

SUTHERLAND NORTH PUBLIC SCHOOL

# PARENT INFORMATION BOOK



**Information for  
Parents and Students  
2023**

Sutherland North Public School offers a broad range of educational and social opportunities in a safe and friendly environment where dedicated staff are responsive to individual needs.

### **Contact Information**

**Address:** 12-18 Auburn St  
Sutherland North 2232

**Phone:** 9521 2226

**Fax:** 9545 1715

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

**Email:** [sutherlann-p.school@det.nsw.edu.au](mailto:sutherlann-p.school@det.nsw.edu.au)

**Principal:** Fiona Young

**Before & After School Care:** TeamKids 1 300 035 000

**Email:** [info@teamkids.com.au](mailto:info@teamkids.com.au)

**Website:** [teamkids.com.au](http://teamkids.com.au)

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## Introduction

Sutherland North Public School is a welcoming and friendly school, with a current enrolment of 247 children. It is situated in large grounds, surrounded by trees and gardens.

The school aims to provide a safe and secure environment where students can maximise their opportunities to learn and where they are encouraged to develop self-discipline and responsibility for their own behaviour.

We encourage parents to support the school in a variety of activities and discuss the educational, social and emotional development of their child with the class teacher, Learning & Support Team, the Principal or the school counsellor.

## NSW Curriculum and Syllabuses

The NSW Education Standards Authority (NESA) is responsible for developing Kindergarten to Year 12 syllabuses for NSW schools.

### Syllabuses for the learning areas in primary include:

- English
- Mathematics
- Science and Technology
- History and Geography
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts
- Languages

The implementation of a Languages program is optional in Primary school.

### Syllabuses identify:

- the knowledge, understanding, skills, values and attitudes students are expected to develop at each stage
- outcomes and content that describe what students are expected to know and do
- cross-curriculum priorities, general capabilities and other important learning for all students

### Stages of learning:

The NSW curriculum, Kindergarten to Year 6 (K-6) includes four stages of learning.

- Early Stage 1 - Kindergarten
- Stage 1 - Year 1 and Year 2
- Stage 2 - Year 3 and Year 4
- Stage 3 - Year 5 and Year 6

As well as teaching and learning programs within the classroom and library, there is a variety of activities throughout the year to complement the learning experience. These include:

- Visiting performers
- Excursions
- Health and fitness programs
- Sports carnivals
- Assemblies
- Public performances
- Sutherland Shire Library visits
- Learn to swim
- Camp for senior grades
- Gymnastics
- Dance Programs

There are various extracurricular activities offered by the school. Currently, the school has a junior and senior choir, a junior and senior dance group, ukulele and The Music Bus visits for students in Years 3-6. The dance groups and choirs perform in district music festivals. The school also participates in the Sutherland District Schools' Public Speaking Competition. Similarly, other programs such as enrichment opportunities, are offered when possible, to broaden the experiences of students who demonstrate talent and motivation in a particular area.

We make every effort to provide a range of extracurricular activities to meet the interests of all students. However, what can be offered depends upon the expertise and availability of staff members. The school does not receive additional funding or staffing allocations to provide these activities. Fees for extracurricular activities are invoiced each term.

The major focus of all programs offered by the school is the welfare of students. In addition to the regular curriculum and extracurricular activities, specific programs designed to address the social and emotional needs of students operate in the school. Student Welfare programs include:

- Co-Connect - Kindergarten to Year 6
- Child Protection
- Student Representative Council
- Drug Education
- Bike Education
- Anti-Bullying Education – Cyber bullying
- Merit, citizenship and sport awards
- Restorative Practice
- Positive Behaviour for Learning

