



# Glenmore Road Public School

A Department of Education School

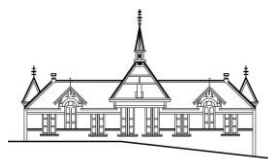
## GRPS Handbook

Updated 06/2020

This document is in constant revision. Please send any updates to  
[president@glenmoredpandc.org.au](mailto:president@glenmoredpandc.org.au) and [sarah.morrison11@det.nsw.edu.au](mailto:sarah.morrison11@det.nsw.edu.au)



**"Vitai Lampada, the torch of life"**



Glenmore Road Public School 269 Glenmore Road Paddington NSW 2021 Australia

Tel 02 9360 4880 Fax 02 9361 4284 [www.glenmoreroadpublicschool.com](http://www.glenmoreroadpublicschool.com)

Principal Karen Sinclair

## What does a day at GRPS look like?

7:30am	The Cottage opens (before school care)
8:50am	Office staff arrive School gates open
9:00am	Morning drop off A teacher is on duty in the middle playground from this time
9:25am	<b>School Starts</b> Morning bell / class lines & morning assembly where brief information is provided from teachers
9:30am	Students head to classrooms and school commences. Cambridge St gates are locked
10:30am	Fruit break at desk
11:30am-12:15pm	Lunch break
12:15pm	School recommences
1:35pm-2:05pm	Afternoon break
2:05pm	School recommences
3:30pm	<b>School Day Ends</b> Kindergarten students collected from directly above the basketball court near The Cottage Older students collected in the middle playground
3:50pm	Office closes
6:30pm	The Cottage closes (after school care)

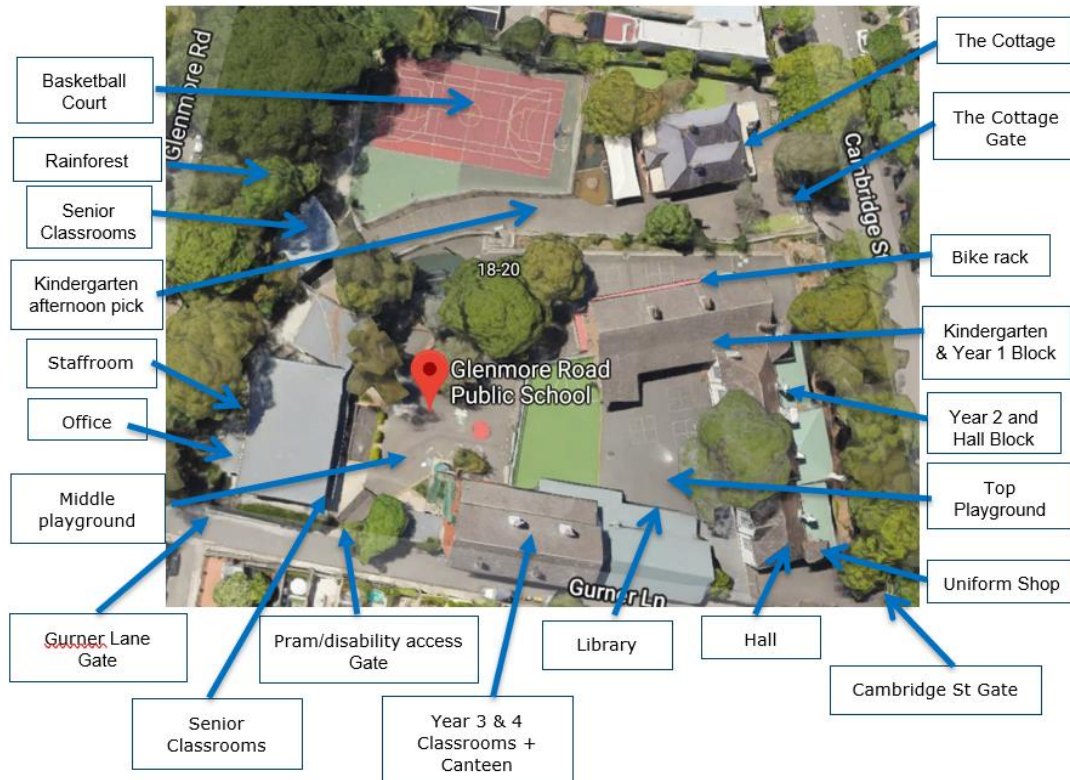
## What is the curriculum?

The classroom teacher will schedule the weekly timetable each term. These will be made available to parents each term via the school newsletter. You can expect your child to be participating the following key learning areas each week:

- English
- Mathematics
- Science & Technology
- Human Society and Its Environment
- Creative Arts
- Personal Development, Health & Physical Education

## Where is everything located at the school?

Here is a picture of our school and some key areas to familiarise yourself with:



## Where do I drop off?

- Students can be dropped to school after 9am. Supervising teachers are clearly visible in high-vis wear.
- Students can access the school via Cambridge Street or Gurner Lane. There is also disability access via Gurner Lane, however, this is not authorised pedestrian access.
- There is a designated car drop off zone outside the school for morning drop off on Cambridge Street. Parents and carers can only stop for up to 3 minutes and must remain within 3 metres of their car. Cars must not be left unattended. Parking inspectors issue fines and drivers will lose demerit points for disobeying these rules.
- Students should drop their bags outside their classroom upon arrival and move to the playground.
- Students who ride their bike or scooter must wear their helmet to school. Bikes/scooters are to be left in the designated area, however they are not to be ridden in the school grounds.
- Kindergarten students attending The Cottage in the morning are accompanied to the middle playground for supervision by the teacher on duty. All other students are to make their way to the playground independently.

