

# EXPERIENCE TODAY INSPIRE TOMORROW

# Welcome to Our School







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# Welcome to Turramurra North Public School

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	<u>www.turranorthps.net.au</u> <u>www.schools.nsw.edu.au</u>				
f	www.facebook.com/TurramurraNorthPublicSchool				
— – Turramurra North Out of School Hours Care (NTOOSHC)					
NTOOSH – Turramurra North Out of School Hours Care provides before and after school care, within our school grounds, for students who require supervision outside school hours.					
	9449 5661	$\bowtie$	ntooshcommitt ntoosh@gmail.c	ee@gmail com	.com
Hours:	urs: Before school: 7.00am–8.55am After school: 2.55pm–6.30pm				
Principal Michelle Verhagen					
Hours	8.25am 8.55am 10:55am 11.30am 12:50pm 1.00pm 1.35pm 2.55pm	Teacher on duty Morning Assembly (Mon Recess Return to class Lunch first 10 minutes ea First bell Return to class End of School Day		s comment	ce
Parents/Carers please note that playgrounds are not supervised prior to 8.25am. It would be appreciated if children are not at school prior to 8.25am unless their presence has been requested for a special purpose, eg band or dance. If parents/carers are delayed we request that students wait in the school office.					



# **Principal's Message**

Welcome to Turramurra North,

We look forward to developing a warm relationship with you and your child.

We pride ourselves in the delivery of 21<sup>st</sup> century education fostering critical thinking, collaborative, communicative and creative young people who are equipped to face the challenges of tomorrow through the rich experiences of today.

Teachers at our school understand that the learning pathway for each child is unique and is connected to the relationship with the home. Our staff take care to inform and engage parents and carers in the life of the school and the challenges and achievements of all our students.

We have a long standing tradition of academic excellence balanced with a quality and diverse creative arts program. Our teachers are trained in known best practice and regularly update their skills and understanding through an expansive professional learning program.

Turramurra North Public School is a 'You Can Do It!' school where we equip all students with a positive and independent mindset based on the five keys to success:

- Confidence
- Resilience
- Persistence
- Organisation
- Getting Along

Through 'You Can Do It!', students at Turramurra North Public School learn to remain calm and work things out and this is reflected in the climate of the school.

A range of opportunities and programs are available to all students as they grow and develop their own interests and talents. In addition to a strong focus on developing literacy and numeracy skills, students are provided opportunities to develop their creative and artistic abilities through unique visual arts, public speaking and music programs and their skills and sportsmanship in all manner of sports.

Turramurra North Public School is a leader in the use of technology as an enabler of learning. We are passionate about engaging learners as they grow their own interests, knowledge and understanding through rich tasks linked to the real world. Students in Years 3–6 use their own school iPad on a daily basis and all classes K-2 enjoy an ipad, student ratio 1:2. All iPads are equipped with state of the art productivity apps and managed very carefully within our secure Wi-Fi network which spans flexible and comfortable learning areas both within and outside the classroom. Our aim is to guide our students to be creative and collaborative learners who can effectively communicate and think critically as they respond to the world around them.

We have an open-door culture at the school, so if you have any queries or concerns don't hesitate to come and see us.

Michelle Verhagen

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## **Accidents, Injuries and Illness**

At times, students become sick at school and are placed in sick bay and observed. First aid is administered by school administrative officers. Every effort is made to contact parents/carers when students need to be taken home or require medical treatment. If parents/carers cannot be contacted, appropriate action will be taken which may include ringing an ambulance. Parents/carers are required to keep children home if they show signs of infectious diseases or serious illness in the morning.

Health Care Plans are required by the school for students with diagnosed needs and must be submitted to the school upon enrolment on the correct ASCIA form (available from your doctor or specialist). All staff are regularly trained in the use of EpiPens, emergency care and CPR. `

## **Acronyms Used in Public Schools**

DoE	Department of Education and Communities
KLA	Key Learning Area
CA	Creative Arts
HSIE	Human Society and Its Environment
LOTE	Languages Other Than English
PDHPE	Personal Development, Health, Physical Education
LAST	Learning and Support Teacher
HSLO	Home School Liaison Officer (monitors school
	attendance)
EAL/D	English as an Additional Language / Dialect
RFF	Release from Face to Face Teaching
AP	Assistant Principal
NAPLAN	National Assessment Program Literacy and Numeracy
OC	Test Opportunity Class Placement Test (sat in Year 4)
PSSA	Primary Schools Sporting Association
LST	Learning and Support Team
ASCIA	Australasian Society of Clinical Immunology and Allergies

# Administration

The school office is open from 8:30am to 3:15pm each day. Our friendly administrative officers can assist with general enquiries, payments and information regarding school activities. Advice on educational matters should be directed to class teachers in the first instance before Assistant Principals and finally the Principal.

