



# Pitt Town Public School Parent Information Handbook 2021



Principal: Mary Roche

Telephone: 4572 3126      Facsimile: 4572 3888

School Address: 17 Buckingham Street, Pitt Town

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

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

# Contents

## Principal's Welcome

Pitt Town Public School Strategic Plan 2018 - 2020 **3**

## School Profile **4**

## School Procedures **5**

Term Dates – 2020  
School Hours and Bell Times  
Office Hours  
Out of School Hours Care Program  
Punctuality  
Learner Supervision  
Absences from School  
Voluntary Contributions  
Essential Educational Expenses  
School Canteen  
School Uniform  
Lost Property

## Children's Health, Safety and Wellbeing **11**

Children's Health  
Medical Details and Emergency Contact Information  
Medication  
Asthma  
Allergies and Anaphylaxis  
Infectious Conditions  
Toileting Needs  
Head Lice  
Sun Safety  
General Safety  
Parking / Active Transport: Bike safety  
Learner Wellbeing Pitt Town  
PBL; Positive Behaviour for Learning  
Merit Award System

## Parent and Community Involvement **18**

Parents and Community (P and C)  
Parent Involvement  
Reporting to Parents  
Communication with Parents – Whole School Assemblies, Newsletter, Website

## Curriculum and Programs **19**

English  
Mathematics  
Library  
Digital Learning  
Health/PE  
CAPA  
Extra Curricular  
Excursions/Incursions  
Outdoor Education

## Learner Permission Forms **26**

# Welcome to Pitt Town Public School

At Pitt Town Public School we provide a supportive, stimulating 21st century educational environment, where learners are encouraged to embrace skills such as collaboration, communication, creativity and critical thinking.

We believe that by providing a well-balanced, quality education that focuses on inquiry-based learning, we encourage our learners to become self-motivated learners who display empathy, resilience and self-belief.

Our core values of Respect, Responsibility and Excellence are embedded in our school ethos, as we strive to educate our learners to be safe, respectful, responsible learners who strive to do their personal best.

The contents of this booklet will help you to understand the way our school is organised and the ways in which both you and your child get the greatest enjoyment and benefit from being part of our school community.

I am sure that your family's association with Pitt Town Public School will be happy and fruitful. If, however, you require further information or have an issue to discuss, please do not hesitate to contact me.

Mary Roche  
Principal

## **The Pitt Town Public School Strategic Plan 2018 - 2020**

The Strategic Plan is the school's statement to its community about what it stands for and intends to do, over three years, to improve learner outcomes. It defines what the school values most and sets out the school's goals and targets, key strategies for improvement and its resourcing priorities.

### **Vision**

To empower learners to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the global world in which we live.

### **Purpose**

To ensure ongoing improvement in learner outcomes through quality programs and providing a learning culture based on high expectations and quality teaching and learning.

### **Values**

Pitt Town Public School values:

- Lifelong learning.
- Intellectual rigor.
- Positive self-worth.
- Respect for others.
- Resilience, emotional intelligence.
- Strong partnerships between home, school and community.

Optimal learning occurs when:

- there is a secure, caring environment based on mutual respect and cooperation;
- the curriculum is differentiated to support growth, well targeted and grounded in real world experiences;
- learners are self-motivated and self-regulated;
- learners are supported to take risks, learn from their mistakes, be persistent and resilient and celebrate success;
- fundamental skills are developed through higher order tasks so learning is connected and transferable; and
- learners have the skills to reflect on their learning, articulate their understandings and set goals for future learning.

The Strategic Plan 2018-2020 can be found on the Pitt Town Public School's website.

# School Profile

Pitt Town Primary School, established in 1876, has been serving the educational needs of children for over 100 years. It is widely recognised as a school which provides a friendly, caring, secure, environment offering quality education where children develop self-discipline, a strong desire to learn and strive for success. This year, Pitt Town Public School comprises 12 mainstream classes Kindergarten to Year Six with approximately 295 learners. It is a vibrant, enjoyable and positive learning community.

Pitt Town Public School is characterised by motivated and enthusiastic learners, highly qualified and dedicated staff, as well as fantastic parental and community support. We aim to offer the best education possible by providing a quality, comprehensive education in a caring environment, as we strive to educate the whole child.

The school continues to deliver quality teaching and learning programs in a future focused environment, in order to improve learner outcomes in literacy, numeracy and engagement. We also provide a broad range of activities from performing arts, cultural, leadership, sporting, STEM, environmental and academic pursuits.

Our learners demonstrate positive values relating to their education, themselves and others. We encourage all learners to strive for success. Learners are supported through positive, effective learner welfare systems that reward their excellent behaviour.

We maximise parent participation in the general life and management of the school. We also built links and promote partnerships within the wider school community. This enables links to be strengthened and increases support and communication. Parents and community members are encouraged to help in the classrooms and assist with sporting events, dance and music productions, as well as community events that not only promote public education, but also promote a positive image of the school

Our staff are extremely professional and dynamic with high expectations. We are committed to providing quality educational programs to support each child to reach his or her full potential.



