

# Information Book



# 2017



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Assistant Principals:	Ms Marina Mattiuzzo <i>Assistant Principal (Kindergarten and Year 2)</i>  Mrs Michelle Caruso <i>Assistant Principal (Year 1, EALD)</i>  Mrs Angela Churchland <i>Assistant Principal (Year 3 and Year 4)</i>  Miss Sue Chiddy <i>Relieving Assistant Principal (Year 5 and Year 6)</i>
School Administration Staff:	Mrs Jackie Forsyth ( <i>Manager</i> ) Mrs Judy Kandalajt Mrs Melissa Speed
Before/After/Vacation Care:	Ashleigh Griffin ( <i>Manager</i> ) Phone: 0417 391300 northryde@helpinghandsnetwork.com.au

## School Times



Teacher on morning duty	8.40am
<b>School begins</b>	<b>9.10 am</b>
<i>(‘Crunch and Sip’ in classrooms during the morning)</i>	
Lunch	11.10 - 12.10 pm
Recess	1.50 - 2.10 pm
<b>School ends</b>	<b>3.10 pm</b>

Our school has specifically chosen to have an early lunch and an afternoon recess break for the benefit of our students. It was found that many students found it hard to remain well focussed with a later lunch. An earlier lunch ensures that students are well nourished for the prime learning time of the day. It also means that our students avoid the rays of the strong midday sun.

## School crest and motto

North Ryde Public School has been an important educational institution for over 135 years. It holds a special place in the hearts of many ex-students and has a long tradition of serving its community.



*Utile Dulci – Pleasure through usefulness*

*North Ryde Public School will, in partnership with the community,  
prepare students for their future through quality teaching and learning  
programs and a strong emphasis on social responsibility.*

## School Song

At North Ryde Public School we take great pride in our rule,  
Our motto UTILE DULCI always we heed,  
“Pleasure through usefulness” will be our creed.  
North Ryde is there in ev’ry sport,  
We’re keen on keeping fit and on the music we’re taught,  
North Ryde Public School will strive to keep each golden rule,  
And the story of our history is there mid the grounds  
Of gently sloping grassy fields with trees all around,  
And so we sing with pride about North Ryde.

The Key Learning Areas (KLAs) of the primary curriculum are as follows:

## **ENGLISH**

The aim of the English K-6 syllabus is:

- to encourage positive attitudes towards learning English
- to develop students' ability in using language effectively
- to enable critical reflection on how language works.
- communicate through speaking, listening, reading, writing, viewing and representing\*
- use language to shape and make meaning according to purpose, audience and context
- think in ways that are imaginative, creative, interpretive and critical
- express themselves and their relationships with others and their world
- learn and reflect on their learning through their study of English

## **MATHEMATICS**

Mathematics in Years K-6 aims:

- to develop students' mathematical thinking, understanding, competence and confidence in applying mathematics in problem-solving situations
- to promote their enjoyment and appreciation of mathematics.

## **HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE) \***

The aim of Human Society and Its Environment in Years K-6 is to develop in students the values and attitudes, skills, and knowledge and understanding that:

- enhance their sense of personal, community, national and global identity;
- enable them to participate effectively in maintaining and improving the quality of their society and environment.

\*NB This covered through the History and Geography syllabuses.

## **SCIENCE AND TECHNOLOGY**

Science and Technology in Years K-6 is aimed at developing students' competence, confidence and responsibility in their interactions with science and technology leading to:

- an enriched view of themselves, society, the environment and the future;
- an enthusiasm for further learning in science and technology.

## **CREATIVE ARTS**

Creative Arts in Years K-6 is designed:

- to enable students to gain increasing understanding and accomplishment in the visual arts, music, drama and dance
- for students to appreciate the meanings and values that each of the art forms offer personally, culturally and as forms of communication.

## **PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)**

The Personal Development, Health and Physical Education syllabus in Years K-6:

- develops the knowledge and understanding, skills and values and attitudes needed to lead healthy, active and fulfilling lives
- forms the basis for students to adopt a responsible and productive role in society.

Our students prosper in an inclusive learning environment that fosters respect, responsibility and cooperation. All students have the right to grow in an environment that promotes caring for others, integrity and fairness. These values are core to our successful welfare and discipline program.

Student welfare is the responsibility of all students and teachers and is an integral part of all school and classroom activities.

At North Ryde Public School students are encouraged to:

- develop resilience and self-reliance
- take responsibility for their own welfare and behaviour
- contribute to the welfare of others
- contribute to the life of the school community.

Our Student Welfare Policy includes:

- Expectations of behaviour
- Standards of uniform
- Anti-bullying policy
- Homework policy
- Award systems
- Managing inappropriate behaviour and consequences

## School Rules

Our school rules are clear and easy to remember. They encompass the expectations of safety, respect and involved learning.



# Recognition of Student Achievement

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## Recognition of positive behaviour

We encourage students to be proud of their good behaviour. All staff provide immediate positive reinforcement to students for exemplary behaviour wherever and whenever it occurs - in their classrooms, the playground, at assemblies, during sport events or while on excursions.