***We warmly welcome you to our school community.***

*Fiona Young*  
**Principal**

## 2023 Staff List

**Principal:** Mrs Fiona Young

**Assistant Principals:** Mrs Anne Minogue

Ms Belle Janes

Mrs Kim Holmes

**Classroom Teachers:** 11

**Librarian:** 1

**Office Staff:** 3

**School Counsellor:** 1 (1 day a week)

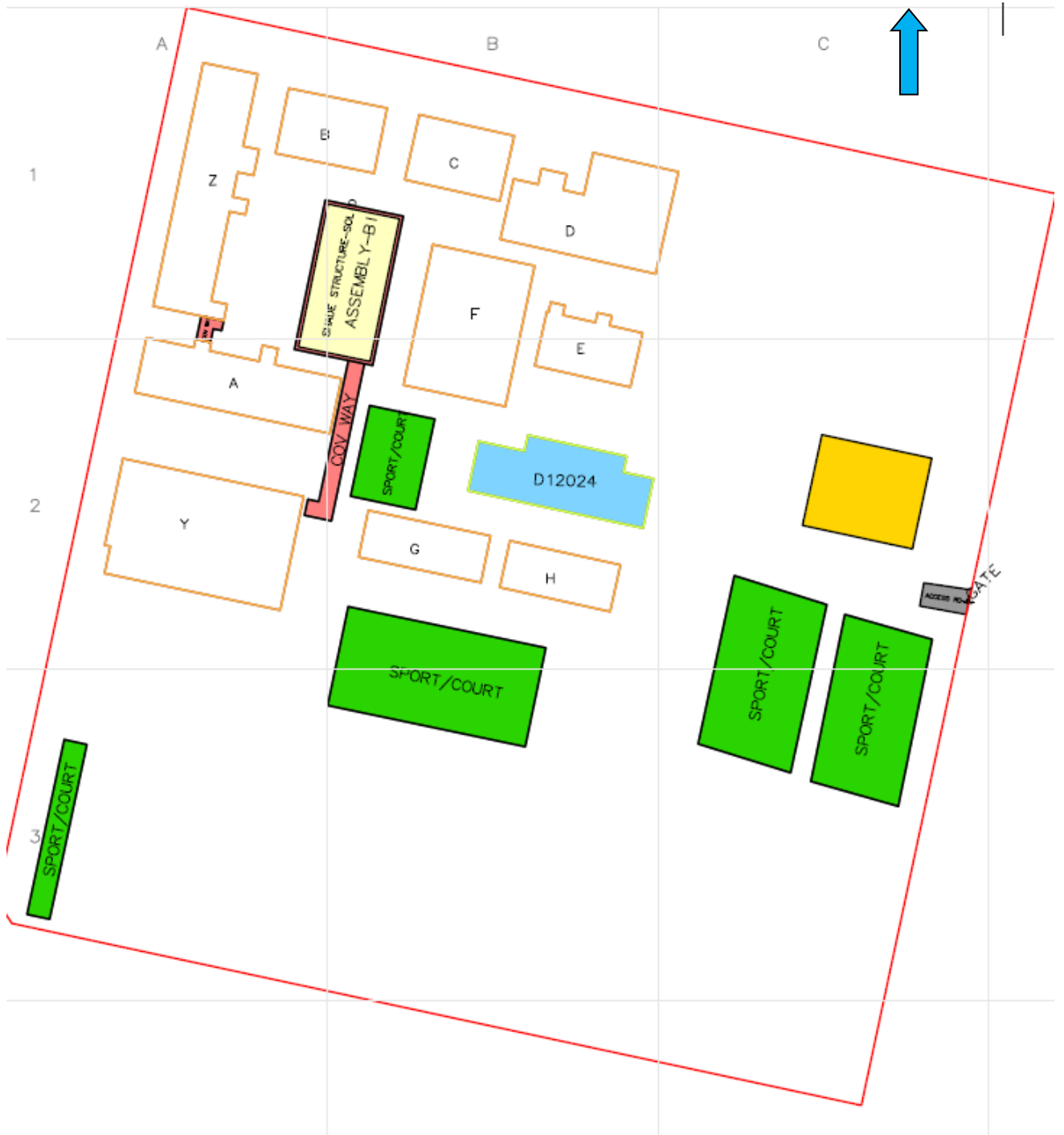
**Learning Assistance & Support:** 1

**School Learning Support Officer:** 2

**General Assistant:** 1

# Map of the School and Grounds

(not to scale)



## Accidents

The school's First Aid Officer will deal with sudden illness or accidents to students initially. When there is uncertainty about the severity of the accident, or where it is believed the child needs medical attention, you will be notified immediately. Please ensure that we always have up-to-date contact information. If the school is unable to contact a parent, relative or registered contact person, the child will, if necessary, be taken by ambulance to Casualty at Sutherland Hospital.

## After-school Care

The school has before and after school childcare facilities on its premises. *TeamKids* is a privately run centre. Fee relief is available. Additional information and registration forms are available from the school website under Supporting our Students/OOSH.

