

# Kingswood Public School

# Parent Handbook





# Kingswood Public School



At Kingswood Public School we acknowledge the traditional custodians of this land and pay our respect to elders past, present and future, for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia.

We must always remember that, under the concrete and asphalt, this land was, is, and always will be traditional Aboriginal land.



# Welcome to Kingswood Public School

Kingswood Public School is a primary school with students from Kindergarten to Year 6. Our comprehensive public school offers a wide range of programs and opportunities for all students.

We warmly welcome you to the Kingswood Public School community and hope that it will be the beginning of a wonderful relationship between the school and your family.

We are proud of our school, its happy students, dedicated staff, supportive parents and of the wide range of educational opportunities that are provided here at Kingswood Public School.

We believe that Kingswood Public School is a quality educational organisation, offering many valuable programs. The school community is extremely proud of our school and the children who attend this wonderful learning environment.

As your child begins school, we look forward to working with you so that your association with the school will be a happy and highly rewarding time and that your child will experience a quality education in a caring environment.

The purpose of this booklet is to provide you with information and suggestions in alphabetical order that may assist you in meeting the needs of your child as they begin their schooling year at our school.

Please do not hesitate to contact the school if we can be of any assistance to you in ensuring that your child enjoys a challenging and fulfilling start to their school years at Kingswood Public School.



Norma Petrocco  
Principal



# Kingswood Public School Information Book

## Executive Structure for 2024

<b>Principal:</b>	Ms Norma Petrocco
<b>Deputy Principal:</b>	Mrs Kim Hall
<b>Assistant Principal:</b>	Mrs Lauren Cook (supervising Early Stage 1)
<b>Assistant Principal:</b>	Miss Jordan Cleaver (supervising Stage 1)
<b>Assistant Principal:</b>	Mrs Meredith Jeff (supervising Stage 2)
<b>Assistant Principal:</b>	Mrs Lesley Taylor (supervising Stage 3)
<b>Assistant Principal</b>	
<b>Curriculum/instruction:</b>	Mrs Kylie Rincon
<b>School Administration Manager:</b>	Mrs Kellie Taliana

## Kingswood Public School Details

**Postal Address:** PO Box 305 Kingswood NSW 2747

**Street Address:** 46 - 54 Second Ave Kingswood NSW 2747

**Phone:** 4736 4028

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

**Website is:** [www.kingswood-p.schools.nsw.edu.au](http://www.kingswood-p.schools.nsw.edu.au)

**Office Hours:** 8:30 am – 3:00 pm

## Kingswood Public School Expectations

Kingswood Public School has the following school-wide expectations:

Be safe, be respectful, be responsible and be a learner.



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## ABSENCES

The Department of Education Attendance Policy highlights the importance of students attending each school day. Students who are frequently absent or late for school miss vital learning experiences that may affect their educational, social and emotional wellbeing.

All parents and carers have a responsibility to ensure that their children attend school each day and to notify the school as soon as possible if their child is away. If your child is absent, parents and carers are required to provide the school with an absence notification explaining why they were away. If your child is absent for 3 days or more (without notification from parents or carers) the school will contact you to find out why they are absent and why the school was not notified. If your child is absent due to illness the school can request a medical certificate from the doctor. Please ensure that a notification is sent through the Sentral Parent Portal app daily or when return to school timeframe is known. Alternatively, you are able to send a signed note to school noting your child's absence dates and reason for absence when they return to school.

Schools have a legal requirement to record student attendance. A significant change to the policy is the expectation that students who travel within Australia or overseas for a holiday do so during school holidays.

If students are going on holidays during school time an Application for Extended Leave - Travel must be completed by parents or carers before travelling with copies of the itinerary attached. This absence is counted towards a student's total absence and will be recorded on your child's semester reports. Please consider the impact on your child's learning before taking leave during school time. The Application for Extended Leave - Travel is available from the office. A Certificate of Extended Leave - Travel will be issued if the leave is approved by the Principal. Please note that parents and carers are responsible for supervision of children whilst on extended leave.

**Please note that supervision of students commences at 8:30 am in the morning.** The front gates will be opened in the morning at 8:30am and at 2:45pm. Out of hours care is available onsite. If you require this service please contact TheirCare for registration and bookings on 1300 072 410.

Students line up ready for the bell whilst the music is playing each morning. Students who are not within the school grounds by the 9:00 am bell will be marked late by the Principal or staff member at the front gate or at the school office.

A parent or carer who needs to collect their child early should notify the office to request early leave arrangements.