## Merit Certificates

Merit certificates are highly valued and may be given to students by any teacher for a specific reason. The certificates are presented by the principal at the whole school assemblies each fortnight. There are usually two recipients per class.



## Merit Award System

*Super Effort* awards are given for appropriate behaviour in the classroom or playground and may be provided by any staff member.

- Super Effort Award
- **Bronze** Certificate
- **Silver** Certificate
- **Gold** Certificate
- Principal's Medallion

5 x Super Effort Awards	=	1 <b>Bronze</b> Certificate
3 x <b>Bronze</b> Certificates	=	1 <b>Silver</b> Certificate
3 x <b>Silver</b> Certificates	=	1 <b>Gold</b> Certificate
3 x <b>Gold</b> Certificates	=	1 Principal's Medallion

**Bronze** Certificates are presented to students by their class teacher.

**Silver** and **Gold** Certificates are presented at the whole school assemblies each fortnight.

Principal's medallions are presented by the principal at the last assembly of each term.



## Class systems

Although all staff members use the whole school award system, each teacher has their own preferred way of recognising student achievement and positive behaviour within their classroom. This may include the use of peer praise and verbal recognition, class applause, stickers, stamps, awards and the use of special activity time.



## Annual Awards at Presentation Day

Special awards are presented at the end of the year at Presentation Day. These recognise academic and sporting achievement, citizenship and special talents.

## OPPORTUNITIES TO BE CHALLENGED

**GIFTED AND TALENTED:** The essence of giftedness is advanced development. Students who are gifted have the potential to perform at levels significantly beyond what we might expect for their age. Approximately 10% of students are gifted in one or more areas.

A student can be intellectually or creatively gifted. A student might be physically gifted or gifted in some area of his/her social/emotional development. Giftedness in any area means ability well beyond the average.

Students who are identified as gifted or having a talent in a particular field are provided extension work, designed to deepen and broaden their understanding and knowledge of an area. We ensure that the curriculum being accessed by students is differentiated to cater to their needs. We have high expectations of our students and provide them with different ways to gather content, to process or make sense of ideas and to create products.

The needs of gifted and talented students at our school are discussed regularly at learning and support meetings, executive meetings and when supervisors meet with teachers.

Extra-curricula activities, such as dance, choir, band, debating, chess, PSSA sport and computer technology are also providing opportunities for our gifted and talented students. Some of our students will have the opportunity to attend special regional enrichment days where they work with students from other schools on activities to challenge their thinking and skills.

**UNIVERSITY OF NSW TESTS:** Year 3-6 students can take the state-wide University of NSW tests in maths, English, spelling and writing, science and computer skills. Because these tests require payment, they are optional. The tests are supervised by school staff and are held before school.

**NATIONAL ASSESSMENT PROGRAM OF LITERACY AND NUMERACY (NAPLAN):** The NAPLAN tests began in 2008 and are for all Australian students in Years 3, 5, 7 and 9. There are four assessments papers – language, writing, reading and mathematics. The tests are conducted on three consecutive days in May. Parents receive a personal report detailing their child's results. The school receives information about all its students, as well as information relative to state and Australia-wide averages. In NAPLAN tests our school consistently scores well above state averages. See the My School website for more information about our results.

## OPPORTUNITIES TO DEVELOP SKILLS AND TALENTS

**CREATIVE AND PERFORMING ARTS:** The development of each pupil's potential in the creative arts is an important ingredient of the school's curriculum. We know that participation in the arts can have a profound positive effect on children's mental and physical development.

**BAND:** The school offers students from Years 3-6 the opportunity to learn and play an instrument. Over time, students progress from the Training Band, to the Concert Band, to the Performance Band. Instruments include the flute, clarinet, trumpet, trombone, saxophone, euphonium, drums and keyboard. Instrument tutorials and band rehearsals are held both within and out of school hours. This program is managed by *Key Music Australia*, with an active P&C sub-committee in support. Band students have a special band shirt which can be purchased through the school Uniform Shop.

For more information about the band program contact the school office for a band booklet or [office@keymusicaustralia.com.au](mailto:office@keymusicaustralia.com.au)

**CHOIR:** We have very popular and successful performance choirs available to students in Years 3-6. In recent years they have appeared at the Schools Spectacular in the Entertainment Centre, the Children's Festival of Music and Children's Festival of Choral Music. We also have a superb vocal ensemble. All our choirs perform regularly at school functions and other special events.

**DANCE:** Students from Years 3-6 have the opportunity to join performance dance groups. Our dance groups have performed with great distinction at annual events, the Sydney North Dance Festival, the Ryde Schools Spectacular and the Children's Festival of Music.

**MATHEMATICS ENRICHMENT GROUP:** Students in the senior years, demonstrating excellent mathematical skills, are invited to join the Mathematics Enrichment Group. This group meets before school once a week and is supported by a teacher, and often a parent mentor, to solve challenging maths problems. Some students also participate in the Maths Olympiad competition.

