PRIDE  RESPECT  RESPONSIBILITY

PARENT INFORMATION HANDBOOK

Dudley Street
Asquith  NSW  2077

Telephone: (02) 9477 1258
Facsimile: (02) 9482 2523

email address
asquith-p.school@det.nsw.edu.au

website
www.asquith-p.schools.nsw.edu.au
Principal’s Welcome

Welcome to Asquith Public School. As a new enrolment to our school, you are entering a partnership. At Asquith Public School we see this partnership between home and school as a vital and valuable part of the continued journey of your child’s education. As a school, we are proud to be a valued part of an established local community.

Our vision is to strive for equity and excellence, and build life-long learners through quality teaching. We offer high quality teaching and learning, and promote a culture of excellence (amongst staff and students), whilst providing a challenging and stimulating learning environment to support confident 21st Century learners.

Asquith Public School provides extensive opportunities in the areas of academics, sport, performing arts and technology. These opportunities allow our students to be challenged, acquire new skills, develop confidence, resilience and self-esteem, and continue to be inspired and develop a love of learning.

Our school culture recognises the rights of all students to learn in a safe and supportive environment, which promotes respect and high expectations for all community members. Our school culture, based on pride, respect and responsibility, underpins our decision making process to maximise our current inclusive environment where students flourish and learn.

Thank you for enrolling your child with us. We look forward to getting to know you and your child, throughout their educational life at Asquith Public School.

Megan Gibbons
Principal

School Information

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Asquith NSW 2077

Phone: 9477 1258

Fax: 9482 2523

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

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

School Office Hours: 8.30am-3.15pm

School Hours: 8.55am-2.55pm
Playground supervised from 8.30am

Supervision:
Children are supervised closely during the school day. Morning supervision commences at 8.30am and we encourage you to send your child after this time. There is no supervision provided on the playground until 8.30am.

Should your children require supervision outside of the normal school hours, Asquith Community Before and After School Care Centre is open from 7.00am-8.30am, and in the afternoons from 3.00pm-6.30pm.

SCHOOL PRAYER

This is our school,
Let peace dwell here.
Let the rooms be full of contentment
Let love abide here.
Love of God,
Love of one another,
And love of life itself.
Just as many hearts make a home,
So, many hearts make a school.
About Our School

Asquith Public School operates from Early Stage 1 to Stage 3.

A Stage is approximately 22 months. Stages are approximately as follows:

Kinder – Early Stage 1, Years 1 & 2 – Stage 1, Years 3 & 4 – Stage 2, Years 5 & 6 – Stage 3

Asquith Public School is close to the railway and is also well serviced by bus transport. The school is a short walking distance from both Asquith Girls and Asquith Boys High Schools.

Brief History

Asquith Public Infants School was officially opened on 24 March 1930. It consisted of two classrooms in the original brick building, each designed to accommodate 56 children, set in 2 hectares of pleasant tree-studded and open grounds. The first Teacher-in-Charge was Miss Kate Mitchell, who began teaching with 60 children. The school became a full Primary School in January 1933, and Mr Samuel Latham was appointed Headmaster.

Two ‘portable’ buildings were added as numbers increased. One came from Lithgow in 1933, and another from Concord in 1936. Major expansion occurred in the early 1960’s, with several brick buildings and a purpose-built ‘Partially Sighted Unit’ added to the school’s amenities. In 1992 the School Hall and Canteen were opened, and 2000 saw the construction of a new Library and Kindergarten classrooms. An upgrade and extension of the Administration Block was completed in early 2003.

The school celebrated its Golden Jubilee in 1980 with great festivities. A paved area commemorating the school’s 75th Anniversary was established in 2006, to recognise former students and the four Sport Houses.

In 2010, the Building Education Revolution (BER) project was completed. Asquith PS now has four new classrooms based in a double storey building. Each of the classrooms has been equipped with a wet area, storeroom and two shared multipurpose rooms. Each multipurpose room is located between two classrooms.

In 2013 the school had its first Covered Outdoor Learning Area (COLA) built. This area is regularly used by the school to support student learning in an outdoor setting.

All associated with the school are proud of its history, traditions and service to the community. Similarly, we all endeavour to maintain a ‘future perspective’ to ensure Asquith maintains a justified reputation for providing quality education.
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Absences
All student absences must be explained in writing by parents or guardians. This note should be handed to the teacher immediately upon return to school. It is not necessary to telephone the school office to report that your child will be absent for one day only. Please advise the school of absences of two or more days. Absence forms are available from the school office and the APS website.

Advance notice of planned absences, of an extended nature, for family or other reasons is mandatory. An Application form is required to be completed if planned absences are for five or more days. The Home School Liaison Officer ‘HSLO’ will follow up repeated unexplained absences.