# Appointment with Principal / Class Teacher

To make an appointment with a member of staff, please ask a school administrative officer for an appointment, or see your child's teacher before/after school to make an appointment.

# Assemblies

Our school assemblies occur on a fortnightly basis and involve Years K–6. These assemblies are child centered and provide opportunities for children to: display particular talents; learn organisational skills; develop confidence in public speaking; perform items as individuals, a class or grade for their peers; and to receive awards recognising achievement and promoting excellence in all areas.

Special assemblies are conducted for Easter, Christmas, ANZAC and Remembrance Day, Principal's Awards, Presentation Day and occasions featured as part of the school's annual program. Parents, carers, family and friends are welcome to attend class and special assemblies. A short assembly is held in the playground on Monday mornings.

# **Assessment / Reporting of Progress**

Student progress reports are sent home to parents/carers at the end of Term 2 and Term 4 each year. The Department of Education sets guidelines that direct schools to report student progress in 'Outcomes'. Parent/teacher interviews are held at the end of Term 1 and throughout the year based on parent or teacher request. Year 1-6 students participate in student led conferences.

# Attendance Policy

The law in New South Wales states that all children from 6 years of age are required to attend school regularly. It is the responsibility of parents and caregivers to make sure their children attend school every day. Our school is required to maintain records of attendance. Class rolls are checked regularly by the HSLO. Therefore, a note to the classroom teacher is required when a student returns after being absent. Partial absences from the school must be recorded through the late arrival/early departure notes from the school office.

Telephone communication is only required in case of infectious medical conditions or on medical advice that the school should be informed. Families should try to arrange vacations during the school holidays and schedule appointments with people, such as dentists, doctors, speech and occupational therapists before or after school.

1. Students not present at 8.55am will be noted as a partial absence.

2. Students arriving after 8.55am or departing before 2.55pm:

- must report to the school office where the reason for partial absence will be recorded in the Partial Absence Register and a late note will be issued to the teacher;
- a parent must accompany their child to the school office and provide an explanation;
- if a child is being collected from school early, the parent/carer must send a note to the class teacher and sign the Partial Absence Register before collecting their child.
- should a child arrive late, after 8.55am without a parent/carer, the parent/carer will be called to verify the Partial Absence.

3. Students who are absent from school must bring a letter that explains their absence and is signed by their parent/carer. This letter needs to be provided within 7 days of their return. Parents/carers can notify the school of absences via our School Stream app for your mobile device.

4. It is a legal requirement that all students attend school during school hours. Students will not be given permission to attend non-essential activities during school hours. Where extended leave is required parents/carers are asked to collect the appropriate leave forms from the office, complete and lodge with the Principal in advance of the leave period.

#### Band

The band is open to students from Year 3 onwards. Instruments may be hired from the school for a moderate charge. Parents/carers run the Band Committee which assists with the operation of both school bands. All band members must have individual tuition and give a commitment to practice at home and to care for instruments on hire. The Band Director leads the bands in group practice at school. The band performs at school events and competitions which are held in school time and on weekends during the year. A band camp is held annually over a weekend during the school term.

#### Banking

Students have the opportunity to participate in the Student Banking Scheme provided by the Commonwealth Bank. This is run by a parent and the school receives a small commission for providing this service.

#### **Bus Travel**

Students must reside a certain distance from school to be eligible for a free bus pass (Student Opal Card). The school office can advise on the procedure for application. See '**Travel Passes'** for further information.

#### Canteen

The canteen operates on Monday, Wednesday, Thursday and Friday at recess and lunch. The Canteen Committee employs a Canteen Supervisor and parents/carers are encouraged to assist on a voluntary basis. Our school promotes healthy food and has implemented the Healthy Schools Policy ensuring that foods sold meet state guidelines. A price list is issued regularly through the school newsletter and is available on the school website. Please refer to the information on the school website and in the school newsletter regarding online ordering, latest menus and parent volunteers. Online ordering is available via Munch Monitor.