If you are delayed in the afternoon and the school has not received a message about the delay, phone calls will be made to you and/or the emergency contact numbers on your child's form. Usually it is a misunderstanding or a delay in transport. However, if we are unable to contact anyone listed on your form and all staff need to leave the premises, Sutherland Police will be contacted and your child will be taken to Sutherland Police Station. This occurs **very** rarely, but is included here just in case.

## Assemblies

Students gather together each morning in the quadrangle (unless it is wet) under the COLA. A formal Assembly for all students from Kinder to Year 6 is held in the school hall every second Friday at 2.15pm. The purpose of this Assembly is to recognise individual and group, academic and social efforts and to promote a corporate school spirit. The National Anthem is sung at the beginning of Assembly.

## Attendance

Regular attendance at school makes learning easier for your child and helps build and maintain friendships with other children.

### Education and Public Instruction Act 1987

- *School attendance is compulsory for students aged 6 to 17.*
- *The law requires your child to attend school on each day that instruction is provided, unless prevented by sickness or other good reason.*
- *An explanation (note) is required if your child is absent.*

If your child is absent from school, a note giving the reason should be given to the child's class teacher as soon as the child returns to school, or online through the school app, SchoolStream. If the absence is going to be longer than three days, it is expected that on the third day the parent inform the school of the reason for the child's continued absence. Please try to make children's appointments with dentists, doctors etc. outside school hours.

**Late arrivals:** If your child is going to be late for school, an explanatory note is advisable. On arrival at school, the child is to go **with a parent** to the school office to receive a late arrival card to give to the teacher. If any child is continually late, the Principal will ask the parent for an interview and the Home-School Liaison Officer may be consulted.

**Early leaving:** If your child is to leave the school before the finish of the day's lessons, a note to the teacher is advisable. These notes are forwarded to the school office. Please go to the office to collect



your child, whether their early departure is expected or not. Children must be signed in and out from the school office.

**Extended leave:** If your child is going to be absent from school for a period in excess of 5 school days, an "Application for Extended Leave - Travel" needs to be applied for. Parents may apply in advance for up to 50 days exemption for extended holidays. An exemption form is available from the school office or on the School Website.

# B

## Bell Times

8.55am -	Move to class lines
9.00am - 11.00am	Lessons
11.00am - 11.30am	Recess
11.30am - 1.15pm	Lessons
1.15pm - 2.00pm	Lunch
2.00pm - 3.00pm	Lessons

## Canteen

The Canteen is currently only operating on Thursday's at lunchtime to purchase snacks and frozen treats only.

## Child Protection Lessons

As part of the Personal Development, Health and Physical Education curriculum, students participate in Child Protection lessons during one term of the year. These lessons help children to identify dangerous or uncomfortable situations and encourage them to seek help from trustworthy adults. Some lessons may involve the naming of parts of the body. Child Protection lessons have been developed by the Department of Education and are an important priority for schools.

## Communication between School and Home

The school makes every effort to ensure that you have as much information as possible about its long-term planning and its day-to-day operation.

**The regular newsletter "Schooltalk"** is published every second week and is sent via the school's communication APP called "**SchoolStream**" and published on the school website at [www.sutherland.p.schools.nsw.edu.au](http://www.sutherland.p.schools.nsw.edu.au).

**The website** is a dynamic resource providing all members of the community with a range of information about the school and its programs. The website is updated regularly with newsletters and current news. The newsletter and website are also often supplemented with notes home about specific matters. You can also make payments online through the school website and the SchoolStream App.

The **SchoolStream App** can be downloaded for free from the App Store for Apple devices and Google Play for Android devices. This App is a constant source of information from the school so we encourage you to ensure you have downloaded it before your child starts school.

On occasions, when there is a concern, your child's teacher or another member of staff will contact you by phone to organise an interview about a specific matter.

We encourage you to contact the school yourself if you have any concerns. If a staff member is unable to speak with you when you call, a message will be passed on. Usually the best method of dealing with concerns is face to face. If you wish to speak with a teacher, please phone to organise a mutually agreeable time. Teachers have certain times in each week where they are free to discuss matters with you.

## **Complaints/Concerns**

No matter how effective the communication between home and school, there are times when parents may become concerned about incidents that are happening at school. Concerns may be about things happening in the classroom or in the playground or sometimes even at home.

Such worries are best addressed straight away, rather than waiting till the problem gets worse. Parents are encouraged to approach the class teacher first. The class teacher can refer to other support staff within the school if required. If the problem is one that needs the intervention of the School Counsellor, the class teacher can organise that.

