



GRPS INFORMATION HANDBOOK



2027

Acknowledgment of Country



Glenmore Road Public School respectfully acknowledges the Gadigal people of the Eora Nation, to whom this land belongs.

We pay our respect to the elders of the past and present, for they hold the memories, culture and wisdom for our future.

Gadigal Country surrounds us with beautiful coastal sandstone and tranquil waterways, which have provided Aboriginal peoples with nourishing food, shelter, and spiritual connection for thousands of years. We promise to protect the land, plants, and animals that live alongside us as we learn, grow, and play.

We will continue to live, learn, and appreciate the natural history of this land and people for generations to come and we give our gratitude for the love and long continuation that Aboriginal peoples have had with this land.

We promise to stand united in our commitment that through working in partnership, we will together seek reconciliation, unity, and equity for the aspirations of all Aboriginal peoples.

From the Principal

Ms Clare Baptist



Welcome to Glenmore Road Public School, situated in the heart of inner Sydney with an enrolment of approximately 250 students. At our school, academic excellence, respect, personal responsibility, sport, and creative arts come together to inspire lifelong learning and provide a quality education for every student. Our philosophy is to deliver quality education within a nurturing, welcoming, and inclusive environment, one that promotes fairness, respectful relationships, and where students feel safe and happy. The wellbeing and social success of all students are a top priority, supported by a strong focus on fostering a positive and supportive school culture.



A day at GRPS

9.00

Playground teacher supervision begins on the playground.

Students are not to arrive at school prior to 9.00am.

9.25

1st bell meet at class lines

9.30

2nd bell walk to class

**11-30-
11.45**

Eating time

**11.45-
12.15PM**

Lunch

**1.35-
2.05PM**

Recess

3.30PM

School ends. Each class has a designated pick-up area in the playground. Students are expected to be collected by a parent/carer at 3:30pm promptly. If you will be late collecting your child, or there is a change to your child's normal pick-up arrangements, please contact the school office via phone or email before 2.30pm.

ASSEMBLIES

Monday 9.30am in the Hall.

Thursday 2.45pm on an alternating roster in the school hall. Entry via office.



What does my child bring to school?

- Water bottle
- Fruit break (cut up fruit or vegetables)
- Lunch
- Recess
- Library bag (on library days)
- Homework bag (K-2)
- Clean pair of underwear and shorts (In case of an accident - Kindergarten)

Term Dates 2027

Term 1

Wednesday 3 February to Friday 9 April

Term 2

Thursday 29 April to Friday 2 July

Term 3

Tuesday 20 July to Friday 24 September

Term 4

Tuesday 12 October to Monday 20 December

Our Leadership Team



Darren Herbert
ES1/Stage 1
Assistant Principal



Tim Wotherspoon
Stage 2
Assistant Principal



Karyn Ortolani
Stage 3
Assistant Principal



Our Staff

Our teachers encourage students to develop a love of learning and a desire to succeed. They maintain the highest integrity and concern for your child's wellbeing.

Our school administrative staff can answer inquiries or direct you to the appropriate staff member for help.

A-Z Guide

The purpose of this document is to provide up-to-date and relevant information in alphabetical order, for students and their families.

If the information you are seeking is not available in this handbook, please call or email the school office.



Absences

Sick

Should your child become sick and unable to attend school, please lodge the absence via the Parent School Bytes App explaining the nature of the illness and the dates absent.

You do not need to phone the school unless the illness is an infectious disease or particularly serious, and the absence is expected to extend more than three days. You must contact the school immediately for infectious diseases such as chicken pox, measles, German measles, mumps, whooping cough, conjunctivitis, COVID-19 and impetigo. A medical certificate is required for any absences of three days or more.

Leave

It is expected, where possible, that families plan to travel during the school holidays. If your child will be absent for 5 days or more due to travel/holidays, please lodge an extended leave form via School Bytes (under "forms"), ensuring your travel itinerary is attached/uploaded. The application will need to be approved by the Principal prior to your travel. Leave contributes to your child's total absences for the year. All leave submitted after travel and upon return will be rejected. Please allow 2 weeks to process.