Lunch orders are delivered to classrooms prior to the lunch bell. To set up a Munch Monitor account, go to :

www.munchmonitor.com.au School ID: turranorthps

Password: munch 2074

# **Cars on School Ground (Student Safety)**

The staff car park on Bobbin Head Road is out of bounds for all students. Parents/Carers are requested not to park in this area. Cars are not permitted within the school grounds.

#### **Change of Address**

It is vital that the school is notified of changes of address, phone numbers (home/work) or emergency contact numbers. Please immediately notify the school office of any changes.

## **Child Protection**

It is mandatory for all New South Wales public schools to implement Child Protection Education each year as part of PDHPE. It allows students to learn about developing positive relationships and the issues of personal safety. Teachers follow the New South Wales Department of Education lesson plans in implementing the program.

## Choirs

Choirs are formed by audition for students in Years 3–6. Children practice before school and at lunchtime and perform at a variety of functions leading up to their major performance as part of a massed choir at music festivals and at the Sydney Opera House. Students in Years 1–2 can participate in the school's junior choir which performs at school assemblies and local events. Both choirs have opportunities to perform throughout the year as a showpiece for our school.

## **Class Parents**

Class parents/carers liaise with the class teacher. Duties may include helping with covering books, and organising class morning tea and social activities, and also welcome any new families to the class throughout the year.

#### **Classroom Assistance**

Teachers appreciate the assistance that parents/carers can provide in listening to children read, helping with writing and research, supervising small group work, technology, science and art and craft activities. Parents/carers with special talents and interests are encouraged to share these with the class teacher. Parents/carers also assist with excursions, carnivals and special events.

Parents/carers must sign on in the visitor's book in the school office.

# **Code of Confidentiality**

Parents/carers assisting within classrooms and school events are required to sign the school's code of confidentiality.

## **Community Use of Facilities**

The school hires out its facilities, including our school hall and the outdoor tennis court, to community groups. For more information please see a school administrative officer in the school office about or hire agreement.

#### Competitions

Students in Years 3–6 can choose, for a fee, to participate in competitions run by the International Competitions and Assessments for Schools (ICAS) run by the University of New South Wales. Competitions entered may include English, Mathematics, Science and Spelling. These competitions are held before school.

#### **Core Curriculum**

All the key learning areas of English, Mathematics, Science, HSIE (History & Geography), Creative Arts, and PDHPE are taught by our well- trained and committed staff.

#### School Programs and Learning Opportunities:

- Visual Arts taught weekly by a specialist teacher
- Band programs from year 3 onwards
- Choir groups (Years 2–6)
- Dance groups (Years 3–6)
- Music taught weekly by a specialist music teacher
- Health and fitness programs (Years K–6)
- Sport program and PSSA (inter-school representative sport)
- Enrichment opportunities K–6
- Maths Olympiad program (Years 4–6)
- Interschool debating (Years 5–6)
- Learning and support programs
- Student leadership training: School Captains and Prefects, Student Representative Council (SRC), buddy class
- Aboriginal and Asian culture studies
- Environment and Recycling
- Technology

Opportunities to participate in competitions and events outside the school are a feature of participation in school programs such as dance, band, choir, sport and debating. Parental help is often sought to transport groups of students to and from these events during school hours, while parents/carers also generally transport their children to and from events held out of school hours.

#### **Custody Arrangements**

The Principal should be advised, in writing, of any legal, special or unusual custody arrangements and this information should be updated as soon as any changes occur. Information concerning a divorce, separation or difficulties experienced within the family should be noted to the Principal. We can assure you that parents' privacy will be respected at all times.

#### Dogs

Under the Companion Animals Act 1998 dogs are prohibited in school grounds. Dogs can frighten students and are a hazard in the school playground. Please do not bring a dog onto school premises under any circumstances. Ku-ring-gai Council is called to impound stray dogs.

#### **Drug Education**

Drug education is presented by teachers as a part of the PDHPE syllabus. Drug education aims to provide students with the relevant information and skills that are necessary to make informed choices relating to drug use. The Life Education Program is incorporated into our class programs.

#### **Emergency Contacts**

It is essential that the school is able to contact parents/carers in school hours in the event of an emergency. Any change in telephone numbers, addresses or other relevant information such as medications needs to be reported to the office.

#### **Enrolment – Kindergarten**

Children turning 5 years of age by 31 July may be enrolled at the commencement of that school year. Before enrolment is completed a Birth Certificate, Visa or some evidence of date of birth needs to be sighted and an Immunisation Certificate provided to the school office. Proof of residential address is also required. Please make an appointment to see the Principal regarding enrolment for your child or any concerns regarding the appropriate age for enrolment.