Families are encouraged to holiday during the school holiday period. Family holidays during the school term are not encouraged.

Access to Staff
We encourage regular contact between parents and teachers. Of course, there are times during the day when teachers are unable to meet with parents because they are teaching or have other school commitments. Please contact the school office and arrange a time to meet. The school has an ‘open door’ policy, and encourages parent participation. Parents must sign the Visitors Register and wear a tag to enter the playground or classrooms.

Accidents
In the case of a sudden illness or accident, staff will ring the parents or the nominated emergency contact person. Please notify the school if you change your contact details, as it is essential that the school has current phone numbers for emergency situations. If no one can be contacted, appropriate emergency action will be taken. First aid is available at the school and minor accidents are treated by qualified staff. It is school policy that parents are informed when a child has any injury to the head.

After School Activities
A variety of groups use our facilities to provide activities to the community. These include activities such as Ballet, Tae Kwon Do, French lessons and Hip Hop. Information and contact numbers are available from the school office.

Allergies- see Medication

Anaphylaxis – see Medication

Assemblies
A formal indoor assembly is held each week for all students. The emphasis is on acceptance of awards, reporting events of interest and on the presentation of individual and class items. At the end of each term there is a K-6, whole school Medal Assembly for recipients of the medal. Parents of these students are invited to this assembly, and later to attend a morning/afternoon tea with the Principal.

The assemblies contribute to the development of student self-esteem and sense of belonging to the school community.

Asthma- see Medication

Before & After School & Vacation Care
On site supervision/activities are provided by trained staff in the mornings from 7.00 – 8.30am and in the afternoons from 3.00 – 6.30pm. Vacation Care is also offered. Contact may be made direct to the Centre between 7.00 – 8.30am, and in the afternoons from 2.30 – 6.30pm on 9477 1998. Messages can be left on the answering machine at other times. A registration form must be completed prior to children accessing the Before & After School Care facility. Registration is free of charge. More information about this service is on the school website.

Bikes
Students in Years 4-6 are permitted to ride bikes to school, with written parental consent. Bikes should be chained to the bike racks. Bikes must not be ridden in the school grounds. Although every care is taken, no responsibility can be accepted for bikes brought to school. The wearing of approved safety helmets is compulsory.
Book Club
The children are given the opportunity to purchase books through Scholastic Book Club. Books that are purchased by the children help to credit the Library, with books from the Book Club. Payments can be made online.

Buddy Program
During the Kindy Orientation Program, the Kindergarten children are teamed up with a buddy from Year 5. As part of the program, they meet to play games, read stories and complete tasks. The program allows the Kindergarten children to become ‘buddies’ with an older student that they can rely on. This also gives the older students an opportunity to learn leadership and social responsibility.

Bus and Train Passes
Bus services cover a wide area with pick-up and drop-off points convenient to the school. Enquiries may be made through the school, or by direct contact with Transdev on 9457 8888.

**Bus Passes:** Applications should be made through the school office. All children from Kinder to Year 2 are eligible for free travel. Children – Years 3 to 6 are reassessed for eligibility, based on residential distance from the school. Parents of students using buses are urged to ensure that their children observe appropriate behaviour whilst travelling on buses.

**Train Passes:** Available under similar conditions.

**Bus Duty:** There is a teacher on bus duty each afternoon to ensure all students get on the bus safely.

Canteen
Our Healthy Foods Canteen is operated by a private company. The canteen is open Mondays, Wednesdays and Fridays.

Students ordering lunches should do so by 9.00am. Correct money for lunch or recess orders must be placed in a paper bag, and put in the lunch baskets in their classroom. Lunch orders are brought to classrooms at the beginning of lunch. All students may place an order for recess and collect their order from the canteen. Order forms are available on the school website. The canteen will have an online ordering system established for recess and lunch orders in the near future. A current price list is available from the office. Items available through the canteen reflect a desire to provide wholesome, nutritious food which is appealing to the children.

Complaints
Sometimes issues arise that cause concern. Rather than allow the concern to escalate, it is important to resolve the problem as soon as possible. If the concern is related to a classroom issue, you should contact the teacher. If it is related to playground behaviour or a policy matter, please see the Assistant Principal. If, having seen and discussed the matter with these people you are still concerned, the matter can be raised with the Principal. If the concern is a systems issue rather than an individual concern, you can e-mail the Principal using the school’s email address asquith.p.school@det.nsw.edu.au.

Change of Address/Change of Family Circumstances
It is essential that the school be immediately notified in writing of any changes to address, telephone numbers, family arrangements or emergency contact information so that our records are kept current.