# Kingswood Public School Information Book

## APP

The Sentral Parent Portal will allow you to: -

- \* View the absences for your child/ren
- \* Provide absentee notes
- \* Update your child/ren's details
- \* View your child/ren's semester reports
- \* View the excursion or activity notes relevant to your child/ren
- \* View NAPLAN results
- \* View the parent calendar of events/activities occurring at Kingswood Public School which will be constantly updated as activities are scheduled

**KPS PARENT PORTAL**

**ANDROID** Go to the App store **APPLE**

**1** DOWNLOAD THE SENTRAL APP

**2** Log In

**3** SEARCH FOR KINGSWOOD PUBLIC SCHOOL

**4** SELECT ADD NEW ACCESS KEY AND TYPE IT IN

**KPS PARENT PORTAL**

**5** CLICK TO VERIFY YOUR EMAIL ADDRESS

**6** GO TO YOUR EMAIL AND CLICK TO VERIFY IT

**7** LOG IN TO THE SENTRAL APP AND SELECT MY ACCESS

**8** CLICK ON YOUR CHILD'S NAME AND YOU CAN SEE INFORMATION ABOUT THEM

## ASSEMBLIES

Assemblies are held in stages when needed, during which awards are given to students who have demonstrated personal qualities such as growth in their learning, resilience and striving to do their personal best as well as academic excellence or improvement.



# Kingswood Public School Information Book

## AWARD SYSTEM

At Kingswood Public School we reward our students for positive behaviour traits, their achievements and many other special things they do at school.

Students can receive small classroom teacher’s awards, small yellow Merit Awards for classroom achievement, Kingswood Kinship Award, Sport Awards and in Term 3 Peer Support Awards. Apart from the teacher’s tokens, all other awards are presented at assemblies. These awards are all equal to 1 point.

Students need to accumulate 10 points to receive a Supervisor’s Bronze Award. Students then need to receive another 10 merits to receive a Principal’s Bronze Award. This process is then repeated to receive both Silver, Gold and Platinum Supervisor and Principal’s Awards.

Once your child has received the Platinum award they need to achieve another 20 points to achieve the Principal’s medallion. This medallion can be achieved at any time while a student is at Kingswood Public School. When the medallion is to be presented at an assembly, the parents or carers of this student will be contacted and invited to attend this assembly.

Only the Supervisor’s and Principal’s awards will be carried over to the new school year. This means that the award each student finishes on in a year is where they will start in the new school year.

The merit system commences when students start school at Kingswood Public School and will continue until they leave. This allows students to work towards the goal of the Principal’s medallion.

### The Merit System – Award Collection

10 points	Bronze Supervisor’s Award
10 points	Bronze Principal’s Award
10 points	Silver Supervisor’s Award
10 points	Silver Principal’s Award
10 points	Gold Supervisor’s Award
10 points	Gold Principal’s Award
10 points	Platinum Supervisor’s Award
10 points	Platinum Principal’s Award
20 points	Principal’s Medallion





# Kingswood Public School Information Book

## BEFORE AND AFTER SCHOOL CARE

The Outside of School Hours Care (OOSH) program at Kingswood Public School is provided by TheirCare and operates every morning and afternoon. Please contact TheirCare directly for more information and to register your child/children on 1300 072 410.

## BELL TIMES

**Morning Bell:** 9:00 am  
**Recess:** 11:00 am – 11:30 am  
**Lunch:** 1:30 pm – 2:00 pm  
**Afternoon Bell:** 3:00 pm

## BIKES AND SCOOTERS

If students ride their bikes to school, they must wear an Australian Standards approved helmet. Bikes and scooters can be stored on the bike racks provided near the library. Please be aware that no responsibility is taken for any bikes or scooters on the school site.

## BIRTHDAY CELEBRATIONS

Your children's birthdays are wonderful times to celebrate and for many of our students they wish to share this experience with their classmates and peers. If parents/carers choose for their child to celebrate their birthday at school, we ask that food products such as cakes, donuts, fruit, lollies/lolly bags etc NOT be sent to school. A small alternative to non-food products could be an item such as a pencil topper, novelty eraser, pencil or a bookmark.

Please speak to your child's teacher prior to the day to make arrangements regarding recognising their birthday in such a way. These arrangements are for the safety of all children in the classroom as some may have food allergies or special dietary requirements that restrict / prohibit such treats.

An increasing number of our students are being diagnosed with Anaphylaxis. Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. It must be treated as a medical emergency, requiring immediate treatment and urgent medical attention as it can rapidly become life threatening. Common triggers include food such as peanuts, tree nuts, sesame, milk, eggs, fish, crustaceans and soy. It is important to understand that even trace amounts of foods can cause a life-threatening reaction.



## Welcome To TheirCare

### How to Register Guide:

Registration and bookings are completed online at [www.theircare.com.au](http://www.theircare.com.au) and usually takes approx. 15 to 20 minutes to complete.

When completing your child's registration there will be some information and documents that you will need on hand to complete the registration process.

