



Penshurst Public School



Parent Information Booklet

Arcadia Street, Penshurst 2222

Tel: 9580 3400

Email: penshurst-p.school@det.nsw.edu.au

Website: www.penshurst-p.schools.nsw.edu.au

School Hours

- 8:30am** Parents “drop and kiss” students at the school gate. Students may arrive at school and leave their bags where the classes line up. All students remain in the playground from 8.30am with supervising teachers. Lunch orders can be given to the canteen. Students can play quiet games (no large ball games or running).
- 9:00am** ***MORNING ROUTINE***
Students assemble in their class lines. It is very important that students arrive on time. There is a morning weekly assembly on the first school day of each week, where updated announcements and procedures are given. If it is raining, students will follow the school’s wet weather procedures.
- 11:00-11:25am** ***RECESS TIME***
Students eat their recess in the playground. The canteen is available for purchases. Students move to lines promptly when the bell rings, having used the toilets and washed their hands before the bell rings.
(Friday recess is 1.35-2.00pm)
- 1:10-2:00pm** ***LUNCH TIME***
Students eat their lunch in the playground in allocated stage areas. The canteen is available for purchases. Students move to lines promptly when the bell rings, having used the toilets and washed their hands before the bell rings. **(Friday lunch is 11.00-11.50am)**
- 3:00pm** ***AFTERNOON DISMISSAL*** - Students are dismissed in designated areas for parent pick up at 3:00pm.

Before and after school care is provided by 3Bridges, 23 St Georges Road, Penshurst.
Tel: 1300 327 434 and dial 2 **Email:** oshc@3bridges.org.au

It is important to note that the playground is **not supervised before 8:30am or after 3:00pm**. Your child should not be waiting outside the school gate in the morning before 8.30am. Students arriving before 8:30am or leaving after 3:00pm should be booked into before and after school care.



Our School

Purpose

Penshurst Public School is a culturally diverse and inclusive school committed to excellence in learning, high expectations for all students, and the development of confidence and positive behaviour. In our purpose-built school containing 47 flexible learning spaces, teachers work towards equipping students with the skills, knowledge and values that they need to be global citizens in the 21st century.

School Rules and S.T.A.R Students

Everyone has the right to feel safe in the school environment. Students at Penshurst Public School are expected to adhere to our STAR school expectations:

- S – Be safe
- T – Be a team player
- A – Achieve your best
- R – Respect yourself and others



Contemporary Learning Spaces

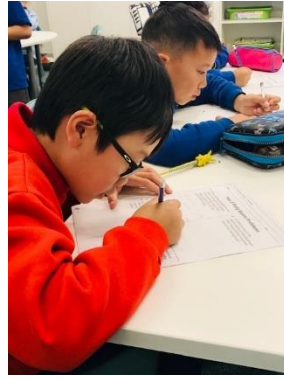


Learning @ Penshurst Public School

Penshurst Public School has an inclusive school culture that incorporates students as part of a hearing support unit, students from language backgrounds other than English, students with learning needs and those who excel in learning. A wide range of school programs and activities are available for students to access. Some of these are briefly outlined in this booklet.

Literacy and Numeracy

Our school has a strong focus on implementing quality literacy and numeracy programs across the school. Through the school's Strategic Improvement Plan, areas of focus in literacy and numeracy are targeted through regular and rigorous teacher professional learning in order to apply strategies in learning spaces to improve student outcomes.



Technology in classrooms

All classrooms are fitted with interactive display screens to enhance teaching and learning. The school has iPads and laptops to assist in learning. The learning areas are equipped with wireless internet access and students are able to use devices to research and create work including digital presentations. Students utilise educational apps and programs. All students have a personal email address. The school also has a green screen to create cinema-like audio/visual presentations. Our school has access to STEM digital technologies and BYOD (Bring Your Own Device) is used in Years 3-6.



Extracurricular Activities



Students are able to participate in a wide range of extracurricular activities at Penshurst Public School. Students from Year 2 to Year 6 can participate in choir, trained by experienced teachers. The choir rehearses weekly and performs at school events and in the Combined Public Schools Music Festival.