In some cases, especially for problems involving other children, or problems involving staff members, parents are encouraged to approach the Principal directly. Specific problems arising from school practices should also come to the Principal. Parents wishing to speak to the Principal are always welcome to phone or arrange an appointment.

The vast majority of concerns will be satisfactorily resolved at school. However, when this is not the case, there are formal procedures set out for resolving complaints. Parents wishing to make a formal complaint need to speak with the Principal and inform them they wish to make a formal complaint. There are designated procedures to follow.

## **Computer - Internet Lessons**

A part of the information skills lessons in the school is the use of the Internet for finding information. We have a network of computers so group lessons can be conducted with students. Permission for children to access the internet is obtained from parents when they enrol their child at school.

## **Contact Details**

**It is essential that we are able to contact you during the school day.** The enrolment form provides an area to complete for this purpose. Please ensure that the school is provided with current details; address, phone and emergency contact numbers. If these details change, or you wish to add or change the details, it is preferable to send this information in writing, this can also be done in person at the school office, or through the SchoolStream app. Find it under "Forms" in the app.

## **Custody and other Legal Issues**

If there are custody or other legal issues that may affect the welfare of your child, please discuss the matter with your child's class teacher and the Principal. In addition, please ensure that the school has a copy of any relevant Court Orders.

## Discipline and School Values

Students are expected to display an acceptable standard of behaviour in the classroom, playground, travelling to and from school, during excursions and other school activities held away from the school site. The following school values have been developed to help create a positive and supportive environment in which emphasis is Positive Behaviour for Learning (PBL). The school rules incorporate the Core Rules for Students in NSW Government Schools. Please see below for SNPS Positive Behaviour for Learning Matrix.

### CARE FOR SELF; CARE FOR OTHERS; CARE FOR OUR SCHOOL.

Core Values	Student Rights	Student Responsibilities
SAFETY	I have the right to feel safe and secure in the classroom and playground.	I am responsible for working and playing safely with peers in the classroom and playground.
CARE	I have the right to be educated in a caring and supportive learning environment.	I have the responsibility of caring for other people, my classroom and the playground environment.
RESPECT	I have the right to belong and feel respected. I have the right to be treated with respect, understanding and tolerance.	I have the responsibility to respect and cooperate with all members of the school community.
FAIRNESS	I have the right to speak and to be heard. I have the right to be treated fairly and equitably.	I have the responsibility to listen to others and treat others fairly and equitably.
PARTICIPATION	I have the right to be educated in an environment which maximises my learning potential and provides me with a broad range of learning experiences.	I have the responsibility to actively participate in all aspects of school life and take responsibility for my own learning.

At all stages, positive reinforcement of good behaviour is emphasised. However, there are times when sanctions have to be applied in response to misbehaviour. Details of the school's strategies to encourage positive behaviour and sanction negative behaviour are published in the school's Student Welfare Policy. Student Welfare and Discipline practices work most effectively with your co-operation, support and involvement.

### Diseases

Some childhood diseases require students to have a specific period away from school. These days, there are few diseases that require exclusion from school for students who have been in contact with diseases. Up-to-date details can be obtained from the Health Department or from your doctor.

## **E**nrolments

Kindergarten children who attain the age of 5 years by 31 July may enrol in that year. Children who turn 5 after 31 July and eligible children not enrolled by the end of Term 2 must wait and enrol in the following year. Parents of children, whom they consider are exceptionally mature and able, may apply to the school to enrol students younger than this. Each case will be assessed on its own merits and the final decision will be made by the school enrolment committee. The school has an obligation to verify the date of birth of all enrolling students, so please ensure that the school sights your child's Birth Certificate, when enrolling. A copy of your child's Immunisation Certificate is also required. Be sure to note on the enrolment form any allergies, conditions or medications. Proof of address is required for all in-area enrolments.

## **E**mergency Form

On your child's enrolment form, you will be asked to complete the emergency contact details with a phone number where you can be contacted during the day and an alternative number of a willing friend/relative. It is essential that an alternative number be supplied. Students become very distressed when no one can be contacted if they are ill or have had an accident.