- At 9.25am students line up in the middle playground in their classes for morning lines.

### **Where do I pick up?**

- For students in Kindergarten the pick up area is the access road directly above the basketball court near The Cottage which can also be reached using the stairs from the middle playground toward The Cottage. Students will only be dismissed to a parent or other authorised carer.
- All other students are collected from the middle playground.
- There is also a designated car pick up outside the school on Cambridge Street. Drivers are to line up and collect their child when they reach the top of the pick up line. Your child needs to tell their teacher if they are being picked up by car. Students will be supervised by a teacher at the pick up point. See the school's policy on car pick up.
- Kindergarten students who attend The Cottage will be picked up by a staff member from The Cottage. All other students are to make their way to The Cottage to sign in.
- If you are running late to collect your child please contact the office to advise them.

### **What happens if I am late or need to pick up early?**

- You must first go to the office as it is a requirement that your child is signed in or out.
- If your child is late to school you will need to collect a pink slip from the office and sign your child in. Students will then walk up to the classroom to minimise disruption.
- If you need to collect your child early from school you need to attend the school office and sign them out. The office will contact the classroom teacher and your child will be sent down to the school office.

### **What do I do if my child cannot attend school?**

#### **Non-attendance**

- If your child cannot attend school you need to contact the school office to advise them the reason for the absence. You can call or email on:

Phone: 02 9360 4880

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

- If you do not advise the school office you will receive a message from the school that your child was not marked as .

#### **Extended Leave**

- An application for extended leave must be completed if you intend on removing your child from school for more than 5 consecutive days.
- Exceptional circumstances for leave include attendance at family events such as weddings and funerals and prolonged illness.

## What is The Cottage?

- The GRPS Out of School Hours Care is called The Cottage. It operates out of the original principal's cottage.
- It is a parent run not-for-profit before and after school care centre with a parent executive and is well staffed, popular and very well organised.
- Vacation care is also provided in the school holidays. Bookings are taken 2-4 weeks before each school holidays.
- Students in all years are able to attend. The hours during terms times are:
  - 7:30am-9:00am
  - 3:30pm-6:30pm
- Michele Smith manages The Cottage and you can contact her on 9361 3362.
- You need to register your child with The Cottage and you can book days through the MyFamily Website/App once you are registered.



- You can find out more about The Cottage on their website including details of the fees at: <http://thecottageoshc.org/>
- **If your child is starting Kindergarten they are able to attend The Cottage in the school holidays in the December/January before they start school.**

## Are there any activities before and after school?

- There are a number of activities that are run before and after school at commercial costs e.g. sport, karate, languages and chess. The list of providers will be notified to families in the school newsletter and will also be available at the office.
- If your child attends The Cottage you must give permission for a carer at The Cottage to drop and/or collect your child to their activity. The Cottage has the paper work for this.

## What food does my child need to pack for school?

- In accordance with the policy of the Department, peanuts, tree nuts and nut products are excluded from school activities. This does not include foods labelled "may contain traces of nuts". Due to food allergies and anaphylaxis our school has a no sharing food policy.
- Students should bring to school all the food they need for the day and all containers labelled with their name.
- Your child should be given a realistic amount of food and 'treat' foods limited as much as possible.

- Fruit break is at the student's desk for approximately 5-10 minutes. Students should bring a piece of cut up fruit or vegetables. It is helpful for the fruit break to be in a separate container so students can access it quickly.
- Remember that lunches will not be refrigerated so an icepack in the lunchbox can be helpful especially in the summer months.
- Students should also bring a water bottle labelled with their name.
- GRPS does not have a canteen but has a lunch order system from a few external providers. Purchases must be made in advance via **Flexischools** (<https://www.flexischools.com.au/>). You will need to register with Flexischools and add credit to your account via credit card, PayPal or direct deposit.
- You may also be asked to use Flexischools to pay for other activities such as Mother's Day or Father's Day gifts or any P&C school events.

### **What does my child need to pack in their bag for school?**

- Students need to pack their lunch, drink bottle, hat, jumper, raincoat, library bag (if it is library day). Kindergarten students will also have a tartan bag (which contains their reader).
- The school has a 'no hat no play' rule. It is essential that students have their hat.
- All items need to be clearly and permanently marked.
- Your child's school bag also needs to be clearly identifiable, so a keyring/accessory is helpful.
- Students should not bring treasured or valuable toys, jewellery or books or dangerous items to school.
- It is recommended that no personal devices are brought to school. Students are permitted to bring a mobile phone to school, but they must keep it out of sight in their schoolbag and all phones must be turned off between 9:25am and 3:30pm. See the school's policy on mobile phone use.

### **What happens if my child loses something?**








- From time to time items of school clothing or lunch containers can go missing. There are lost property bins in the middle playground that can be checked for missing items. The Cottage also has a lost property bin.

### **What uniform does my child need to wear?**




- There is strong support from parents and staff for the wearing of a school uniform as it helps promote school pride and encourages the students to feel part of a cohesive and supportive community.
- The school uniform should be worn each school day unless there is a mufti day.
- Mufti days are held throughout the year, often in association with minor fundraising activities. Information about these days is provided to parents. **Closed toed shoes must be worn on mufti days.**

- The uniform is sold at the P&C run uniform shop, open from 8.45 - 9.45am on Wednesday mornings during term time. Some second hand uniforms are also available for sale.
- Uniforms can also be ordered online via Flexischools.
- Uniforms are also sold on Orientation Days for new Kindergarten students.