# School Procedures

## NSW Term Dates 2021

|               |                                |
|---------------|--------------------------------|
| <b>TERM 1</b> | <b>*27 January – 1 April</b>   |
| <b>TERM 2</b> | <b>*19 April – 25 June</b>     |
| <b>TERM 3</b> | <b>*12 July – 17 September</b> |
| <b>TERM 4</b> | <b>5 October – 17 December</b> |

\* The first day of Term 1, 2 and 3 is a learner-free day in all government schools to allow for appropriate planning to take place for the arrival of learners. Each year government schools are provided with four learner-free days for professional development, school planning and administration, curriculum development, and learner assessment and reporting purposes.

## School Hours

The school yard is supervised from 8:15am. At 8:45am, the bell rings and children make their way to their classroom to be organised for the day. Children are expected to be punctual and to be ready to start the day.

|                 |   |
|-----------------|---|
| 8:45 am         | Bell rings and learners make their way to their classroom.                      |
| 9:50 – 10:45am  | Session 1 - Uninterrupted Literacy Block*                                       |
| 10:45 – 10:55am | Eating time inside classrooms   |
| 10:55 – 11:15am | Recess play   |
| 11:15 – 12:15pm | Session 2 - Uninterrupted Mathematics Block (except Tuesdays due to Scripture)* |
| 12:15 – 1:00pm  | Session 3 - Other Key Learning Areas  |
| 1:00 - 1:10pm   | Eating time inside classrooms   |
| 1:10 – 1:40pm   | Lunch play  |
| 1:40 – 2:40pm   | Session 5 – Other Key Learning Areas  |
| 2:40pm          | School dismissal  |

\*Subject to change

## Whole School Timetable

All teaching staff are entitled to a mandated two hours of relief from face-to-face teaching (RFF) where planning, coaching and collaborating takes place. Subjects covered in this time may include History/Geography, PDHPE, Science, and library skills.

Scripture is offered for the following denominations – Catholic and Anglican/Protestant. All other children will attend non-scripture. All classes are supervised by a teacher and the lessons are conducted by specialised Special Religion Educators from the local churches.

A whole school assembly led by our learner leaders is held every Friday at 1:40pm. All welcome.

## Office Hours

The school office hours are 8:15am to 3:15pm Monday to Friday.

## Out of School Hours Care

The Out of School Hours Care is available through the neighbouring Early Learning Centres. The children assemble in the school grounds and are transported/walk to the centre under the supervision of a staff member from the centre. They also offer a holiday program that operates during each term vacation.

## Punctuality

**Classroom sessions begin at 8:45am** each day. Learners who arrive late for school interrupt the classroom program. It is also unsettling for your child and can affect their confidence and vital learning time. Being able to socialise with their friends prior to class starting sets them up for the day.

**Learners arriving after 8:45am must report to the Office**, to be signed by a parent or carer and receive a late notification to hand to their class teacher.

## Learner Supervision

For 30 minutes before and after school, and during all breaks, both recess and lunch, teachers supervise children in the playground. Children are not to be on the school grounds before 8:15am when teacher supervision begins or after 3:00pm when supervision ends. Teachers on playground duty wear fluorescent vests so children can quickly identify them.

If it is too wet or hot for the children to play outside, teachers share the supervision of the children in classrooms. Children are not permitted to be in classrooms when the teacher is not in attendance.

Regular school attendance is essential for the overall development of children and their learning. Once enrolled in primary school, your child is expected to attend school every day of each term. It is important that children develop regular attendance habits at an early age. Children who are regularly absent from school are at risk of missing out on learning the basic building blocks in key learning areas, and may experience long-term learning difficulties. Where possible, parents are asked to schedule appointments for their child out of school hours.

If your child is absent from school, the Department of Education requires you to supply an explanation of that absence to the class teacher. This can be done by an adult calling the office or writing a note. On occasions, absence confirmation notes may be sent home from the class teacher requesting a reason for a child's absence and parental signature. Early indication of absences is appreciated as often special programs for the class or group may be planned.

If your child has an infectious disease (refer to page 11, 12 of this document) they will be excluded for the period outlined and will require a medical certificate indicating that they can return to school.

### Absences during School Hours

Sometimes it may be necessary for parents to take children from school during the day. On such occasions advance notice is appreciated and arrangements must be made for the collection of the child from school. Under no circumstances may a child be collected from school during school hours without notification to the office. The child must be signed out at the office by the person collecting the child prior to the child being collected from the classroom. After receiving an early leave pass from the office your child's class teacher will be notified and your child will be called to the office may proceed to the classroom however to ensure learning is not interrupted, please knock at the door and wait for the classroom teacher to come to the door. Supervision is then maintained.

In the interest of overall safety, it is school policy not to allow children to leave the school grounds alone, other than at the end of the day.

**Please note: In line with our Child Safety Policy you may be asked to provide photo ID to confirm your identity. Children WILL NOT be released to any adult who is not on our system as either a primary or emergency contact without consent from parents.**

## Annual School Contributions K-6

Pitt Town Public School seeks to provide a high quality education for all our students. To this end we seek financial contributions from our families. These contributions and their purposes are explained below. All funds go directly towards enriching the education and facilities for our children. In addition to this annual contribution, term accounts will be issued every term to cover items such as excursions, Reading Eggs, Sunshine Online, Mathseeds and School Magazine and specific resources as relevant to each grade.