**CHESS:** Chess is open to all students from Years K-6. Interested students meet each week to learn skills and compete against their peers. It requires students to draw on problem solving skills, teaching them how to make difficult and abstract decisions independently, as well as fostering critical, creative, and original thinking.

**DEBATING:** The school provides senior students with training in the specific skills of formal debating. We have in-school competitions, as well as involvement in interschool debates using video conferencing. At times, we participate in debating competitions such as, the Ryde District and the Premier's Challenge competitions. Our teams have achieved success in both competitions.

**SPORT:** Our extensive sports program, with a focus on skill development, prepares our students for their successful participation in interschool competition and helps them continue an active healthy life. We value and promote the importance of teamwork, cooperation and respect.

Students from Years 3-6 have the opportunity to try out for school teams which participate in summer and winter inter-school sports competitions coordinated by the Primary Schools Sports Association (PSSA). We regularly fielded teams in cricket, netball, soccer, Tiger tag, t-ball and softball.

Our talented students are given the chance to try out for area and state representative teams. The school also regularly participates in regional knock-out competitions and special sport events.

Students in Kindergarten-Year 2 engage in game skill activities and gross motor programs. All students are expected to participate in regular fitness activities which are organised on a class or stage basis.

Every year, all students in Year 1 participate in a weekly swimming program, and students in Year 2 learn to swim as part of the DoE's Intensive Swimming Program.

The school regularly enlists the expertise of private organisations to provide extra physical educational opportunities for our students. In recent years, students have participated in gymnastics, Dance2Bfit and Zumba, as well as special Olympic or Commonwealth games days.

**SPORTS HOUSES:** Upon enrolling each child is assigned a "house" which is the sporting group they will belong to while at our school. The allocation of students is on an alphabetical basis. The four houses are family names of the original land owners in the area.

**Brown – green**

**Weaver – blue**

**Kent – red**

**Wood – yellow**

**CARNIVALS:** During the year the students take part in several sporting carnivals.

- Swimming Carnival      Term 1      Years 2-6      Epping Pool
- Cross Country Carnival      Term 2      Years 2-6      School grounds
- Athletics Carnival      Term 3      Years K-6      Dunbar Park

Separate notes are issued with details of each event. All students are expected to attend.

## FURTHER LEARNING OPPORTUNITIES

**TECHNOLOGY:** All teachers integrate technology seamlessly into daily programs. The computers and interactive whiteboards in each teaching space, and the access to portable devices, including netbooks and iPads, have proved that they greatly enhance student engagement, as well as student learning.

Each classroom has several networked computers accessing the internet, as well as a large interactive screen. North Ryde is covered by a wireless network which also allows students to use iPads and netbooks around the school to support their learning. The school has a Technology Centre with two rooms. One room has 30 computers and an interactive whiteboard for whole class lessons. The second room, our multimedia room, is a tiered learning area and contains a video conferencing facility. As well as video conferencing, this room can be used for robotic activities.

The ethical use of technology continues to be a focus at North Ryde. The school is committed to ensuring that students are equipped with both the tools to access the information they require and the critical thinking skills to determine which tools are reliable and best suit their needs.

**LIBRARY:** Our school library, the first designated library in NSW, has recently been given a major overhaul and is now well positioned to function as a modern well resourced learning and information facility. The library has several work stations and ready access to a bank of iPads and netbooks to provide internet access to enhance student's research skills, a mobile interactive whiteboard, as well as, a wide selection of fiction and non-fiction material. Resources are available for borrowing either during regular library lessons or when the library is open at lunchtimes.

During library lessons students are immersed in quality literature to encourage a passion for reading. They also refine their research skills using all the library resources and develop their use of e-learning tools, such as blogs, wikis and e-books.

**EXCURSIONS AND INCURSIONS:** Excursions are designed to support and enhance classroom studies. All excursions will have an educational focus and will be conducted as set out in the DoE and school policies. Parents and carers will receive separate notification of excursions detailing cost, venue, purpose, times and travel arrangements and request for parental permission. Excursion costs will be detailed on each term invoice.

In addition, musicians, performers and specialist speakers regularly visit the school to further enhance the school's educational programs. Costs for these incurSIONS are met by the student's family. If a family is experiencing financial difficulties, they should contact the principal.

**LIFE EDUCATION PROGRAM:** The school participates in the Life Education Program each year. A trained education officer visits the school and teaches about healthy lifestyles and provides advice about the maintenance of good health and fitness.

**ECO GARDENING:** The school has an organic vegetable garden which students from our after care service help tend each week. Food produced in the garden is sampled by the students and often used to complement afternoon tea.

## OPPORTUNITIES TO DEVELOP LEADERSHIP

**STUDENT REPRESENTATIVE COUNCIL (SRC):** Our school has a Year 6 SRC. These are the students who have been chosen by their peers and staff to be the leaders of the school. Within this group are the girl and boy captains and vice captains. These students have leadership responsibilities within the school, such as coordinating the fortnightly assemblies. They also represent our school at special functions, such as at local ANZAC Day ceremonies.