Students in Year 2 to Year 6 can choose to participate in dance group, also trained by experienced teaching staff or a qualified dance teacher. Dance students perform at school events and at the Combined Public Schools Music Festival.



Penshurst Public School has a strong band program, which students from Year 3 to Year 6 can choose to participate in. We have both a training and a performing band that are supported by small group tuition as well as full band practice sessions. Students in the bands are charged a fee for instrument hire and tuition each term, which is provided by an experienced conductor and individual instrument tutors. The band performs regularly at school functions as well as at district music festivals and competitions.

Our signing choir allows students from Year 2 to Year 6 to learn sign language, taught by one of our teachers in the hearing support unit. These students also perform at school events and at the Combined Public Schools Music Festival.



Debating allows students the opportunity to participate in debate training and debates with students from other schools. Penshurst PS enters the annual national debating competition, the Premier's Debating Challenge. Students work closely together with experienced debating teachers to develop their skills and confidence in public speaking.



Coding Club is a 7-week program each term which teaches students coding and digital skills that are fundamental for our changing future. Valuable skills including logic, creativity, critical thinking, collaboration and communication are taught each week by one of our teachers.

Chess is a paid activity that takes place after school in the library, taught by an expert chess teacher.

Sport



At Penshurst Public School we have a comprehensive sport program which includes fitness and a wide variety of sports. The sport options offered may include: swimming, hockey, basketball, cricket, touch football, soccer, softball, T-ball, netball and Oztag.

Students in Year 3 to Year 6 are offered a wide variety of sports to participate in at school or competitively through the Primary School Sports Association (PSSA) each Friday. Students selected in the PSSA teams travel by bus to the sporting venues to compete against other schools or walk to local parks.

Library

As well as your child's classroom, our library is an important space for learning within the school. The library has a huge range of fiction and non-fiction books, books in other languages as well as a bank of laptops for student use. Students spend a minimum of 45 minutes each week within the library where explicit information skills are taught. Access may also be made during class time for research purposes, or at lunch time. Each student is encouraged to borrow regularly from the wide selection of fiction and non-fiction books in the library. Technology skills are also taught during library time with students using research skills and programs that enhance literacy and digital skills.



Assembly

Assembly takes place each fortnight (infants and primary) in the school hall. This is a time to do such things as: celebrate successes, give out awards and medallions, give student messages, revise Positive Behaviour for Learning (PB4L) expectations, sing the school song and National Anthem. At each assembly a different class will host the assembly on the stage.



SCHOOL AWARD SYSTEM

Awards are presented to individual students each week. These awards include STAR awards (in accordance with STAR expectations) and Superstar awards (awarded for Learning Areas). All award recipients are presented with their awards at assemblies and acknowledged in the school newsletter.

A cumulative model focusing on recognising positive student behaviour is implemented for all students from K-6. For example:



Excursions and in-school performances

As educators, we believe one of the best ways to learn something is through direct, hands-on experiences. These are provided through performance groups visiting our school and through class and stage excursions. We take every possible safety precaution when taking students outside the school and try to keep costs to a minimum. All school payments and permissions are made via **School Bytes** which is accessible via a website and an App, available for both Apple and Android devices.

At the beginning of the year you will be asked to sign a 'Walking' permission note for activities within walking distance of the school. Please contact the school if you have any concerns related to your child's participation in class excursions.



Student Support

The Learning Support Team (LST) at Penshurst Public School facilitates and coordinates a whole school approach to meeting the needs of students.

Support may include:

- **Learning and Support Teacher (LaST)** – assistance for students experiencing difficulties in learning and behaviour. This teacher assists students in the learning areas of literacy and numeracy.
- **Support Teachers** – support teachers come into the learning spaces to provide support and co-teach with grade teachers. The support may be for reading, mathematics or other learning areas, dependant on the need and organisation.
- **School Learning Support Officer (SLSO)** – under the supervision and direction of teachers, SLSOs are employed to provide additional support within the classroom. This position exists to support specific student needs.
- **English as an Additional Language or Dialect (EAL/D)** – EAL/D learners are students whose first language or dialect is not standard Australian English. These students may require additional support to assist them to develop English proficiency. We have EAL/D teachers working in our classrooms. They assist the students with their written and spoken English. There is also a program for New Arrivals to the country (NAP).
- **Gifted and Talented (G&T)** – These students are identified as needing additional extension work and are catered for by curriculum differentiation in the classroom.
- **School Psychologist** – provides assistance to students who are referred by the Learning Support Team for academic or wellbeing concerns. The school psychologist is available two days per week. Parents may also request an appointment regarding their child.
- **Student Wellbeing** – please refer to the Penshurst Public School website for Student Wellbeing Policy