# **Ethics Education**

At Turramurra North Public School students are given the option of attending Ethics classes on a Wednesday morning for 30 minutes.

Ethics classes aim to develop and deliver philosophical ethics education. They are taught to help students present a reasoned view and to respectfully debate a topic. If you would like to find out more about Ethics please contact our school office.

#### Excursions

Excursions, which are closely linked to current class activities, are considered to be part of the school curriculum. Parents/carers are informed of all excursion details in advance and are required to provide the school with written consent and payment (usually in combined semester fees' notices). No child will be excluded from an excursion on financial grounds. Parents/carers who are experiencing difficulties are invited to discuss the matter with the Principal. School uniform is to be worn, unless otherwise advised.

## **Evacuation Plan**

The evacuation plan helps the school manage emergencies, including bushfires and severe storms. The evacuation plan is practiced each term. In the event of a need to evacuate the buildings, students will be assembled on the school oval. If parents/carers are working in our school during drills or emergency situations, they will also be required to evacuate the school and move with the nearest class. In some emergencies students and staff may be required to implement lockdown procedures, until Police or the Principal personally notify staff that the lockdown is over.

# F.E.A.S.T.

Fun Education After School Time (FEAST) caters for children from Years 1–6 who are gifted, talented or very enthusiastic about the visual arts. Our specialist trained art teacher holds classes (max. of 16 children) once or twice a week from 3.00–4.30pm in the art room. Enrolment details and costs are advertised in the newsletter and successful applicants are individually notified.

# Family/Financial Contributions

Parents/carers are invoiced for the cost of craft items, sundry educational items which are not covered by government funds, and a levy to the P&C Association for the purchase of items such as classroom equipment, technology use, sporting equipment and any special needs identified in the school budget. A term account is sent home at the start of each school term.

Our school is able to continue its high standards and quality programs through the generous support of our parents/carers. Our parents also kindly fund the employment of a specialist music teacher, coding, dance lessons and sports coaches. Contributions to the school's library fund are tax deductible.

#### **Fundraising Committee**

The Fundraising Committee is a sub-committee of the P&C Association which raises funds throughout the year. The P&C Association, through consultation with parents, determines how the money is allocated. See **'P&C Association'** for further information

#### **Grounds and Environment Committee**

The school depends on parents/carers to assist with the maintenance and improvement of the school grounds. Working bees are organised by the Grounds Committee. Parents/carers may choose to make a donation towards the maintenance of the school grounds.

#### **Health Services**

Department of Health nurses no longer visit schools. Parents/carers can access this service through Community Health Centres. Hillview Community Health Centre, Pacific Highway, Turramurra (phone 9449 9144) provides a variety of community health services which include the services of a child speech and occupational therapists.

Health Care Plans are required by the school for students with diagnosed needs and must be submitted to the school upon enrolment on the correct ASCIA form (available from your doctor or specialist).

#### Homework

Completing homework is not compulsory, but is encouraged. The main focus of homework is to revise concepts already covered during class time, set up good study habits and serve as preparatory work for in-school projects. Homework is given on Friday and is due the following Thursday. Specific times have been allocated:

Year	Time allocated per day	Number of nights per week	
Kindy Home Reading	10 minutes	Teacher to advice	
Year 1–2	10-15 minutes	4	
Year 3–4	15-25 minutes	4	
Year 5–6	30–40 minutes	4	

## Immunisation

If a child has not been immunised, and there is an outbreak of certain infectious diseases at school, the Principal may request that the child be excluded from school during the outbreak. A requirement for enrolment at school is that children must be immunised in accordance with the Immunisation Schedule printed below.