<b>Uniform Guidelines</b>			
<b>Boys Summer (Terms 1 &amp; 4)</b>		<b>Girls Summer (Terms 1 &amp; 4)</b>	
Shorts		Summer dress	
Short sleeve polo		Skirt & short sleeve polo	
<b>Boys Winter (Terms 2 &amp; 3)</b>		<b>Girls Winter (Terms 3 &amp; 4)</b>	
Winter trousers		Winter tunic	
Long sleeve polo		Long sleeve polo	

<b>Accessories</b>		
Backpack		All students need to bring the school backpack.
Library bag		All students need a library bag. Kindergarten students will receive a bag at the Orientation and the cost will be on Term 1 invoice.
Hat		The school has a 'no hat no play' policy. Hats are to be worn at morning lines and also when students are in the playground.
Zip jumper		This can be worn in summer and winter.
Rain jacket		This is useful when it is raining and students are walking to and from school.
Footwear		Footwear should be black and suitable for safe work and play at school (note: Kindergarten students will wear them for sport as well). They can be buckle, tie or velcro and can be runners, mary-janes or old-style school shoes.
Navy socks		Navy socks are worn in summer and winter.



Navy tights		Girls can wear navy tights in winter in Terms 2 & 3.
<b>Sports uniform</b>		
T-shirts		<p>Sports t-shirts are worn to the school sporting events e.g. athletics carnival, swimming carnival and cross-country running.</p> <p>There are four houses.</p> <p>Bradley – Blue Duxford – Yellow Elfred – Green Juniper – Red</p> <p>All new students are placed in a house at the start of the year and will be notified in Term 1. You should purchase the sports t-shirt after you are notified.</p>
Sport year 3-6		Students in Years 3-6 play sport every Friday. There are particular GRPS uniforms for each type of sport e.g. soccer, rugby.

## What is the School Buddy Program?

- GRPS has a school buddy program for Kindergarten students. They will have a buddy from Year 6. This will assist the transition to school particularly in the early weeks.

## How do I find about what is happening at the school?

The school will communicate with families in the number of ways including:

### Calendar

- The school calendar is available on the school website.
- The terms dates will be provided in the calendar including any Staff Development Days. These are held on the first day of Terms 1, 2 and 3 and the last two days of the school year. Students do not attend on these days.

## Newsletter

- The school newsletter is published each week and a link emailed to parents.
- You need to subscribe to the newsletter via the school website: <https://glenmorerdps.schoolzineplus.com/subscribe>
- It is **very important** that you make the time to read the school newsletter as it provides updates about what is happening at school.
- Archived copies of the newsletter are available on the school website: <https://glenmorerdps.schoolzineplus.com/schoolnews/archive>

## Class Teachers

- Class teachers will email families from time to time to advise them about upcoming school events.

## Class Parents

- Class parents are assigned at the beginning of each year and organised by the P&C. Any parent can volunteer to be a class parent. They oversee the class list distribution and will email families to notify them of upcoming class gatherings and P&C events.

## P&C

- The P&C meets monthly on Wednesday evenings, anyone can attend the meetings.
- The P&C will notify families of upcoming school events via the school newsletter.
- They also have a notice board at the school to notify families of upcoming events.

## Class Lists

- The P&C arranges class lists at the beginning of the year so you can communicate with other parents in your child's class.

## Operoo

- Operoo allows the school to collect medical and emergency contact information. Parents can also include any medical conditions, medication instructions or medical plans.
- Permission forms for school activities and excursions can also be circulated and signed via Operoo.
- All families will be sent an email asking them to create a profile for your child on Operoo.
- If your family name, address, phone or contact number or doctor changes, please inform the school and update your Operoo profile.

## How do I understand my child's progress?

- All families are welcome to contact the school at any time during the school year to arrange an appointment to discuss their child's progress. The best time for an interview is generally after school.
- A goal setting meeting with the teacher, parent and child occurs during Term 1. A follow up meeting occurs in Term 3.
- Parents will receive written student reports which are sent home at the end of Terms 2 and 4. These reports provide an indication of student achievement as assessed by the classroom and support teachers.

### **What can I do if I have concerns about my child?**

- All families are encouraged to contact their class teacher at any time during the school year to discuss their child's needs.
- The School Counsellor is at the school one day a week for support of students with learning, behaviour or social adjustment issues.
- Parental permission is required before the School Counsellor can assess your child but informal observation in the classroom may be carried out as part of a preliminary assessment of the need for formal assessment.
- Parents can refer their own students to the counsellor and forms are available through the principal. The Counsellor usually contacts parents after student assessment.

### **Is there learning support at the school?**

- There is a Learning Support Team that can assist students with learning difficulties.
- The Learning Support Team is made up of class teachers, the principal, the School Counsellor, the Executive Team and support staff.
- The Learning Support Team meets regularly to review the progress of students who have identified learning, social or emotional difficulties, or students who are identified as gifted and talented.

### **What are some of the things that happen regularly at the school?**

There will be a number of activities and events during the year that students will be involved in and many opportunities for parents to attend events.

#### **Additional classes**

- **Library** – students will have a library class each week where they can borrow a book. They will need to bring their GRPS library bag to borrow a book.
- **Scripture/Ethics** – GRPS offers Special Religious Education (“SRE”) classes in Catholic, Anglican, Jewish, Ethics (Years 2-6) and Buddhist (Years 3-6). Parents and carers are asked to advise what class they would like their child to attend. SRE is not compulsory and students not attending will be cared for appropriately.