Charities
This school supports the following agencies:

**Stewart House:** Stewart House operates solely on funds provided by New South Wales schools. It is located at Curl Curl, and exists to provide special care for students from across the State through a residential program. This is mainly achieved through collection of used clothing, and supported by other special activities.

**Special Appeals:** Other authorised charities are assisted periodically, with particular attention to nominees of the Department of School Education.
Communication
Should you have any questions or concerns regarding your child’s progress, please make an appointment to see your child’s class teacher. If it is not resolved, please make an appointment to see the relevant Assistant Principal. If you have any further concerns, an appointment can be made to see the Principal. All appointments can be made through the office.

Community Involvement
Parents and Citizens Association
Meetings are held at the school on the third Tuesday of each month at 7.30pm, except during school vacations. This very active group organises a number of fundraising and social ventures throughout the year, in support of our school. Membership is open to all, and a small subscription enables voting rights.

A number of subcommittees operate under this organisation. These include:

Environmental Committee
This is a new committee established in 2014. The committee works together to maintain and improve the school grounds. They also organise a Working Bee once per term for parents to come and assist in maintaining the grounds.

Uniform Shop: Sells new and second-hand uniforms from a shop at the school operated by volunteer parents. All profits go to the P&C.

Mowing/Grounds: Currently, the extensive grassed areas are mown regularly on a contract organised by the P&C. A voluntary annual levy was introduced by the P&C to cover these costs.

Music Committee: Manages matters associated with the support of our School Bands. These include Concert, Beginner and Choir.

Other Important Support Groups
Voluntary Classroom Support: Parents and community members assist in curriculum activities, such as reading, through direct involvement in teacher-directed programs.

Inservice Courses and Workshops: Many courses are run each year with parents and the community as targeted participants.

Information concerning all the above avenues of participation is available from the school office.

Counsellor
The school Counsellor plays a key role in the welfare of the children at the school. The Counsellor provides information and advice regarding the learning and behaviour of students. In consultation with parents and teachers, the Counsellor works towards achieving positive outcomes for the student and other parties. Counselling services include:

- Individual counselling to help students with problems.
- Individual educational and psychological assessment.
- Access to support programs.
- Liaison with external agencies.
- Group counselling to help students with their relationship.

The Counsellor is available every Monday and Wednesday. The Counsellor is a member of the Learning and Support Team. A referral can be made by the teacher or by the parent. Forms are available from the school office.

Crunch and Sip – Fruit Break
The Crunch and Sip program is a way of helping students stay healthy. At Asquith, our Crunch and Sip is for K-2 and special needs classes, and is at 10.00am each day. Students bring fruit or vegetables (cut up into small pieces) and water, to have during this 10 minute break.

Curriculum
The learning programs are divided into the six Key Learning Areas (KLA’s):
Opportunity, Excellence, Nurturing, Community

- English (reading and viewing, writing and representing, speaking and listening);
- Mathematics;
- Science and Technology;
- Human Society and its Environment (HSIE) (incorporating History and Geography);
- Creative Arts (music, visual arts, dance and drama);
- Personal Development, Health and Physical Education (PDHPE).

For each of the curriculum areas, there are syllabuses, NSW Department of Education and Communities policies and guidelines.

The syllabuses are available on Board of Studies website [http://www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

The new Australian Syllabus for English was implemented in 2014. Australian Curriculum Mathematics and Science were implemented in 2015, with History being implemented in 2016.

**Dogs at School**
DEC prohibits dogs in schools including dogs on a leash. Parents cannot bring dogs onto school grounds, as they constitute a health and safety hazard. Should a dog be found on the school grounds, an attempt will be made to contact the owner. If unsuccessful, Hornsby Council will be requested to impound the animal.

**Education Week**
This is celebrated by all public schools in NSW during the month of July. Parents are invited to visit the school on a specific day during Education Week to observe their child’s class, see his/her schoolwork, view displays and watch a range of performances. Parents are advised of the exact date of any events during Education Week at the commencement of each school year.

**English as an Additional Language or Dialect - EAL/D**
The school provides a program for those children who require additional help in learning English. Children are provided with intensive language instruction, or the teacher works in the classroom with the child’s teacher. The teacher is now called an EAL/D teacher (English as an Additional Language/Dialect).

**Excursions**
Excursions are arranged as components of school programs and are of great value. Permission and payment are given and sought in advance. School uniform is required, unless otherwise stipulated, and no glass containers, soft drink or confectionary are permitted for safety reasons. Medication on excursions is the responsibility of parents – please ensure your child has their puffer/Epipen off site with them.