Hepatilis B	H-B-VAX II OR ENGERIX B
Diphtheria, tetanus, pertussis, Haemophilus influenzae type b, hepatitis B, polio	INFANRIX HEXA
Pneumococcal	PREVENAR 13
Rotavirus	ROTARIX
Diphtheria, tetanus, pertussis, Haemophilus influenzae type b, hepatitis B, polio	INFANRIX HEXA
Pneumococcal	PREVENAR 13
Rotavirus	ROTARIX
Diphtheria, tetanus, pertussis, Haemophilus influenzae type b, hepatitis B, polio	INFANRIX HEXA
Meningococcal ACWY	NIMENRIX
Pneumococcal	PREVENAR 13
Measles, mumps, rubella	MMR II OR PRIORIX
Diphtheria, tetanus, pertussis	INFANRIX OR TRIPACEL
Measles, mumps, rubella, varicella	PRIORIX TETRA OR PROQUAD
Haemophilus influenzae type b	ACT-HIB
Diphtheria, tetanus, pertussis, polio	INFANRIX-IPV OR QUADRACEL
	<ul> <li>Diphtheria, tetanus, pertussis, Haemophilus influenzae type b, hepatitis B, polio</li> <li>Pneumococcal</li> <li>Rotavirus</li> <li>Diphtheria, tetanus, pertussis, Haemophilus influenzae type b, hepatitis B, polio</li> <li>Pneumococcal</li> <li>Rotavirus</li> <li>Diphtheria, tetanus, pertussis, Haemophilus influenzae type b, hepatitis B, polio</li> <li>Meningococcal ACWY</li> <li>Pneumococcal</li> <li>Measles, mumps, rubella</li> <li>Diphtheria, tetanus, pertussis</li> <li>Measles, mumps, rubella, varicella</li> <li>Haemophilus influenzae type b</li> </ul>

#### **Infectious Diseases**

For certain infectious diseases children are excluded from school for a period of time. Sometimes people in close contact with the infected child are also excluded. As a general guide the New South Wales Department of Health requires the following exclusions:

Disease	School Exclusion Periods
Chicken Pox	Exclude until fully recovered. Minimum exclusion 5 days after the rash first appears and blisters have all scabbed over.
Rubella/German Measles	Exclude until fully recovered. Minimum exclusion 4 days after rash appears.
Measles	Exclude until fully recovered. Minimum exclusion 4 days after rash appears.
Mumps	Exclude until fully recovered. Minimum exclusion 9 days after onset of swelling.
Ringworm/ Scabies	Re-admit the day after fungal treatment has begun, supported when requested, by a medical certificate.
Head lice	Re-admit when appropriate treatment with anti-lice lotion or shampoo has been effective.
Conjunctivitis Slapped Cheek	Until discharge from eyes has ceased. Most infectious before the rash appears. No exclusion after rash appears.
Whooping Cough	Re-admit 5 days after antibiotics have been taken.
Hepatitis A	2 weeks after first symptoms or 1 week after onset of jaundice.
Impetigo School Sores	Exclude until treatment starts. Sores should be covered with a watertight dressing.
Meningococcal Disease	Seek medical help immediately. Patient will need hospital treatment.
Influenza	Exclude until recovered.
Gastroenteritis	Exclude for at least 24 hours after diarrhoea has stopped.

## Pick Up and Drop Off

There is a kiss and drop zone at the front of the school. It is there to ensure the swift but safe arrival and exit of students. Each driver should be parked for less than 5 minutes and cannot move more than 3 metres from their car. Please do not park in the 'No stopping' zone near the pedestrian crossing. Please keep moving your car forward to maintain the traffic flow.

#### Late Pick Up

All students who, for any reason, are left waiting after school are to report to the office. Parents/carers are requested to call at the school office if it is later than 3:10pm to collect their child.

#### **Learning Support Team**

The Learning Support Team monitors student learning, wellbeing and behaviour in the school. The team consists of the School Counsellor, Principal, Learning Support Teacher and representatives of staff, who meet regularly to discuss student needs.

## Library

The school library is a celebration of literature. It provides extensive resources, services and professional staff to support the teaching and learning programs of Years K–6. The library timetable is flexible to allow for co-operative planning and teaching between the teacher-librarian, classroom teachers and support teachers who work together to integrate information skills into the classroom programs. The library is also open at lunchtime on certain days.

#### **Life Education Program**

The Ku-ring-gai Willoughby Life Education Mobile Unit visits the school annually to present a positive health-based educational program for students from Years K–6. It includes information on body systems, healthy food choices, drug education and exercise. The overall focus is on life skills, enabling children to make appropriate choices concerning their health. The educators are professionally qualified teachers who have undergone extensive additional training.

#### **Lost Property**

Lost Property is located in the large wooden box outside of the staffroom. Articles of clothing found in the school will be placed in this box for collection. Parents/carers are requested to label all children's clothing with their full name & class to enable quick identification and collection by families. It is helpful to mark bags and hats with a personalised feature. Unclaimed lost property is sent to the uniform shop or Stewart House as a donation.