## **E**xcursions

These are arranged by class teachers throughout the year and are a valuable adjunct to the curriculum. Departmental policy states that excursions must be part of the educational process and therefore must be linked to classroom activities. Thus the number and frequency of excursions varies from class to class. Where the venue can be linked to the units of work being studied, teachers often try to organise an excursion with another class in order to keep costs down. The cost of such excursions is kept to a minimum. Payment is always made in advance and parents informed in writing of relevant details. Please return permission notes promptly as this helps with organisation. Only when a signed permission note is returned is a child allowed to attend an excursion. Costs for excursions are calculated according to the number of students expected to attend. Refunds for non-attendance at an excursion can only be made when charges have not been made to the school. Some costs, such as bus transport are fixed and so refunds cannot be made. However, in cases where a charge is made for the actual number of students who attend (eg. entry to the zoo) a refund will be made if a student is unable to attend.

**Payment for excursions, etc.** Excursions and performances arranged by the school are non-profit making activities. Therefore, students cannot attend these functions if they have not paid. If parents are having difficulty paying for such an activity, they may request a subsidy from Student Assistance Funds, supplied by the Department of Education for such purposes. Parents can approach the child's teacher or the Principal personally or in writing. Each request will be considered on its merits and dealt with confidentially. Teachers may also recommend to the Principal that a family be offered a subsidy for a specific excursion or performance. Students involved in out-of-school sporting fixtures are required to pay transport costs.

## **F**inances & Voluntary Contributions

Schools receive annual government funds based on the number of teachers and the number of students in the school, plus funding to cover minor maintenance of buildings and grounds and the cost of utilities such as gas and electricity. All school costs - books, pencils, art and craft materials, teaching resources, library materials, computer software, the employment of casual

teachers to replace staff etc. - have to be paid from those funds, which can be supplemented by school fund-raising activities.

One way the Department allows schools to supplement general funds is by requesting an annual contribution from families. Our school requests a small voluntary contribution of around \$60 to \$90 per year, depending on the number of children in the family at school. This amount is established each year by the P&C Association. The P&C Association is the primary fund-raising body for our school. Funds raised by the P&C contribute to the purchase of school resources used in the classroom such as readers, STEM equipment, sporting equipment etc. and on occasions for a major project such as the building of a shade area or for playground equipment. Students and teachers occasionally run fund-raising activities for specific purposes.

## **H**omework

It is the policy of this school to give homework at all levels. Times given are approximate and should not exceed.

Year	Maximum Time/Night	Activity
Kindergarten	5 minutes	Home reading, finding pictures to match sounds, maths activities
Year 1	10 minutes	Spelling & maths worksheets, home reading
Year 2	15 minutes	Spelling & maths worksheets, home reading
Year 3	20 minutes	Spelling & maths worksheets, home reading
Year 4	25 minutes	Spelling & maths worksheets, home reading
Year 5	30 minutes	Complete research, memorise tables, maths worksheets, spelling, home reading
Year 6	40 minutes	Complete research, memorise tables, maths worksheets, spelling, home reading

## **Houses (Sport)**

All students are allocated a 'house' for Athletics and Swimming Carnivals. Kindergarten, Year One and Year Two students do not take part in the Swimming Carnival, which is held early in Term One. House members are encouraged to wear their house colours and support their team during carnivals. Generally, all members of a family are allocated the same house. When allocating new students to houses, the school tries to remedy inequities in the number of students in each house. The four houses are: Burnet - Blue Florey - Green Mawson - Red Flynn - Yellow

## **I**nterviews

If you would like to talk with your child's teacher, please phone and make an appointment. Teachers have allowed time for this and are able to have a quiet and meaningful talk with you, away from classes. At the end of Term 1 you will be asked to make an appointment time with the class teacher to discuss your child's progress. These interviews provide a valuable opportunity to review your child's progress and for both teacher and parents to share their insights about your child.

## Lice Infestations

Head lice and nit (lice eggs) infestations are very common in schools and cause parents a great deal of distress. Some students seem to pick up head lice repeatedly and others never do. Head lice infestations are not any reflection on the cleanliness of the child's hair - children with the cleanest hair are equally susceptible to the problem. There are many products available through your pharmacy. The best advice is obtained from your doctor, your pharmacist or from the Health Department. When there is an outbreak reported in your child's class, a class note will be sent home. Students are not permitted to share hats.

## Library

The library is an integral part of the school's educational program. Each week, all classes, with their teachers use the library's resources and the skills of the Teacher/Librarian, to enhance the work being studied in the classroom. Students are also encouraged to borrow regularly from the library and time is set aside each week to allow them to do so. Students are taught to handle books and other library resources with care and respect. The use of a library bag to carry books to and from school is required to protect these valuable items. Parents will be asked to pay for the replacement of borrowed books that are lost or damaged.