**HOUSE CAPTAINS and VICE CAPTAINS:** These students, elected by their sport houses, lead each house at sporting events, such as the Athletics Carnival. They also have other responsibilities, such as taking care of the sports equipment and providing activities for playtimes.

**CLASS CAPTAINS:** Each class has an elected class captain for Semester 1 and Semester 2. These students are given special duties and responsibilities by their class teacher.

**PEER SUPPORT:** The Peer Support Program is an established learning program where students befriend and support their peers across the whole school. This program is implemented every second year. It provides a comfortable and safe structure for senior students to develop leadership skills as they lead small groups of students through activities designed to enhance self-awareness, self-esteem, communication and coping skills. The program ensures that these senior students are trained carefully for their leadership role. The end result for students, staff and the entire school community is a friendly and caring environment, where across grade barriers are broken down and the school atmosphere is positive and co-operative.

**BUDDY TIME:** Time during the year is allocated for Kindergarten and their Year 5/6 buddies to engage in a learning activity. The tasks vary from reading, to using iPads to create mini-movies, to gardening. This is a very rewarding experience for both the older and younger students, that everyone enjoys.

**ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EALD):** For students whose first or main language is not English, we offer specialist programs in developing speaking, listening, writing and reading skills in English. These lessons are held during normal school hours and may be in the child's main classroom in a team teaching mode or the students may be withdrawn for a period of time on a regular basis. The EALD teachers are also the members of staff responsible for maintaining visa and passport records.

**LEARNING AND SUPPORT TEACHER:** The school has a teacher whose role is to ensure that students with special learning needs are supported within their classroom. The teacher works in collaboration with each teacher to develop program adjustments and resources to assist student learning. The teacher also helps support staff to be effective when assisting in classrooms.

**READING RECOVERY TEACHER:** The reading recovery teacher is specially trained to provide an early intervention reading program in the school for students who are experiencing difficulties with reading in Year 1. The program offers intensive individual daily half hour lessons in order to bring the reading level of these students up to at least average classroom levels.

**SCHOOL COUNSELLOR:** The school counsellor is a person specially trained in psychology who assists students who have learning, social or behaviour issues. The school counsellor is at our school one day per week. Parents who have concerns about their children should make an appointment to see the counsellor through the class teacher or school office.

**LEARNING AND SUPPORT TEAM:** Our school has a very active and effective Learning and Support Team. The L&ST meets once a week to discuss the specific learning needs of all referred students. The composition of the L&ST changes depending on the students being discussed, but has a core team of the principal, an assistant principal, an EALD teacher, the Learning and Support /Reading Recovery teacher and the school counsellor. Issues that are dealt with may relate to students with learning difficulties, students with physical disabilities, students with behavioural problems or gifted and talented students.

**PARENT TUTOR PROGRAM:** To support the reading skills of students, we have a very successful parent tutor program. Volunteer parents and community members are trained to provide 1:1 reading support to students in greatest need. Tutors ensure that students in need receive closely monitored reading support every morning for half an hour.

**FACILITIES:** The school offers many quality facilities in addition to the well equipped classrooms. Students have access to:

- a Technology and Multimedia Centre with video conference facility
- interactive whiteboards in all rooms
- portable digital devices, such as iPads and netbooks, with wireless connectivity
- a modern refurbished library and information centre
- a large assembly hall with full stage, curtains, lighting and projection facilities
- a large covered outdoor learning area (COLA) adjoining the hall
- two large grass ovals, attractive creative play spaces and climbing equipment
- an all weather sports court, a tennis and a paddle tennis court
- a school fruit and vegetable garden
- a professional before and after school care centre, providing excellent service
- the popular NSW Schoolhouse Museum
- an on-site childcare centre which is well used by the local community

**HEALTH CHECKS:** Parents are advised to have their child's hearing and eyesight checked before their child starts school. A language and speech assessment can be very useful if you have any concerns about your child's language development. A local speech therapist supports some students on site. All children should also receive periodic dental checks.

**HEALTH ISSUES OR DISABILITIES:** Parents are requested to ensure that the class teacher is notified of any issues that may impact on the child's health or their learning, e.g. severe allergies, asthma, hearing or vision impairment, speech problems, etc. This information will help the school provide the appropriate support for students.

**ACCIDENTS AT SCHOOL:** All accidents at school are considered serious and treated accordingly. While most accidents can be handled with basic first aid by the designated first aid officer, the staff will always consider the welfare of the child and if there is any concern for the child, parents will be notified and in extreme cases medical assistance will be sought and an accident report filed. In the case of injuries to the head, parents will be contacted.