**The Annual School Contributions levy reviewed by the school at the end of each year and recommendations made for the following year.** Payments may be made by one annual payment at the beginning of the school year or through term accounts.

In 2021, the Annual School Contributions are: -

School Subject Contributions per CHILD

| Subject or Levy     | Description  | Cost    |
|---------------------|--|---------|
| Technology          | Purchase of technology items such as devices, charging trolleys, printers, computers, toners and cabling | \$20.00 |
| Creative Arts       | Purchase of Art and Craft supplies eg paint, cardboard, popsticks, crepe paper, music equipment          | \$20.00 |
| Classroom resources | Purchase of reading, maths and other classroom materials   | \$20.00 |
|                     | Total  | \$60.00 |

## School Voluntary Contribution per CHILD

| Subject or Levy               | Description   | Cost    |
|-------------------------------|---|---------|
| Voluntary School Contribution | This provides funds to support school projects and school running costs | \$20.00 |

### Excursions/Incursions and Camps

In 2021 payments for incursions and excursions will be charged to families as they occur throughout the year.

### Financial Hardship

We appreciate that some families may experience difficulty in meeting payment requests due to financial hardship. Please contact the Principal on 45723126 if you wish to discuss your current financial situation.

## School Canteen

The school canteen currently operates five days a week. Hot and cold food options are available. Children order lunches via reusable insulated lunch bags or use the online ordering app, [www.flexischools.com.au](http://www.flexischools.com.au).

## School Uniform

Pitt Town Public School has a compulsory school uniform. Pitt Town students wear their uniform with pride. Uniforms can be purchased from **Lowes at Rouse Hill Town Centre** or from **Bryn norms, Windsor Street, Richmond**.

A second-hand uniform shop is available, contact the office for hours of operation.

### Uniform policy









The uniform policy was established by the school and the school community and is discussed on a regular basis at our parents and citizens' association (P&C) meetings.

- ✓ Necklaces, bangles, or any other pieces of jewellery are not to be worn. Studs or sleepers are permissible in your child's ear. Any earrings that dangle or are decorative are not permitted as they can be pulled or torn accidentally from your child's ear.
- ✓ Rub on tattoos are not permitted as this is not part of the school's uniform.
- ✓ Nail polish is not permitted. Clear gloss is acceptable.
- ✓ Any lipstick or eye shadow is also against the school's uniform policy.
- ✓ Any long hair should be securely tied back or in ponytails. This is not only for safety but to minimise the risk of nits.
- ✓ Ribbons, hair bands and headbands are to be in school colours and at a reasonable size.



|        | Boys' Uniform  | Girls' Uniform  |
|--------|--|---|
| Summer | <ul style="list-style-type: none"> <li>• pale blue polo shirt with school crest</li> <li>• grey shorts</li> <li>• royal blue bucket hat or broad brimmed hat with school crest</li> <li>• grey socks</li> <li>• black shoes</li> </ul>   | <ul style="list-style-type: none"> <li>• dress made from school material with dropped waist and pleated skirt</li> <li>• royal blue skirt and pale blue shirt with school crest</li> <li>• royal blue bucket hat or broad brimmed hat with school crest</li> <li>• white socks</li> <li>• black shoes</li> </ul>  |
| Winter | <ul style="list-style-type: none"> <li>• pale blue polo shirt with school crest long or short sleeved.</li> <li>• grey shorts or trousers</li> <li>• royal blue jumper or jacket with school crest</li> <li>• royal blue bucket hat or broad brimmed hat with school crest</li> <li>• grey socks</li> <li>• black shoes</li> </ul> | <ul style="list-style-type: none"> <li>• pale blue long sleeved blouse or pale blue polo shirt with school crest</li> <li>• school material tunic with dropped waist and pleated skirt or school material slacks</li> <li>• royal blue jumper or jacket with school crest</li> <li>• royal blue bucket hat or broad brimmed hat with school crest</li> <li>• white socks or blue tights</li> <li>• black shoes</li> </ul> |
| Sports | <ul style="list-style-type: none"> <li>• school sport shirt</li> <li>• royal blue shorts or track pants</li> <li>• royal blue jumper or jacket with school crest</li> <li>• royal blue bucket hat or broad brimmed hat with school crest</li> <li>• white socks</li> <li>• predominantly white joggers</li> </ul>                  | <ul style="list-style-type: none"> <li>• school sport shirt</li> <li>• royal blue skirt, shorts, track pants</li> <li>• royal blue jumper or jacket with school crest</li> <li>• royal blue bucket hat or broad brimmed hat with school crest</li> <li>• white socks</li> <li>• predominantly white joggers</li> </ul>  |



|                                    | Boys' Uniform   | Girls' Uniform   |
|------------------------------------|---|--|
| Summer                             |    |    |
| Winter                             |    |    |
| Sports                             |  |  |
| Hats and jackets<br>Boys/<br>Girls |  |  |

## Lost Property

Most items deposited in Lost Property are not named. Please ensure that all items brought to school are clearly labelled with your child's name. Throughout each term unnamed items are displayed for collection or sorted by parent helpers. Any unclaimed lost property items are washed and available for purchase as pre worn clothing or given to charitable organisations.

