



Annandale North Public School



2014 / 2015

Parent Information Book



Welcome to Annandale North Public School

ANPS has a well-deserved, excellent reputation within the local and wider community. Our academic and performing arts achievements are outstanding. These reflect quality teaching programs as well as high expectations placed on learning by staff, students and parents.

Our programs include the six Key Learning Areas of English, Mathematics, Science and Technology, Creative Arts, Human Society and Its Environment, Personal Development, Health and Physical Education.

Extra programs include Italian, Debating, Choir, Chess Club, Challenge Program for gifted and talented students, Buddies, Band (beginners, intermediate and senior), String Ensemble, Recorder and Piano.

Approximately 450 students are enrolled at our school from Kindergarten to Year 6. We have an experienced and dedicated team of staff, enthusiastic and interested students and a very involved and supportive parent community.



School Aims

- To provide a relevant, challenging curriculum which promotes intellectual, aesthetic, moral, social, emotional and physical development.
- To provide for students and staff a safe, caring environment conducive to working and learning together.
- To promote the development of self-esteem, and a feeling of self-worth, for all students and staff.
- To provide a range of learning experiences and opportunities to enable students to acquire the skills and competencies necessary to participate in and contribute to society.
- To promote the value of helping and learning cooperatively and to encourage students to contribute to the life of the school and the wider community.
- To encourage community participation in the education of our students.





Absences

Should your child be absent from school, please ensure a note is sent with your child to the class teacher on return to school, giving reason for absence.

If your child will be absent for 3 days or more please notify the school.

Administration

Office hours: 8.30am – 3.30pm

Allergies

Should your child have any allergies or significant medical conditions, it is imperative the school is notified in writing. Please do not send nuts or products containing nuts to school as we are a nut-free environment.

Anti-Bullying Policy

Annandale North Public School promotes proactive programs to support anti-bullying. Bullying is defined as the intentional and repeated harming or hurting of a person, or their belongings. Bullying behaviour includes verbal, physical, social and psychological.

The Plan of Action followed is:

- The student asks the bully to stop.
- The student 'tells' an adult if bullying continues.
- The incident is investigated and recorded.
- Repeated incidences will lead to parent involvement and school counsellor support.

Arriving Late or Leaving Early

Please complete a late note/early departure note at the office and give to your teacher. Students are not permitted to leave the school grounds during school hours without permission.

Assemblies

Weekly K-2 and 3-6 assemblies are held. Full school assemblies are held twice a term where parents are welcome. Class Awards and Principal Awards are presented to children from each class.



Australian Curriculum

From 2014 we will be implementing the new Australian Curriculum in English, and we will be trialling the Australian Maths Curriculum.

The learning programs are divided into six key learning areas:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment
- Creative Arts
- Personal Development, Health and Physical Education (PDHPE)

For other curriculum areas, there are Departmental policies and guidelines which are available on the Board of Studies website www.boardofstudies.nsw.edu.au

Before and After Care - ANOOSHCA

Ph. 9660 7024

ANOOSHCA offers care for children on school days for morning and afternoon sessions. Students must be registered and may attend on a casual or permanent basis. It is requested that you register at the beginning of each year. A school holiday program is also offered.

| | |
|---------------|-----------------|
| Before school | 7:30am – 8:45am |
| After school | 3:00pm – 6:00pm |

Before and After School Supervision

A teacher will be on Playground Duty from 8:30am. For safety reasons, children should not be at school before this time.

Bell Times

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|-------------------|-------------------|
| Lessons commence: | 9:00am |
| Recess: | 11:00am – 11:30am |
| Lunch: | 1:00pm – 1:45pm |
| Dismissal: | 3:00pm |

Book Club

Twice a term, Scholastic Books offers parents the chance to purchase books for their children through the school at reasonable prices. Orders are processed and given to the teacher.



Book Week

During Children's Book Week special school activities are organised by the Librarian and are related to children's literature.

Buddies

The Kindergarten children have Year 6 buddies who support our Kindergarten students with their transition into school. All Kindergarten and Year 6 children are 'buddied' for the year.