**Extra Curricular Activities**
Various extracurricular activities are available for students with special interests. These are available during and outside school hours, and some private tutors are engaged for these activities. Information about these activities is contained in our school Newsletter.
Fundraising
School fundraising initiatives are co-ordinated by the school’s Parents and Citizens Association (P&C). The P&C organises the different activities to raise additional funds for programs and equipment, which might otherwise not be provided due to funding constraints. In recent years, walk-a-thons, discos, trivia nights, shopping tours, golf days and various other activities have been organised by the P&C. Parents are encouraged to support the fundraising activities that are organised for the children’s benefit.

Gates/Fence
The ensure the security and safety of the school and students, school gates are locked during school hours. To access the school during school hours, please use the gate located closest to the Administration building. This gate is closed, but unlocked. Please close the gate with the sliding bar when entering and leaving. All other gates are open 8.30am-9.05am and 2.45pm-3.10pm to allow multiple access points for students arriving and departing school.

General Assistant
The Department provides the school with a General Assistant to help with the maintenance of the buildings and grounds. Presently, our school receives a 2 day allocation per week.

Gifted and Talented (GATS)
The school provides a range of programs that endeavour to meet the needs of all children. The needs of gifted and talented students are met through differentiated programs offered in each class. In addition, the school provides opportunities for students to enhance their skills in debating, public speaking, thinking skills, computer technology, computer competitions, Maths Olympiad, Robotics and Premier’s Spelling and Reading Challenges. Students can electively participate in the UNSW competitions (English, Maths, and Science). Enrichment and extension activities are provided to selected students, who have demonstrated particular gifts and talents in certain areas.

Hats
School hats are part of our school uniform and must be worn when students are in the playground and walking to and from school. We ask parents to support us, in enforcing this school rule. School hats are available from the school Uniform Shop.

For sun safety reasons, APS encourages a ‘no hat, play in the shade’ rule. The school will contact you if your child continually ignores this school rule.

Health
Parents are requested to ensure that the class teacher and office are notified of any health aspects that may affect their child eg. hearing, vision, allergies, asthma etc. Many learning difficulties occur when the school is not aware of problems, for example students may not wear glasses when required, or may need specific seating arrangements within the classroom. It is advisable to acquaint each teacher annually, with such information as well as passing on information as changes or developments occur. For the health of students and staff, children who are sick should be kept at home.

Homework
Teachers promote the development of effective study habits, by providing tasks for completion at home on a regular basis. Parents can assist by providing a set place and time, as well as practical support. No child should devote excessive time to homework, particularly if experiencing difficulty in completion of work. If you are uncertain of requirements, please contact your child’s teacher. These requirements are detailed at the Parent Information Evenings at the beginning of each year.

Illness or Injury at School
In cases of sudden illness or injury at school, the Principal or office staff will endeavour to contact parents. If parents cannot be contacted in serious cases, children will be transported by ambulance if this is necessary. If a child is sick, a parent must collect the child, or arrange for an authorised person to pick up the child on the parents’ behalf. Parents should always organise alternative arrangements during times when they may be
unavailable, such as when they are at work. The school cannot provide long term care for a sick child.

**Immunisation**

Students should be immunised at five years of age or before starting school. Contact the Community Health Centre or your General Practitioner for details of vaccinations. Children enrolling in Kindergarten require a Certificate of Immunisation. A certificate can be obtained from Medicare. If you choose not to vaccinate your child, or you do not lodge a certificate with the school, and there is an outbreak of one of the diseases, you will be required to keep your child at home until advised by the school.

The NSW Health Department recommends that all children entering school be fully immunised. Your child will be in contact with many other children and infectious diseases spread easily in these circumstances. It is important to keep a written record of your child’s immunisation.

**Interviews and Reporting Student Progress to Parents**

Formal parent interviews are held towards the end of first term, to discuss student progress after a ‘Settling In’ Report has been sent home. Our school uses an online booking system for interviews. These interviews are followed up by a detailed written report at the end of Term 2. If you wish to discuss your child’s progress later in the year, you are welcome to make an appointment by contacting the school office. End of year school reports are sent home in Week 10 of Term 4.

**Out of Area Enrolments** – Out of area enrolments require an additional application. The acceptance of non-local enrolments will be subject to availability of appropriate staff and classroom accommodation. The criteria for non-local enrolment consideration is;

- Physical, emotional and medical needs related to the student’s well-being; and
- Compassionate circumstances.

**Leaving the School Grounds**

Students are not permitted to leave the school grounds during school hours, other than on an authorised excursion, or with the written permission of parents or guardians. This should be given to the teacher in advance.

**Arriving Late and Leaving Early** – Where circumstances require a parent to collect a child during the day or to bring a child late, an advice form must be filled out at the school office before proceeding to the classroom.