#### This includes...

- Centrelink CRNs for yourself and the child you are enrolling
- Credit card or bank account details for direct debit purposes
- Emergency contact details in case you are not contactable in an emergency
  - Authorised nominees for drop off and collection
  - Doctor, Medicare, immunisations details for your child
  - Any medical or health details for your child

FAQs can be located on our website:  
<https://theircare.com.au/how-to-register/>





# Kingswood Public School Information Book

## BOOK CLUB

Scholastic Australia Book Club catalogues are sent home regularly to families who may wish to order from a selection of reasonably priced books for their children. When our school places these orders, the school receives points which can be used by our Teacher Librarian to purchase books for the classrooms or our Library.



## BUSES

Students from Kindergarten to Year 2 are eligible for a free bus pass. Students in Year 3 to 6 must live outside a 1.6km radius of the school to be eligible for a free pass. A teacher is assigned bus duty on both sides of Second Avenue to ensure student safety when boarding the bus. Students can apply for an Opal Student Travel card via [www.transportsw.info/school-students](http://www.transportsw.info/school-students)

## CANTEEN/LUNCH ORDERS

The NSW Healthy School Canteen Strategy, launched in February 2017, supports a culture of healthy eating in schools. Our school canteen plays an important role in providing healthy food and drink choices for students. Our healthy school canteen supports a 'whole-of-school' approach to student health and wellbeing and reinforces healthy eating messages taught in the classroom. Kids Pantry Canteens operates our school canteen. Orders can be made online or by cash in the morning before school commences. [www.myschoolconnect.com.au](http://www.myschoolconnect.com.au)

**MY SCHOOL CONNECT**  
OUR SCHOOL TUCKSHOP IS NOW ONLINE!  
Download the free app or access [www.myschoolconnect.com.au](http://www.myschoolconnect.com.au)

- 1. REGISTER YOUR ACCOUNT**  
Register on any device, simply login to [www.myschoolconnect.com.au](http://www.myschoolconnect.com.au) and click on "Create Account", follow the prompts to add your email and password.
- 2. ADD YOUR STUDENT**  
And make sure that you select your school and classroom details.
- 3. SELECT "TOP UP"**  
To add money to your account via Credit Card or Paypal, you can choose Direct Deposit but allow 3-5 working days to process prior to ordering. You can also pay as you go, simply skip the pop up screen for adding funds and start ordering.  
(Please note Merchant Fees applies to Credit Card or Paypal Transactions)
- 4. ORDER**  
To start ordering lunches simply select your Student and click "Buy Now", and you can order for the day, week, it's that simple!
- 5. CHECKOUT**  
Once you have completed your order, view your order summary in the "cart" and proceed to "checkout". Select your preferred form of payment and submit, all orders are confirmed via email.

**NOTE ON PAID ORDERS**  
Note that only paid orders will be sent to your canteen, not those still sitting in your cart. To start ordering lunches simply select your Student and click "Buy Now", and you can order for the day, week, it's that simple!

**MY SCHOOL CONNECT**  
[www.myschoolconnect.com.au](http://www.myschoolconnect.com.au)  
My School Connect has a 7 day a week Support Line, contact 1300 630 915

## CAPTAINS/YEAR 6 LEADERS

Students and teachers elect School Captains, Vice Captains and Prefects at the end of the year, for the next school year. Our school also has Stage 3 committees responsible for technology, environment, and Library Monitors. The students vote to establish these positions. All Year 6 students are considered to be school leaders. Leadership is a strong focus in the school and is developed in all children at Kingswood to develop good citizenship and leadership qualities.



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### CHOIRS

We have a variety of choirs including the Penrith Valley Schools Choir. These choirs are trained by experienced choir teachers and perform at the Joan Sutherland Performing Arts Centre, school assemblies and special events.

Students from Year 3 to Year 6 are able to join these choirs.



### COVID

**Do not send students to school if they are unwell, even with mild symptoms. Please ensure you follow current NSW Health guidelines.**

Further information can be located at:

<https://education.nsw.gov.au/covid-19/advice-for-families>



# Kingswood Public School Information Book

## **CURRICULA AND POLICIES**

The NSW Education Standards Authority (NESA) provide all school curriculum documents. Subjects are organised into Key Learning Areas (KLAs) following the NSW syllabuses for the Australian curriculum.

The subjects include:

***English***

***Mathematics***

***Science and Technology***

***History & Geography***

***Creative Arts***

***Personal Development, Health and Physical Education***

Kingswood Public School is a stage-based school.

Students, Kindergarten to Year 6, are divided into the following stages:

<b>Grade or Year</b>	<b>Stage</b>	<b>Abbreviation of Stage</b>
Kindergarten	Early Stage One	ES1
Years 1 and 2	Stage One	S1
Years 3 and 4	Stage Two	S2
Years 5 and 6	Stage Three	S3



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### **CUSTODY**

If parents or carers are divorced or separated, confidential information is respected by the school. Parents or carers are required to provide essential and appropriate information such as copies of court orders to the school. Separate interviews to discuss student academic and social development, as well as copies of your student's reports can be arranged upon request.

### **DEBATING – STAGE 3**

Students in Stage 3 (Years 5 & 6) are encouraged to participate in debating. Debating teams participate in regional competitions and friendly debates with other schools in the local school networks.

