

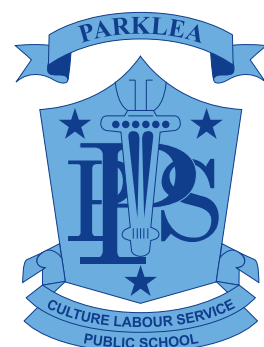


# INFORMATION BOOKLET

WE ARE SAFE

WE ARE RESPECTFUL

WE ARE LEARNERS



# School Operation Information

Parklea Public School  
205 Glenwood Drive  
GLENWOOD NSW 2768



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📠 9629 2673  
✉ [parklea-p.school@det.nsw.edu.au](mailto:parklea-p.school@det.nsw.edu.au)  
🌐 [www.parklea-p.schools.nsw.edu.au](http://www.parklea-p.schools.nsw.edu.au)  
🐦 Twitter @ParkythePelican

## School Office Hours

Mon, Tue, Thur, Fri 8:30am to 3:15pm  
Wed 9:00am to 3:15pm

## School Hours (Kindergarten to Year 6)

Mon - Fri 9:00am to 3:00pm

Supervision of students begins from 8:30am. Students should not arrive at school until this time. During the morning time (until 9.00am, children will be supervised under the covered area (COLA) and on the front grass, which is a passive play area.

Any children arriving after the bell time at 9:00am should be accompanied by an adult and must come to the office for a late note which documents time of arrival at school. This is taken to the teacher.

A breakdown of the school day is as follows:

Start time	Activity	Duration
9.00 am	Morning bell. Classes begin	120 mins
10.00 am	Fruit Break	7 mins approx
11.00 am	Recess bell. All students eat with teacher. No play.	5 mins
11.05 am	Recess playtime	25 mins
11.30 am	Class time resumes	110 mins
1.20 pm	Lunchtime bell. All students eat with teacher. No play.	10 mins
1.30 pm	Lunch playtime.	25 mins
2.00 pm	Class time resumes	60 mins
3.00 pm	Classes finish	

## Term Dates

These are available at: [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)



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# PRINCIPAL'S MESSAGE

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## Welcome to our School

Do you recall when you were learning to ride a bike? When you were first attempting to drive a car? Do you remember your first day at school? Do you remember getting up and pushing yourself on when you made a mistake? All these situations presented you with a range of challenges to face, decisions to make, people to meet and skills to learn.

Most people, given the time and support needed at the time became confident and competent riders, drivers and learners. And so your child faces the same challenges and excitement when beginning at a new school.

Our school purpose is to cater for the needs of the growing, learning person you have entrusted to our care and to help him/her prepare for a life of fulfilment and worth. I know that with your support and encouragement your child will quickly adapt to the new circumstances of our school and become a confident and competent learner who is always striving to achieve.

On behalf of the children, staff and parents of Parklea Public School I welcome you to our school and hope that in a relatively short time you think of it as your school as well. I am sure that your child's time at Parklea will be challenging and rewarding.

This booklet will provide you with much of the basic information you require to be able to use the services that the school and its community offer.

I particularly value the importance of open communication and welcome enquiries or comments on any aspect of school life. The future of our school community looks extremely positive indeed. We look forward to continuing to grow our relationships and our learning.

Welcome!



Ross Sutherland



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# INTRODUCTION

Parklea Public School provides a safe, positive and caring environment where students, staff and the community believe that every individual is capable of learning, achieving and growing. In a climate of rapid growth and change, all staff are committed to providing education programs which analyse student performance data to plan teaching and learning programs. Our teachers create and adapt processes to identify students with needs in all curriculum areas, particularly literacy and numeracy.

At Parklea Public School we have developed a Learning-to-Learn or guided inquiry model that incorporates higher order thinking. All students are accessing thinking skills with modifications for specific learning needs. We offer extension programs to meet the needs of gifted and talented students.

Parklea is a caring school where strong emphasis is placed on the positive recognition of student achievements. A wide variety of interesting and innovative programs are offered.