**Entering the School Grounds** – when visiting the school e.g. to drop off a forgotten lunch etc, please report to the office. This shows staff and students, visitors have permission to be on the school grounds.
Library
Multi-media resources, library and reference books supporting educational programs and recreational interests, are available to all students from our well-equipped library.

Each class has programmed weekly lessons, in addition to access at other times. The Library is operated by a Teacher-Librarian.

Parents are urged to take an interest in their children’s reading and borrowing, and to stress the importance of prompt return of borrowed materials.

A Library bag is available for purchase from the Uniform Shop, to help preserve our books and materials.

A lab of computers, located in the library, provides school intranet and internet access for students. An Internet Code of Behaviour and parent permission must be completed, discussed at home, signed and returned.

The library is open at lunchtime on Tuesday to Friday.

Lost Property
All items of clothing and personal belongings, including shoes, hats and bags, should be clearly labelled with the name of each child. This will assist in the return of lost items.

Any lost property not able to be returned is held in a central place. Please contact the school office for enquiries. Unclaimed property, after a reasonable time, will go to the Uniform Shop or the Stewart House Clothing Appeal.

Lunch
The school health program teaches children that they need to eat a balanced diet. Please provide your child with a nutritious lunch and a mid-morning snack. Students are taught that chocolate bars and lollies – including chewing gum – are not appropriate foods to bring to school. For safety reasons, students are not permitted to bring glass bottles or containers. We encourage rubbish free, no packet food, and support the use of recyclable containers. Please ensure that all lunch boxes and containers are labelled, so that they can be easily identified by your child. Please only send food products that do not require refrigeration or heating.

Medication
If students are sick we request that they stay at home until they are fully recovered. We ask that medication is not sent to school for a student to administer himself/herself. Parents are encouraged to request medication that can be taken before and after school.

Students with asthma are the exception. These students should, where practicable, keep their puffers with them at all times to enable prompt treatment of symptoms. Please supply the school office/teacher with an up-to-date asthma plan for your child. Remember to give your child their puffer on excursions and when leaving the school for sport events.

Students are only permitted to take other medication at school under the direct supervision of an appointed staff member, and that must be organised within the strict guidelines listed below:

- Parents must complete ‘The Authority to Administer Medication’ form as part of the school’s record requirements.

- Medication must be delivered to the office by an adult. It cannot be transported in the child’s bag. In the case of tablets, five days supply can be left in a marked dispenser bearing the child’s name, class and dose.

- Parents and carers must be aware that responsibility for receiving the medication is entirely up to the student. Your child needs to ensure that he/she goes to the teacher at the correct time, that the medication needs to be administered. Parents are encouraged to request
medications that can be taken before and after school.

**Asthma** – if your child has ever suffered from asthma, please notify the school office. Even mild sufferers can experience unexpected severe attacks. Students need to keep their puffer with them at all times. The child is responsible to take their puffer with them on excursions, playground, other activities, sport etc.

**Allergies** – Please notify the school office if your child has any allergies. The school may require a Health Care Plan from the parent to assist us in managing your child’s allergy.

**Anaphylaxis** – anaphylaxis is a severe and sudden allergic reaction. It is the responsibility of parents to notify the school if their child is at risk of an anaphylactic reaction, either at the time of enrolment, or if the student is enrolled, as soon after diagnosis as possible, and supply the school with a current Emergency Care plan and prescribed emergency medication. Please make an appointment with our Principal to discuss any special Emergency Care plans. Parents must supply an Epipen for their child if required. Epipens must be clearly labelled with the child’s name. These are kept with the child and replaced annually.

**Child Health Centre** – operates at ‘Hornsby Child, Adolescent and Family Health Centre’, corner of Florence and Muriel Streets, Hornsby 2077. This centre provides medical help including speech therapy, eye and hearing tests. Parents should contact the centre for further information. Phone 9476 4797 or 9476 4787.

**Mobile Phones and Electrical Devices**
As a communication device, mobile phones when used appropriately, offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. A mobile phone may be used during the journey to and from school. However, once at school, the mobile phone must be turned off and be kept in the student’s school bag. Any messages for students will be left as a voicemail. If a student needs to contact a parent urgently during the day, a telephone call can be made from the school office with teacher permission. Students and parents need to be aware that students who bring mobile phones to school, do so at their own risk. No responsibility will be accepted for any loss or damage of mobile phones.

No technology items are allowed at school including ipods or any other equipment.

**Money Days/Payments**
Payment for activities/events or resources can be made online or by cash or cheque. Payments by cash and/or cheque are to be paid on Tuesdays or Thursdays only. Any cash amounts over $20 must be paid directly to the office, not via the classroom.

