Bondzio
	Mrs Carmel McDermott	Ms Nicole Butler
	Ms Kelly Pitts	Mrs Kristy Cross
Special Education Teachers	Miss Kaylie Johnson	Miss Jessica Blanch
	Mrs Emma Spencer	Mrs Ebony White
Learning and Support Teacher	Mrs Stephanie Couch	Mrs Roma Dorahy
Library	Mrs Amberlee Thompson	

# TERM DATES FOR 2024

<b>TERM 1</b>	School Development Day	Tuesday, 30 January 2024
	School Development Day	Wednesday 31 January 2024
	Best Start Assessments	Thursday 1 February 2024
	Best Start Assessments	Friday 2 February 2024
	Best Start Assessments	Mon 5 February 2024
	Year 1 to Year 6 commence class	Thursday 1 February 2024
	Kindergarten commence class	Tuesday 6 February 2024
	Last day of Term 1	Friday 12 April 2024
<b>TERM 2</b>	School Development Day	Monday 29 April 2024
	Students commence classes	Tuesday 30 April 2024
	Last day of Term 2	Friday 5 July 2024
<b>TERM 3</b>	School Development Day	Monday 22 July 2024
	Students commence classes	Tuesday 23 July 2024
	Last day of Term 3	Friday 27 September 2024
<b>TERM 4</b>	Students commence classes	Monday 14 October 2024
	Last day of Term 4	Thursday 19 December 2024
	School Development Day	Friday 20 December 2024

# SCHOOL ROUTINES

## **Arrival**

It is requested that children do not arrive at school before 8.40am. The school gates open at 8.30am. Official supervision commences at 8.40am. Children who do arrive before 8.40am are to sit in the COLA until the bell goes when they may move to the "top" playground or play under the COLA. Children are not to play before 8.40am.

Children are supervised crossing Prospect Road by Crossing Guards who are managed by Roads and Maritime Services.

During inclement weather children are supervised in the classrooms before school.

## **Lunch**

Lunch is eaten outside under the supervision of teachers. Students are then dismissed by teachers to the playground for the rest of lunch. Any child who forgets their lunch, or forgets to order their lunch, should report to a member of staff. The office team will contact parents or will provide a basic sandwich if unable to get in contact.

## **Dismissal**

Following the 3.10pm bell, children assemble at one of our gates opening on to Prospect Road or Progress Place.

Students are encouraged to leave school and go straight home. Students are not permitted to play in any part of the playground after the bell.

## **Students attending Garden Suburb Fair Play OOSH**

Students who attend Fair Play OOSH at Garden Suburb Public School meet the OOSH teachers under the COLA and are escorted to the school hall. Please remind your child to collect all bags and clothing before leaving school.

# BELL TIMES

<b>8:40am</b>	Children may move to the playground
<b>9:07am</b>	Play ceases - children move to lines
<b>9:10am</b>	Lessons commence
<b>11:10am</b>	Lunch (supervised eating time)
<b>11:20am</b>	Play
<b>11:57am</b>	Play ceases - children move to lines
<b>12:00pm</b>	Lessons commence
<b>2:00pm</b>	Recess
<b>2:23pm</b>	Play ceases - children move to lines
<b>2:25pm</b>	Lessons commence
<b>3:10pm</b>	Afternoon dismissal





# SCHOOL PROCEDURES

## **Late Arrivals**

- Students must present at the office where the student will be signed in. Students will receive a late note that is to be given to the class teacher.
- Students will say goodbye to their parents/carers here and will forward onto class. If needed a class buddy will be called to the office to accompany the student to class.

## **Early Pick Up**

- Parents and carers are to contact the office to arrange early student sign out.
- The office will call the classroom and have the student sent up to the office with their bag, ready for parents/ carers to collect.

## **Lunch/Recess Pick Ups**

- Parents and carers are to come to the office to advise the office staff they would like to sign out their child.
- The school will use the PA system and staff walkie talkies during these times to notify the student and staff on duty. The teacher on duty will have keys to the classrooms and will open the classroom to have the students' bag collected to go home.
- Students will then take their bag and meet their parent or carer at the front office.