### **EMERGENCY CONTACTS**

It is essential that we are able to contact parents or carers or another nominated emergency contact during school hours in the event of an emergency. Any changes to parent, carer or emergency contact person's mobile, home or work numbers, email addresses, postal addresses or other relevant information should be notified immediately to the school office via the school email account.

### **ENROLMENT PROCEDURES**

#### **Early Stage One (Kindergarten)**

Children who turn five years old prior to August may enrol using the online enrolment which can be found on Kingswood Public School website. A comprehensive Early Stage One (Kindergarten) Orientation Program is held each year in November. This orientation program provides children and parents the opportunity to form strong links with the school prior to children starting school.

#### **New Enrolments**

Any student who enrolls requires an online enrolment form, which can be downloaded from the school website - <https://kingswood-p.schools.nsw.gov.au/about-our-school/enrolment.html>. A recent immunisation certificate must accompany any enrolment form. This can be obtained from the website - <https://www.servicesaustralia.gov.au/how-to-get-immunisation-history-statement?context=22436>

Please note that documentation evidencing the '**100 Point Residential Address Check**' must accompany any enrolment form. Document points can be found at <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/Residential-address-check.pdf>



## **Kingswood Public School Information Book**

### **EAL/D (ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT)**

EAL/D teachers are employed to assist students from language backgrounds other than English. Students are assisted in the classroom, following the class teacher's program and may also be withdrawn from class to assist them with English language.

### **EXCURSIONS, INCURSIONS and ACTIVITIES PAYMENTS**

Excursions and incursions are a part of the school's educational programs and are closely linked with the current classroom program. Overnight excursions or camps may occur in Stage 3. All students are expected to participate in excursions, as part of the normal school program. For all excursions an information note will be posted on the Sentral Parent Portal App closer to the date of the excursion outlining departure/arrival times and other details. A permission slip which requires parent or carer signature to allow your child to participate in these activities will be sent home for incursions and excursions. We will be posting notes on School Bytes later in Term 1. Parents and Carers will be able to sign notes online as well as pay for excursions, etc.

Excursion costs are closely monitored and no child is excluded on financial grounds. Written parental or carer permission is required for any additional activity that occurs.

Each year our school celebrates Harmony Day and NAIDOC Day. Other incursions occur across various stages.

Permission notes and payment for excursions, incursions or sporting events is preferred to be made online via School Bytes. If required, your child can place all monies and notes in the 'money slot' in the front office before 9:30am. In cases where this may cause financial hardship to parents, you are requested to contact the Principal or one of the Assistant Principals. It is our policy that no child shall miss an activity for financial reasons only. All communications in this regard are strictly confidential.

### **FINANCIAL CONTRIBUTIONS**

A voluntary General School Contribution is set in consultation with the P&C and collected by the school; for KLA resources, classroom resources and technology for the students to use.

### **FRIENDSHIP SQUAD**

The Friendship Squad is a playground initiative at Kingswood Public School to encourage a healthier, more active and inclusive playtime. Friendship Squad members make the commitment to help encourage happy and sociable playtimes. They may organise a variety of games and activities for children to take part in, support children who are alone, alert teachers if needed and be a friendly person that other children can go to if needed.



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### GOOGLE CLASSROOM

Stage Two and Stage Three students use Google Classroom platforms for the process of sharing files between teachers and students. This platform is accessible through each student's DET portal.

### IMMUNISATION

As part of the enrolment process, the school needs to sight the original copy of your child's Immunisation Certificate and take a copy for his/her file. If you do not have the official certificate the following link will assist you to obtain a copy from the Australian Childhood Immunisation Register website

<http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>.

### INFECTIOUS DISEASES

Parents and carers are reminded that students with infectious diseases should not return to school until the required number of days has elapsed.

Common infectious diseases of childhood:

Disease	Period of exclusion
Whooping Cough (Pertussis)	5 days from commencement of a special antibiotic
Chicken Pox	7 days after the first spots appear
German Measles	7 days from appearance of rash
Viral Hepatitis	Re-admit on receipt of a medical certificate of recovery.
Scabies	Until all evidence of the disease has disappeared or a medical certificate is produced stating that treatment has been successful.
Acute Conjunctivitis	Until discharge from eyes has ceased
Impetigo (septic sores)	Exclude if on exposed surfaces such as scalp, face, hands and legs.
Hand Foot Mouth	Until the blisters have dried-up and any rash (if present) has gone and any fever has settled



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### LEARNING SUPPORT TEAM

Learning and Support Teachers (LaST) are employed at Kingswood Public School to assist children with learning difficulties. These teachers are funded by the NSW DoE and school funds. Programs are implemented in consultation with class teachers. Parents or carers of children on differentiated or individualised programs are involved in the decision making process through Individual Education Plan (I.E.P.) goal setting.