Cash/cheque payments need to be returned in an envelope by the date specified.

For administrative reasons, could you please write your child’s name, class and the amount enclosed on the outside of the envelope for cash and cheque only, or return the tear off slip at the bottom of each excursion, activity information sheet for online payments only.

**Mufti Days**
At various times during the year, the school runs mufti days. On these days, the children wear casual clothes, and bring a donation to ‘pay’ for the privilege of not wearing a school uniform. Donations take different forms and are advised in advance in the school newsletter or by a note. These days are usually for fundraising or charity purposes.

**Music Program**
Opportunities for activities exist with support from external personnel, on a paid lesson basis. These
include Band instrument tuition, Band (Concert, Training) and Choir. Enquiries regarding current availability should be made through the music coordinator via the school office. Activities for Band and Choir are held in Term 1. Music Camp is held in Term 3.

**Newsletter**
Regular communication of school activities and information is made through the school Newsletter, issued fortnightly during school terms. This includes parent and community contributions. Articles for the Newsletter must be provided by the Tuesday 3.00pm deadline. The P&C communicate to the school community via their ‘Building Bridges’ P&C newsletter. This Newsletter is published on the school website under the Newsletter tab. The Newsletter is distributed electronically. No hardcopies are issued. Please register with ‘Skoolbag’ to subscribe. Only photos of students with permission will be published. Student surnames are never used.

**Open Days/School Tours**
School tours will be advertised in the Newsletter, at local preschools and on the school website.

**Parent/Teacher Interviews**
Teachers are committed to understanding each child in their class. They welcome discussion with you about your child, concerning any difficulties encountered, mutually constructive ways of improving your child’s learning or any other matters. To ensure a convenient time and to avoid disturbances during teaching times, please send a note, email or phone the school to arrange a meeting.

**Parking**
Parents are requested to adhere to the following parking signs:

- **‘No Stopping’** - stopping is not permitted at any time. If times of operation are shown on the sign, the restriction only applies during the times shown.

- **‘Bus Zone’** – drivers are not permitted to stop within a bus zone at any time. If times of operation are shown on the sign, the restriction only applies during the times shown.

- **‘Double Parking’** – drivers are not permitted to stop or park alongside another vehicle that is already parked parallel to the kerb. Double parking decreases visibility for motorists and pedestrians, and significantly reduces road safety around school.

- **‘No Parking’** - drivers can stop in this zone, to drop off or pick up passengers or goods for a maximum of 2 minutes only. The driver must remain in or within 3 metres of the vehicle at all times. The vehicle must not be left unattended. If times of operation are shown on the sign, the restriction only applies during the time shown. No Parking zones can also be used to drop off and pick up children.

**PBEL – Positive Behaviour Engaging Learners**
There is a whole school discipline and reward system at Asquith P.S. Our three core values are Pride, Respect and Responsibility. Our reward systems are centred around these three values. Expectations are enforced throughout the year.

**Permission to Publish**
On enrolment, Permission to Publish is requested on the DE enrolment form. Permission must be updated every two years.

**Presentation Assemblies**
Presentation Days are held at the end of each year to recognise and celebrate student achievement. Parents will be notified of the dates, and it will also be posted in the school Newsletter and on the school website.

**Punctuality**
Punctuality is important for the children to settle at school and be welcomed. All children need to be at school by no later than 8.55am. Late Arrivals must report to the school office and complete a Late Arrival Slip, which must be signed by a member of
the office staff, and handed to the class teacher. If you are going to be late to pick up your child, please notify the office and book your child into ASC. There is no student supervision after 2.55pm.

If your child needs to leave school early, please send in a note to let the class teacher know of the date and time of this occurrence. When picking up your child, please report to the school office and fill out a Leave Early Slip, which is to be signed by a member of the office staff. This form must be delivered to your child’s class teacher.

Reading Program
Reading programs operate throughout the school and incorporate regular parental assistance. Students work at a level appropriate to their individual ability, and this ensures maximum benefit from available resources. These programs incorporate library facilities, and enable greater attention to individual needs.

Release Face to Face (RFF)
Teachers are released from face to face teaching for two hours each week, for the provision of administrative needs including programming and meeting with colleagues. During this time, all students attend computer or library.

Road Safety
Road Safety cannot be overly stressed. A momentary lapse of concentration may lead to an accident. Road narrowing and a pedestrian refuge in Dudley Street exist, together with a ‘flagged’ crossing, before and after school hours. This should be used by all pupils who travel in that direction. Students who use the bus stops in Dudley Street and Royston Parade are escorted by a teacher. Parents can assist by discussing appropriate methods of travel to and from school, with particular emphasis on safe crossing of roads and the use of marked crossings where available. Parents are asked to strictly observe the ‘No Stopping’ Red Zones adjacent to the ‘flagged’ crossing in Dudley Street.