Parents are not to approach classrooms during class time as this is often disruptive to the class and the lessons taking place.

## **Access to school grounds**

All parents/carers and visitors must access the school via the office outside of drop off and pick up times. You will be asked to sign in and directed to your appointment destination.

## **Leaving Grounds**

In the interest of safety, children are not permitted to leave the school grounds at any time without written permission of a parent and the office recording the details.

## **Sick Students**

When a student is unwell, the parents or emergency contact will be telephoned and requested to take home the sick student. It is therefore essential that we have current phone numbers for contacting you.

Please advise office via email of any changes throughout the year.

# POSITIVE BEHAVIOUR FOR LEARNING



Positive Behaviour for Learning (PBL) is a comprehensive, integrated whole school approach to student wellbeing and behaviour. PBL provides consistency in terms of school expectations and responses to behaviour by having whole school systems in place that reflect the school's purpose.

Successful implementation of PBL is underpinned by the support and commitment of the whole school community.

PBL is based on a three-tiered continuum of prevention and intervention:

- Tier 1 - Universal prevention (80% of students): school-wide and classroom systems for all students, staff and settings.
- Tier 2 - Targeted interventions (10-15% of students): small group systems for students at-risk behaviourally and academically.
- Tier 3 - Intensive interventions (2-5% of students): systems for students with high-risk behaviour and/or learning needs.



## SCHOOL RULES AND EXPECTATIONS

Garden Suburb Public School collaborates with students, staff, parents and the community in creating a school environment where all students experience a sense of belonging and educational success.

Staff, students, parents and the community jointly agreed on our three Positive Behaviour for Learning (PBL) school wide expectations of Respect, Responsibility and Personal Best. Our school wide PBL expectations define our desired behaviours for all settings at Garden Suburb Public School. Our expectations are displayed in classrooms and around our school buildings and grounds.

The desired behaviours are explicitly taught across the school each fortnight and are revisited throughout the year. The fortnightly focus is communicated at each assembly, in the newsletter and on the school Facebook page.

### PBL Ambassadors

Each semester, two PBL Ambassadors will represent their class as voted by their peers. PBL Ambassadors are a student-based organization designed to help promote school spirit, build leadership skills among students and provide a student voice in school decision making. PBL Ambassadors meet fortnightly as class representatives on the Student Representative Council (SRC). They are required to report back to their class to discuss issues raised at the SRC.

### Student Representative Council

Our Student Representative Council (SRC) consists of school leaders, PBL Ambassadors and sport house leaders. The role of the SRC at Garden Suburb Public School is to help identify and address the needs of the student body, contribute to a sense of school community and be a role model for their peers. The SRC meet fortnightly with the Principal to discuss current issues and vote on important decisions at school.



## RECOGNITION OF STUDENT ACHIEVEMENT

Garden Suburb Public School recognises the need for acknowledgement and positive reinforcement of appropriate behaviour and achievement of students.

The following awards are given to students frequently throughout the year to recognise positive behaviour, working consistently in class and trying their personal best.

### Informal Awards

Students receive Dazzlers (reward tickets) in the classroom and playground for displaying our school values and expectations. All staff hand out Dazzlers frequently. Dazzlers are placed in a raffle that is drawn at whole school assemblies. Students drawn from the raffle enjoy a PBL Paddlepop with the Principal. The Dazzlers from each weekly raffle are then placed into a large barrel for an end of term super raffle at the PBL Rewards day.

### Formal Awards

PBL Awards (Respect, Responsibility and Personal Best Award).

PBL Awards given by the classroom teacher and are handed out at fortnightly whole school assemblies. These awards are designed to recognise students consistently displaying the school's expectations of Respect, Responsibility and Personal Best. The number of awards given will be dependent on the amount of children in the class. Student awards roll on from year to year to give students a chance to reach accumulate awards.