### LIBRARY



Our library is a focal point of the school and plays a very important role as the information and technology centre. All students from Kindergarten to Year 6 have access to the library for borrowing, research and to view audio visual programs. The library is also an excellent teaching space and is equipped with an interactive whiteboard. Selected students are trained as library monitors to assist the Teacher Librarian. The library is open at lunch time for quiet reading, research, borrowing books and computer access. When borrowing books students are asked to bring a bag, cloth or plastic, in which to carry the book/s. Early Stage 1 (Kindergarten) usually do not begin to borrow until Term 2.

### LOST PROPERTY

We encourage parents and carers to support their child in being responsible for their belongings whilst at school. Parents and carers are requested to label all belongings. Labels should be checked regularly to ensure tags have not fallen off and that writing has not worn off. Lost unnamed items of personal property are placed in the lost property trolleys outside lower classrooms. Clothing items which have been named are automatically returned to the child. Unclaimed clothing is sent to the school clothing pool at the end of each term. In order to maintain good hygiene practices, unclaimed lunch boxes and drink bottles are disposed of at the end of each week.







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### MEDICATION AT SCHOOL

Prescribed medication can only be administered with the written permission of a student's parent or carer. Parents or carers must complete forms available from the office for the long-term administration of medication. If your child requires short term medication (ie antibiotics) a 'Short Term Medical Authority' form must be completed. These forms are available from the office.



Please administer any medication your child requires before or after school if possible, however if it is essential for your child to have medication during the school day, it must be clearly labelled with:

- Name of child and his/her class
- Name of medication (**medication must be in original package**)
- Dosage

If medication is on-going, it is preferred to be brought to school in a Webster Pack (**available through a pharmacy**).

**Medication should be delivered to the school office by an adult. Please never leave medication in your child's bag.**

If your child is anaphylactic, severe asthmatic or a diabetic a health care plan **MUST** be provided by their doctor. Please contact the school to make an appointment to discuss your child's medical needs at school.

If your child has the need for an EpiPen, asthma puffer or allergy medication, please provide this to the school office at the start of the school year or when the current medication expires. Parents or carers are required to provide new plans when the old plan expires. The school also requires your child's Anaphylaxis / Asthma / Allergy Action Plan which needs to be signed and dated by the child's doctor. A coloured copy of the Action Plan, with the child's photo attached, will be displayed in the classroom, library, staffroom, canteen and office.

Ventolin or similar asthma puffers, and EpiPens, are the only medication students are allowed to carry with them. School Ventolin puffers are also kept in the office (for emergency use).



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### MEDICAL CONDITIONS

All staff, both teaching and office staff are trained in Emergency Care and CPR. We also have ongoing Anaphylaxis and Asthma Awareness training. Nominated staff hold a current First Aid Certificate. If your child suffers from any of the following medical conditions please contact the school office.

- Asthma
- Allergies
- Risk of anaphylaxis
- Epilepsy
- Diabetes
- Other significant health conditions eg. heart conditions

**It is imperative that you inform the office if your child's health condition changes.**

### MONEY

We ask children not to leave money in school bags or classrooms. A safer and preferred alternative payment through School Bytes. School Bytes provides parents and carers with a secure payment facility to deposit into the school's bank account via a credit or debit card. It gives parents and carers a convenient and alternative means of paying school invoices/accounts for excursions, voluntary contributions etc which eliminates the need for students to bring cash to school and for parents and carers to pay for their child's accounts at their convenience.

If your child brings cash to school, please place it in a **snap lock bag** clearly marked with your child's FULL NAME (first & surname), class, the purpose of the payment, signed permission note and amount enclosed. The snap lock bag should be placed in the money slot in the main office before 9:30 am each day for banking & security purposes. You will receive a note or newsletter information which will explain when money needs to be sent to the school.

Please note: NO CASH IS KEPT ON THE PREMISES. To support finance systems across the school, payments will not be accepted after the advertised closing date.



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### **MUFTI DAYS**

Mufti days are held throughout the year. These days are used to raise funds for charitable causes or as part of the children's class activities. Students do not wear school uniform on these days (closed shoes, covered shoulders and a school hat must be worn) and are asked to bring a gold coin for the privilege of being out of school uniform. When gold coin donations are requested, these funds are distributed to charities of the Student Representative Council choice throughout the year.

### **NATIONAL ASSESSMENTS**

National Assessments in Years 3, 5, 7 and 9 are conducted in March each year and test student achievement in Literacy and Numeracy across the nation. They are called the NAPLAN tests (**N**ational **A**ssessment **P**rogram in **L**iteracy and **N**umeracy). Results are sent to all parents in Term 3.

Check-in assessments are online assessment for students in Years 3 to 6. They are mapped to the NSW Syllabuses and National Literacy and Numeracy Learning Progressions. There are two assessments in reading and numeracy.