Lunch boxes are not placed in the lost property box due to hygiene reasons. Students are required to place their lunch boxes in their class baskets for return to classrooms at the end of lunch. If lunch boxes are labelled and lost they are returned to children. Unnamed lunch boxes are placed in the bin to ensure a tidy, clean and hygienic playground is maintained.

#### **Medication and Other Health Issues**

If your child requires medication during their school day, please see a school administrative officer and complete a medication information form. Children's single dosage medication must have the pharmacy label with the child's name and time for administration clearly identified. Administrative officers are only permitted to administer a single dosage in the course of the school day. For safety reasons medication cannot be left in children's bags and teachers do not administer medication to children. Students are permitted to carry Ventolin on them or keep it in their bag.

The school is required to develop a Health Care Plan, in consultation with parents/carers, for students who have a serious health issue (eg anaphylaxis, diabetes).

#### **Messages for Students**

Parents/carers are requested to make sure arrangements for picking up students for after school activities are organised at home and that students are fully aware of the arrangements. Telephone messages for students are restricted to emergencies only.

#### **Mobile Phones**

Students are advised not to bring mobile phones to school. The school accepts no responsibility for the loss of mobile phones if brought to school for any reason. If it is deemed necessary for a mobile to be brought to school, the student must turn it off whilst on school grounds and leave it in their school bag. Students are not permitted to use a mobile phone during the school day.

### Mufti Day

The Student Representative Council (SRC) collects money for designated school charities such as Stewart House. Students wear casual clothes (sometimes themed) in return for a gold coin donation. Mufti Days may occur to support other events during the year.

#### **P&C** Association

All parents/carers are invited to be members of the P&C Association which meets twice a term, at 7:00pm. It provides a forum for discussion on various aspects of the school. The P&C Association is a significant contributor to the school's budget supporting the resourcing of the key learning areas and major projects.

#### Photographs

Photos of classes and groups such as bands and choirs are taken each year. Class photos are sold on a prepaid basis while group photos are ordered afterwards. Students should wear full school uniform. At times throughout the year, photos are taken at school events and during class time. A permissions note is issued at the beginning of the school year requesting parents/carers provide or deny permission for photos of their child to be displayed in a variety of contexts (eg school, website, newspapers, and social media).

#### Prayer Group

Parents/carers are invited to join the prayer group which meets once a term on a Friday at 9.00am in the NTOOSH building.

#### **Presentation Day**

Each year in December, Presentation Day is held to recognise student achievement. Major awards are presented and school leaders for the following year are announced.

#### **Reporting to Parents**

Parents/carers are encouraged to discuss their child's progress with staff and contact is scheduled over a school year. A parent/carers teacher information evening is held early in the school year to enable both groups to meet. Class programs and routines such as homework are discussed. Parents/carers are requested to attend a student led conference to discuss their child's progress, achievements and work habits with the class teacher and their child at the end of Term 1. Kindergarten parents/carers will also have an interview time allocated.

Two written reports are provided each year. If parents/carers require further information at any time during the year or are concerned, they are requested to make an appointment through the school office to meet with their child's class teacher.

## **Road Safety**

Parents/carers are asked to remind their children constantly of the Road Safety Rules. When crossing Bobbin Head Road children should only use the supervised crossing at the front of the school. The RTA supervisor is on duty from 8:00am– 9:30am and 2:30pm–4:00pm.

In the interests of student safety, parents/carers are prohibited from driving cars into the school grounds to deliver or collect students, and from walking through the staff car park.

#### **Road Signs**

All 'No Stopping' signs must be obeyed. Small children have great difficulty crossing if their view is obscured by motorists pausing to drop off or collect students in these areas.

This is even more important in wet weather when children will run to avoid getting wet.

## **School Counsellor**

The School Counsellor is qualified both in teaching, and in educational and guidance psychology. The position is shared with other local schools. The School Counsellor's office is located in the administration building. The role of the School Counsellor is to be involved in all aspects of a student's development: emotional, social, behavioural, intellectual and academic.

Referrals are accepted from parents/carers, teachers and students. Information is gathered from all available sources including: parents/carers reports, teachers' reports, student record cards, medical, psychological or other reports, academic tests, intellectual assessments, observations and interviews.

The School Counsellor will:

- offer feedback and discuss strategies with parents/carers and teachers;
- offer counselling to the student, where relevant;
- refer the student for more specialised assistance;
- make applications for assistance from itinerant support teachers, student learning support officers etc.
- make application for selection in Support Classes.