Arriving late/leaving early

Students who arrive after 9:30am are required to present at the school office to collect a late note. The reason for the late arrival must be provided by a parent or carer and is recorded in School Bytes. If a parent is not present, they will receive a text message to advise of the late arrival and request an explanation. If you are picking your child up early, we ask that you send an email or call the school with the reason for the absence and the time you will be collecting your child. Students are not permitted to leave the school grounds during school hours without permission.

Allergies and Asthma

If your child suffers from any kind of allergy reaction you must inform the school immediately. Medical forms will be sent through School Bytes to develop a plan for caring for your child whilst at school with the consultation of your child's doctor.

If your child suffers from asthma you must provide the school with a written plan from your child's doctor outlining treatment that should be given in the case of an asthma attack at school.

Annual School Contributions

The school has a voluntary school contribution scheme. The money raised from the scheme helps the school purchase extra resources such as computer software, sports equipment or library books. The contribution is set at \$50 per child per year. The school greatly appreciates your support paying this contribution.

Assembly

Monday morning assembly is held every week in the hall at 9.30am. Formal assemblies are hosted by students and held every Thursday at 2.45pm. The school website and the School Bytes Parents App is regularly updated with a schedule. Parents and other family members and friends are most welcome to attend.



Anti-Bullying Policy

Glenmore Road Public School promotes proactive programs to support anti-bullying. Bullying is defined as the intentional and repeated harming or hurting of a person, or their belongings. Bullying includes verbal, physical, social, and psychological behaviour.

The plan of action followed is:

- The student asks the bully to stop
- The student 'tells' an adult if the bullying continues
- The incident is investigated and recorded by the school

Repeated incidences will lead to parent involvement, school counsellor support and may lead to serious action.

Anti-Racism Contact Officer (ARCO)

An Anti-Racism Contact Officer (ARCO) is a teacher nominated by the Principal who assists in leading anti-racism education in the school. The school ARCO is Ms Karyn Ortolani.

The ARCO assists the Principal by providing:

- support to build staff understanding of the impact of racism on student learning and wellbeing
- advice to students and staff on how to respond when they see or hear incidents of racism
- advice on what strategies the school can implement to address racism.

The ARCO is trained to provide advice to parents and carers, teachers and students about the procedure for resolving complaints about racism. If requested, the ARCO can also act as a support person or advocate during the complaints resolution process.

If you would like to reach out to our ARCO, please send an email to the admin team.

Apps

The school uses Apps to facilitate personalised communication between home and school. School Bytes is used to record attendance, make payments and view academic reports. A code is provided to families at the start of the year. Please contact the school if you need assistance. The school uses FlexiSchools for canteen orders.

Before and After School Care

There are two before and after school programs that service the families of Glenmore Road Public School.

The Cottage

The Cottage is located above the basketball courts.

Operating times are below:

Before School Care: 7:30am - 9:00am

After School Care: 3:30pm - 6:30pm

Vacation Care: 8:00am - 6:00pm

For further information about this service please visit the [The Cottage website](#).

Woollahra Municipal Council Services

The Woollahra Municipal Council provides programs that cater to the Glenmore Road Public School community.

These programs are not on the school site. For further information about enrolment, please visit the [Woollahra Municipal Council website](#).

Bus Travel

To apply for a School Opal card, you will need to live a minimum distance from the school to be eligible:

- Years K-2 (Infants) - No minimum distance
- Years 3-6 (Primary) - 1.6km in a straight line of 2.3km walking (or further)

School travel passes, School Opal cards and School Term Bus Passes can be applied for online through the School Student Transport Scheme (SSTS) website.



Canteen

FlexiSchools offers lunch and recess delivered to the school. Please use the FlexiSchools App to place an order. Orders must be placed the night before.