The Phonics Screening Check is a short, on-demand assessment for Year 1 students in Term 3 that assesses students phonics progression. The Phonological Awareness Diagnostic Assessment is a short on-demand assessment that assesses how students are progressing in phonological awareness in Kindergarten and Year 2. These assessments complement existing strategies used to identify students' progress in foundational literacy skills development. These assessments are conducted by classroom teachers with individual students

### **NEWSLETTER**

Our school newsletter is uploaded to the Sentral Parent Portal App fortnightly on Wednesdays. We strongly encourage our parents and carers to read this newsletter every fortnight as this will provide news about upcoming events and what is happening around the school. The newsletter also acknowledges various student and group achievements.

### **NOTES**

Notes are posted on the Sentral Parent Portal App. We will be posting notes on School Bytes later in Term 1. Parents and Carers will be able to sign notes online as well as pay for excursions, etc.



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## **PARENT/TEACHER INFORMATION EVENINGS**

Early in Term 1 parents and carers are invited to meet their child's classroom teacher at a Parent Information Evening. At this meeting information relating to routine, organisation, expectations and special events for your child is discussed. This is a valuable forum that paves the way for teachers and parents/carers to work together in partnership for the benefit of each child. At the end of Term 1, a Parent - Teacher Meeting is held for you to discuss with your child's teacher specific details of your child's progress.

## **PARENT PARTICIPATION**

Many parents and carers take the opportunity of participating in school activities to better understand their child's schooling and to show support to their child.

You may wish to become involved by:

- joining the Parents & Citizens Association
- working on the Parent Reading Program
- helping in the library or covering books at home
- attending parent information sessions
- sharing your expertise to enhance the school's educational programs
- assisting with school projects to improve the children's learning environment

Parents and carers who volunteer as part of school events will need to attend a Volunteer's Induction Session and complete a Proof of Identity (100 point check) and Statutory Declaration before commencing as a volunteer at our school for the safety and security of our students.

## **PARKING AND PEDESTRIAN SAFETY**

Parking is very restricted in our school grounds during school hours for safety reasons. The entrance and staff car park are closed each morning and remain closed during the day. The staff car park is out of bounds to all students and parents/carers at all times. Parking is strictly for staff only. Parents and carers are asked not to drive into the school grounds, across or in the driveway when dropping off or collecting their child. Please do not walk your child/children through the car park at any time. Parents and carers are also requested to observe traffic and parking regulations in Second Avenue and surrounding streets. Please insist that your child uses the pedestrian crossing to get to the other side of the road. The safety of all students is paramount.



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## **PERSONAL BELONGINGS**

### **JEWELLERY, WATCHES, TOYS, ELECTRONIC DEVICES, MOBILE PHONES ETC.**

Children should not wear jewellery to school unless it is a bangle or ring that cannot be removed. Dangling earrings and other ornaments are banned to prevent injury, loss and emotional upsets if lost or damaged. Studs and sleepers in pierced ears are permitted. Responsibility for any jewellery or watches lost or damaged cannot be accepted by staff. Students are requested not to wear nail polish to school. Toys are not encouraged to be brought to school.

Personal property and mobile devices should be left at home. This includes tablets, handheld games, CD/DVD's and iPods. The school does not allow mobile devices in classrooms. Students who for security, safety, transport or supervision reasons must have a mobile device are expected to hand their device in at the office each day and pick them up at the end of the day. Please label all devices with your child's name and ensure that your child knows how to turn the device off and on. All mobile devices must be switched off at all times during the day.

## **PHOTOGRAPHS**

Class, grade, individual, sporting and special group photos are taken annually, by professional photographers. These photos may be purchased by parents and carers. All photos on social media and school websites require a signed Permission to Publish approval as indicated on your enrolment forms. We ask that you do not take photos of other students when attending school events and ensure that other students are not recognisable when uploading to your personal social media platforms.

## **PLAYGROUND**

The playground is supervised from 8:30 am. Parents are requested to use the OOSH Centre (Out of School Hours Care) located in the school grounds if their child needs to be at school earlier than 8:30 am. Similarly, parents are requested to use the OOSH if they are unable to collect their child or make alternate arrangements at 3:00 pm. Teachers supervise their class while the children eat their lunch between 1:20 pm and 1:30 pm. Students are then able to enjoy the rest of their lunch time in the playground. Teachers supervise the playground at recess and lunch times. Children are expected to remain in the designated playground areas that are under supervision.



## Kingswood Public School Information Book

### **PUBLIC SPEAKING**

Students across all years participate in Kingswood Public School Public Speaking Competitions. Selected students also participate in the local and regional finals of Stage 2 and Stage 3 competitions.

### **P&C ASSOCIATION**

The P&C Association is the major forum for discussions between teaching staff of the school and all interested parents and carers. The P&C meets each month. Elections of officers of the P&C take place at the Annual General Meeting which is advertised through the school newsletter. A membership fee of \$1.00 per person per year which makes you a voting member of the P&C.