www.penshurst-p.schools.nsw.gov.au/about-our-school/rules-and-policies.html

Hearing Support Unit

Penshurst Public School is an educational setting that embraces diversity. One element of this diversity is the Hearing Support Unit. The unit consists of three classes catering for students from 3 years old to Year 6, staffed by specialist teachers, which cater for students who are D/deaf or hard-of-hearing. The unit has existed at Penshurst Public School since 1947 and is very much part of the culture of this dynamic setting.

School Procedures

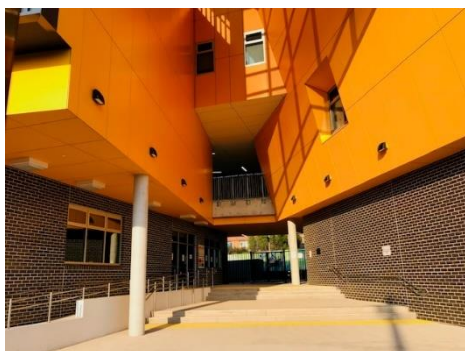
School Office

The school office is situated on the left-hand side as you enter the school and is open from 8:30am to 3:30pm Monday to Friday. The phone number of the school is: 9580 3400. The office staff are available to assist you with any enquiries you may have including:


- Enrolment information
- Times and dates of various school events
- All matters relating to school administration

Visitors

Parents and visitors are welcome in the school. Please come to the office to scan the QR code and collect a visitors sticker if required. Visitors who are working in the school are required to have a Working With Children Check, sign in at the office and wear a visitor label whilst in the school, as required.



School Visitor Check-in



All visitors and contractors to our school need to check in.

It's easy:

- Read the site safety induction requirements if you haven't already done so.
- Scan the QR code with your smartphone camera or QR code reader.
- Follow the steps on the Service NSW app.
- If you don't have a smartphone, please use the concierge iPad.



Don't forget to check out on the app when you leave.

NSW Government | School Bytes is a service of the NSW Department of Education and Communities. It is provided as a service to the Public and Private Schools. Access to School Bytes is free.




Parent Online Payments (School Bytes)

School Bytes

Parent App

Available now!

Download on the App Store or Google Play by clicking the image below.



Key Features

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- Give consent, sign forms and respond to attendance alerts
- View the school calendar and news

Download on the App Store | Get it on Google Play

All school monetary payments are made via **School Bytes** which is accessible via a website and an App, available for both Apple and Android devices. This parent portal is used for various things, including **online permission notes and payments**, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction, even if they attend different schools (assuming all of the schools use School Bytes). This is a secure payment system to ensure your Visa or MasterCard credit/debit card details are captured in a secure manner. These details are not passed back to the school.

For any enquiries please contact the School Administration Office.

How to link to the School Bytes Parent Portal

1. Open the parent portal link - <https://portal.schoolbytes.education/auth/login>
2. Select the create a new account link
3. Enter your first name as it appears on your student's profile at the school
4. Enter your last name as it appears on your student's profile at the school
5. Enter the email address that you use for school communication
6. Enter a password
7. Confirm the password
8. Select create account

An email will be sent to the email address nominated so that you can verify your access to the email address. Once you have created your account, log into the School Bytes parent portal.

Activating the Parent App

1. Access the app store on your phone and search for School Bytes.
2. Download the School Bytes App.
3. Use your username and password created previously to log on
4. If prompted, allow notifications

School Attendance

Regular school attendance and punctuality is compulsory. Students' attitudes towards school attendance are formed in the first few years of school and they should only be allowed to miss school for important reasons.