Canteen

The school canteen is open Wednesday to Friday, with pre-ordered sushi available on Tuesday. ANPS has developed its canteen menu in association with the Healthy Kids Association. ANPS uses the online MunchMonitor ordering system and all orders need to be placed by 9am. You may also place an order directly at the canteen.

Children collect recess orders from the canteen, and lunch orders are delivered to the classroom by class lunch monitors. If a child's lunch order includes a frozen item, the child must present the lunch bag to the canteen. Children are also allowed to buy snacks and drinks from the canteen at recess and lunch on Wednesday – Friday only.

Change of Address

Please ensure your contact details are updated regularly, including your email address. It is essential for the welfare of your child that the school has correct information. The school often sends correspondence by email including the newsletter, notes and urgent updates so please contact the school immediately if you have any changes to your details.

Chess Club

Weekly afternoon chess lessons are conducted by the Chess Academy. These lessons are available for students of all ages.

Counsellor

The school Counsellor works in the school once a week. The Counsellor provides guidance and counselling to children and parents. You may make an appointment to see the Counsellor through the office or your child's teacher.



Custody Orders

In a divorce or separated family situation and where custody is other than “joint custody”, court orders must be sighted by the School Principal. A copy is kept on file. Please ensure you notify the school of any issues regarding collection of children.

Dance Sport Challenge

Year 5 students are invited to participate in a series of Ballroom Dancing lessons. Students are taught the tango, cha-cha and salsa by a professional dance tutor. The program culminates in a competition held at the State Sports Centre Homebush.

Education Week

This is nominated by the NSW Department of Education and Communities each year to encourage awareness of the school's programs. During this week the community is invited to spend time in the school, celebrating learning.

Emergency Procedures

Regular updates of emergency procedures and practice drills are held to ensure the safety of all. These include emergency evacuation and lockdown.

Excursions

Excursions take place regularly as a basis for learning. A permission note containing all the necessary information is sent home and must be signed by the parent or guardian and returned to the class teacher with payment. Payment can also be made at the office.

Extra-curricular Programs

There are several extra-curricular programs on offer (fees apply) including:

- Chess
- Dance
- Debating
- Gymnastics
- Music: Band, Choir, Piano, Recorder, String Ensemble
- School Camp
- Swim Program

First Aid

Children needing first aid are treated by the nominated first aid officer. Parents/carers are contacted in the case of an emergency or if the student is unwell.

General School Contribution

The yearly school contribution of \$75 is voluntary. All money received supplements the grants the school receive from the NSW Department of School Education and is used for classroom requisites and learning programs.

Grounds Committee

The ANPS Grounds Committee is a P&C initiative to revitalize and focus the outdoor space within the ANPS school grounds to make it a place where our children can learn, interact and play.

Hats

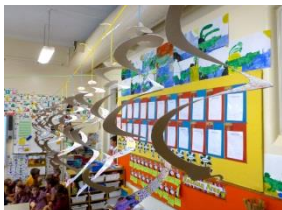
We expect all students to wear a school hat during playtime. If a child is not wearing a hat in the playground, they must stay in the shade. School hats are available through the uniform shop.

Head Lice

It is requested that you check your child/children's hair on a regular basis to eliminate the spread of head lice within the school. Weekly checks, particularly during Spring and Summer, are recommended.

Homework

Homework is designed to consolidate what your child is learning in the classroom. Each grade has different expectations of the type and quantity of homework completed each week. Class teachers will inform you of their expectations.



Illness

Should your child become sick and be unable to attend school, please write a brief note to the class teacher, explaining the nature of the illness and the dates absent. You do not need to phone the school, unless the illness is an infectious disease or particularly serious and the absence is expected to extend more than three days.

You must contact the school immediately of infectious diseases such as chicken pox, measles, German measles, mumps, whooping cough or conjunctivitis and impetigo.

Immunisation

The Public Health Act, 1993, requires parents/carers to provide documented evidence of a child's immunisation status on enrolment at school. An original copy of a child's 'Immunisation Certificate' is required before a child is enrolled. If an immunisation certificate is not provided, the child will be excluded from school in the event of an outbreak of a vaccine preventable disease.

Interviews

Meet the teacher night is held in Term 1 for all parents. At this session the teacher outlines the class program and organisation for the year. Parents/Teacher interviews are held in Term 1 and Term 2 to discuss student's progress.