**We encourage you to name EVERYTHING.**

# Children's Health, Safety and Wellbeing

## Children's Health

Children should not be sent to school if they are unwell. A child who is ill is unable to fully participate in school activities and may pass on infection to other children.

A Sick Bay is available for children who become unwell during the day, but this is a very limited facility. The school will contact parents to collect unwell children.

## Medical Details and Emergency Contact Information

It is essential for the school to have accurate information on each learner's medical details and telephone contact numbers. Please assist in keeping these records up to date.

### **Essential information:**

- ✓ All medical conditions your child has which the school needs to be informed about.
- ✓ Home address and telephone number for the child.
- ✓ Workplace telephone number for each parent / caregiver.
- ✓ Mobile telephone numbers.
- ✓ Doctor's name, address and telephone number.
- ✓ Name and telephone number of other people who can be contacted to assist in an emergency, if parents cannot be reached.

## Medication

If it is necessary for your child to have medication at school, parents need to:

- ✓ Complete the [Medication Consent Form](#) available from the School Office,
- ✓ clearly label the medication with your child's name and
- ✓ hand both the form and medication to office staff.

Medication will otherwise not be administered. Under no circumstances should children personally keep medication at school. For any prescription medications, you need to provide written direction from a medical professional. Prescription medication must be provided in the original packaging.

## Asthma

If your child suffers from asthma, parents are required to complete a ***School Asthma Action Plan***, which clearly states the steps to be followed should your child have an asthma attack at school. ***An Asthma spray and spacer, clearly labelled with your child's name, needs to be supplied and left at the office.***

If your child is under a specialist's care for asthma management then a copy of your child's specific *Medical Asthma Plan* needs to be given to the school. Members of staff have received asthma training.

## Allergies and Anaphylaxis

If a child has a known food allergy which is likely to cause an anaphylactic reaction parents are required to complete and update an **Anaphylaxis Management Plan** each year. The *Anaphylaxis Management Plan* must be discussed with the Principal or Assistant Principal and all medication including an epi-pen must be supplied by the parents.

Parents are also required to provide the school with an *Anaphylaxis Action Plan* developed by the child's doctor. The *Anaphylaxis Action Plan* must also be updated annually or sooner as required.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are nuts, eggs, cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

The school has a policy and procedures in place to minimize the risk of a child having an anaphylactic reaction at school. Parents/guardians need to be aware, however, that it is not possible to achieve a completely allergen-free environment in any service that is open to the general community. Parents should not have a false sense of security that an allergen has been eliminated from the environment. Instead, the school will work with parents and learners to put in place a range of strategies to minimise the risk of a child being exposed to the allergens at school.

Because of the life threatening nature of the condition, food containing the potential triggers for an anaphylactic reaction must be kept away from children while at school. **We ask that no foods containing nuts as an active ingredient be brought to school by any child.** This means food such as loose nuts, peanut butter, muesli bars, Nutella or biscuits, chocolate or cakes containing nuts as an ingredient should not be part of any child's snacks or lunches at school. Parents are required to support this risk minimisation strategy.

It is also important that you discuss with your child that **food brought from home should not be shared with other children at school.**

More information can be found in the ASICA Guidelines for Prevention of Food Anaphylactic Reactions in Schools which can be downloaded from ASCIA website: [www.allergy.org.au](http://www.allergy.org.au)  
Members of staff have received training in Anaphylaxis and in the use of an epi-pen.

## Infectious Conditions

|                                     | Exclusion of Cases   | Exclusion of Contacts |
|-------------------------------------|--|-----------------------|
| Hand, Foot and Mouth disease        | Exclude until all blisters have dried.   | Not excluded.         |
| Haemophilus influenzae type b (Hib) | Exclude until at least 4 days of appropriate antibiotic treatment has been completed.                                      | Not excluded.         |
| Hepatitis A                         | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness. | Not excluded.         |
| Hepatitis B                         | Exclusion is not necessary.  | Not excluded.         |
| Hepatitis C                         | Exclusion is not necessary.  | Not excluded.         |

|   |  |   |
|---|--|---|
| Herpes ("cold sores")                                       | Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible. | Not excluded.   |
| Human immunodeficiency virus infection (HIV/AIDS)           | Exclusion is not necessary.  | Not excluded.   |
| Impetigo  | Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.                                       | Not excluded.   |
| Influenza and influenza like illnesses                      | Exclude until well.  | Not excluded unless considered necessary by the Secretary.  |
| Leprosy   | Exclude until approval to return has been given by the Secretary.  | Not excluded.   |
| <b>Measles*</b>   | Exclude for at least 4 days after onset of rash.   | Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility. |
| Meningitis (bacteria - other than meningococcal meningitis) | Exclude until well.  | Not excluded.   |
| <b>Meningococcal infection*</b>                             | Exclude until adequate carrier eradication therapy has been completed.   | Not excluded if receiving carrier eradication therapy.  |
| <b>Mumps*</b>   | Exclude for 9 days or until swelling goes down (whichever is sooner).  | Not excluded.   |
| <b>Pertussis*</b> (whooping cough)                          | Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.                                | Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.   |
| <b>Poliomyelitis*</b>                                       | Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.   | Not excluded.   |
| Ringworm, scabies, pediculosis (head lice)                  | Exclude until the day after appropriate treatment has commenced.   | Not excluded.   |