#### **Assembly**

- This is held every Thursday at 2:50pm and alternates between a K-2 assembly and Years 3-6.
- From time to time there will be whole school assemblies. This will be notified in the school newsletter.
- Certificates are awarded at assemblies (for awards and birthdays) and class items are performed.
- Parents are very welcome to attend. Each class will perform an item during the year and parents and carers are particularly encouraged to attend on these occasions.

### **Other annual events**

- Easter Hat Parade
- Swimming, Athletics and Cross Country Carnivals
- Book Parade – students dress up as their favourite book character during Students's Book Week
- Spelling Bee
- Public Speaking Competition
- Grandparents Day
- End of Year Recognition Day. Prizes and presentations are awarded to all students on this day
- Other annual events may include dance performances, Wakakirri, school concert performance, School Spectacular, Strings Ensemble and Band performances

All events will be notified in the school newsletter and parents and carers are encouraged to attend.

### **How can my child celebrate their birthday at school?**

- If you would like to celebrate your child's birthday with their class you are welcome to provide cupcakes or ice-blocks to have at the end of the day. Please advise your classroom teacher. Please take into account allergy needs.

### **What are the ways I can get involved with the school?**

There are a number of ways you can get involved with the school:

- Classroom Parent Helper – parents as partners in education are appreciated. Your skills and expertise are valued. Help can be given in many areas: reading, craft and maths. If you would like to help, just let the school or class teacher know and complete the necessary paperwork available from the office.
- P&C Member or just come to the meetings to find out what is happening. The P&C meets on the first Wednesday of each month at 7:00pm in the staffroom. The P&C discusses fundraising activities, issues of concern, the school uniform shop, school projects and parental feedback.
- School Council – is a body that supports the school principal and is attended by elected parents, staff and a community member. The School

Council meets at least once a term to formulate school policies and to discuss the budget.

- Volunteer at events such as sports carnival or swimming carnival.
- Gardening Club meet on alternate Wednesday lunchtimes 11:30am-12:15pm. Holiday care is also required for our chickens.

### **What are the school fees and when do I pay them?**

- Fees include costs for sport, excursions (including transport), school education programs e.g. Reading Eggs, Athletics. Fee letters will be emailed to parents each term.
- There is also an annual voluntary contribution each year. Although this contribution is voluntary the fund is very beneficial to the school as it is used towards meeting some of the costs of resources and materials used by the students each year. The voluntary fees can be made in full or instalments.
- As some fees are for additional activities which cannot be carried out without financial contributions, the school will actively follow up any outstanding monies owing so that your child can participate.
- **Any financial hardship and individual circumstances should be discussed directly with the principal who will endeavour to take these into account.** This communication is strictly confidential.

### **What is the Positive Behaviours strategy at Glenmore Road?**

- Students at GRPS are expected to be Responsible, Respectful Learners.
- When students demonstrate core school values (responsible, respectful, learner) or learning characteristics (resilience, perseverance, confidence, collaboration, organisation or self-reflection) they will receive Class Dojo Award points.
- Students need to obtain 50 points for a Bronze Award, 100 points for a Silver Award and 150 points for a Gold Award. When students receive all their Awards they received the school medal.
- Students award points will continue to accumulate from the previous year.
- WOW awards will be given to students who demonstrate exceptional learning behaviours. These will come from the principal and are awarded at assembly.

### **Will my child get homework?**

- Kindergarten students are expected to read their reader each night. Students will receive access to Reading Eggs, an online platform, to further their reading capabilities.
- Class teachers in Years 1-6 set homework on a regular basis. Homework may vary in nature, but it is an expectation that students read at home in every grade.
- See the school homework policy for more information.

## **What music and sport options are available at the school?**

The school has a strong creative and performing arts program. The following opportunities are available:

### **Music**

- Directions in Music, an external provider, coordinate a music program for those who wish to participate. Opportunities exist for Junior and Senior Band (from Year 3 onward) and Junior and Senior String (from Year 1 onward).
- In the Junior Band students are matched to a woodwind, brass or percussion instrument. The band participate in a small group tutorial with a professional tutor and attend a combined full band rehearsal.
- Students have private lessons as well as participating in the groups. As students progress in their playing they can be promoted to the Senior groups.
- The band performs at local community events and may enter band competitions such as the Yamaha Music Festival. Band camps or days are organised to further develop the band program.
- Music concerts are held throughout the year to profile the band, ensemble and music program at school.

### **Dance**

- Students (Years 3-6) may participate in Wakakirri and the Schools Spectacular performances.

### **Sport and PE**

- Students participate in physical education and sport every week. There is an extensive sport program and a variety of different sports offered.
- The K-2 students learn skills in sports such as basketball, AFL, soccer, gymnastics and dance. An external provider often provides these lessons.
- The Year 3-6 students have the opportunity to compete against other schools in an inter-school sport competition known as Primary School Sports Association ("PSSA"). These team games vary from summer to winter and include touch football, basketball, netball, soccer, rugby union and league. Training sessions for these sports are held before school or during the lunch hour. In summer, sport is on Friday mornings and in the winter it is on Friday afternoons.
- The school also offers non-competitive sporting options (including multi-sport and development squads) for students that are not participating in PSSA competitions.
- The school participates in local and regional inter-school sports competitions and has a learn-to-swim program for younger students (Years 1 and 2, Term 4).

## **What leadership opportunities are there at the school?**

- Students in all classes will elect class captains each term and each class will also elect two representatives as delegates on the SRC for the year. The SRC meets with a member of staff once a fortnight to raise issues of

concern and to plan student-initiated activities. The students ensure issues raised by their classmates are discussed and improvements are made to the school where practical and possible.