The money that the P&C raises is used to benefit all students, as well as the whole school community.

Whilst it may seem that the main focus of the P&C is to raise money for the school and our children, it is also a great way to engage with others and to foster a close and caring school community of parents, children and teachers. We are always happy for new faces to join us and are willing to hear of new ideas for fundraising and ideas to improve our school environment.

### **P&C PLUSH (Pre-Loved Uniform Shop)**

Families can donate used uniforms in good condition. These are washed, sorted and then available for purchase for \$2 per item. Days and times for PLUSH will be advertised through the school newsletter.

You can contact the P&C at [kingswoodpandc@hotmail.com](mailto:kingswoodpandc@hotmail.com)

The P&C Federation's website is [www.pandc.org.au](http://www.pandc.org.au)

& email details are [mail@pandc.org.au](mailto:mail@pandc.org.au)





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## QUIET HOUR

Quiet Hour is daily from 10am to 11am. This has a positive impact through uninterrupted student learning time. We request that parents/carers do not call the office between these hours unless absolutely necessary.

## REPORTING TO PARENTS

Parent/Teacher interviews are held at the end of Term 1. These meetings allow parents and carers to hold a discussion with their child's teacher. Specific interview days or evenings are set aside for this purpose and parents and carers can schedule an appointment using an online booking system. Should you wish to discuss any matter affecting your child at any other time, an appointment can be arranged by contacting the classroom teacher via email or the school office.

Kingswood Public School encourages open and ongoing communication with a commitment to fostering a strong partnership with parents and carers. A formal report of individual student progress is sent home via the Sentral Parent Portal app at the end of Terms 2 and 4.

## SCHOOL BYTES

School Bytes allows parents and carers to make school payments and complete permission notes online. Permission notes will be emailed to parents and carers, with a link to make the online payment.

## SCHOOL CALENDAR

Upcoming school events are published in the newsletter, Facebook and the Sentral Parent Portal App. The school calendar features 'Events' with current and updated school information for your diary. If dates change for an event, parents and carers will be notified through Sentral Parent Portal app and Kingswood PS Facebook page.

We are excited to announce our school offers a flexible and simplified way parent/carers can make payments

**The Parent Portal**

- Easily make a payment online
- Download your receipt
- Sign and return permission notes digitally
- Use any credits on your account to make payment
- View your complete payment history
- Request a refund

School Bytes

Register for the Parent Portal via the QR Code or visit <https://portal.schoolbytes.education>





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## SCHOOL COMMUNITY CHARTER

The School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive. NSW Public Schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for. The best education happens when students, parents and schools work together.

## Collaborative. Respectful. Communication.

The NSW Department of Education has introduced a School Community Charter for all members of NSW public school communities. This is available for viewing at <https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>

## SCHOOL COUNSELLOR

The NSW School Counselling Service plays a key role in supporting students, parents, teachers and school staff. The School Counsellor visits the school each week. Students can be referred to the counsellor through the Principal or Executive and they may be referred by a teacher or parent or carer.

### Areas of concern include:

- **Academic:** Students with specific learning difficulties, underachievers, talented students.
- **Behavioural:** Students having problems in the classroom, and/or playground including shy and withdrawn students and school resisters.
- **Physical:** Known or suspected disabilities which may interfere with learning or adjustment.

### The Counsellor may be involved in:

- Assessing students.
- Consulting with students, teachers and parents.
- Placement of students requiring special facilities.

If you wish to see the counsellor, an appointment can be made through your child's teacher, your child's Stage Supervisor (Assistant Principal) or Principal.



# Kingswood Public School Information Book

## SCHOOL DEVELOPMENT DAYS

The first two days of Term 1, the first day of Term 2 and 3, and the last two days of Term 4 are School Development Days (SDDs), which are pupil free days where staff are involved in planning and professional development. This information is communicated to families during the year through our school newsletters, Sentral Parent Portal app and Kingswood PS Facebook.



## SICK BAY

Students who become ill or are injured at school are taken to the sick bay where their condition is assessed by our School Administration Officer. A parent or carer may then be called to collect the child from school. If the condition is minor, the student is given a short rest and treatment to the injury, if appropriate.

## SPECIAL RELIGIOUS EDUCATION (SRE) SCRIPTURE

We are very grateful for the time our volunteer SRE teachers give to Kingswood Public School. Special Religious Education is held each Friday for 30 minutes. A note will be sent home early in the year to nominate which scripture group you would like your child to attend. A non-scripture group is available for those students whose parents and carers indicate they do not wish for them to attend scripture class. Classes are provided for Catholic, Protestant, Islamic and Sikh.

## SPECIAL EVENTS

The school highlights special events each year involving our students. These include Anzac Day, Book Week, Education Week, Sports Days, Swimming Carnival and Swim School, Cross Country and Athletics Carnivals, NAIDOC Day, Easter Hat Parade, Year 6 Graduation, Performing Arts Festivals, Dance Festival, Presentation Day Assembly and Harmony Day. These activities are celebrated by involving students, parents, carers and the community. Advance notice is given in our newsletter, Sentral Parent Portal app and on our school Facebook page.