|  |   |  |
|--|---|--|
| Rubella (german measles)                           | Exclude until fully recovered or for at least four days after the onset of rash.  | Not excluded.  |
| Salmonella, Shigella                               | Exclude until there has not been a loose bowel motion for 24 hours.   | Not excluded.  |
| Severe Acute Respiratory Syndrome (SARS)           | Exclude until medical certificate of recovery is produced.  | Not excluded unless considered necessary by the Secretary. |
| Streptococcal infection (including scarlet fever)  | Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.                             | Not excluded.  |
| Tuberculosis                                       | Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious. | Not excluded.  |
| Typhoid fever (including paratyphoid fever)        | Exclude until approval to return has been given by the Secretary.   | Not excluded unless considered necessary by the Secretary. |
| Verotoxin producing <i>Escherichia coli</i> (VTEC) | Exclude if required by the Secretary and only for the period specified by the Secretary.  | Not excluded.  |
| Worms (Intestinal)                                 | Exclude until there has not been a loose bowel motion for 24 hours.   | Not excluded.  |

## Toileting Needs

Should your child have a toileting accident at school, the following applies:

- 1) If they can adequately clean themselves, they will be provided a change of clothes. Dirty clothes will be sent home to be washed.
- 2) If they are not able to clean themselves, parents will be called to either change the child at school or take them home.

School staff WILL NOT assist with changing to ensure the safety of both learners and staff.

## Head Lice

Head lice can be managed with the cooperation of parents and the school. They are not a threat to health and they do not spread other infections. As there is no guaranteed method of prevention, early detection is the best way to avoid an outbreak. It is recommended that parents check their children's hair regularly.

Head lice are found on hair itself and move to the scalp to feed. They have six legs which end in a claw and they rarely fall from the head. Louse eggs (also called nits) are laid within 1.5cm of the scalp and are firmly attached to the hair. They resemble dandruff but cannot be brushed off.

|  |   |
|--|---|
| If lice or eggs are found  | Treat hair immediately with a commercial head lice product or by using a hair conditioner (outlined below). Head Lice treatments are available from your pharmacy.<br><br><b>Treatment must be repeated 7 days later.</b> |
| <b>The Department of Education and Early Childhood Development states:<br/>Children must not return to school until treatment has commenced.</b> |   |
| <b>Step by Step Headlice Check</b>   |   |
| Step 1   | Comb any type of hair conditioner on dry, brushed (detangled) hair. This stuns the lice and makes it difficult for them to grip the hair or run around.   |
| Step 2   | Now comb sections of the hair with a fine tooth head lice comb.   |
| Step 3   | Wipe the conditioner from the comb onto a paper towel or tissue.  |
| Step 4   | Look on the tissue and on the comb for lice and eggs  |
| Step 5   | Repeat the combing for every part of the head   |

Inform the school if your child has head lice so we can make other families aware.

## Sun Safety

The school has a Sun Smart Policy, which encourages responsible attitudes towards protection from the sun's harmful UV rays. In accordance with this, all learners are expected to wear sun smart hats (bucket hats - **not caps**). Those learners without hats will be required to remain in the designated shade areas at all times when outside for lessons and/or recesses.

Sun Smart hats are part of our school uniform and can be purchased through Lowes at Rouse Hill Town Centre or Brynorm's in Richmond.

## General Safety

It is important that children are educated from an early age in all aspects of safety. Please ensure that your child knows the following:

- ☒ their own name, address and telephone number;
- ☒ to avoid an interaction with people they do not know;
- ☒ to know who to talk to if they ever feel unsafe;
- ☒ to go straight home from school via a route previously agreed to by you. Please note: children Kindergarten to year 2 must be collected daily from their classroom by their parent/carer at the start of the school year;
- ☒ to use the school crossing correctly;
- ☒ not to leave school without permission;
- ☒ not to bring items to school which are valuable or may cause accidents; and
- ☒ when you expect them to go to after-school care.

## Parking

Remember to take care where you park the car when dropping children off or collecting them from school. Be aware of the dangers of turning and pulling out from the kerb when so many children are outside the school grounds. Parking restrictions apply in and are displayed on the street parking signs. It is illegal to double park or park on the crossing in Buckingham Street. The street is regularly patrolled by parking inspectors and fines are applied. Parents picking up children from the back gate are asked to ensure you are stopped on the school side of the road, for children to walk down to the waiting car. If parked on the opposite side, parents are required to walk across the road to collect their child and safely cross them across the road.

## Bikes

Pitt Town Public School encourages children and their families to be active by walking or riding bicycles and scooters to school. As well as the obvious health benefits, this reduces the traffic congestion outside the school at the beginning and the end of the school day.

Children who ride bicycles or scooters to school can lock their vehicles in the designated bike area. Children are not permitted to ride their bike or scooter in the playground on school days. They must walk their bike or scooter from the school gate to the lock up area. Helmets must be worn at all times when riding bikes and scooter to and from school. These rules also apply to adults riding. We thank you for your cooperation in modelling safe behaviours for our learners.