- Each year a Leadership Team is elected by the students. The Leadership Team consists of 2 captains, 2 vice captains and 4 prefects. These boys and girls represent the school on formal occasions.

### **What happens at the start of a new year?**

- During Week 1 of the new school year students return to the classes of their previous year (with their previous teacher). Year 1 students are unlikely to have their Kindergarten teachers during this time as they will be conducting Best Start Interviews for the incoming Kindergarten students. Year 1 students will be in their original class with an alternate teacher.
- Once school numbers are finalised and classes allocated, students move to their new classroom (typically on the Thursday of Week 1) at which time they will meet their new class teacher, room and a different mix of class mates.

### **Further Information**

Please refer to our website and also the A-Z on our website for further information.

**We look forward to your family joining our school community.**



## **ABOUT OUR SCHOOL: A-Z**

At Glenmore Road Public School we take pride in delivering an excellent education in a warm and nurturing environment. Our teachers are highly trained, caring individuals who are committed to helping all our students realise their potential across all the key learning areas (KLAs) as well as across our broad range of extracurricular activities. We are an innovative school community that supports the idea of lifelong learning. We continuously evaluate our approaches to learning to ensure that our school is always at the cutting edge.

### **Strong foundations in literacy and numeracy**

Glenmore Road Public School has always had a strong commitment to literacy. Our experienced staff are always up to date on current teaching practices and we also strongly value and promote the role of parents in developing and improving children's literacy. Literacy and numeracy skills of our students are developed across all KLAs, and progress is carefully monitored through regular assessments.

### **Technology that prepares every student for the future**

Glenmore Road Public School has leading technology programs and facilities. Technology is a vital component of our curriculum from Kindergarten to Year 6. Students have access to laptops and iPads all with internet access. This is complemented with Interactive Whiteboard Technology in each classroom. Teachers allow children to develop and explore the world of information technology through all key learning areas (KLAs).

### **Active and healthy students**

The Personal Development, Health and Physical Education curriculum provides structured opportunities for students to enjoy regular physical exercise. As well, the school promotes an active lifestyle through our active playground program, unstructured play in our playground and participation in competitive and non-competitive sports. Glenmore Road Public School participates in local and regional inter-school sports competitions and has a learn-to-swim program for younger students.

### **Effective student care and discipline programs**

Our school community strongly supports our care and discipline program. At Glenmore





Road Public School we are Responsible, Respectful Learners. Our regulations are agreed to by our student and parent bodies and based on respect for the individual and for others. As a result, our caring and harmonious environment enables students to learn and to develop personally, socially and academically. There is strong support from parents and staff at Glenmore Road Public School for the wearing of a school uniform. We believe it helps to promote school pride and encourages the students to feel part of a cohesive and supportive community.

### **Responsible citizens and leaders**

Students are able to experience democratic processes and to develop effective problem-solving strategies through participation in peer mentoring programs, student leadership programs, student conferencing and the student representative council. Students and teachers work together. The students at Glenmore Road Public School are encouraged to have discussions and to make their own decisions as individuals as well as members of a group.

### **Proud of our achievements**

Glenmore Road Public School has a strong creative and performing arts program. There are opportunities for students to participate in the school band, string ensembles and choir. Students in Years 3-6 have the opportunity to participate in Wakakirri and the Schools Spectacular.

### **Excellent facilities**

The school is well equipped with modern facilities such as a well-resourced library, extensive technology resources, a large hall suitable for performances (and other school functions) and our parent body is continuing to raise funds to develop our playground into a safe and beautifully landscaped playing area. Our well-resourced library is at the heart of learning at Glenmore Road Public School with internet access and up-to-date software available to students to assist their research.



### **A dynamic school community**

Our parent body meets regularly and there is a high level of involvement and support from our parents and volunteers. We actively encourage parents to support our teaching and learning programs. There are regular opportunities for teachers and parents to meet to discuss student progress and to enhance the home and school relationship to further support the educational goals of their children.

### **Starting school successfully**

Our orientation program provides many opportunities for children starting Kindergarten to settle into a school routine, mix with groups of other children and to engage in both structured and unstructured play activities.

**A**

### **After Hours Activities**

Lessons at commercial costs are available e.g. fitness, karate, French, Mandarin, sport and chess. Sports teams train before school or at lunch times. See heading the 'The Cottage' for before and after school and vacation care.

### **Ambulance**

Our school contributes to the NSW Ambulance Fund covering the cost of transporting students within NSW where necessary. An ambulance will be called if it is felt that a student's health is at risk. Parents or contact persons will also be contacted as soon as possible with regard to the child's health concerns. Ambulance cover is not provided for parents and it is advisable that families consider their own ambulance cover where possible.

### **Artistic Performances**

From time to time the school will elect to attend or host visits from various performers which may include drama, dance, music/song, language, poetry, environmental studies,



science, sport etc. Parents will be informed of these events and a fee to cover costs may be requested. This information will be made available to parents.

### **Assemblies**

A morning assembly is held each day commencing at 9:25am. Brief information may be given or sought at this time. School assemblies are held once a week on a Thursday afternoon from 2:50pm to 3:30pm and alternate between a K-2 assembly and Years 3-6. Certificates are awarded at assemblies and class items are performed. Parents are very welcome to attend.

### **Attendance**

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. If your child is absent an explanatory note or email should be sent to school giving the reason for the absence. Parents may wish to phone this information to the school, but a written explanation is preferred. Parents of students who are absent from school for unexplained periods may be referred to the Department of Education and Communities' Home School Liaison Officer with reasons for absence sought. Students need to be signed in and out of the school by their parents at the office if they are attending for only part of the day or if they are late for school.