We believe that social skills development is essential for all students. To cater for the needs of all students we have implemented Positive Behaviour for Learning (PBL). This innovative program engages students and teachers to objectively collect and present data in solving issues. Our PBL mascot is Parky the Pelican.

The school has a number of specialist teachers who cater for students with English as a second language and those with learning difficulties. In addition, we also have the services of a School Counsellor.

Our classrooms have computers, interactive technology and tablet technology in each classroom.

Students participate in a range of summer and winter sports. The whole school is actively involved in the Ridges PSSA and competes at District Carnivals in Swimming, Athletics and Cross Country Running.

A Home Reading program operates throughout the year. Our Creative and Performing Arts program enables students to enjoy a variety of performance groups such as dance, band and choirs.



The important role that our community plays in sharing responsibility and working with the school to address issues and resolve situations is a driving force behind the positive change that is occurring at our school. The amazing work and commitment of our current and past P&C Association has been instrumental in supporting the school to achieve our current school direction.

Finally, a strong discipline code ensures fairness and safety for all students within our care.





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## ENROLLING YOUR CHILD AT SCHOOL

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### Information from the Department of Education and Communities

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Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday.

As students start new work in their new class at the beginning of the school year, it would be an advantage for your child, both socially and educationally, to start school as soon as possible in the new year.

The enrolment of Kindergarten students occurs over a number of days with all Kindergarten enrolments being completed by the end of week two of the school year.

A small number of students of exceptional ability may start school before the normal enrolment age. A decision to allow a child to start school is made by the Principal in consultation with the parents.

Parklea Public School has established an enrolment ceiling, based on permanent accommodation. Within the enrolment ceiling, a buffer has been determined to accommodate local students arriving throughout the year. The size of the buffer is based on historical data, on enrolment fluctuations and on the number of families moving into or out of the area. Places in the buffer cannot be offered to non-local students.

At Parklea Public School the demand for non-local places exceeds availability. The school has established a placement panel to consider and make recommendations on all non-local enrolment applications.

The criteria for selecting amongst non-local enrolment applications is documented in Parklea Public School's Enrolment Policy which is made available, in advance, to parents who are interested in enrolling their children at our school.

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## GENERAL INFORMATION

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## ASSESSMENT AND REPORTING

An Information Evening is held early in Term 1 each year where you may meet your child's teacher and hear about plans for the coming year. Students' learning is assessed on a regular basis and reported on to parents twice per year on a formal basis. This will take the form of a written report in both Term 2 and Term 4. Parents will also be offered a formal interview time with the class teacher. Students beginning Kindergarten are expected to take part in the Best Start assessment which assists the teachers to formulate early learning plans for their students. Students in Years 3 and 5 will take part in the National Assessment program during Term 2 (NAPLAN). Other testing options include: Opportunity Class (OC), Selective High School and International Competitions and Assessments for Schools (ICAS).

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## ATTENDANCE

Attendance at school is compulsory. If a child is absent from school, their absence must be explained by way of a written note to the teacher explaining the reason for the absence. The note should be sent on the day the child returns to school. The class roll is a legal document and the reasons for absences must be recorded by the teacher. If you are planning an absence of 5 days or longer, please obtain a form from the school office. The school principal is able to approve leave up to 50 days. Approval for extended leave (more than 50 days) from school is given by the Director Schools.

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## CANTEEN

The school canteen is open for Recess and Lunch from Monday through to Friday. Orders need to be placed at the canteen before school and can also be placed online.

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## CHANGES TO YOUR ADDRESS OR CONTACT DETAILS

Please advise the school immediately of any changes of address, home or business telephone numbers, emergency contact people or general procedures such as arrangements for picking up children.



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## CHILD PROTECTION

Child protection lessons are taught each year. Parents need to give permission for their child to participate in these lessons.

Child protection education aims to assist students to develop skills in;

- recognising and responding to unsafe situations;
- seeking assistance effectively;
- establishing and maintaining non-coercive relationships and strengthening attitudes and values related to equality, respect and responsibility.