## Learner Wellbeing

The Learner Wellbeing Policy and programs aim to foster respect and understanding and to develop a safe and happy environment for all members of the school community. It reflects learner, staff and parent rights and responsibilities. The Wellbeing Policy is available for parental perusal.

Pitt Town Public School Student Wellbeing Policy is based on Positive Behaviour for Learning (PBL). Learners at Pitt Town Public School are explicitly taught to be safe, respectful and responsible learners through our Positive Behaviour Learning program (PBL). Teachers use the language of PBL and specific behaviour expectations have been developed by a team of students, staff and parents. These expectations are displayed clearly around the school and reinforced through PBL lessons.

The core values to support the code of behaviour are:

**SAFE RESPECTFUL RESPONSIBLE** learners.



## Positive Behaviour for Learning (PBL)

We have a set of rules for the classroom and the playground to protect the rights of everyone and to encourage responsibility in a positive manner.

| <b>Safe</b>   | <b>Respectful</b>  | <b>Responsible</b>   |
|---|--|--|
| Be in the right place.<br><br>Keep your hands & feet to yourself.<br><br>Use equipment correctly.<br><br>Walk on hard surfaces. | Be polite to staff, students and parents.<br><br>Be an active listener and follow all adult directions.<br><br>Include others. | Play and work sensibly and fairly.<br><br>Look after school and own property.<br><br>Report problems to a teacher. |

## Merit Award System

Merit awards are handed out to learners at the whole school assembly. Each class teacher awards 2 merits to learners. Merits are awarded for, persistence with learning, high achievement, improvement in learning, being a responsible learner, a respectful learner and a safe learner.

Learners also have the opportunity to earn 'Strive Tokens'. When a learner has 5 Strive Tokens they can submit these to the class teacher for a merit award.

Learners are encouraged to keep these merits in a safe place.

When learners have collected;

**10 merits** submitted to class teacher earns a Bronze award.

**20 merits** submitted to class teacher earns a Silver award and invitation to special luncheon (special silver luncheon is held week 9 of each term)

**30 merits** submitted earns a Gold Award (medallion) presented at Presentation Night

**40 Merits** submitted earns a Platinum Award (trophy) presented at Presentation Night.

**It is the responsibility of the Learner to store and collect both merits and strive tokens to submit them.**

## Parent & Community Involvement

The Principal, staff and School Council are most appreciative of assistance given by parents, friends and community members to ensure that Pitt Town Public School provides excellent educational programs. If you have special talents or skills, you may be willing to share these in classrooms during special weeks or programs. Any offers of time or help will be greatly accepted, whether it is on a one-off or regular basis in informal ways or through formal meeting structures.

### P and C

The P and C meet in the school library on the 3<sup>rd</sup> Tuesday of each month. The meeting starts at 6:30pm with a light supper.



## Parent Involvement

Parents are encouraged to participate in a wide range of school activities. This may be working in your child's classroom, assisting your child with school activities at home or becoming involved in a range of special events and activities. Parents working with children need to have a *Working with Children Check*.

Activities that parents can assist with may include:

- Helping with classroom activities - listening to children read or assisting with literature groups.
- Assisting on excursions.
- Getting involved in the classroom cooking and gardening program.
- Helping at working bees.
- Helping classes to prepare for special events such as the school concert or art show.
- Supporting community events by attending organised functions.

## Communication

**Whole School Assemblies:** Held every Friday afternoon at 1.40pm under the cola. Parents are invited to attend. At the conclusion of assembly classes return to their classrooms to be dismissed for the day.

**Special awards:** Parents of Learners who have earned the Bronze award will be contacted by the school office staff to notify them of when the award will be presented. Learners receiving the Silver award will be formally invited through an invitation to attend the silver luncheon. Silver Luncheon is held week 9 of each term.

**Newsletter:** Our fortnightly Newsletter provides a forum for learners, teachers, parents and others in the school community to present items of common interest. The Newsletter is published fortnightly. The Newsletter always contains a calendar of coming events and important information about school activities and is available online on our website. Paper versions of the Newsletter are available from the office on request.

**School Website:** All information about school events, policies, notes, curriculum and school programs.

**Facebook and schoolbag app:** provides information about upcoming events, celebrating learner success, and gives updates about events.

**Approaching the school:** Parents are encouraged to email the school to request a meeting with class teachers, and /or the Principal. Please indicate what the matter is concerning, and a staff member will respond within 48 hours to arrange a meeting.

**School Website:** [pitttown-p.schools.nsw.gov.au/](http://pitttown-p.schools.nsw.gov.au/)

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

## Reporting to Parents

Information nights are arranged during the year to communicate information across class and/or curriculum areas. Meet the Teacher Night is held early Term 1. Parent/Teacher Interviews are organised for Semester 1. These meetings are an opportunity for parents to be informed on their child's progress and as an exchange of information between parents and teachers. Two written academic reports are sent to parents each year at the end of Term 2 and Term 4.

If, at any other time, you wish to discuss your child's progress with the teacher, an appointment time can be arranged. If you have any other concerns or enquiries, please contact the office to make an appointment.