An application for extended leave must be completed if you intend on removing your child from school for more than 5 consecutive days. Exceptional circumstances for leave include;

- domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child
- exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate.



## **B**

### **Band**

Students at Glenmore Road Public School are offered the opportunity to join the School Concert Band from Year 3 onwards. Students are matched to a woodwind (flute, clarinet, saxophone), a brass (trumpet, saxophone, trombone, baritone) or percussion (drums, tuned percussion, keyboard) instrument. Each week students participate in a small group tutorial with a professional tutor and attend a combined full band rehearsal. All our instrumentalists learn to read music and play their instrument in a 'team' situation. Most aspects of our Band program have been out-sourced to a small company called 'Directions in Music'. More information about this company can be found at the website [www.directionsinmusic.com.au](http://www.directionsinmusic.com.au). A staff member acts as the liaison person between the school and the company. During the final term, Year 2 students are invited to sign-up for the band for the following year and current band members are asked to rejoin. We have two bands, a junior and senior band. As students progress in their playing they can be promoted to the senior band. Students perform at local community events and enter band competitions such as the Yamaha Music Festival. Band camps are organised to further develop the band program. Music concerts are held throughout the year to profile the band and music program at school.

### **Before and After School**

Bell Times:

School Commences	9:25 am
Lunch Break	11:30 am to 12:15 am
Afternoon Break	1:35 pm to 2:05 pm
School Concludes	3:30 pm



## **Book Parade**

This is once per year during Children's Book Week. The children dress as their favourite book character. The library often has books on hand that have been shortlisted for the book of the year award. Books may be purchased for the library.

## **C**

### **Calendar**

A term calendar is published at the start of each term and is available to sync with your calendar by following links on the school newsletter.

### **Canteen**

The School has no canteen but has a lunch order system organised by external providers who deliver to the school. Purchases must be made from the school website in advance via Flexischools. Most orders need to be in by 9pm the day before.

### **The Cottage**

The Glenmore Road Public School Out of School Hours Care Centre-phone 9361 3362.

Hours (school days)

7:30 am – 9:00 am

3:30 pm – 6:30 pm

This is a parent run not-for-profit before and after school care centre. The before and after care centre leases a school building known widely as 'The Cottage'. It was originally the principal's residence. This is a popular service and very well organised. Vacation care is also provided.

### **Counsellor**

Help is available for problems or concerns that you may have about the development of your child. Our School Counsellor is at school one day each week and tests children referred by teachers for assessment of learning difficulties, behaviour and/or social



adjustment problems. Parental permission is required before the School Counsellor can formally assess your child but informal observation in the classroom may be carried out as part of a preliminary assessment of the need for formal assessment. Parents can refer their own children to the counsellor and forms are available through the Principal. The Counsellor usually contacts parents after student assessment.

## **Curriculum**

Key Learning Areas for K- 6 are:

- English
- Mathematics
- Science & Technology
- Human Society and Its Environment
- Creative Arts
- Personal Development, Health & Physical Education

The NSW Board of Studies sets the curriculum. The NSW Department of Education and Training provides support for implementing these documents. Syllabuses are available online at [www.bosnsw-k6.nsw.edu.au](http://www.bosnsw-k6.nsw.edu.au)

## **D**

### **Dance**

The school has a reputation for excellence in dance. All students have the opportunity to participate in dance lessons by a specialist teacher. Students in Years 3-6 can participate in Wakakirri and/or Schools Spectacular. We have a bi-annual dance concert held at NIDA in which all students K-6 participate.

## **E**

### **Enrolment**

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31 in that year. We take all students who live within our drawing area and offer any vacancies, not filled by local children, to other students according to our enrolment policy. Priority is given to students who have a sibling at the



school. Documentation providing proof of age, such as a birth certificate, is required on enrolment. Proof of residential address and immunisation details are also required. Students transferring from other schools can enrol at any time, if they live locally.

### **Ethics**

Ethics is offered at Glenmore Road Public School. For further details see scripture.

### **Excursions**

Our school participates in excursions to enrich a child's learning experiences. These excursions may be part of a whole school activity or in smaller group situations. Excursion costs are kept to a reasonable level because they are met through direct charges to the students participating. Classes also attend in-school performances each year.

### **F**

#### **Family**

New families to the School receive forms to be completed and returned. This supplies the School with your child and family details as well as medical information, which the School may need to know in an emergency. If your family name, address, phone or contact number or doctor changes, please inform the School.

#### **Fruit Break**

Fruit break takes place every day at approximately 10:30am at the students' desks and takes approximately 5 minutes. We believe that fruit break gives children an energy boost which will keep them working productively for the duration of the morning session. Parents are asked to provide a small amount of cut up fruit or vegetables that is easy to eat.

### **G**

#### **Garden**

The school's garden is maintained by the school community and includes a gardening club run by teachers and parents fortnightly at lunch times.



## **H**

### **Hats - No hat, no play**

In accordance with Cancer Council guidelines, children are encouraged to wear school uniform hats when outside during the school year. These are available from the school uniform shop. The School has a 'NO HAT – NO PLAY' policy in effect throughout the year to restrict exposure to sunlight. Sunscreen is also recommended.