Should you wish to discuss your child's progress at any other time, please make an appointment with your child's teacher.





Kindergarten Enrolment

Enrolments for Kindergarten are taken the year before the child starts school. Kindergarten children must be five years old by the 31st July in order to be enrolled. Ensure that you complete the enrolment form and you will need to provide the following documentation prior to your child starting school:

- Original Birth Certificate or Passport
- Original Immunisation Certificate
- Council Rate Notice or Rental Agreement
- Plus any 3 of: electricity account, gas account, home telephone account, insurance policy, Centrelink document or credit card statement

All documentation should be original and current. Photocopies will not be accepted.

Priority is given to children who live within the school boundary and siblings. ANPS is currently at capacity so out of area applications will only be offered if a vacancy exists.

Kindergarten Orientation

A Kindergarten Orientation Day is held each year. This allows the new students to become familiar with the school prior to their first day of school.

Languages

Italian language classes are part of the ANPS Curriculum and taught from K-6. The cost of the classes is \$55 per term payable with your annual school fees account.

Leadership Opportunities

- School Captains and Prefects
- SRC – Student Representative Council
- The Green Team – Environmental group
- Tech Team – TV's, ipads, microphone, sound in the hall
- House Captains
- Year 6 – Buddies to the new Kindergarten children
- Library Monitors
- Duckling Monitors
- Equipment Monitors



Learning Support

From time to time, students may need extra support in the classroom. If you feel your child needs extra support, please contact your class teacher.

Leave During Term Time

If you are taking your child out of school during term time, an Application For Leave form must be completed. Please see the Office.

Library

Our school library serves all students and teachers from K-6. The library is fully computerised and has a wonderful variety of books for students to borrow. The library is open Monday – Thursday (and for part of lunchtime). Our Librarian conducts lessons in library and computer skills for all classes.

The children are encouraged to borrow books and we ask that these books are well cared for and returned promptly. Children must have a library bag before they can borrow books. Library bags are for books only. Please make sure your child does not put food, drink, pens or pencils in the bag.

Lost Property

Please label all your child's belongings clearly. It is suggested that you use iron-on name labels on the inside of all clothing, hats and bags so it is easy to read. Lost property is located near the Office.

Loyalty Programs

Kidstuff - If you shop at the toy store, KidStuff, please remember to nominate ANPS to receive the points from your purchase. We can use the points to receive hampers/vouchers for fundraising through the year.

Rebel Sport - If you shop at Rebel, join up with a Season Pass and ANPS will be rewarded with 5% of all purchases made, which can be used for fundraising through the year.

Mathletics and Reading Eggs/Eggspress

All students from K-6 are given an online Mathletics and Reading Eggs/Eggspress account. It is suggested students go online and use these programs for 10 – 15 minutes at least three times a week. There is an additional yearly cost for these online tools, payable with your annual school fees account.

Medication

Medication cannot be given unless it has been prescribed by a doctor and it must be accompanied by a signed and dated permission note from the parent/carer. Prescribed medication must be in the original container providing accurate information and clearly marked with the dosage. The school staff does not administer Panadol, cough mixtures or over the counter medication. Please do not send medication in your child's bag.

Music

Children have the opportunity to participate in:

- Choir – for students in Year 1-2 (junior) and Year 3-6 (senior).
- Keyboard - a separate program for K-2 students conducted by a private tutor during children's lunch time.
- Recorder – a separate program for K-2 students conducted by a private tutor during children's lunch time.
- Band is open to students in Years 3 - 6. Band meets weekly before school and individual lessons can be arranged on weekdays after school.
- String Ensemble is open to students in Year 2-6. String Ensemble meets weekly before school and individual lessons can be arranged on weekdays after school.

School Choir, bands and ensembles also perform at school and regional events.





Newsletter – School eNews

To access our school newsletter and the P&C newsletter, you will need to subscribe via our website.

All permission notes for various activities will also be sent home via School eNews. Please ensure you subscribe to your child's class/year group.

Parents and Citizen's Association (P&C)

The P&C meets on the 1st Wednesday of every school month in a designated classroom at 7.30pm. All parents and community members are welcome to attend. A joining fee of \$2 per year is required to become a member. This must be paid one month prior in order to vote.