# Curriculum and Programs

The curriculum implemented at Pitt Town Public School is based on the sequential stages outlined in the NSW Curriculum. The curriculum outlines what is important for all learners to learn and develop during their time at school from Kindergarten to Year 6. The curriculum outlines the common set of knowledge and skills required by learners for life-long learning, social development and active and informed citizenship.

The curriculum design includes capabilities, which are a set of knowledge and skills that to be taught explicitly in and through the key learning areas across the curriculum. Teachers use the NSW Curriculum to plan learner learning, assess learner progress and report to parents.

## The NSW Curriculum:

| Learning Areas  |
|---|
| <b>English</b>  |
| <b>Mathematics</b>  |
| <b>Science and Technology</b>   |
| <b>HSIE</b>   |
| <ul style="list-style-type: none"><li>• Geography</li><li>• History</li></ul>                                 |
| <b>Creative Arts</b>  |
| <ul style="list-style-type: none"><li>• Dance</li><li>• Drama</li><li>• Music</li><li>• Visual Arts</li></ul> |
| <b>Personal Development/Health and Physical Education</b>   |

Teaching sessions ensure knowledge and skills are taught through all learning areas so that learning is meaningful for learners. The integrated focus on knowledge, skills and behaviours in the process of physical, personal and social growth, in the disciplines and across the curriculum helps learners to develop deep understanding which can be transferred to new and different circumstances.

Curriculum planning across all levels of the school is an ongoing focus for staff. Teachers meet weekly to plan and coordinate learning experiences and to evaluate and moderate learner progress.

The school has regular access to Department of Education Learning Support Staff and a school councillor. Children with disabilities are assisted to access the curriculum through the Program for Learners with Disabilities. Education Support staff assist these children under the direction of the class teacher.

The school works closely with families and is able to provide guidance about other services available in the community.

## English

- Students develop their language skills through activities involving speaking and listening, reading and writing and viewing and representing.
  - They learn about language and literature through working with a wide range of print, spoken, visual, media, multimedia and digital texts.
  - They interpret and express their views on what they hear, see and read.
  - They create written and digital texts and deliver formal and informal presentations.
  - Students experience a range of texts including Australian works, multiculturalism, Aboriginality and Australian identity, and Asian perspectives.
  - There is an increased emphasis on grammar and the teaching of quality literature.
- A coordinated approach to teaching reading and writing is implemented across the school. The essential elements of the program include:
- two hours of literacy daily;
  - explicit teaching of literacy skills through whole class, group and individual conferencing using a variety of texts and incorporating digital devices and online resources;
  - differentiated program to support and extend learning;
  - allocated independent reading time each day;
  - classroom libraries stocked with a variety of fictional and factual texts; and
  - ongoing monitoring and assessment of and goal setting for individual learners.

### Home Reading

Learners are expected to read at home each night. Reading should be an enjoyable and relaxing activity. For beginning readers this will involve sharing take home books with their family. Books may include a book they have already read with the teacher; a book they have chosen themselves from the classroom library or school library or a book they are reading as part of a literature study. With beginning readers or depending on the difficulty of the book, parents may need to read the book to their child. As learner's reading confidence and competence develops parents are asked to listen to their child read and discuss the text to assist the development of reading comprehension.



## Mathematics

Mathematics is taught in all classrooms for a minimum of one hour each day or five hours across the week. Our program ensures that learners develop important mathematical and numeracy skills for everyday life. Learners are actively engaged in learning, making connections and applying mathematical concepts, skills and processes to posing and solving mathematical problems in a variety of real-life and meaningful situations. Learners are encouraged to take risks with their learning and to develop a range of strategies for solving problems.

The curriculum is organised by the three strands of Number and Algebra, Measurement and Geometry, and Statistics and Probability. Each strand is organised by sub-strands as outlined below.

| Strands            | Number and Algebra          | Measurement and Geometry | Statistics and Probability |
|--------------------|-----------------------------|--------------------------|----------------------------|
| <b>Sub Strands</b> | Whole Number                | Length                   | Chance                     |
|                    | Addition and Subtraction    | Volume and Capacity      | Data                       |
|                    | Multiplication and Division | Mass                     |                            |
|                    | Fractions and decimals      | 2D and 3D Shapes         |                            |
|                    | Patterns and algebra        | Time                     |                            |
|                    |                             | Position                 |                            |
|                    | Area                        |                          |                            |

## Library

The school has a spacious and well stocked Library and children are encouraged to use and borrow books on a regular basis. All classes have a library session each week with the Librarian – Mrs Martin.

Every classroom also has their own classroom library set up using the books from the school library. This ensures the children have daily access to quality reading material.

## Digital Learning

Digital devices such as laptops, iPads, and electronic smartboards are used routinely in our teaching and learning programs. All classrooms have desktop computers, laptops and iPads which children access routinely throughout the day. Our school uses a range of devices and tools to deliver a rich and engaging curriculum. We explicitly teach our children about being good ‘digital citizens’ and cyber safety.

## Health and Physical Education

The Physical Education program aims for every child to fully participate in an active life. Each child is encouraged to 'have a go' at an array of physical activities and they are given advice on how they can improve their individual performances.

With this focus, the program is delivered and assessed according to the NSW Curriculum. Emphasis is placed on Physical Education and Health including a strong focus on the development of Interpersonal Skills.