### **High School**

The Inner Sydney High School is our local public high school and it is a great school. In March, each Year 6 student's family is asked to complete a form telling us where the student will be going to secondary school. Year 6 students can sit tests for entry to government academically selective high schools in March each year. Our nearest government selective high schools are Sydney Boys High, Sydney Girls High and Rose Bay Secondary College. Students who display talents in the Performing Arts may audition for Newtown High School of the Performing Arts.

### **Homework/Home Reading Scheme**

Class teachers in Years 1- 6 set homework on a regular basis. Homework may vary in nature but it is an expectation that children read at home across all grades. See your child's teacher if there are any problems with the set homework. See the homework policy for more details.

### **Hours**

8:50 am	Office staff arrive
9:00 am	Teacher on duty
9:25 am	Morning bell
11:30 am	Lunch Break
12.15 pm	Classes resume





1:35 pm	Afternoon break
2:05 pm	Classes resume
3:30 pm	End of the school day
3:50 pm	Office closed

### **Houses**

There are four houses at Glenmore Road. All new students are placed in a house at the start of the year. Siblings are placed in the same house.

Bradley – Blue

Duxford – Yellow

Elfred - Green

Juniper - Red

House coloured shirts are available for purchase through the uniform shop and are worn to the school swimming, cross country and athletic carnivals.

### **I**

#### **Infectious Diseases**

From time to time infectious diseases become evident in schools. The school will follow procedures as set by the Department of Education and Communities and the NSW Department of Health in dealing with such an outbreak. Information sought upon enrolment as to the immunisation status of children being enrolled is used in circumstances such as this.

### **K**

#### **Kindergarten Orientation Program**

An Orientation Program is conducted for children enrolling the following year. During Term Four of each school year, Glenmore Road Public School offers its Kindergarten



Orientation Program to prospective parents and students. This is an ideal opportunity for parents to gain information about the school, including information related to the P&C Association, School Council, canteen, uniforms and enrolment procedures. Children have the opportunity to meet the school's Kindergarten teachers and familiarise themselves with the expectations of school. A buddy program will operate with Kindergarten students being supported by a Year 5/6 buddy when they begin school. Parents are also encouraged to participate in the parent 'buddy' program, designed to help parents transition to school.

### **K-2 Gross Motor Program**

To support the Personal Development, Health and Physical Education curriculum, all Kindergarten, Year 1 and Year 2 students participate in a gross motor fitness program throughout the year. The Fundamental Skills program is ideal preparation for students as they approach playing more formal organised games beyond Year 2. Skills taught include catching, throwing, sprinting, side galloping, vertical jump, and hopping and static balance.

### **L**

#### **Learning Support Team**

The school's learning support team meets regularly to review the progress of students who have funding support for identified learning or social difficulties, children experiencing difficulties with learning, students who may be experiencing emotional or social difficulties and students who are identified as gifted and talented. The Learning Support Team is made up of a teacher, the Principal, the School Counsellor, the Executive Team and some members of staff.

#### **Lunch and Afternoon Recess**

Students bring to school all the food they need for the day. Afternoon recess should be packed separately from lunch and all containers labelled. Your child should be given a realistic amount of food and 'treat' foods limited as much as possible. Food should be packed in containers that can be independently opened by the student. Lunch is from



11.30am - 12.15pm. Afternoon recess is from 1.35pm - 2.05pm. In accordance with the policy of the Department, peanuts, tree nuts and nut products are excluded from school activities. This does not include foods labelled "may contain traces of nuts". Due to food allergies and anaphylaxis our school has a no sharing food policy.

## **Library**

Classes are held each Tuesday, Wednesday & Thursday.

### **Library Facilities:**

- Purpose-built library building opened in 2003 and upgraded in 2017
- Fully computerised circulation system
- Comprehensive reference collection
- Extensive non-fiction collection to support the curriculum in all Key Learning Areas
- Fiction to meet every interest and reading level
- Teachers' reference section

The Library is open first break on Tuesdays, Wednesdays and Thursdays – Story reading, board games, drawing materials, homework. Classes have set borrowing times but students may borrow at other times on request.

## **M**

### **Medications**

If your child has to have medication during the school day please give us a written statement on times and please provide exact dosages. There is a form in the office that needs to be completed.

### **Mobile Phone Devices**

If your child has to bring a mobile phone to school please be aware:

- Students must keep them out of sight in their school bags – do not give them to a teacher to mind
- The school takes no responsibility for stolen, lost or damaged phones
- Phones must be turned-off between 9:25 am and 3:30 pm.

\*See *Mobile Devices in School Procedures & Guidelines* for further information



## **N**

### **Newsletter**

Please subscribe to our weekly newsletter via our website.

### **NSW Department of Education**

The NSW Department of Education (DoE) is responsible for the running of primary schools, secondary schools and TAFE colleges in New South Wales. The DoE has an excellent website with lots of information for parents. The address is <https://education.nsw.gov.au/>.

## **P**

### **Parent Helpers**

Parents as partners in education are appreciated. Your skills and expertise are valued. Help can be given in many areas: reading, craft and maths. If you would like to help, just let the school or class teacher know. All volunteers are required to complete the department's Working with Children documents which can be obtained from the school office prior to starting and must sign in and out each visit.

### **Parent - Teacher Interviews**

All families within our school are encouraged to contact the school at any time during the school year to arrange an appointment to discuss their child's progress. Teachers welcome discussion with parents in the interest of the children. The best time for an interview is generally after school, however where this is not convenient, an attempt will be made to arrange a mutually acceptable time. As an important part of our annual reporting system, all parents are invited to attend an interview with the class teacher and their child during Terms 1 and 3.