## **School Development Days**

The success of these important days relies heavily on the commitment of all members of the school community. The student-free nature of the day ensures that staff are able to develop or review policies, engage in professional training or attend network and regional conferences with their colleagues. They are held three times a year on the first days of Terms 1, 2 and 3. School Development Days are also held on the last 2 days of Term 4.

#### **School Newsletter**

The main form of communication is our school newsletter *The Turragraph*. It is published fortnightly and is distributed through the School Stream App on Mondays. It would be appreciated if contributions to *The Turragraph* are received by 3:00pm on the Thursday before publication.

*The Turragraph* may also be accessed on the school website: www.turranorthps.net.au

#### **School Sport Houses**

All students from Kindergarten to Year 6 are allocated to houses for sport and general activities within school competitions. Our four houses and their colours are:

FLINDERS BLUE MACQUARIE GREEN PHILLIP RED STURT YELLOW

#### Our School Song

Let's all join hands And circle around Let's all sing together To help us be strong We'll reach for the skies And we'll get there too If we all help each other In the things that we do.

We're Turramurra North And we're proud Of our school Where we strive and we learn And we play – Where the trees grow tall And there's room for all of us To be just what we are. We're Turramurra North. We're Turramurra North.

Rhonda Macken 1986

#### Security

Under the Enclosed Lands Act unauthorised persons are not permitted in the school grounds. All parents/carers and community members are asked to report unauthorised activities to Hornsby Police Station on 9476 9799 or School Security on 1300 880 021.

The school buildings are connected to a central electronic surveillance system. Unauthorised entry out of school hours will result in response from security guards who operate from mobile security patrols.

#### **Special Religious Education**

At Turramurra North Public School Special Religious Education Classes are offered each Wednesday for 30 minutes. Students may participate in Catholic, Combined Christian classes.

Scripture classes provide students with guidelines in the areas of relationships and personal moral growth based on a Biblical worldview. At both Easter and Christmas students are able to attend a special service in the Hall run by the local churches in the community.

#### **Sport and Fitness**

All students K–6 participate in sport and fitness activities include: class sport, grade sport, specialist gymnastics sessions, special sports skills lessons and Years 3–6 students may participate in Primary Schools Sporting Association (PSSA) activities and round robin competitions.

Turramurra North Public School is a member of the Hornsby PSSA. Students from Years 3–6 are selected to participate in inter-school competitions during summer and winter. Annual carnivals are held in swimming, cross country and athletics. Students turning 8 years old and older are eligible to participate in these carnivals. Place getters represent the school at Zone, and may progress to the Area, then State PSSA carnivals. Years K–2 students participate in an athletics and cross country carnivals annually.

#### Student Representative Council (SRC) and Student Leadership

Class representatives from Years 2–6 participate in the SRC. The SRC meets regularly to discuss school issues. Each class elects representatives for each semester and all Year 6 students participate.

During Term 4 elections are held for the positions of school captains, prefects and house captains for the next year. All Year 5 students can be nominated for these positions. Other leadership positions include dance, band and choir captains and the student buddy program. The composition of the leadership team is dependent on the number and gender balance of students enrolled in Year 6 for the coming year.

#### **Student Welfare and Discipline**

We encourage students to be friendly, to respect others and to take responsibility for their actions. Each class negotiates a set of rules at the beginning of the year to set expectations and standards which will allow all students to learn without distraction. We encourage parents/carers to support, reinforce and uphold the school discipline code and values. Our school follows the curriculum of the 'You Can Do It!' achievement program.

Unacceptable behaviour is not tolerated at Turramurra North Public School. The school discipline framework sets out the positive and negative consequences for behaviour. The DoE has set procedures for students who continually display unacceptable behaviour. Such behaviour may lead to suspension from school.

## Sun Safety — No Hat, Play in the Shade

Students are encouraged to wear a broad brimmed Turramurra North PS hat (navy) when outside. The school has a 'NO HAT, PLAY IN THE SHADE' policy.

#### Technology

Technology is embedded throughout our school and is used during the day to enhance learning for all students. Our school believes in fostering  $21^{\text{st}}$  century learning and encourage students, teachers and parents/carers to be creative, collaborative, think critically and communicate effectively. Students in Year 3–6 have a ratio of 1:1 iPads and Years K–2 have a ratio of 1:2. All student iPads are equipped with applications that focus on productivity, enabling students to create their own content in response to the curriculum. A class set of laptops is also available K-6.