Change of Details

Please ensure your contact details are up to date, including your email address. It is essential for the welfare of your child that the school has correct information. The school often sends correspondence by email, such as newsletters, notes and urgent updates, so please contact the school in writing immediately if you have any changes to your details or if there is a change of your emergency contact details. Additionally you may update these details on the School Bytes App under "forms".

Communication

Open lines of communication are crucial for effective school management. The staff at Glenmore Road Public School are committed to supporting all aspects of your child's education and are willing to assist in any way they can; however, we ask that you assist us to maintain effective communication by following the processes outlined below when communicating with staff.

- Email teachers and/or executive staff of any requests or concerns via the school email (glenmorerd-p.school@det.nsw.edu.au).
- Appointments to see a staff member should be made by email, phone or in person
- Please do not make unannounced and non-urgent requests to see staff, especially during busy times (eg learning time, assemblies, morning drop-off and home time)
- Please expect a two-day turnaround response to the appointment request.
- The teacher is the first point of contact (not the Principal), then the stage supervisor for more complex issues.
- The teacher and/or the stage supervisor may ask for time to refer to the Principal or other relevant staff for advice.

The school also communicates via the school newsletter, the Parent School Bytes App, Instagram and Facebook.

Computers

All students, Kindergarten to Year 6 have access to laptops and iPads. Each child is issued with their own department login and password. Interactive whiteboards have been installed in all classrooms and learning areas.

Counsellor

School counselling staff work collaboratively with teachers, families, school executives, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school and the community. School counsellors support students with a range of conditions related to learning, peer and family relationships, and managing emotions such as depression, anxiety, worry or isolation. The school counsellor works in our school every Monday and alternate Wednesdays. The counsellor is available to provide guidance and counselling to students and parents if required. Speak to your child's class teacher if you would like your child referred. Parent consent is required before students meet with the counsellor.

Curriculum

Teaching and Learning programs are divided into six Key Learning Areas - English, mathematics, science & technology, human society & its environment, creative arts, and personal development, health & physical education (PDHPE). Detailed description of these, as well as syllabuses, are available on the NESA website.

Custody Orders

In a separated family situation where custody is other than 'joint custody', court orders must be sighted by the Principal. A copy is kept on file. Please ensure you notify the school of any changes regarding the collection of students from school. Please have a conversation with Office Staff in relation to financial delegations.

EAL/D

The English as an Additional Language or Dialect (EAL/D) teacher supports our EAL/D learners. EAL/D learners include Aboriginal or Torres Strait Islander students who speak the Aboriginal language at home, students who were born in Australia or come from overseas as migrants, international students and students from refugee backgrounds. If your family speaks a language other than English at home, please mark this on your enrolment form.

Emergency Procedures

Routine updates of emergency procedures and practice evacuations are held to ensure the safety of all.

Excursions and Incursions

Excursions take place to enhance and expand learning in classrooms. Before an excursion, a permission note containing all the necessary information is sent out electronically and must be signed by the parent or guardian via School Bytes. Excursion costs will be included in the note. Students are expected to attend excursions as part of their learning. If problems are associated with the excursion payment, the Administration Office should be contacted directly.

Extra Curricular Activities

A range of programs are offered before school, at lunch time and after school. These change annually and parents are advised on the specific programs that will be offered throughout the year via our school website/School Bytes, and the school's social media links.

First Aid

Students needing first aid are treated by the nominated first aid officer. Parents/carers are contacted in the case of an emergency or for any head injury. If there is an accident, staff are to administer basic first aid and monitor the student. If further first aid is required, or it is believed that the student needs to go home, the student will be sent to the sick bay.

Hats

We have a 'no hat, no play' sun-safe policy, meaning that all students must wear a hat at playtime. Students without a hat in the playground, must play in a designated shaded area.

Homework

Classes should receive homework to:

- establish work habits for later school careers; and
- to "tie together" the school and home as bases for education.

Homework is designed to consolidate what your child is learning in the classroom. Class teachers will provide you with the school's homework policy at the start of each year.