### **P&C Association**

The Glenmore Road Public School Parents & Citizens Association meets on the first Wednesday of each month during the school year. Meetings commence at 7:00pm in the



staffroom. All members of our school community are encouraged to attend these meetings. The P&C discusses fundraising activities, issues of concern, the school uniform shop, school projects and parental feedback.

## **R**

### **Recognition Day**

Recognition Day is held in December. Prizes and presentations are awarded to all students on this day. This day will be advertised in the School Newsletter.

## **S**

### **School Captains**

Each year a Leadership Team is elected by the students. The Leadership Team consists of 2 captains, 2 vice captains and 4 prefects. These boys and girls represent the school on formal occasions.

### **School Council**

The School Council, consists of parents, staff and a community members. The council is a body that supports the School Principal, meeting at least once a term to formulate school policies and to discuss the budget. Annual elections are held every year for parent and staff representatives.

### **School Development Day**

The first day of Terms 1, 2 and 3 are the Staff Development Days and there are no classes. The teachers undertake professional development in an area related to our school targets for that school year. The last two days of the school year are also Staff Development Days. Students do not attend on these days.

### **School Photographs**

School photographs are arranged each year and families are given the opportunity to purchase these if they so wish. This is a commercial company and the school makes no profit. Contact the company for all feedback.



## **Scripture**

A basic level of religious education, called Special Religious Education (SRE) is provided in all NSW public schools. Authorised representatives of approved religious groups are invited to the school to teach students. Currently there are more than 90 religious groups that have approval. Glenmore Road Public School is currently able to offer SRE classes in Buddhist (Years 3-6 only), Catholic, Anglican, Jewish and Primary Ethics (Years 2-6).

Representatives of each category teach students of the same denomination. The content is authorised by the religious groups. SRE is seen as an integral part of school activities, taking place in school hours and under the jurisdiction of the school. It is organised for fixed times by negotiation and agreement between the school principal and the local clergy.

The lessons or period length for SRE should be consistent with the age and attention span of the students and the content and method of presentation. Thirty minutes a week is allocated at this school for SRE.

Parents/caregivers are asked to advise the school of their child's religious denomination at enrolment. SRE is not compulsory and a child may be withdrawn from SRE classes at any time by notifying the principal. Students not attending SRE will be appropriately cared for at school. This may include private study, but not timetabled lessons or scheduled school activities.

For further information, please click [here](#).

## **Sport and PE**

Students participate in physical education and sport every week. We have an extensive sport program at school catering for the needs of all our students. We offer a variety of different sports in which all students may participate. The K-2 students learn skills in sports such as basketball, AFL, soccer and gymnastics.

The Year 3-6 students have the opportunity to compete against other schools in an inter-school sport competition known as Primary School Sports Association (PSSA). These



team games vary from summer to winter and include rugby league, rugby union, netball, soccer and touch football. Training sessions for these sports are held before school or during the lunch hour. In summer, sport is on Friday mornings and in the winter it is on Friday afternoons.

We also offer non-competitive sporting options for children that are not participating in PSSA competitions. Please see the sports selection policy for more information.

### **Student Property**

All articles, especially lunch-boxes, drink bottles, jumpers, hats and parkers should be clearly and permanently marked. Treasured and valuable toys, jewellery and books should be left at home. They are easily damaged or lost. No responsibility can be taken for loss of or damage to these items if they are brought to school. Make sure your child's schoolbag is easily recognisable, and encourage him/her to leave it in its correct place. Every effort is made to return any 'lost' property to its owner.

### **Student Reports**

Written student reports are sent home at the end of Terms 2 and 4. These reports provide an indication of student achievement as assessed by the classroom and support teachers. Twice a year we have three-way interviews as part of our reporting to parents.

### **Student Representative Council**

Each class elects two representatives as delegates on the SRC. The SRC regularly meet with a member of staff to raise issues of concern and to plan student-initiated activities. The students ensure issues raised by their classmates are discussed and improvements are made to the school where practical and possible.

### **Support for Learning Difficulties**

We organise support for students who have learning difficulties in a variety of ways depending on the nature and severity of the difficulty. The NSW Department of Education offers a number of services and special placements for students who are experiencing



learning problems. Parent volunteers also help with extra one-to-one tuition for students experiencing learning difficulties.

## **T**

### **Tours**

Tours of the school are held periodically during the year for any interested parents. Official Orientations for Kindergarten take place in Term 4 prior to the year of commencement. Refer to Kindergarten Orientation Program.

## **U**

### **Uniform**

The school uniform should be worn each school day unless a specific notice is sent home about a special arrangement for a particular day. The uniform is sold at the P&C run uniform shop, open from 8.45-9.45am on Wednesday mornings during term time.

Uniforms can also be ordered online via Flexischools. Uniforms are also sold on Orientation Days for new Kindergarten students. Second hand uniforms are also available for sale. Footwear should be black and suitable for safe work and play at school.

**Non-uniform (Mufti) Days** - these are held throughout the year, often in association with minor fundraising activities, particularly for charities. Information about these days is provided when known. Closed toed shoes must be worn at mufti days.

Dangerous items such as pocket knives must not be bought to school.

## **V**

### **Vacation Care**

The Cottage provides vacation care. Applications are taken 2-4 weeks before each school vacation. Students currently enrolled at Glenmore Road Public School have first preference for places. Enquiries can be made to the coordinator on 9361 3362.





## **Voluntary School Contribution**

A voluntary school contribution is set each year by the P&C with these funds helping to meet some of the costs of resources and materials used by children each year. Whilst these fees are voluntary, they are certainly beneficial to the school. The contribution can be made in full or by instalments as suits families needs.