Each learning area has an interactive whiteboard or screen and desktop computers to support learning. All students have the right to use the DoE's secure Internet access and email. Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policy when using the DoE's Internet and email services. A Bring Your Own Device (BYOD) policy is in place for senior students.

#### Toys

Students are not encouraged to bring toys or other valuable pieces of personal property to school. If these are brought to school they should be clearly labelled with your child's name and class.

#### **Travel Passes**

#### The School Opal card

Free bus travel is currently available to **all students** who live more than 1.6km in a direct distance from the school or 2.3km walking distance. Applications can be made at <u>www.transportnsw.info/school-students</u> for a School Opal card. Details of conditions for eligibility and information forms are available from a school office administrator. All students travelling by bus in the afternoon board the bus at the stop opposite the school under teacher supervision. It is expected that conduct on school buses will be of the highest standard. Poor behaviour may result in withdrawal of the bus pass or the bus company refusing right of travel. In either instance, the school will support the bus company.

#### Lost School Opal cards

If a School Opal card is lost, parents, guardians and students simply need to visit <u>www.transportnsw.info/school-</u> <u>students</u> or call 131 500 to order a new School Opal card.

#### Train Passes

Out of area children are also eligible for train passes for use to and from school only. Please visit www.transportnsw.info/school-students.

## **Uniform Shop and Clothing Pool**

The Uniform Shop is run by a sub-committee of the P&C Association. The P&C Association supports the school in the wearing of the official uniform. We ask that all parents/carers support the uniform policy and send their children in the correct uniform each day.

The Uniform Shop is situated near the school gate closest to the IGA and is open at the following times:

#### Wednesday afternoon from 2.30pm – 3.30pm

Preferred payment is by debit/credit card (cheques are accepted).

Uniforms can also be ordered by filling in a Turramurra North Public School Uniform Shop Order Form which is available in the school office or online via the school website. Completed forms with credit card details (no cash) may be placed in the Uniform Shop box in the school office. Orders will be delivered as soon as possible to your child's class.

All items of school uniform except footwear are sold in the Uniform Shop. **Please Note**: Microfibre track pants can be worn in winter **ON SPORTS DAYS ONLY** if desired.

Accessories available from the Uniform Shop include school backpacks, library/excursion bags, metal school badges, rain jackets, scarves, hair accessories and music folios.

Some second hand clothing is available and donations of good quality second hand garments are always appreciated.

#### Turramurra North Public School Uniform

#### Girls

Summer uniform is worn in term 1 & 4 Dress Short white socks Black leather shoes Navy hat with logo Blazer Year 6 Leaders (for special events)

#### Boys

Summer uniform is worn in term 1 & 4 Short sleeved white shirt Navy shorts Short navy socks Black leather shoes Navy hat with logo Blazer Year 6 Leaders (for special events)

#### **Girls sport**

Navy microfibre shorts, microfibre skorts/track pants White polo t-shirt with TNPS logo Short white socks Sneakers or joggers Navy hat with logo

#### Winter uniform is worn in term 3 & 4

Tunic or navy trousers (no jeans) White long sleeved blouse Navy socks or tights Navy jacket and/or sloppy joe Black leather shoes Navy hat with logo Blazer Year 6 Leaders (for special events)

#### Winter is worn in term 3 & 4

Short sleeved white shirt Navy trousers (no jeans) Short navy socks Navy jacket and/or sloppy joe Black leather shoes Navy hat with logo Blazer Year 6 Leaders (for special events)

#### **Boys sport**

Navy microfibre shorts or microfibre track pants White polo t-shirt with TNPS logo Short white socks Sneakers or joggers Navy hat with logo

## Visitors

All visitors must report to the school office and sign in at our Visitor's Register prior to engaging with teachers and students.

Our school hosts several special days throughout the year for families and friends to visit with students. Visitors are invited to school assemblies and special award days.

# You Can Do it! Education

Our school follows the curriculum of the 'You Can Do It!' achievement program. This program develops social and emotional well-being to develop successful and happy citizens. The five 'Keys for Success': Persistence, Confidence, Resilience, Getting Along and Organisation are explicitly taught, reinforced and celebrated throughout our school at all times.

'Did Its!' are given to students to reinforce the 5 Keys for Success. Students have a personal 'Passport to Success'. A series of award tiers enable students to strive for short-term and long-term goals, developing social and emotional well-being attributes and skills along the way.