Yellow raincoats are an acknowledged safe visibility aid in wet weather. We encourage all children to wear yellow raincoats in wet weather.

School Development Days
In Terms 1, 2 and 3 (not Term 4), the first day of the term is a Staff Development Day and students do not attend. On these days, the school staff participate in training courses to further develop teachers’ skills. Our Before and After School Care Centre usually offer child minding on SDD days for a fee.

Sports Houses
Each student is allocated to a House group for sporting and other activities on enrolment. Siblings will be in the same House.

The House system is an integral component of the Student Welfare Policy. Students gain House points for academic, sporting and citizenship contributions. This means that all pupils, have the means and the opportunities to ensure they play a part in the overall School House competition.

The House Colours are:
Hunter (Green)
Lachlan (Yellow)
Macquarie (Red)
Richmond (Blue)

School Photographs
School, groups and class photographs are taken annually by a commercial school photographer and are offered for sale. Individual photos and photos with siblings, sporting groups, Band, Choirs etc. are also available. The school earns a small commission from the proceeds.
School Routine:

<table>
<thead>
<tr>
<th>Term 1 and 4 - Monday to Fridays</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Until</td>
<td>Supervision of playground commences</td>
</tr>
<tr>
<td>8.30am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.55am</td>
<td></td>
<td>Lessons start</td>
</tr>
<tr>
<td>10.55am</td>
<td>11.20am</td>
<td>Recess</td>
</tr>
<tr>
<td>12.50pm</td>
<td>1.40pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.55pm</td>
<td></td>
<td>Lessons end</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fridays - Terms 2 and 3 only</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Until</td>
<td>Supervision of playground commences</td>
</tr>
<tr>
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<tr>
<td>10.35am</td>
<td>11.00am</td>
<td>Recess</td>
</tr>
<tr>
<td>12.00pm</td>
<td>12.30pm</td>
<td>PSSA 3-6</td>
</tr>
<tr>
<td>12.30pm</td>
<td>1.20pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.55pm</td>
<td></td>
<td>Lessons end</td>
</tr>
</tbody>
</table>

School Rules

Full details of discipline procedures are incorporated in the Asquith Public School Student Welfare Policy, which is available to all new parents and students. These rules are specifically directed towards maintaining a safe, healthy and supportive school environment, marked by a positive attitude from all concerned. Regular recognition is given to all who contribute in a positive fashion. School Captains and Prefects assist in this aspect, as well as in many other school functions and activities.

Scripture

Scripture classes are held each Wednesday morning from 8.55-9.25am, when visiting clergy and lay teachers from local religious groups, visit the school for a 30 minute lesson. Scripture classes are offered for the following religions - Baha’i, Catholic and Protestant. The school also offers Ethics Classes during the Scripture time. Children not participating will attend the non-scripture class.

Children are placed according to denomination as specified by parents’ permission forms. We gratefully acknowledge the contribution of the volunteer teachers who provide this. If you would like to be involved, the school office can direct you to the appropriate person for further information.

Security

Although the school is alarmed with motion detectors and fenced, incidents of vandalism can occur. If you witness an event or suspicious activity, please contact the police on 000 or School Security on 1300 880 021.

Skoolbag

Skoolbag is an easy to use app that can be downloaded to a phone or tablet free of charge. As a school we use Skoolbag to communicate important information to our parent community. It allows the school to send reminders, newsletters and notifications.

Sport

Students in Kinder and Stage 1 participate in a weekly gross-motor program which has been designed to assist in the development of fundamental skills which include:

- coordination skills
- body awareness
- directionality
- balance
- space awareness
- visual motor control

Stages 2 and 3 students have programs designed to develop Physical Education and games skills. Currently the sports activities include tennis, indoor sports (soccer, netball, volleyball), and school-based sports (softball, cricket), gymnastics, athletics and dance.

Our school participates in summer PSSA – cricket, softball and oz tag, and winter PSSA - soccer, netball and AFL.

Three major sports carnivals are held each year, Swimming (early in Term 1), Cross Country (early Term 2) and Athletics (during Term 3). Those students who meet the appropriate requirements may progress to carnivals at Zone, Area, State and National levels.
**Statement of Purpose**

**STATEMENT OF PURPOSE**

To foster a safe, nurturing school environment that promotes respect and high expectations for all.