The P&C's Annual General Meeting is in December and it commences at 7.00pm.

Minutes from each meeting are available on the school website.

Parent Involvement

We welcome and encourage parents to be involved in their children's activities and progress. The ways you can be involved are:

- Attend P&C meetings. Meetings are held on the 1st Wednesday of every month at 7:30pm
- Class reading – listening to children one on one or in small groups
- Become a PAL reading tutor
- Canteen volunteer
- Attend/assist at Sports Carnivals and Gala Days
- Attend/assist on school excursions
- Assist with maths group time
- Assist in organised school activities, focus days and specific programs

Photographs

The school organises individual, class, sibling and special group photographs once a year. An order form will be sent home with your child prior to school photograph day.



Playground Rules

In the interest of safety for all our students and their families the following playground rules apply, before, after and during school hours:

- No riding of scooters, bikes or skateboards. Children must walk their scooters, bikes or skateboards inside the school grounds and store them neatly in the allocated areas.
- No dogs are allowed inside the school grounds. We also ask that dogs are not tied up or left alone around the perimeter of the school.
- During lunch, children must remain seated to eat for the first ten minutes. After this time, a bell is rung and children may get up to play.
- Only students in K-2 may play on the play equipment. Each class is allocated a time and day to play.
- Running is restricted in certain areas of the playground for safety reasons.

Playground Supervision

For safety reasons children should not be at school before 8.30am. A teacher will be on playground duty from 8.30am. If you have to leave your child before 8.30am they should sit on the seats outside the rear entrance to the office foyer until the supervising teacher arrives.

School finishes at 3.00pm. Children will come down/out onto the playground to meet their parents and carers. Uncollected children may wait in the office. Please be prompt to collect your child. Children unexpectedly left waiting get very upset.

The climbing equipment is out of bounds before and after school. For safety reasons children should not wait on the footpath in front of the school or leave the school grounds once they have arrived at school.

Premier's Reading Challenge

Each year children from K-6, across all levels of reading, are encouraged to complete the Premier's Reading Challenge. The challenge runs from 1st February through to 1st September. Further details are available through the school library.

Professional Learning

When teachers engage in continuous professional learning, the quality of learning for students improves. At ANPS, we regularly send our teachers on courses. A casual teacher will be employed for the day/days/week and will continue the set program.

School Banking

ANPS participate in the Commonwealth School Banking Program. School Banking day is Wednesday between 8:30am-9am in the infant's playground. There is a rewards program to make banking fun and to encourage children to save on a regular basis. Information packs are available from the banking desk on Wednesday mornings.

School Camp

School camps are offered to children in Year 3-4 and Year 5-6. The camp provides an excellent opportunity for children to mix and socialise with children from other grades. It provides stimulating and challenging activities not available within the school environment.

School Rules

ANPS students are respectful, safe learners. Our school rules are:

- Be respectful
- Be safe
- Be a learner

School Stages

The Board of Studies NSW sets the learning requirements for each stage of primary school. The four stages are:

- Early Stage One – Kindergarten
- Stage One – Year 1 and 2
- Stage Two – Year 3 and 4
- Stage Three – Year 5 and 6





Scripture and Ethics Classes

We have volunteers from local religious groups who carry out scripture lessons. Scripture operates on Tuesday for K-6. The Scripture groups available are Catholic, Anglican, Jewish and Non scripture.

Ethics Classes are available for primary students who do not take part in scripture. Ethics teachers are volunteers and there are a limited number of places available.

Special Needs

ANPS and the NSW Department of Education and Training support students with special needs in public schools in a range of ways. This may include support classes for students or additional teacher's aids. You can discuss your child's special learning needs with the Principal.

Sports

Children are encouraged to participate in a variety of sporting activities. The 12 Fundamental Movements Skills are taught in K-6. A Learn to Swim program is also offered each year for children in Year 2.

Our school holds Swimming, Cross Country and Athletic carnivals and Gala Days. These carnivals are designed to focus on involvement by all students. Winning houses are presented with a shield. All students are allocated a House in Kindergarten. The house names are:

- Claremont - green
- Highroyd - yellow
- Hockington - red
- Kenilworth - blue

Staff Development Days

The first day of each Term 1 – 3 are designated Staff Development Days. In Term 4 the Staff Development days occur on the last 2 days of term. Children do not attend school on these days.