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## CUSTODY ARRANGEMENTS

If there are child custody issues, please provide relevant documentation to the school so that legal matters regarding your child's safety and welfare are known to us. This information is confidential.

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## EMERGENCY PROCEDURES

Emergency procedures for the orderly evacuation of classrooms and all school buildings have been devised. All staff and students are made aware of these procedures which are practised on a regular basis.

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## LOST PROPERTY

Please ensure that all clothing is clearly marked with your child's name. The lost property box is located outside the school hall in a large cage on wheels.

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## NEWSLETTER

Our school newsletter is published on a fortnightly basis and is available on our website and via the school App. All other school notes will be delivered to the eldest child in every family of the school. The Newsletter contains a Principals report, a report from the Deputy Principals, reports of school happenings, information on coming events and requests for assistance and support. Many organisations outside the school also contribute to the Newsletter.

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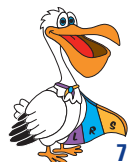
## PARENT PARTICIPATION

Children learn best when parents and teachers work together in partnership and when parents and teachers share the responsibility for this partnership. We welcome you to participate in school activities.

Our Parents and Citizens' Association is a forum for participation in discussion and decision making. The P&C raise funds for the purchase of teaching and learning resources and offer guidance, support and expertise in the development of school facilities, policies and curricula.

P & C meetings are held in the staffroom on the third Tuesday of each month starting at 7pm. All parents and citizens are welcome.

Many parents assist our teachers in the classrooms. All parent helpers are asked to come to the office to obtain a visitors sticker before they go to the classrooms.



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## PARKING

The school car park is private property and is reserved for school staff only. Parents are requested not to drive into the staff car park to drop off or pick up their children and are reminded not to stop or park in bus zones.

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## ROAD SAFETY AROUND THE SCHOOL

Children are to move directly to and from school and to take particular care when crossing the road. Our school has a Crossing Supervisor on duty before (8.30am -9.30am) and after (2.30pm – 3.30pm) school. Please ensure that your children cross at the crossing when instructed by the Crossing Supervisor.

Children should stay inside the school grounds when waiting for a parent. Students waiting for buses are supervised by a teacher.

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## UNIFORM

The *Fair Discipline Code* adopted by the school community supports the wearing of the school uniform because it:

- encourages pride in the school. We would like all students to be proud of belonging to Parklea Public School.
- assists in the maintenance of tone and good conduct.
- reduces to a minimum, the undesirable distinctions between children because of clothing.

Please assist in safeguarding your child's clothes by attaching name tags to all items of clothing.

The P & C operates our Uniform Shop. Please contact the school office for hours of operation.





# STUDENT WELLBEING

At Parklea we are committed to establishing and maintaining open communication with parents and carers. The safety and wellbeing of your child is our priority.

## HEALTH MATTERS Immunisation

The NSW Department of Health recommends that children entering school should be immunised. This is particularly important because your child will be coming into contact with lots of other children and infections can spread very easily. Children starting school who have not already had a booster immunisation should have:

- One booster injection against diphtheria and tetanus (CDT)
- One booster dose of polio vaccine by mouth (Sabin)
- One injection of measles/mumps vaccine if they have not already had measles or been immunised against the disease

Immunisation is available from your family doctor, from many council clinics and from some community health centres. Dates and times of clinics may be obtained from Blacktown City Council.

## Infectious Diseases

Under the Public Health Act and Department of Education and Training regulations some common infectious diseases require children to be kept home from school to prevent the spread of infection. Details are:

Disease	Patient's period of exclusion	Contact's period of exclusion
Chicken Pox	For at least 5 days after the first spots appear or when blisters have all crusted	Not excluded
Conjunctivitis	Until discharge has ceased	Not excluded
German Measles	Until child has fully recovered and for at least 7 days after rash appears	Not excluded
Hepatitis A	Until child has recovered (usually 7 days from the first signs of jaundice)	Not excluded. Family contacts may need injections – see family doctor
Hepatitis B	Not excluded, but some children are too sick to attend school.	Not excluded. Family doctor should be consulted for immunisation advice.
Impetigo	Children allowed to attend school provided sores are being treated and are properly covered by a clean dressing	Not excluded
Measles	At least 5 days after appearance of rash	It is recommended that all children receive Measles/mumps/rubella immunisation at 12 months of age. Un-immunised contacts should be kept home for 14 days unless immunisation is given.
Mumps	Until child has fully recovered and 9 days after appearance of swelling	Not excluded
Ringworm	Keep child at home until treatment has begun	Not excluded
Scabies	Keep child at home until treatment has begun	Not excluded
Whooping Cough	Child should be kept home for 5 days from start of antibiotic treatment	Un-immunised contacts kept at home for 21 days, unless receiving antibiotics.
Parvo (Slapped Cheek)	Doctor should be consulted	School should be notified Re: Warning pregnant women





## HEALTH MATTERS Continued...

We will make contact with you whenever we feel that there is a need to seek your assistance in supporting your child at school.

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### FIRST AID / SICK STUDENTS

Occasionally children become sick at school and we place them in our sick bay. Parents are strongly advised not to send sick children to school. It is vital that all contact details for your child are up to date and accurate at all times, if we need to get in touch with you through the school day. Basic first aid for injuries suffered at school is administered. In all cases where the injury is more than minor we make every effort to contact parents or emergency contacts. All staff members hold a First Aid/Emergency Care Certificate.

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### ON-GOING MEDICATION

Policy statements from the NSW Department of Education And Communities outline procedures which must be followed when a child requires ongoing daily medication which is to be administered at school. The Department requires the school to maintain the following records;

- detailed written advice from the student's medical practitioner.
- a written request for the administration of medication with a statement of the child's condition and requirements from the parent/guardian.
- a written statement from the parent/guardian granting information to be supplied and discussed by staff.

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### MEDICATION REQUIREMENTS FOR A SHORT PERIOD

No medications will be administered at school, unless the parents have contacted the school office beforehand.



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## AMBULANCE SERVICE

An ambulance will be called to transport a child to hospital should the need arise. Every effort will be made to contact parents or emergency contacts prior to calling the ambulance. The Principal or Deputy Principal will accompany a sick/injured child to the hospital and remain with them until a parent/carer arrives.

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## MENTAL HEALTH

The mental health of students is relevant to their learning and is important to schools. Principals, staff, parents, health professionals and students all have a role to play in the effective support of students' health needs.

The School Counsellor, a registered child psychologist, provides support and expert advice to our students, staff and the school community. The role of the counsellor includes the identification of children with special educational needs. The school counsellor has expertise in behaviour management and is able to support children and advise the school in this area. Our counsellor is also able to give advice and guidance to families who need additional support on a range of issues.

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## POSITIVE BEHAVIOUR FOR LEARNING (PBL)

Our school has developed PBL universal prevention processes with a focus on introducing evidence based intervention practices for students, comprehensive systems to support teachers and adults, and data collection and analysis to identify areas of need, areas of success, and to inform our judgement on what systems and practices are needed to decrease the likelihood of problem behaviour occurring or maintaining within the school environment.

Our PBL team has worked closely with the Student Government and the P & C to develop the following:

- clearly define school-wide behavioural expectations
- systems to teach/practise expected behaviours in the context which they occur
- positive reward systems that link to school-wide behavioural expectations
- negative consequence systems particularly for repeated or major problem behaviour (including re-teaching of expected behaviours)
- data management and analysis systems so that knowledge and understanding of behavioural patterns and trends can inform further interventions required for success



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# PROGRAMS AND ACTIVITIES

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Our school provides many opportunities for our students to participate in creative arts extra-curriculum groups and programs.

These programs and groups include band, choir, dance and debating.



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## ASSEMBLIES

Assemblies are held each fortnight on Tuesdays for infants and primary. Parents are most welcome to attend assemblies. These assemblies are held in the school hall.

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## SCHOOL CARNIVALS

The school Swimming, Athletics and Cross Country Carnivals are held each year and parents are welcome to attend. Our Swimming Carnival is held early Term 1, the Cross Country Carnival is held early Term 2 and the Athletics Carnival is held late Term 2 or early Term 3.