Respect, Responsibility and Personal Best PBL awards amount to Bronze, Silver and Gold Awards, which are presented at fortnightly whole school assemblies.

4 x PBL awards

**= Bronze Award**

6 x PBL awards

**= Silver Award**

8 x PBL awards

**= Gold Award**



## Principal's Award

The Principal's Award is given to a student who is recognised for consistently displaying our core values at the whole school assembly. The Principal's Award recipient will be decided in the weekly communication meeting by staff. This student's achievement is then recognised by having their name, photo and why they are receiving the award published in the school newsletter.

**PBL Rewards Day** – Rewards Days are held at the end of each term for students displaying the school's expectations. The Rewards Day will be a combination of no cost events and costed events.

**Presentation Day** – The Presentation Day is an annual event held at the end of Term 4 to recognise student achievement in all aspects of school life.

**Year 6 Farewell Dinner** – The Year 6 Farewell Dinner is held at the end of each year to celebrate the graduation of the Year 6 students.





# SCHOOL ADMINISTRATION

## Attendance (Department of Education)

Section 22 of the *Education Act (1990)* states that it is the duty of the parent of a child of compulsory school-age to cause the child:

(a) to be enrolled at, and to attend, a government school or a registered non-government school, or

(b) to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

## Enrolment Criteria

Garden Suburb Public School has a designated intake area determined by the Department of Education. This is to ensure that there are enough places for students who reside in our local enrolment area. GSPS is currently above the enrolment capacity based on the school's permanent accommodation. This means that we are unable to accept non-local enrolments.

Parents will need to provide a 100-point residential address check to confirm the student is residing within the school's designated intake area. This includes providing documents such as Council rates notices, Water bill or Driver's license with the child's current address.

For your child to participate in any school transitions we request that this address evidence be provided prior to attending the school and any enrolment meetings.

## School Sport

All children participate in sport on Friday. All children should wear their sports uniform on this day. An annual Swimming Carnival (8 years and above), Athletics Carnival and Cross Country Carnival are held and selected children take part in PSSA competitions.



## Absences

The school requires that you notify the school if your child is going to be absent. You can send an absence request through the Sentral Parent Portal App with an explanation of the reason for the absence.

Alternatively, you can contact the office who will record a verbal absence form explaining your child's absence. All roles will be marked by 9.30am. Parents of any student that are identified as absent without a reason will receive a SMS and email from the school to obtain a reason and ensure the safety of the student. Students that are sick for an extended period will require a doctor's certificate. Families are encouraged to holiday or travel during school vacations. If travel outside of school vacation periods for 6 consecutive school days or more is necessary, please complete an application for extended leave form available in the 'Forms' icon in the Sentral Parent portal. The principal will review the leave request and if accepted a leave certificate will be granted.

## Excursions

Educational excursions are an integral part of the school's curriculum as they provide the opportunity for children to participate in experiences in the wider community. These experiences beyond the classroom contribute to the child's overall growth and development.

Excursions will vary in length depending on the age of the children and may range between

- A brief visit of less than an hour to a local point of interest
- An excursion of a full day's duration
- A major excursion occupying a number of days and requiring overnight accommodation.

School uniform should be worn unless otherwise specified. Excursion consent forms must be returned to school or submitted online. As children are ambassadors for our school whilst on excursions, appropriate behaviour is expected.

## Consent Forms

Before students undertake excursions, sporting visits etc. they are required to return consent via the Sentral Parent Portal app, or a note signed by a parent or guardian. This consent will confirm the parent's knowledge and approval of their child undertaking the visit. A general consent form is given out early in the year which covers activities/excursions in the local area which do not require any transport or extra supervision.



# TRANSPORT

## **Parking**

Parking in the vicinity of the school is not permitted under any circumstances. Parents are requested to obey traffic signs and road rules at all times.

Incorrect parking creates an accident prone environment. Police and council inspectors patrol these areas regularly. A section of Prospect Road near the school is zoned a school crossing area with appropriate signs.