If your child is unable to attend, you are required to send a note or email to the school indicating the exact period of absence and the reason. If your child is absent due to illness for 3 days or more, a medical certificate will be required. If you know in advance that your child will be away, please contact the office. Travelling for 5 days or more should be organised to coincide with school holidays so that learning is not disrupted. Application forms are held in the office that you need to fill out prior to any holidays occurring during term. Please notify at least 1 week in advance prior to travel with your travel itinerary or tickets.

Parents can lodge absentee notices via **email:** penshurst-p.school@det.nsw.edu.au

Arriving Late

Punctuality is important to ensure you do not disrupt the learning of your child and their classmates. If you arrive late for school, you and your child need to come to the school office to have the lateness documented in the roll.

Leaving Early

If you wish to take your child home early, you must come to the office to document the early leave. This ensures that we know the whereabouts of all our students.

Student Safety

Your child's health is vitally important to ensure that he/she has the best opportunity to learn. For this reason, your child needs to have all immunisations against preventable childhood diseases up to date. An Immunisation Certificate is to be presented to the school upon enrolment.

When students become ill at home you must ring the office to inform the school. Also, please send an email or absent note with your child on their return to school explaining the absence. It is important that we have your current address and home, mobile and work phone numbers. Please help us keep our records up to date by notifying the office of any change of details, e.g. address, phone number and emergency contact number.

Generally, students in need of medication should be taking it at home. In those exceptional cases when students must take regular or prescribed medication during school hours, parents must bring the medicine (appropriately labelled with the students name), with a letter outlining details and dosage of medication, directly to the office. No medicine is to be kept in your child's bag.

Allergy and Asthma Alert

If your child has been diagnosed with anaphylaxis, allergies, epilepsy, eczema or asthma you are required to provide the school office with the ASCIA Action Plan and/or Asthma Action Plan (please see the school office for coloured, blank action plan to be filled in by your doctor), Epipen, Ventolin or other medication the Doctor has prescribed. You will be required to complete relevant paperwork.

At Penshurst Public School we have a number of students with severe allergies. We therefore request that students **do not** share their food at school and that no foods containing nuts are brought to school. The same consideration applies to birthday cakes and lolly bags. The school distributes these items at the end of the day so that parents/carers can supervise the consumption of these items

The image displays four distinct action plans from ASCIA (Allergy and Anaphylaxis Society of Australia):

- ASCIA ACTION PLAN FOR Allergic Reactions:** Includes sections for Mild to Moderate Allergic Reactions, Signs of Anaphylaxis (Severe Allergic Reactions), and Actions for Anaphylaxis.
- ASCIA ACTION PLAN FOR Anaphylaxis:** Focuses on how to give adrenaline (Epipen) and provides instructions for Mild to Moderate Allergic Reactions and Signs of Anaphylaxis (Severe Allergic Reactions).
- ASCIA ACTION PLAN FOR Eczema (Atopic Dermatitis):** Details treatment for mild to severe eczema, skin care, and control of itch.
- ASTHMA ACTION PLAN:** Outlines when well, when not well, and danger signs for asthma, including medication instructions and emergency contact information.



These action plans are required if your child has been diagnosed with anaphylaxis, allergies, epilepsy, eczema or asthma.



School Uniform

It is expected that all students will wear the complete school uniform at all times. One of our expectations is: ***I wear my full school uniform correctly and proudly.*** The school uniform is attractive and should be worn with pride especially when students represent the school on excursions. Please make sure that **ALL** children's belongings (clothes, lunch boxes, drink bottles, stationary) are **CLEARLY LABELLED** with your child's name. Students are to wear school hats in the playground. Otherwise they must stay under cover.

Jewellery, make-up and nail polish are not to be worn to school. A necklace may be worn for religious purposes. Only studs and sleeper earrings may be worn.

Hats and library bags are available to purchase from the school office. School uniforms are available from Claudine Clothing Company.