## Lost Property

Pupils should have all property and clothing clearly labelled with their names. Lost property is kept in the **Lost Property box located on the veranda outside the library**. Children should look through these items if they have lost a lunch box, jumper etc. Clothing with name labels will be returned. At regular intervals, unmarked lost property is donated to charity or put in the clothing pool. You will be notified through the school's newsletter when this is to happen.

## Medication at School

The issue of administering medication to students at school is one that is tightly regulated. School staff members are not permitted to dispense medication on their own initiative except when the child's life is at risk (eg. poisoning, asthma attack). **To minimise the amount of medication coming to school, you are asked to arrange with the doctor, prescriptions which can be taken out of school hours.**

It is Departmental policy that the Principal be informed in writing of any students who require medication during school hours. All medications are to be brought to the school office. Medication cannot be stored on school premises without your written authority and provided in the original packaging they are dispensed in stating:

- Students name
- The required dosage
- Information required for the medication to be administered

Please contact the school to let us know about your child's needs and obtain a copy of the required forms. This form can also be found under Notes on our website called "Parent Request for Medication".

## Mobile Phones

In line with DoE requirements it is preferable that mobile phones, portable computer games, MP3, iPods, cameras & similar devices are not brought to school. The school takes no responsibility for damaged or lost items. A copy of the school's policy is available from the office. If your child does need to bring a mobile phone or wears a smart watch they are to leave them with the office till the end of the day.

## Money Collection

Money sent to school for the payment of excursions, fund raising activities etc. should always be placed in a sealed envelope, clearly labelled with your child's name, class, the amount enclosed and the purpose. Envelopes are to be placed in the payment box, located outside the school office, in the foyer. Payments do not go to the teacher. Change is not available at the office, so we ask that you please assist by sending along the exact money. Receipts will be issued for all payments. Payments can also be made online through the school website and SchoolStream App; tab Parent Online Payments.

## National Assessment Program – Literacy and Numeracy

In 2008, the National Assessment Program – Literacy and Numeracy (NAPLAN) commenced in Australian schools. Every year, all Australian students in Years 3, 5, 7 and 9 are assessed on the same days using national tests in Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy. The national tests assess literacy and numeracy skills. The tests for students in Years 3, 5, 7 & 9 are conducted in mid May. If you are concerned about your child's progress, please make a time to discuss your concerns with your child's teacher.

## Parents and Citizens' Association

Sutherland North Parents and Citizens' Association (P&C) provides an open forum for communication and discussion about educational philosophy and general school policy, the school curriculum and new trends associated with education and everyday school practices. It aims to liaise as much as possible with the school and the teachers. P&C meetings are not for the discussion of specific, individual problems, which should be discussed privately with the teacher and/or the Principal. All parents are invited to attend P&C Association meetings. One of the major activities of the P&C is raising money to provide additional equipment for our children at school. Throughout the year, other fundraising activities are held and your participation in these activities is encouraged. The P&C meets regularly on the Wednesday of Week 3 and Week 8 of each term, at 7.30pm in the Library. A small membership fee is required for voting rights.

## Parent Helpers

Education is a co-operative venture and only when community, parents, teachers and children come together in friendship, goodwill and a spirit of enquiry will our schools be the best for our children. Parent assistance in the classroom is valued. Teachers are encouraged to invite parents to assist in classroom activities such as reading, writing, craft, etc. Requests for this support are usually initiated by the child's class teacher. The school will endeavour to ensure that a parent point-of-view is sought when planning school activities or on curriculum-related committees. Parents are also invited to take part in 'special' occasions such as sports carnivals, excursions, school clubs etc. Sharing in these experiences is great fun and each extra 'pair of hands' is valued. The school consults parents when it

is developing school policies in particular areas and welcomes parents' suggestions and practical help when developing new programs. Please see the school office to complete a '**Declaration for Volunteers**' form if you wish to volunteer for any school activity.

From time to time the school runs Parent Information Sessions, dealing with specific aspects of the curriculum. There are many other interesting ways parents can be involved in school. The school has an active parent body, a core of dedicated people who work hard to provide resources for the school and endeavour to achieve improvements in the school environment.