## **Road Safety**

Kids safe recommends 'that parents hold their child's hands until they are at least 8 years old and closely and actively supervise children up to at least the age of 10 years'.

In the mornings, please be aware that the traffic around the school is very busy and we would appreciate it if your child is walking to school, that you are walking close to them and walk them across all roads that are not supervised by the crossing guard.

## **Bus Passes**

Free bus passes are available to all students if the distance from their home to school is more than 1.6km or the walking distance from home to school is 2.3km or further.

Applications can be made online here  
<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel>





# COMMUNICATING WITH OUR COMMUNITY

## Sentral Parent Portal App

All our school communication is through the Sentral Parent Portal. By having access to the Sentral Parent Portal you will be able to stay in touch with your child's learning journey. The Sentral Parent Portal lets you:

- Notify of planned absences and respond to unexpected absences
- Receive daily notifications and school updates
- Browse and download school documents and forms
- Receive school reports electronically
- Message directly to your child's class teacher
- View the school newsletter
- Respond to permission note and online permissions for excursions and school activities



Once enrolled the parents or carers will receive a letter with instructions on how to register and an access key. Parents can contact the office if they require more than one access key.

## School Newsletters

The school newsletter is the prime source of communication with our community. It is available on our Sentral Parent Portal App and school website. You can also organise with the office to have a paper copy sent home. As well as informing you of all that is happening in our school, it provides information about community events.

## School Webpage

Our school webpage at [www.gardensub-p.schools.nsw.edu.au](http://www.gardensub-p.schools.nsw.edu.au) has a wealth of information about schools from the Department and has all classes and school information. Payments can be made from parents in the 'Make a payment' icon on the home page.

## School Facebook page



The school has a Facebook page where you can find information on student successes, good news stories and community information. Our school Facebook page can be found by searching 'Garden Suburb Public School' on Facebook.

### **NSW School Updates app**

The NSW School Updates App has the ability for parents and carers with children in multiple schools to receive newsletters and updates within the same app and receive push notifications on their phones when newsletters and events are posted by the school. Information feeds are filtered by school year are customised for parents and carers and includes direct contact line details to the school.

### **Interviews**

Formal parent/teacher conferences are scheduled to discuss your child's progress is reported upon. An invitation is extended to parents to visit the school at any time throughout the year if you have any concerns, but we request that you make an appointment convenient to you and your child's teacher so as not to interrupt teaching and learning time. The parent/teacher partnership is a critical one in your child's education. If you are wishing to make an appointment with your child's teacher, please contact the office.

### **Open Classrooms**

Parents and carers will be invited to join their children in their classrooms to talk with the teacher, complete some classroom activities together and see their children's completed projects. Invitations to these events are communicated to parents at different stages throughout the year.

# HEALTH

## Medication in Schools

If your child requires prescribed medication on a regular or short-term basis you must visit the office to leave the medication and complete a 'request for support at school of a student's health condition' form. The school is unable to administer over the counter medication e.g. Paracetamol, Nurofen.

Parents/carers who wish their child to self-medicate (e.g. Asthma puffer) must complete a written request document.

If approved the Principal will provide a letter to parents/carers confirming any arrangements. The school's decision to support any parental request for a student to self-administer prescribed medication will be influenced by the following:

- the ability and maturity level of the student
- relevant parental and medical advice
- the complexity of the administration of prescribed medication procedure
- the willingness of the student to self-administer
- the level of support required in an emergency

## Student Special Needs

Please inform the school in writing of any special needs which your child(ren) may have e.g. allergies, reactions to certain foods etc. Please provide the school with a management plan.

## Immunisation Certificate

From 1 April 2018, all school principals are required to request an immunisation certificate at enrolment. Immunisation is a simple, safe and effective way of protecting the community and individuals from disease. All children enrolling in kindergarten are required to provide an Australian Immunisation Register "Immunisation History Statement" to the school.

## Sun Protection

Our school takes sun safety seriously and implement a range of strategies to support school environments that protect students from the damaging effects of the sun. It is school policy for a school bucket hat to be worn in the playground. Children without a hat must play under the COLA. School hats are available from the uniform shop and the school office. Sunscreen and insect repellent should be applied before school.