### Aquatic Education Program

A two-week intensive swimming Program is implemented each year for all children who need swimming development. Towards the end of Term 4 children participate in 30-minute swimming lessons. The children are grouped according to swimming experience and ability and are taught by qualified swimming instructors. As swimming and water safety are important components of the Physical Education Program at Pitt Town Public School it is expected that all children who are non-swimmers and low confidence swimmers will participate in the 10-day intensive swimming program.

### PSSA Knock Out Competitions

Throughout the year children in Stage 3 participate in a range of sporting competitions against other schools in the local area and potentially schools across the state. Sports include, Basketball, AFL, Soccer, Netball, Cricket-boys' and girls' teams.

### PSSA Carnivals

- |        |   |
|--------|---|
| Term 1 | Hawkesbury District Swimming Carnival – Oasis Pool, South Windsor |
| Term 2 | Hawkesbury District Cross Country Carnival- Cattai Reserve        |
| Term 3 | Hawkesbury District Athletics Carnival – McMahons Park, Kurrajong |



## Creative Arts - Dance, Drama, Music, Visual Arts

Every class has a one hour session of Creative Arts each week. The Creative Arts Program follows the NSW Curriculum. Over the course of a year, children learn skills in music, dance, drama and visual arts. They use these skills to develop their own compositions, choreograph their own movement sequences and create their own dramatic pieces. Learners also explore and respond to the arts, which include reflections about their own and others works and studies of art works from other cultures or periods of history.

Some units of work complement the classroom studies. In these cases, the creative arts enrich the children's learning as well as the children bringing their classroom experiences and learning to the performing arts.

The cornerstones of the program are creativity, reflective thinking, risk taking, building personal and interpersonal skills and confidence.

### **Education Week Showcase and Art Show/ School Concert**

#### **Education Week Showcase and Art Show**

The school celebrates the making and creating of art through the Art Show held in Education Week. Children also showcase performing arts groups; such as, dance groups, choir and the drumming group.

#### **School Concert**

Pitt Town Public School whole school concert. All children, teachers, staff and many parents are involved in the planning, rehearsing, making costumes and props contributing to the production of the concert. The whole school concert is held every second year (even year) at Windsor High School.



## Extra-Curricular and Enrichment Programs

### **Student Representative Council**

The Student Representative Council is made up of representatives from each class from year 2-6 who have been elected by their peers. Student Representative Councillors meet regularly and have input into many decisions that are made in the school. The Student Representative Council is able to present concerns and recommendations to the Principal. They also run activities and raise funds for Charity or to purchase equipment/games for the school.

### **Choir**

Pitt Town PS Choir is made up of students from Years 2-6. Staff and children volunteer their time during lunchtimes to enjoy singing together. The choirs perform several times throughout the year, in school, out in the community and as part of wider community competitions and events.

A Kindergarten Choir was also established to enable students in kindergarten the opportunity to sing.

### **The Green Group**

Children interested in volunteering their time to make our school more sustainable meet with a teacher one lunchtime a week, to discuss, plan and implement actions such as recycling paper and composting.

### **Lego League Group**

Children are able to design, create and construct using Lego. 2 groups operate during the week. A group for Kindergarten to Year 2 students and also a group for students in years 3 to 6.

### **Drumming Group**

An African drumming group is also available to students in years 3 to 6. This group is held during lunch and works towards performing at special assemblies.

### **Junior and Senior Dance Groups**

Dance groups are established for students both boys and girls in stage 3 (year 5 and 6) and a stage 2 group (year 3 and 4). These groups rehearse during lunch and perform throughout the year at the local dance festival and also special assemblies at school.

## Excursions and Incursions

Throughout the year, children will be involved in excursions out of the school or attend special performances or activities provided by groups visiting the school. These direct experiences will be related to their classroom programs and are an integral part of your child's education and, as such, it is expected that your child will participate. Parents will be required to pay the cost of excursions. Costs cover expenses such as transport, entry fee to venues, presenters etc. Your written permission is required for all excursions involving transport. Parents who are having difficulty meeting the cost of excursions should speak to the Principal and a payment plan can be devised.

## Outdoor Education Program

An Outdoor Education Program operates for children in Year 3 to 6. Camps are a wonderful opportunity for children as they foster the development of positive relationships and further develop the children's independence in a different educational setting.

Children in Year 3 attend local excursions.

Children in Year 4 attend an overnight camp.

Children in Year 5 and 6 attend a three day, two night camp.

Camp locations alternate from year to year to provide the opportunity for children to experience a range of environments. More detailed information regarding camps will be sent home to families when final details are confirmed.

Families are expected to pay the cost of attending the Outdoor Education Program.



# Learner Permission Forms

Parental permission to meet The Department of Education requirements is required for Consent for Medical Attention and Permission to Publish. Parents are required to sign the required permission forms before your child commences school.

## **Permission to Publish**

To promote the school in the educational and local community and on the school's website, newsletters and television stations are sometimes invited or they request the opportunity to film and photograph the school programs and special events.

Other than names and the school details no personal information about learners would ever be provided without specific parental permission.

Parents/guardians who have security concerns regarding custody and restraining orders or personally object to images of their child being used are asked to contact the Principal to inform us if your child is **not** to be included.