## TABLE OF ISOLATION AND QUARANTINE

DISEASE	PERIOD OF ISOLATION
Diphtheria	Re-admitted on Medical Certificate only.
Scarlet Fever	Two weeks and until free from discharge from ears and nose.
Infectious Hepatitis ( <i>Hepatitis A</i> )	Seven days from first sign of jaundice.
Measles ( <i>Morbilli</i> )	Exclude for four days from appearance of rash.
Whooping Cough	Minimum exclusion for two weeks from the onset of the whoop.
German Measles ( <i>Rubella</i> )	Exclude for four days from appearance of rash.
Mumps ( <i>Epidemic Parotitis</i> )	Exclude for nine days from the onset of the swelling.
Chicken Pox	Exclude at least five days after the first spots appear or when blisters have all "crusted".
Scabies ( <i>the Itch</i> )	Until treatment has begun.
Ringworm ( <i>Trichophyton</i> )	Until treatment has begun.
Trachoma ( <i>Sandy Blight</i> )	Until discharge from eyes has ceased.
Acute Conjunctivitis	Until discharge from eyes has ceased.
Impetigo ( <i>Septic Sores</i> )	See family doctor. If the sores are being treated and are properly covered by a clean dressing child may return to school.
Pediculosis ( <i>Head Lice</i> )	Until hair is completely cleaned with appropriate solution from pharmacist (neither eggs nor lice being present).
Streptococcal Infection	Exclude at least seven days after symptoms have subsided or until a Medical Certificate of recovery is produced.

The North Ryde Public School uniform has been designed by the school community to be attractive and functional. All students are required to wear full school uniform. The complete uniform is available from the Uniform Shop located in the timber building near the hall carpark. The Uniform Shop is run by volunteers from the P&C. Hours of opening are advertised on the school website and on a sign at the school office.

## BOYS

### Summer

Jade short-sleeved polo shirt\*

Navy shorts

White socks and black school shoes

Navy sloppy-joe (*umper*)\* / light tracksuit jacket\*

Navy wide-brimmed school hat\* (compulsory)

\*with school crest

### Winter

Jade long-sleeved polo shirt with school crest\*

Navy trousers

White socks and black school shoes

Navy sloppy-joe (*umper*)\* / light tracksuit jacket\* / polar fleece jacket\*

Navy wide-brimmed school hat\* (compulsory)

## GIRLS

### Summer

Checked dress with white collar and jade tag

or jade short-sleeved polo shirt\* with navy skorts (*skirt-short combination*)

Navy sloppy-joe (*umper*)\* / light tracksuit jacket\*

White socks and black school shoes

Navy wide-brimmed school hat\* (compulsory)

### Winter

Navy tunic with white Peter Pan collar and jade tag

or jade long sleeved polo shirt with navy bootleg trousers

or jade long sleeved polo shirt with navy skorts

White socks or navy ribbed stockings

Black school shoes

Navy wide-brimmed school hat\* (compulsory)

\*with school crest

## SPORTS UNIFORM

### Kindergarten – Year 2 - Sports day only

Jade polo shirt\* with unisex navy knit shorts (*girls and boys*)

or jade polo shirt\* with navy skorts (*girls*)

White socks and white or black plain sport shoes

Navy wide-brimmed school hat\* (compulsory)

### Year 3 – Year 6 - Friday only

Jade sports shirt with stripe\* with unisex navy knit shorts (*girls and boys*)

or jade sports shirt with stripe\* with navy skorts (*girls*)

White socks and white or black plain sport shoes

Navy wide-brimmed school hat\* (compulsory)

### Kindergarten – Year 6 Sport uniform for cooler weather

Navy tracksuit pants with white stripe Sports day only

Navy track suit jacket with white stripe\*

\*with school crest

**ABSENCES:** Students should have all absences explained by a parental note, which should be given to the class teacher by the student upon returning to school or you can use the eForm available on the Skoolbag phone app.

Parents must contact the school if the absence exceeds 3 days. Under the Education and Public Instruction Act 1987, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 15 years. Attendance is regularly monitored by Home School Liaison Officers of the Department of Education. Doctor's certificates are not mandatory for short absences but must be submitted for any lengthy absences.

If leave for more than one week is needed, permission must be sought from the school principal. This is a legal requirement and the principal has the right to deny leave if it is not in the interest of the child. Leave is not to be taken unless a leave of absence certificate is issued. Any certificates issued to parents by the school, must be kept as evidence that leave of absence was granted. Parents must allow at least 2 weeks for the leave application to be processed.

**ATTENDANCE:** Regular and prompt attendance is mandatory.

- The school playground is supervised by teachers from 8.40 am. Students should not be at school before 8.40 am. The school has an excellent before and after school care facility available if supervision is required outside school hours.
- Students who arrive late for school are to report to the administration office with a parent/guardian to receive a late slip to give to the class teacher.

**ANNUAL SCHOOL REPORT:** The Annual School Report is the end product of the school self evaluation process. The Annual School Report provides information on the current status of the school, its progress towards achieving stated targets and the intended targets for the following year. It also provides the community with information regarding student achievement, data from the NAPLAN (National Assessment Program in Literacy and Numeracy), details on specific focus areas and an overview of school plans. The most current report is available from the school's website.

**APP:** The school makes use of a phone app to communicate with the school community. It enables us to quickly provide reminders, updates and emergency information. It is strongly recommended that you install the Skoolbag app onto your phone. It will ensure that you always have information about school events and access to the school newsletter.