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## ATHLETICS CARNIVAL

Our school Athletics Carnivals are held each year for all students from Kindergarten to Year 6. We encourage full participation of all students during this event. Information and organisation about this event is sent home during the school year.

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## SWIMMING CARNIVAL

Our School Swimming Carnival is held each year in Term 1. Students who turn eight or older during the year may participate in the Swimming Carnival. Information and organisation about this event is sent home early Term 1 each year.

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## CROSS COUNTRY CARNIVAL

Our School Cross Country Carnival is held each year for all students from Kindergarten to Year 6. The course length of the cross country changes depending on the age of the students participating where older students compete on a longer track. We encourage full participation of all students during this event. Information and organisation about this event is sent home during the school year.



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# PROGRAMS AND ACTIVITIES



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## BAND PROGRAM

Students are able to join the school concert band. Instruments may be hired or purchased. Fees cover group tuition and whole band practice. A guitar program also provides students with the opportunity to learn an instrument and gain performance experience. Please ask the school office for information.

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## CHOIR

Positions in the choir groups are performance based and the size of our choirs is limited. Choir groups rehearse weekly and students participate in a variety of day time and night time events.

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## DANCE GROUPS

Parklea has an Infants and Primary Dance group. Students practise during school hours but may perform at evening concerts and weekend events. Children are not required to pay for lessons but there is usually a cost involved in their costuming and travel.

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## EDUCATION WEEK

Education Week is held throughout New South Wales (usually in Term 3 each year). On this occasion we invite parents to attend the school to visit the classrooms and the Book Fair.

# PROGRAMS AND ACTIVITIES



## EXCURSIONS

Throughout the year excursions are organised to enable students to visit places or see things of educational value. On all occasions a teacher will accompany the children and be responsible for their supervision and safety. Often parents are asked to accompany groups.

A permission note will be sent home as written permission of a parent is required before any child is allowed to participate. It is essential that money and permission notes are returned by the due date as final arrangements and confirmations have to be made to outside agencies.

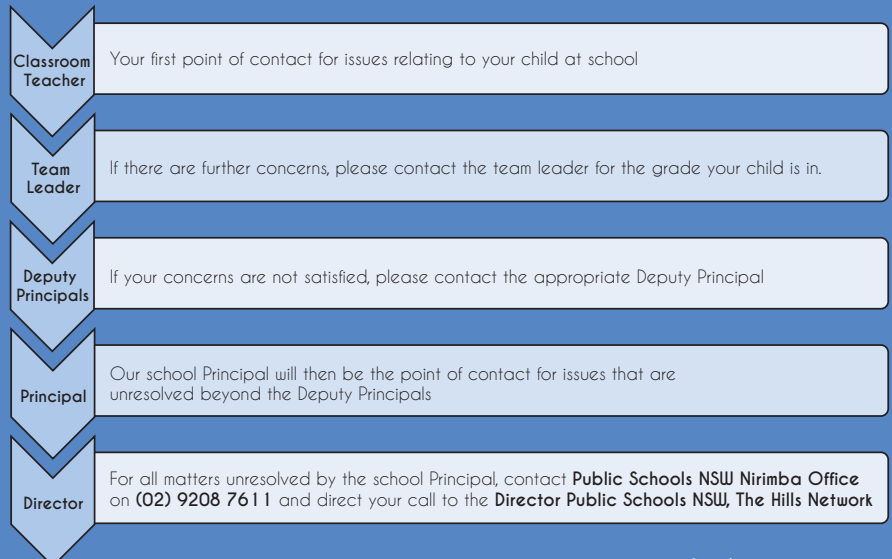
## HOMEWORK

Parklea Public School has a Homework Policy, written in consultation with the community. Homework has the following aims;

- To help provide a link between school and home and enable parents to keep in touch with their child's work.
- To enable students to consolidate work already taught.
- To enable students to prepare for future work.
- To develop in students habits of self-directed reading and home study.