Stewart House

Stewart House is a holiday home at Manly for needy children. It is fully maintained by donations from State school children of NSW. We support this charity by collecting old clothes throughout the year. We also support other registered charities each year.



Student Representative Council (SRC)

The SRC gives students from 1-6 an opportunity to develop leadership, citizenship and organisation skills. Council consists of two representatives from each class and a staff advisor. They meet periodically during lunch time to discuss issues within the school community. The class representatives then present to the class the outcomes of the meetings.

Student Welfare and Discipline

Each child is very special at ANPS. Teachers cater for the students and their special needs and talents are encouraged. Our school encourages a “caring” approach to difficulties. Behavioural problems are discussed with the students concerned, their attention brought back to our three simple school rules and agreeable solutions sought.

Where behavioural problems persists, then discussion between the class teacher, Assistant Principal or Principal, child and parents are sought. Respect for others and their property is expected. Violence and extreme insolence are not acceptable behaviours and may result in immediate suspension by the Principal.

Technology

Students have access to a wide variety of technology including computers and ipads. All classrooms and the library are fitted with interactive smartboards and computers. Children are encouraged to use the internet, school portal, class blogs and email as a way to research and access information.

Transfers

Should you wish to leave the school or transfer to another school, you should inform the office of the final date of attendance and obtain a Transfer Certificate.

Note: This is not needed for transfer interstate or to non-government schools.



Unacceptable Behaviour

Unacceptable Behaviour is addressed with the following strategies:

- Warning – verbal or cross on board
- Time out – time to reflect on behaviour
- Referral – referral to one of the school's Assistant Principals
- Meeting with parents – to discuss behaviour
- Suspension – continued disobedience or violent behaviour

Uniform

The Uniform shop is open Thursday afternoon from 2:00pm – 3:30pm and is located at the top of the first flight of stairs from the infant's playground (beside the Office). Alternatively, you can order online at www.youruniformshop.com.au

Students are expected to wear full school uniform, as this encourages pride in themselves and their school. The wearing of the full school uniform is compulsory for all school excursions unless you are informed otherwise.

All clothing should be clearly labelled. Lost property that is labelled can be returned to the child. Unclaimed clothing is kept in the "Lost Property" box near the Office.

Donations of spare clothing such as trousers, uniforms and underclothes that can be used if a student has an accident at school are always appreciated.

A second hand uniform stall is run by the P&C each term. The date is published in the school's newsletter.

UNSW Tests

The University of NSW develops tests in all subject areas for children in Years 3-6. These tests are developed annually. The tests challenge and extend students. All children in Years 3-6 have the choice to complete the Maths, English, Writing and Spelling test. Children may also sit Science and Computer tests.

Visitors and Parent Helpers

At the beginning of the year, regular parent helpers will be given a name tag to keep for the year.

Any new visitors who come into the school during school hours, including parents, must report to the Office and sign the Visitors Book. They will be given a lanyard which must be worn while on the school grounds.

Website

The ANPS website is www.annandalen-p.schools.nsw.edu.au

Our site includes the most up to date information available. You can access the calendar, view weekly events and newsletters, access online absence notifications, order school uniforms, new enrolment and other information about the school. There is also a photo gallery that is regularly updated with recent school events.

Wet weather

During wet weather students stay in the classroom at lunch and recess. The school encourages raincoats and hats rather than umbrellas.



Annandale North School Song

*Our school was built on strong foundations,
Laid a hundred years ago.
Our community since Federation,
Working together to learn and grow.*

*Hockington, Kenilworth, Highroyd and Claremont,
Link us to the past while we're living in today.
One community, strong and caring,
Annandale North on the hill, near the bay.*

*I like reading in the library, shouting in the playground,
Laughing with my teachers, talking to my friends.
Work time, creative time, going hard at sport time,
Just wish lunchtime would never end.*

*Annandale North we're proud and happy,
Annandale North will serve you well.
Annandale North will take the world on,
Annandale North where we strive to excel.*



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