### **Peer Support Program – Co-connect**

All students from Kindergarten to Year 6 take part in the schools co-connect program. Groups of students from all grades, under the leadership of one or two senior students, undertake activities designed to enhance self-esteem and develop a sense of co-operation and consideration for others. Peer support programs have had very positive outcomes in schools, with older students becoming noticeably more caring about younger students, particularly on the playground, and younger students getting to know older students to whom they can go to for advice and assistance.

### **Phone**

The role of the school's administrative officers is multifaceted. They carry out all the school's administration and financial tasks. They also attend to reception and phones. We ask that you keep this in mind when contacting the school. Please only ring the school with messages for students if it is essential. Children are not permitted to use the phone, accept calls or have messages passed to them except in an emergency and only when there is no doubt as to the identity of the caller.

### **Playground Supervision**

Your child, for his/her safety and welfare, should not be in the playground or the school grounds whilst it is unsupervised. Teachers commence duty at **8.30am**. A staff member is in the quadrangle playground from 8:30am. Your child should not arrive at school any earlier than this. Children are expected to remain in the quadrangle until the 9.00am bell. Teachers are rostered for playground duty during the recess break and the lunchtime break. Your child should go straight home when dismissed. Please arrange the meeting place for after school with your child. If you are delayed for any reason, please inform the school. Your child will also be told to go to the school office if you have not arrived within a reasonable time. If you arrange for a person not known to the school to pick up your child, please let us know in writing or telephone the school office.

### **R**eligious Education (Scripture)

The right of approved groups to hold Special Religious Education classes in schools is legislated. Scripture is an integral part of school activities, taking place in school hours and under the jurisdiction of the school. Students will be sent to the Scripture class identified by you on the enrolment form. If, for any reason, you wish to change the Scripture class attended or withdraw your child from Special Religious Education, please notify the school in writing. This school offers Catholic, Anglican, Non Scripture and Ethics classes.

### **Reporting to Parents**

We welcome the opportunity to share parents' insights about their own children. Student work samples are often used to report student progress and as a basis of discussion at parent/teacher



interviews at the end of Term 1. Written student reports are sent home twice a year. Parents are encouraged to meet with their children's teachers at other times to discuss their progress. Appointments can be made directly with the teacher or through the school office.

## **Road Safety**

Parents are requested to be most particular about observing all traffic rules and parking regulations when driving around the school. The school has two 'kiss and drop' zones. One on Moira Street and one on Auburn Street. There is also a disabled zone outside the first gate on Moira Street. You are requested **NOT TO DOUBLE PARK** or stand where it is not allowed, especially on and near the pedestrian crossings. Extra vigilance is required during wet weather.

## **S**chool Development Days

The Department of Education allows each school to have five 'student-free' days each year for whole-school planning and for the implementation of teacher professional learning. The first day is always the first day of Term One each year - teachers return to school the day before school opens for students. The other four days are usually held on the first day of Term Two and Term Three and the last two days of Term Four. You will be notified about these days through "Schooltalk" and "SchoolStream".

## **Specialist Personnel**

### **School Counsellor**

The Department provides each school with the services of a trained school psychologist on a shared basis. The school psychologist is available on request to talk to parents concerning their child's progress and to be involved with the school in close assessment of pupils' needs, strengths and special problems. He/she then works in tandem with the class teacher and the school's Learning Support Team formulating programs of work. The Counsellor may also co-ordinate the involvement of other agencies. Children are usually referred to the Counsellor through the school's Learning Support Team. A School Psychologist referral form must be completed prior to student consultation. The school psychologist may also advise class teachers involved in presenting aspects of the Student Welfare and Personal Development programs. Parents can request a referral to the Counsellor. A form can be obtained from the school office.

### **Home School Liaison Officer**

Home School Liaison Officers are trained teachers who help you with your child's school attendance. They work with schools to encourage all students to attend regularly. They visit schools to check class rolls each term and do home visits when considered necessary.

### **Learning Assistance & Support Teacher**

Learning Assistance & Support Teacher (LAST) allocations are determined each year by the Department of Education. The role of the LAST is to support the development and delivery of programs to assist students with learning needs. The LAST works in conjunction with the classroom teacher, school psychologist and where possible, with parents.

## Sport

**During summer** - Sutherland Primary Schools Sports Association (PSSA) competition is held on a Friday morning. Cricket and Softball/T-Ball are offered in summer. Sport at school is held in the morning as well, for Kindergarten to Year 6.