**ASSEMBLIES:** Whole school assemblies are an integral feature of our school and reflect our commitment to an inclusive K-6 philosophy. Fortnightly assemblies are held in the school hall and provide the opportunity to recognise student achievement. (Dates should be confirmed via the school newsletter.) Visitors are welcome.

**ASSESSMENT:** Student's work is assessed on a continuous basis. Teachers track student progress through observation, class tests, discussion, anecdotal records, work samples and selected diagnostic instruments. Results are used to inform teacher programs, seek extra support if needed and provide the basis for student reports.

**BANKING:** Students have the opportunity to develop saving habits through the P&C co-ordinated student banking scheme. Each week, students bring in their saving wallet to the banking table located near the canteen. Their money is collected, recorded and passed on to the Commonwealth Bank electronically. Regular savers are rewarded with incentive prizes. The school receives a small commission for providing this service.



**EMERGENCY CONTACT:** The school office should be notified in writing of any change of address or home, work or mobile telephone number. It is vital that we have a contact person that we can reach easily in case of an emergency, if parents are unable to be contacted. Please provide contact details to the office and advise us of any change. You can use the eForm available on the Skoolbag phone app.

**ENROLMENT OF STUDENTS:** Students who are permanent residents and live in our designated area are guaranteed placement at our school. Generally non-local children are not accepted for enrolment. It is dependent upon family circumstances and a place being available in the appropriate class. A birth certificate, visa information (if born outside Australia), the child's immunisation record and proof of residential address needs to be sighted before enrolment can be finalised. Information sessions for new kindergarten parents and orientation days for kindergarten children and their parents are held each year. Details on the school website.

**FEES/PAYMENT:** Parents will receive an invoice for each term. The invoice includes fees for performances, excursions and extra curricula activities offered by the school, as well as levies for items, such as photocopying and technology. It also includes voluntary contributions to the library (tax deductible) and P&C grounds maintenance. Parents will have one month to pay the invoice for that term. Students will not attend activities if payment has not been made.

If a family is experiencing financial difficulties, they should contact the principal to arrange payment by instalments.

We would encourage you to take advantage of the Department of Education's Parent Online Payment (POP) system. This is now our preferred payment method for school business. However, we will continue to accept payments by cash, cheque or credit card. Please note that it is not be used for P&C related activities or items. Please do not use POP to pay for uniforms, canteen items, fundraising event, trivia night tickets, etc.

To access the POP link, please follow the instructions below.

**Step 1** Go to the school's website: [www.northrydeps.nsw.edu.au](http://www.northrydeps.nsw.edu.au)

**Step 2** Click on the **PARENTS** tab

**Step 3** Click on **Parent Payments**

**FINANCIAL ASSISTANCE:** Limited financial assistance is available for school essentials, such as shoes, uniforms and excursions. The principal will assist with enquiries on a confidential basis.

**FOOD:** Within the Australian population, there are a significant number of children with food allergies and intolerances. For that reason, **we do not allow any sharing of food**. Students are not to bring cakes, treats or any kind of food to share. This includes birthday cakes.

**FREEDOM OF INFORMATION:** The school cannot provide the phone number or address of any student without the authority of the parent. Similarly, student information and records are confidential. Such information will not be released without an appropriate court order.

**Privacy and Information Act:** Under the Privacy and Personal Information Protection Act 1998 we are obliged to inform people that the personal information that you provide to the school will be used for general student administration and communication and other matters relating to the education and welfare of students. While the provision of this information is voluntary, if you do not provide all or any of this information it may delay or prevent the processing of student information and enrolment. All personal information will be stored securely. You may access or correct any personal information by contacting the school.

**GROUNDS:** The school playgrounds are situated well back from Cox's Road on 10 acres of land backing onto North Ryde Golf Course. The students have access to two large grassed areas, climbing equipment and a creative play spaces, in addition to all-weather areas. The many buildings and spacious grounds are maintained by the school's part time general assistant. We thank the P&C for their ongoing support in helping to maintain and enhance our extensive grounds.

**HOMEWORK:** The school's homework policy is available on the website. Whilst homework is a valuable aid, it is not the most important aspect of a child's education. Work done during the school day is more important. Homework is given for a number of reasons including:

- assisting your child to develop regular home study patterns
- providing an opportunity for you to become involved in the education of your children
- consolidating work undertaken in class.

All the children in Kindergarten, Year 1 and Year 2 are encouraged to borrow books and read daily. Each class has take-home readers suitable for each child's ability level. Parents are requested to support their child's reading development by reading to their children regularly. This is important in developing an enjoyment of books, increasing vocabulary and developing a broader general knowledge. In Kindergarten, the children may also be asked to revise sounds or sight words. Year 1 and Year 2 children are given a weekly homework contract which may include spelling, reading and revising a maths concept. At other times, they will be given a longer assignment related to the class theme.