Homework for Kindergarten - Year 2

In general, students are not expected to complete formal homework in Kindergarten. Students may be given books to read at home, as appropriate. In Years 1 and 2 some formal homework may be set. For example, students might be asked to read and write, learn spelling words and complete some mathematical activities.

Homework in Years 3-6 may be varied, and students may be expected to work more independently. Students could be encouraged to read and practice mathematical concepts learned at school. Other homework may also be set across areas of the curriculum.

Immunisation

The Public Health Act, 1993, requires parents/carers to provide documented evidence of a child's immunisation on enrolment at school. An Immunisation Certificate is required before a child is enrolled. If an immunisation certificate is not provided, the child will be excluded from school in the event of an outbreak of a vaccine-preventable disease. You can obtain an Immunisation History Statement by contacting the Australian Childhood Immunisation Register, Phone: 1800 653 809, www.medicareaustralia.gov.au or by contacting Medicare.

Information Sessions

Meet the teacher night is held in Term One for all families. At this session the teacher outlines the class program and organisation for the year. Each term, an Learning Overview is sent home outlining the curriculum content for the term. If you need to speak to the classroom teacher throughout the term, please email the Administration Office to schedule a time.

Kindergarten Enrolment

Enrolments for Kindergarten are taken the year before the child starts school. Ensure that you complete the online enrolment form. Kindergarten children must be five years old by the 31 July to be enrolled. You will need to provide the following documentation prior to your child starting school:

- Original Birth Certificate or Passport
- Complete Original Immunisation Certificate
- Original proof of residential address ie: Council Rates Notice, Lease Agreement, Electricity Account or Statutory Declaration

Priority is given to children who live within the catchment.

Library

Our school library is available to all students from K-6. The library has a wonderful variety of books for students to borrow and our teacher librarian conducts lessons in the library for all classes.

Library-borrowing

Students are encouraged to borrow books each week and we ask that these books are well cared for and returned promptly. Students in K-2 must have a library bag before they can borrow books. Students can renew and reserve books.

Lost Property

Please label all belongings clearly. It is suggested that you use iron-on name labels or brightly colored clothing paint on the inside of all hats, bags, and clothing so it is easy to read. Please label all parts of your child's food containers. Named lost property is returned to the student.

Medication

Prescription medication cannot be given unless it has been prescribed by a doctor and is accompanied by a permission note which is available from the office. Students with ongoing health issues that require regular medication must complete a personalised Medical Healthcare Plan in consultation with their GP and school office. Prescribed medication must be in the original container providing accurate information and clearly marked with the dosage. The school staff do not administer Panadol, over-the-counter cough mixtures or medication. Please do not send these medications to school with your child.

Mobile Phones and Smart watches

Students who have mobile phones and smart watches at school need to place them in a box in their classroom where they will be securely held until the end of the day.

Newsletter

The School Newsletter is sent out to families via School Bytes each fortnight. The Newsletter provides information relating to upcoming events, extra curricular activities, and messages from the school community. The Newsletter is also uploaded to the school's website.



Opportunity Class

Opportunity classes are designed for intellectually gifted and high-potential students who love learning and desire a challenge. These classes offer specialised teaching methods and support students' well-being while grouping them with other gifted students.

Where are they located?

You can apply for opportunity classes no matter where you live. There are 76 primary schools with opportunity classes in NSW each year, including 45 in metropolitan Sydney and 30 in rural or regional centres. In addition, rural and remote students can take a virtual class through Aurora College, which is offered in 618 authorised host schools.

To make access fairer for under-represented students, the Equity Placement Model provides provisions for students from low-socio-educational-advantage backgrounds, Aboriginal and/or Torres Strait Islander students, rural and remote students, and students with disabilities.

More information and application details are available on the Department of Education website.

Parent Representatives

Each class from Kindergarten to Year 6 has a Parent Representative/s. The purpose of the Parent Representative is to provide another means of communicating across the school community and enhance the quality of relationships within the school between teachers, parents and children.