## CONTACTING THE SCHOOL

### COMMUNICATING WITH THE SCHOOL



Email: [Parklea-p.school@det.nsw.edu.au](mailto:Parklea-p.school@det.nsw.edu.au) Phone: (02) 9629 2518



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## PROGRAMS AND ACTIVITIES



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## END OF YEAR PRESENTATION

Parklea Public School's end of year presentation is held annually in Term 4. Presentation events provide an opportunity to recognise and celebrate the successes of students and the school throughout the year. Dates, times and venue are shared closer to the event taking place.

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## SCHOOL PHOTOGRAPHS

Each year, class, individual and special group photos are taken at school. Parents receive special envelopes in which they may place an order. Parents are not obliged to buy these.

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## SPECIAL RELIGIOUS INSTRUCTION

Special religious instruction, previously known as Scripture, is an integral part of the curriculum in government schools. Representatives of approved religious persuasions provide special religious instruction in our school. At the time of enrolment parents nominate a special religious instruction class for their child. The child will then automatically be placed in the relevant class. Parents and carers at any time, can ask that their child be placed in a special religious instruction class, transferred to a different class or withdrawn from special religious instruction. Lessons are held each Wednesday.

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## SPORT

The school has four sports houses: Freeman (green), Perkins (red), Riley (blue) and Rafter (yellow). All students participate in sport and fitness sessions throughout the week. Students are encouraged to wear their sports uniform for fitness and sport. Times and days are determined by each grade and will be provided in our School Newsletter. Students in Yrs 3-6 also have the opportunity to participate in the PSSA competition played each Friday.

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## SUPPORT PROGRAMS

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Our school implements many comprehensive student support programs for academic learning.

Descriptions of the various programs areas are following:



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## ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT - EALD (PREVIOUSLY ESL)

Nearly 48% of our total school population have a language background other than English. There are 49 languages spoken by our students and/or their parents; the main language backgrounds represented are Indian languages, Tagalog (Filipino) and Asian languages.

Our ESL position is shared by two trained EALD teachers. We can also receive additional funding under the New Arrivals Program (NAP) to provide intensive English language support to students who are newly arrived in Australia.

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## LEARNING AND SUPPORT (LaST)

Our school has two teachers working in the Learning and Support Teacher role. The primary role of this program is to support classroom teachers to cater for diverse learners, with a particular emphasis on students who find learning difficult.

The team employ the principles of Response to Intervention (RTI), which is a general education framework that involves research-based instruction and interventions, regular monitoring of student progress, and the subsequent use of these data over time to make educational decisions. Students with additional learning needs are assessed to determine the need for placement on targeted or intensive programs in literacy and / or numeracy. Parents will always be informed if their child needs additional support.





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# SUPPORT PROGRAMS



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## READING RECOVERY

Reading Recovery is a safety net designed to promote literacy learning and reduce the number of students struggling with reading and writing.

Reading Recovery teachers identify students experiencing reading and writing difficulties after their first year of school; provide an intensive, individually designed and individually delivered series of lessons for 30 minutes each day; supplement the ongoing literacy activities in the classroom.

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## LIBRARY

The school library is central to our school programs, being the resource that assists teachers to develop students who are independent learners, capable of accessing and using information. It also encourages children to discover the joy of books. All students are required to bring a library bag to protect the books that they are borrowing.

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## RFF

Relief from face to face (RFF) teaching is an integral part of our school's overall teaching and learning program and is developed in consideration of the needs of all students and enables the continued delivery of an integrated curriculum. Each week, classes across the school participate in the RFF program which include a range of learning experiences in library, fundamental movement and creative and performing arts.

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# NOTES



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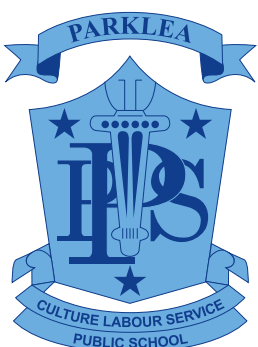
# NOTES



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