Homework is given regularly to children in Years 3, 4, 5 and 6. Often it is given on a weekly basis in a form of a contract sheet. Time spent reading, either aloud to you or silently, or learning spelling or tables is always beneficial.

Homework is not always of the written kind. Sometimes it is carrying out an experiment, finding answers to problems or researching on the internet on a current classroom theme. Our school subscribes to Reading Eggs and Mathletics. Both are web-based programs, where teachers can assign homework to their students. Homework varies according to the ability and needs of the child.

Parents can be of assistance to their children if they show interest, listen to their child read and are sympathetic and patient. Homework is of little value if the parent does it. Please help and encourage but the finished product should be the child's own. If it causes friction in the home, please contact the child's teacher.

**INFORMATION EVENING FOR PARENTS:** Early in Term 1, the teachers arrange a meeting to inform parents about school and classroom programs. Parents are strongly encouraged to attend this meeting to become better acquainted with their child's class programs and teacher for the year ahead.

**INTERPRETERS:** Non-English speaking parents and carers may ask the school or regional office for an interpreter to be present when discussing matters involving their children.

**KINDERGARTEN ORIENTATION:** Current enrolment information is available on the school website. Early in the year (April/May) and in the middle of the year (July/August) parents with children ready to start school the following year are invited to attend an Information Evening. During the year appointments can be made to join a tour of the school on a scheduled tour day. Later in the year (Oct/Nov), the children enrolled for Kindergarten of the following year are invited to visit the school for two orientation mornings. While the children are involved in a range of activities, parents and carers are provided with more information about how to support a successful transition to school. School uniforms can also be purchased during these mornings.

**LOST PROPERTY:** Please ensure that ALL clothing and personal possessions are clearly marked with the name and class of your child, particularly raincoats, hats, shoes, jumpers, bags, etc. Lost property is kept in a basket in the office area. At the end of each term, unclaimed property is either given to the Uniform Shop or to the Stewart House Clothing Appeal.

**LEAVING SCHOOL GROUNDS:** From time to time, it is necessary for students to leave school early for a legitimate purpose, eg medical appointment. In such cases, parents must report initially to the administration office to obtain an early departure slip which is taken to the child's class and handed to the teacher. Under no circumstances should parents go directly to the class to withdraw children. No child is allowed to leave the school grounds without an adult.

Permission should be sought from the principal if your child is required to attend regular appointments or events that are in school hours.

**MANAGEMENT PLAN:** Each public school in NSW school, in conjunction with its school community, develops a 3 year school management plan. This plan is regularly monitored during implementation and is refined each year as needed. The plan details our strategic directions and focus areas for school improvement. The plan is presented to and endorsed by the P&C.

**MEDIA IN THE SCHOOL:** The school promotes its educational programs by encouraging local media coverage of school events. No child will be interviewed or photographed by the media without parental permission.

**MEDIA PERMISSION:** The school requires all students to have a completed the media permission section of the student enrolment form. This will allow pictures of students to appear in the newsletter and on the school website. Pictures will not be accompanied with student names. If you do not want your child's photo published in the newsletter or website, please let the school know ASAP.

**MEDICAL ATTENTION:** All staff have regular first aid training. This includes CRR and dealing with anaphylaxis. One member of staff is our designated first aid officer. She supports other staff to provide appropriate care for our students and will take charge should there be a serious incident.

**MEDICATION AT SCHOOL:** Parents of students with conditions which require regular medication should ensure that the school is aware of the child's condition and that appropriate arrangements are made for the administration of medication. Parental permission must be provided for schools to administer medication. **Students are not permitted to self medicate or bring medication to school without permission.** All medication, with the exception of personal asthma puffers, is kept in the administration office.

Parents should ensure that the school has up-to-date action plans for students with specific medical conditions, such as, diabetes, anaphylaxis, allergies and asthma.

**MULTICULTURAL EDUCATION:** Our school reflects the cultural and linguistic diversity of the North Ryde community. We recognise and appreciate the significant contributions other cultures are making to our community. Multicultural education is a perspective which is applied across all key learning areas.

**MULTI-AGE / COMPOSITE CLASSES:** All government schools have minimal control over the number of students who enrol. Because of the numbers in each grade and the restriction on the number of students in each class, it is sometimes necessary to form multi-age or composite classes. Classes are formed with careful consideration to gender, academic ability and social skills to ensure the best for all students.

Extensive research indicates that there is no detrimental effect on students placed in such groupings. Our teachers are experienced in working with a range of students and catering to their specific needs, no matter what the class.

**MUSEUM:** Our school is lucky enough to host the NSW Schoolhouse Museum. The original 1878 school building has been faithfully restored by a dedicated group of ex-students, parents and teachers to reflect the conditions and environment of the school in its early days. The museum holds a vast collection of educational material which is used as part of the educational program. School groups and other community groups are able to visit the museum for tours and lessons.