Claudine's Schoolwear – 6/133 The River Road, Revesby
 Ph: 9773 8291
 Refer to website for opening hours
 Email: revesby@claudineschoolwear.com.au
 Visit website: www.claudineschoolwear.com.au



Summer Uniform & Sport



Winter Uniform & Sport



Wide Brimmed Hat



Library Bag

PENSHURST PUBLIC SCHOOL



All Uniforms



PSSA Sport



Baseball Cap

School Website www.penshurst-p.schools.nsw.edu.au

Our school website contains information about our school and includes other functions such as:

- Accessing the school newsletter
- Accessing notes for students



Penshurst Public School

Aim high

T: 02 9580 3400

E: penshurst-p.school@det.nsw.edu.au

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[Contact us](#)

[Notes](#)



Welcome to Penshurst Public School

We aim to provide a high quality education in a safe and inclusive environment.

School Newsletter

The school newsletter is sent to families via a link every fortnight. It contains the Principal's Message, school news and message, list of students' awards and an item from a class in the school. It is available online for parents to access. In order to open the newsletter, download the Microsoft 365 app to your device.

Parents are encouraged to regularly read the newsletter to stay in touch with what is happening at the school.



Parents and Citizens Association

The P&C meets once a month during school time. The P&C is a major contributor to the welfare of the school and an avenue for discussion between parents, community members and staff.

The main objective of the P&C is to assist the teaching staff in providing the best possible education for the students. The assistance takes many forms:

- **Financial** – overseeing fund-raising activities that help to provide teaching aids, books and sporting equipment which cannot be provided by Departmental funds.
- **Voluntary help** – organising parent helpers to assist with sporting events and school functions.
- **Social** – organising social events that promote harmony between students, teachers and parents.

The P&C issue a newsletter *The P&C Patter* each fortnight to keep the school community well informed. This can also be found on the school website.

Our School Canteen

The canteen is operated and managed by a private contractor. It is open five days per week and provides a variety of hot and cold foods as well as snacks and drinks. The students can buy their breakfast, recess and lunch at the canteen. Lunches should be ordered at the canteen before school. They can also be ordered online through Flexischools (www.flexischools.com.au) or the Flexischools app.



All school canteens are required to comply with the Nutrition in School policy and the Healthy School Canteens guidelines.



Positive Behaviour for Learning



PENSHERST PUBLIC SCHOOL LEARNING SPACES EXPECTATIONS

WE ARE SAFE

We create comfortable learning spaces to be ourselves and have a go.

We use our learning spaces safely and keep them tidy.

WE SHOW TEAMWORK

We are able to share ideas, be creative and work with others.

We value and support our classmates.

WE ACHIEVE

We take pride in our work and in our learning.

We aim high to achieve our best.

WE ARE RESPECTFUL

We show respect, courtesy and consideration.

We value everyone's right to learn.

As collaborative and future ready global citizens, we use our learning spaces as STAR students every day.

OUT OF CLASSROOM EXPECTATIONS



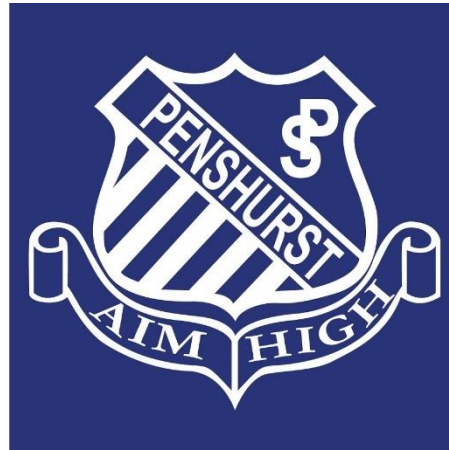
S.T.A.R.