P&C

The P&C is the central forum for the school community. The P&C coordinates fundraising and community events. P&C meetings are held on average twice a term or as announced by the P&C President.

Pick up and drop off

There is no parent/carer parking. Students can be dropped off by car on Cambridge Street. At the start of the school day (9.30am), students walk to class from the playground. At the end of the day, classes are dismissed from an allocated area in the playground. Your child's teacher will communicate this with you at the start of the year. Please acknowledge the teacher before taking your child home so they know that they have been collected. Please contact the school if pick up arrangements have changed.

Playground Supervision

Children should not arrive before 9am as there is no supervision. Teachers are on duty at the top and bottom playgrounds from 9.00am each day. There is no teacher supervision after 3.30pm.

Positive Behaviour Learning (PBL)

PBL is a whole school framework to develop a positive, safe and supportive learning culture. This framework assists schools to improve social, emotional, behavioural and academic outcomes by explicitly teaching and reinforcing whole school values and expectations. All students engage in PBL lessons to develop, support and practice the PBL expectation for that week. These expectations are also shared through our newsletter. At Glenmore Road Public School our Positive Behaviour for Learning expectations are Be Responsible, Be Respectful and Be a Learner.

Scripture

Scripture classes are held on Thursday mornings. Teachers will be rostered on supervision duty. We currently offer Anglican Scripture, Catholic Scripture, Ethics, Jewish Scripture and Non-Scripture. Changes to scripture cannot be made throughout the year.

Sport

Each term, as a part of the Physical Education curriculum, all students participate in a different sport. If the term's sport program is run by an outside provider, a permission note along with the cost of the activity will be sent home prior to the beginning of the program. Participation in the programs is compulsory.

Carnivals:

Swimming Carnival in Term One.

Cross Country Carnival in Term Two

Athletics Carnival in Term Three.

School Sport:

All grades participate in physical education.



Sport Houses:

The school is divided into 4 houses for various competitions. These are:

- Juniper: RED
- Bradley: BLUE
- Elfred: GREEN
- Duxford: YELLOW

Student Representative Council (SRC)

The SRC allows students to take an active role in decision-making and develop student voice across our school. The SRC includes two representatives from each class, the school leaders and a member of the school staff. SRC meetings are conducted to discuss matters raised by students/class representatives. SRC representatives report information back to classes regarding decisions and actions which need to be taken and organise fundraising events.

Uniform

Uniforms can be purchased via the School Bytes app. Please navigate to the Payments menu and select Add Other Item. Select the relevant student and proceed to the New School Uniform section to add items to your order. The School uniforms that are no longer required but are still in good condition can be taken to the Administration Office and donated to the school.

Vacation Care (The Cottage)

The Cottage operates a vacation care program throughout school holidays, with children enjoying varied activities both on-site and outside of the school. Fees are considerably lower if children and parents or guardians are registered for Child Care Benefits.

Visitors and Volunteers

Visitors on the school grounds, including parents, must report to the Administration Office and sign-In using the iPad or QR code that links to the Service NSW App. This is done for safety reasons, in case we need to evacuate the site for emergency reasons. Volunteering at school is a great way to get involved in your child's education as well as build partnerships with staff and other parents and carers. The role of classroom volunteers is to support student learning as directed by the classroom teacher. If you are interested in volunteering in the classroom, please contact your child's classroom teacher. Prior to volunteering, you will be required to complete a Digital Declaration (sent via email), show ID to a staff member of the Administration Team, sign-in and view the GRPS Safety Induction flyer. These processes are required on an annual basis.

Website

The school website is <https://glenmorerd-p.schools.nsw.gov.au/>. You can access the calendar, newsletters, online absence notifications, new enrolment and other information about the school.



Contact Information

School Office :

269 Glenmore Road, Paddington

Phone Number :

02 9360 4880

Email :

glenmorerd-p.school@det.nsw.edu.au

Website:

<https://glenmorerd-p.schools.nsw.gov.au/>