**NEWSLETTER:** This comprehensive document is the **school's main form of communication** with parents. The digital newsletter is produced each fortnight. It contains important school news and information, a calendar of upcoming events, photos and community advertising for the benefit of parents and carers. Parents can subscribe to the newsletter by visiting the Schoolzine website, <http://northydeps.schoolzineplus.com/subscribe> . It is also sent out to your smart phone or digital device as an alert via the Skoolbag app. Search 'North Ryde Skoolbag' to download the app.

**OPPORTUNITY CLASSES:** Specialist classes for academically-gifted primary school students exist in schools throughout NSW. These classes operate in Years 5 and 6 with students being assessed by means of a standardised test in Term 3 of Year 4. Places are offered during Term 4.

**RELIGIOUS INSTRUCTION (SCRIPTURE):** When students are enrolled, parents nominate their child's religion. Based on this information, students attend scripture lessons taught every week by visiting religious instructors. Our school currently has lessons for Catholic, Anglican, Protestant and Muslim students. We expect to start ethics classes in 2017.

- Kindergarten to Year 2    Thursday    9.10 – 9.40 am
- Years 3 – 6                      Thursday    9.40 – 10.10am

If you do not wish your child to attend scripture lessons, please send a note requesting exemption. Students not attending a specific scripture class will work under supervision during that time.

**PARENT / TEACHER INTERVIEWS:** The school encourages regular contact between parents and teachers. Teachers welcome discussion with you on issues or concerns that may arise with your child. **Parents should make an appointment before coming to see any member of staff. Teachers should not be approached for impromptu interviews.**

Scheduled parent/teacher interviews are held in Term 2, after the Semester 1 reports are sent home. Academic progress, behaviour and social skills are the basis for this interview. If there are causes for concern with academic, social or behaviour issues during the year, parents will be contacted and an interview arranged.

**PARENTS AND CITIZENS' ASSOCIATION (P&C):** The P&C is a valued organisation within the school community. It brings parents, citizens and teachers into close co-operation. It is an efficient and effective body of parents that makes significant contributions to the school not only in financial terms but also through physical and moral support.

The P&C is responsible for coordinating the following:

- ♦ Uniform shop
- ♦ Fundraising
- ♦ Tennis court hire
- ♦ Community events
- ♦ Working bees
- ♦ Band program
- ♦ Special canteen days
- ♦ Banking

The P&C meet on the 2<sup>nd</sup> Tuesday of each month at 7.00pm in the school staffroom. All parents and carers are welcome to attend.

**PHOTOGRAPHS:** Professional class and individual photographs are taken annually, early in the year. Photos with siblings and leadership groups are also available. Other photos are taken by teachers throughout the year. These may be used to support classwork, for articles in the newsletter or for promotional materials (names not used). If parents have any concerns about the use of photos, please speak to the class teacher or principal.

**RELIEF FROM FACE TO FACE TEACHING (RFF):** Every full time teacher employed by NSW Department of Education is entitled to 2 hours per week relief from face-to-face teaching duties. This time is used by the teachers for parent interviews, marking student work, preparation of lessons, organising materials and meeting with other teachers. Schools have the flexibility to organise RFF to suit the needs of the students and the expertise of the teachers. During 2017 students will participate in library, music and personal development lessons during the RFF times.

**SCHOOL DEVELOPMENT DAYS:** There are five school development days each year. These pupil free days are used by staff for planning and professional development. The school development days are usually held on the first day of terms 1, 2, 3 and the last two days of Term 4.

**SECURITY:** The school has an electronic surveillance system connected to a 24-hour Security Control Room. Activation of the alarm results in a response by the security firm who will in turn notify police if necessary. Unauthorised entry to the school buildings or grounds is an offence under the Enclosed Land Act and is punishable by law. Reports of trespassers, suspicious or illegal activity in school grounds after hours should be reported immediately.

**School Security    1300 88 00 21**

**VOLUNTARY CONTRIBUTIONS:** Voluntary contributions are a means of supplementing the global funds allocated to the school by the Department of Education. Parents and carers are asked to contribute a specified amount per child for the year. The money raised is used to purchase resources and enhance school facilities.

**VOLUNTARY HELPERS:** Parents and carers are encouraged to take an active part in their child's education. We believe children learn best when parents and teachers work together in partnership and when the responsibility for this partnership is shared.

## ANNUAL SCHOOL EVENTS

Dates for school events are updated regularly in our fortnightly school newsletter and calendar. An indication of when annual school events are usually held is listed below.

January/February	Return to school
February	Welcome Breakfast Parent Information Sessions Swimming Carnival (Years 2-6) School Photos
March	Walk-a-thon Harmony Day School Disco
April	Anzac Service Kindergarten Information Evening
May	NAPLAN (Year 3 and Year 5) Cross Country (Years 2-6)
June	Semester 1 Reports Issued Parent Teacher Interviews Kindergarten Information Evening
July	Athletics Carnival
August	Education Week Book Week
September	Father's day breakfast Kindergarten Morning visit
October	Kindergarten Orientation Mornings
November	Year 1 and Year 2 Swimming Program Charity Day
December	Presentation Day End of Year Reports Talent Quest

# School Map