Sunscreen is available at school should students need to reapply. If students need a specific type of sunscreen they can supply their own.



# GENERAL

## **Lost Property**

Lost property is placed in the lost property baskets on the front verandah near the library. Items not eventually claimed are absorbed into the clothing pool. Any non-school uniform items are disposed of at the end of each term.

Children's clothing and property should be clearly marked with the child's name for easy identification and return.

## **Voluntary School Contributions**

School contributions are voluntary, and payment is a matter for decision by parents. There will be no charge to fulfil the minimum requirements of the curriculum.

## **Out of School Hours Care (OOSH)**

Fair Play OOSH at Garden Suburb Public School specialises only in Out of School Hours Care (OSHC). Fair Play OOSH provide an environment for children that is engaging, caring, fun and friendly. The services can be used in many ways by all families with primary-school-aged children. Some of the families are regulars and utilise the services every day because of work commitments. Other families might need to use the service occasionally, such as when there's an appointment, they just can't fit in during school time or in emergency situations.

Enrolments can be completed on the Fair Play OOSH and Vacation Care website.

<https://fairplayoosh.com.au/schools/garden-suburb/>



# CANTEEN

Canteen facilities are available from Wednesday to Friday during lunch time. Sound, nutritious foods are sold including sandwiches, hot foods and snack foods, all at very reasonable prices.



Cashless orders can be placed online using the Quickcliq website (<https://www.quickcliq.com.au/>). The cut off time for ordering is 9am on the day of ordering. You can place an order 28 days in advance. Cash orders are still accepted, children are asked to place their order, with money enclosed, in a paper bag or Stickybeaks Reusable Lunch Bags (available for sale at the canteen) then placed into a class basket/tub, which is collected from and delivered to each classroom.

## Volunteers

If you have some spare time, please consider volunteering in our school canteen. Please contact the office if you are interested.

## Healthy School Canteen Strategy

The Healthy School Canteen Strategy promotes healthy food and drink choices for all students in NSW. Our school has a certified Healthy School Canteen.

Healthy eating is important as it provides students with the essential energy and nutrients they need to learn, play and grow. Children need to eat healthier foods and drinks to meet their recommended requirements. Healthy habits for life are set up in childhood – overweight children are more likely to go on to become overweight or obese adults with an increased risk of serious chronic health problems.





# SCHOOL UNIFORM

Wearing of the correct school uniform is an indicator of the students pride in their school and is an agreed item of our Wellbeing Policy.

Please clearly mark all belongings with your child's name and ensure that your child is dressed in correct school uniform.



## Clothing Pool

A secondhand clothing pool is available as part of the Uniform Shop for your convenience. Items may be either donated or purchased (for a gold coin donation). The Uniform Shop is currently open on Friday mornings from 9am. The Uniform Shop is located in the room next to the Office.

## Uniform Orders

Uniform orders can be placed online using the Quickcliq website (<https://www.quickcliq.com.au/>). Please see the office if you have any queries on this process. For cash or bank transfer orders uniform order forms are also available outside the uniform shop or the office and placed in the P&C Box in the office. The P&C coordinates the uniform orders on a Friday morning, they are then distributed to classrooms. The school will supply a hat for each new Kindergarten student. Hats are available to be bought from the office throughout the year.





# GARDEN SUBURB PUBLIC SCHOOL

## SCHOOL SONG

*(to the tune of "Waltzing Matilda")*

Garden Suburb Primary  
School we are proud of  
Playing and learning together are we.  
On the field and in the classroom  
Teachers and neighbours  
Teach us pride in community.

### CHORUS

Garden Suburb, Garden Suburb  
Looking towards the future are we  
As we learn the value of friendship and unity  
We are Australians young and free.

Here with our school friends  
We work together  
All of us equal, we all belong.  
Learning and growing  
Proudly knowing that  
Our school will ring with laughter and song.

### CHORUS