SAFETY TEAMWORK ACHIEVE RESPECT

	ALL AREAS	STARWELLS & TRANSITIONS	CAFFEIN	GRASS	BOULEVARDE	ASPHALT	TOILETS	HALL / ASSEMBLY	ROOFTOP AREA
S SAFETY	<p>I keep my hands and feet to myself</p> <p>I wear my hat outside</p> <p>I move to a covered area during play time if I do not have my hat on</p> <p>I stay inbound at all times</p>	<p>I keep to the left when walking</p> <p>I carry my equipment safely</p> <p>I watch where I am going and always stay inbound</p> <p>I must walk directly down stairwells to play areas</p>	<p>I stand in line and wait for my turn</p> <p>I walk sensibly to and from the canteen</p>	<p>I use correct equipment in the right area</p> <p>I stay inbound</p> <p>I finish my food before I go to the grass</p> <p>I make sure balls stay lower than kn</p>	<p>I keep to the left when walking</p> <p>I stay inbound</p>	<p>I place my bag in the class lines before school</p> <p>I use correct equipment in the right area</p> <p>I only use handballs in handball court areas</p> <p>I finish my food before I go to the basketball court</p>	<p>I go to the toilet, wash my hands and leave</p> <p>I keep food outside the toilet</p>	<p>I enter and exit the hall quietly</p> <p>I leave space between myself and others</p> <p>I walk to and from assembly</p> <p>I listen to teacher instructions</p>	<p>I only take what teachers allow me to</p> <p>I make sure that furniture is never taken to the rooftop</p> <p>I always stay with my group</p> <p>I stay inbound</p>
T TEAMWORK	<p>I am a positive role model</p> <p>I encourage others and show team spirit</p>	<p>I leave a space between myself and others</p> <p>I am in the right place at the right time</p> <p>I always use the same stairwell with my stage</p>	<p>I am patient</p> <p>I return to the playground promptly and sensibly</p>	<p>I play fairly and cooperatively</p> <p>I share play area and look after others</p> <p>I am a good sport</p>	<p>I place four items in the lost property box</p>	<p>I play fairly and cooperatively</p> <p>I share play areas and look after others</p> <p>I am a good sport</p>	<p>I wait for my friends outside the toilets</p>	<p>I enjoy and celebrate our school's achievements</p>	<p>I consider others around me</p> <p>I only sit on the seats</p>
A ACHIEVE	<p>I aim high</p> <p>I follow expectations at school</p> <p>I am responsible for my own behaviour</p> <p>I wear my full school uniform correctly and proudly</p>	<p>I walk directly and quietly around the school</p> <p>I walk where I have teacher permission to be</p>	<p>I only go to the canteen to purchase for myself</p>	<p>I solve my problems calmly</p> <p>I report any problems to the teacher on duty</p>	<p>I walk calmly and sensibly</p> <p>I use this area as a passive area only</p>	<p>I only sit on the seats</p> <p>I use the covered area, tables and seats as passive areas only</p> <p>I solve my problems calmly</p> <p>I report any problems to the teacher on duty</p>	<p>I return to class promptly</p> <p>I use the toilet paper, taps and bubbles responsibly</p>	<p>I congratulate achievements sensibly</p> <p>I pay attention, actively participate and listen in assembly</p>	<p>I participate enthusiastically and enjoy learning in this outside space</p>
R RESPECT	<p>I respect property and take care of my school</p> <p>I accept differences and am considerate of others</p> <p>I speak politely</p> <p>I listen to others and follow teacher instructions</p>	<p>I knock and walk at the door when delivering messages</p> <p>I am considerate of others</p> <p>I only stay on the ground level before school, during recess and lunch</p>	<p>I use a quiet voice and nice manners when talking</p> <p>I use my own money to purchase items from the canteen</p>	<p>I take care of my property</p> <p>I use all equipment responsibly and pack it away after use</p> <p>I am prompt to lines when the bell rings</p>	<p>I walk through quietly during class time</p> <p>I sit while I eat</p> <p>I put all rubbish in the bin</p>	<p>I sit while I eat</p> <p>I put all rubbish in the bin responsibly and pack it away after use</p> <p>I am prompt to lines when the bell rings</p>	<p>I give people privacy when they are using the toilets</p> <p>I use the toilet during break times</p> <p>I flush the toilet when I finish</p> <p>I leave the toilet, floor and sink areas clean</p>	<p>I sing the national anthem, school song and say our pledge with pride</p> <p>I sit and stand quietly</p> <p>I face the front, look and listen to all items and announcements</p>	<p>I behave sensibly, responsibly and respectfully</p> <p>I follow the instructions of teachers</p> <p>I am considerate and respectful of all our neighbours</p>

*Subject to modification



Welcome to Penshurst Public School