**Pride**
- Strive to do your best
- Present yourself neatly
- Take care of our school environment

**Respect**
- Use polite language and good manners
- Treat others as you would like to be treated
- Accept each other’s differences

**Responsibility**
- Work and play safely
- Be accountable for your actions
- Be organised

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**Student Assistance Scheme**

A small amount of money is allocated by the school to assist parents who are experiencing financial difficulties, meeting the school related needs of their child. Please complete the Student Assistance form, available at the office if you require financial assistance. All applications are confidential.

**Student Parliament/SRC**

Student representatives from all Stages 1-3 meet regularly to discuss matters affecting their school. In 2009, Student Parliament was established. Each class nominates two delegates. Students develop 'motions' in their classes and these are brought to parliament, where they can be debated and voted upon. Students also participate in fundraising activities, as well as supporting charities and smaller country schools.

**Supervision**

Playground supervision commences at 8.30am. Parents are requested to ensure children do not arrive prior to this time. Students may not enter buildings before this time. When lessons conclude at 2.55pm, all children are expected to leave the grounds promptly, unless a prior arrangement has been made. If you are unavoidably late, please advise the school office by telephone, as early as possible.

Students not collected, or who miss a bus, wait with a teacher or are placed in the Before/After School Care room after a reasonable period of time (usually 10-15 minutes). Please be advised that this may then incur a charge by Before/After School Care. Your child must be registered with After School Care to attend. Registration is free.

**Telephone Messages**

Telephone messages for students will be taken only in cases of extreme emergency. It is not necessary to telephone the school office to report that your child will be absent for one day only. All messages such as reason for absence, change of routine etc. should be communicated to the class teacher in writing. Please make sure that your child is aware of his or her routine, including how they are to go home each day.

**Term Invoices**

At the commencement of each Term an outline is sent for school resources, art, computer, sports levies and excursions. Parents are asked at the commencement of each year to consider making a voluntary contribution, to assist the school with the purchase of resources, to support our excellent teaching and learning programs.

**Transfer/Leaving Students**

Parents of students leaving this school are asked to contact the school office. To assist with staffing and other organisational aspects, parents are required to notify the school, well in advance, when it is known that a student is leaving. All outstanding library books must be returned. Uniforms can be donated to the Uniform Shop.

**Uniform**

The wearing of school uniform, including a school hat, is mandatory. Library and Chair Bags can be purchased from the Uniform Shop.
Opportunity, Excellence, Nurturing, Community

Girls - hat every day

<table>
<thead>
<tr>
<th>Season</th>
<th>Outfit Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Dress, white socks, black leather shoes.</td>
</tr>
<tr>
<td>Winter</td>
<td>Tunic, pale blue long sleeve shirt (Peter Pan collar) or pale blue skinny, grey tights or white socks, black leather shoes. Maroon zip jacket</td>
</tr>
<tr>
<td>Sport</td>
<td>Blue polo shirt (with emblem), blue skirt, white socks, white joggers with white laces. Track suit in winter.</td>
</tr>
</tbody>
</table>

Boys - hat every day

<table>
<thead>
<tr>
<th>Season</th>
<th>Outfit Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Grey shorts, blue shirt, grey socks, black leather shoes.</td>
</tr>
<tr>
<td>Winter</td>
<td>Grey trousers, blue long sleeve shirt, grey socks, black leather shoes. Maroon zip jacket.</td>
</tr>
<tr>
<td>Sport</td>
<td>Blue shorts, blue polo shirt (with emblem), white socks, white joggers with white laces. Track suit in winter</td>
</tr>
</tbody>
</table>

Uniform Shop

The Uniform Shop sells both new and second-hand uniform items. It is run by parent support and operates each Monday from 8.30–9.30am, Wednesday 2.30–3.30pm, or at other times by prior arrangement. Alternatively, an order form can be filled out and returned to the school office. No cash payments – online, credit card, eftpos only. New Kinders will be fitted out by appointment. Parents of children who have outgrown uniforms, may donate items through the clothing pool. Please ensure such items are washed before sending to the school office.

Volunteers

The school enjoys outstanding support from its parent community. If you have any spare time, there is always an opportunity to help in some areas as a reading tutor, accompanying class groups on excursions, covering books in the library, Uniform Shop and maintaining the school grounds. Your help is always valued and appreciated.

Volunteers are required to sign in and out, each time they are on site and wear a visitor’s tag. The visitor’s book is located at the school office.

Volunteers must complete an Appendix 5 Declaration Form and 100 point check.

For certain excursions/activities you may require a Working With Children Check, which can be obtained through the RTA. This is free for volunteers.

Wet Weather

It is suggested that all children keep a labelled, yellow raincoat in their bag for rainy days. Children are not allowed to use umbrellas in Kindergarten to Year 2, as they can be dangerous. During wet weather, students will eat their lunch under the COLA or in their classrooms.