**During winter** - PSSA competition is on Friday afternoons. Netball and soccer are offered in winter. Sports offered may vary at different times. Bell times remain the same as the rest of the week. School sport Years 3 - 6, is held in the afternoon. Infants sport is held in the morning.

**Sport Uniforms** - see Uniform section

**Sport Carnivals** - The school holds a swimming carnival in Term 1 each year and an athletics carnival in Term 3. These generally take place away from the school. In Term 2, a cross country event is held in the school grounds. From these events, students are selected to represent the school in zone carnivals. Students from zone carnivals are selected to take part in Sydney East regional carnivals where selection can be gained to compete at state carnivals.

## Staff Room

The staff room is a place where staff members often discuss professional matters, hold meetings or relax. For this reason, we ask that parents and others give this due consideration.

## Sun Safety

To encourage students to be aware of the risk to skin from long-term exposure to the sun, the school has a "No School Hat – Play in the Shade" policy. The Uniform Shop and school office sells the maroon school hat. This means that if a student does not wear a hat on the playground during recess and lunchtimes, they are directed to sit on the 'silver' seats in the shade. Parents are encouraged to apply sunscreen to their children before they come to school. Children should always bring additional sunscreen and a hat for special activities being held outdoors.

## Term Dates

There are four terms in each school year, each of approximately 10 weeks, though this can vary from 10 to 11 weeks according to the dates of events such as Easter and Christmas. Term 1 usually commences at the end of January, just after the Australia Day holiday. The first day is an organisational day for staff only. Continuing students begin the following day and Kindergarten commence with Best Start Testing Programs. Once the program is completed the children will begin attending. Term dates will be advised through "Schooltalk", however, if you are unsure, check the Department of Education website at: <https://education.nsw.gov.au>

## Transferring to another School

If your child is moving to another school please notify the school office and class teacher in writing before moving, so that your child's work can be gathered together and to give the teacher the opportunity to discuss your child's progress and needs. The school will arrange transfer of records to the new school.

# U niform

## SUMMER

BOYS
Blue school polo shirt
Grey shorts
Grey socks that sit above the ankle Anklet socks not permitted
Maroon SNP school hat
Footwear: Black school shoes

GIRLS
Blue school check dress or school culottes with blue school polo shirt
White socks that sit above the ankle Anklet socks not permitted
Maroon SNP school hat
Footwear: Black school shoes

## WINTER

Blue long sleeve school polo shirt or skivvy
Maroon SNP school hat
Long grey trousers & grey socks
Maroon school rugby style jersey
Maroon school tracksuit top
Footwear: Black school shoes

Blue long sleeve blouse or skivvy
Blue & maroon check tunic & navy tights
Navy trousers & white socks
Maroon school rugby style jersey
Maroon school tracksuit top
Footwear: Black school shoes

## SPORTS UNIFORM

Blue school polo shirt
Maroon sport shorts - unisex
School sport - white socks
PSSA - school long socks
Maroon SNP school hat
Footwear: Joggers for sport activity

Blue school polo shirt
Maroon sport shorts - unisex
School sport - white socks
PSSA - school long socks
Maroon school tracksuit

**Uniforms for PSSA Sport:** The school supplies school shirts for a variety of PSSA sports. Representative athletes will have athletic singlets supplied.

## Uniform Shop

For your convenience, our school operates a school uniform shop, which is a subcommittee of the P&C. It is staffed by volunteers and operates from a room in the School Hall on Tuesdays from 8.30am to 9.00am. If this time is unsuitable, orders including a cheque, cash or credit card may be left at the school office any time and goods will be sent home with your child the following Tuesday. You can also order online at [sutherland-north-pc.square.site](http://sutherland-north-pc.square.site). The shop supplies a full range of new quality school wear at lower than shop prices, with a small profit going to the school. Well known brands are stocked. A price list is available at the school office and on the school website. A small selection of quality used clothing is also available from the uniform pool at very good prices. Lost property that is unclaimed and has no name on it will end up in the second-hand uniform pool or donated to charity, after being unclaimed for three months. **Please put your child's name on all parts of the uniform so that items can be returned to their owners.**

Uniform Shop payments **CANNOT** be made via the School's Parent Online Portal.

## **W**bsite

The Sutherland North Public School website is a dynamic resource providing all members of our community with a range of information about the school and its programs. The website is updated on a weekly basis with newsletters and current news.

You can now make payments online through the website.

<http://www.sutherlann-p.school.nsw.gov.au>