# Kingswood Public School Information Book

## SPORTING EVENTS

Carnivals are held each year for swimming, athletics and cross country. Students in Years 3 to Year 6, and eligible Year 2 students (children who turn 8 during the year), participate in these events. There is a whole-school athletics carnival held in Term 2.

During Term one, your child will be placed in a house for sporting and other school activities.

The houses are:	Fraser	Red
	Bradman	Green
	Laver	Blue
	McKay	Yellow



Our house teams are named after famous Australians from sporting fields. If your child has older brothers or sisters s/he will be placed in the same house. These activities are celebrated by involving students, parents, carers and the community. Advance notice is given in our newsletter, Sentral Parent Portal App and Kingswood PS Facebook page.

## STUDENT REPRESENTATIVE COUNCIL

Through their Student Representative Council, the students of Kingswood Public School raise money for various charities and additional equipment. The students are elected by their class members. They undertake activities throughout the year including lunchtime games and challenges to support school culture.

## STUDENT WELLBEING

Student wellbeing is everyone's concern. It pervades the whole curriculum and all school activities. At Kingswood Public School we value that every student is known, valued and cared for. Kingswood Public School Wellbeing Framework supports our school to create environments that enable students to be healthy, happy, engaged and successful. Wellbeing at Kingswood PS is driven by the themes of Connect, Succeed and Thrive.

## SWIM SCHOOL

The school offers a Swim School for all students from Year 2 to Year 6 each year. Students attend a local pool for lessons across a one-week period and are taught by professional swimming instructors. Students are required to pay for the bus transportation for this activity.



# Kingswood Public School Information Book

## TECHNOLOGY & CYBER SAFETY

Each student in the Department of Education is issued with a username for use on the school's networked computer system and to access the student portal. In addition, students are issued with their own Department of Education email account and access to the Department of Education's programs. As part of the DoE's enterprise agreement with Adobe and Microsoft, students from Kindergarten to Year 12 can download and install Adobe Creative Cloud, MS Office and Windows for free. Information on how to access this can be found at <https://kingswoodps.weebly.com/access-to-ms-office--adobe.html> Information on the username will be sent home during the first term of a student's enrolment at Kingswood Public School.

Kingswood PS is well equipped with laptops and iPads accessible in each classroom. All students have internet network. Laptops and iPads are used as tools in teaching and learning with the aim to facilitate children's learning through the use of computer technology.



Interactive whiteboards are installed in all classrooms and the library to allow all students to utilise this teaching tool. The student portal is accessible through <http://www.dec.nsw.gov.au/>. This is where students access their own email account, the class blog, the Premier's Reading Challenge, the school library enquiry, and websites that are recommended by the DoE.

Kingswood Public School has a Cyber Safety Agreement which both students and parents or carers are required to sign. This agreement is designed to keep students safe and responsible while using technology within the school. In addition, this agreement has been designed to create awareness for parents and carers in regard to the use of technologies within schools. A copy can be found at <https://kingswoodps.weebly.com/parent-links.html>

## UNIFORM

The wearing of a uniform is an excellent way of having people identify with the groups to which they belong. In the school situation it is desirable for the following reasons:

- It is, on the whole, an economical way of attractively and comfortably dressing students.
- It gives students a satisfying feeling of equality and accepted membership of school.
- It identifies students as "Kingswood Public School" students and helps to make a strong school tone.



# Kingswood Public School Information Book

## UNIFORMS continued

### GIRLS & BOYS UNIFORMS

Summer uniform is worn in Term 1 & Term 4. Winter uniform is worn in Term 2 & Term 3.

#### SUMMER

Shorts	Bottle Green
Polo Top	Gold with green trim
Sloppy Joe	Bottle Green
Hat	Bottle Green broad brim hat
Socks	White
Shoes	Black



#### WINTER

Trousers/slacks	Bottle Green Unisex
Polo Top	Gold with green trim
Sloppy Joe	Bottle Green
Track Suit	Bottle Green
Hat	Bottle Green broad brim hat
Socks	White
Shoes	Black

#### SPORT

As above, except White Bond Sport socks and joggers

#### AVAILABLE

Uniforms are available with the school emblem from

#### Abel Schoolwear

Unit 6B, 516 Great Western Highway, St Marys, NSW

[www.abelschoolwear.com.au](http://www.abelschoolwear.com.au)

Opening hours:

Monday - Friday: 8.30am - 4.30pm

Saturday: 9.30am - 12.30pm



Our sun safe policy requires all students to wear a hat at all times when playing outside. We have a NO Hat – Play in the Shade policy.





# Kingswood Public School Information Book

## WEB BASED LINKS

Our website address is <https://kingswood-p.schools.nsw.gov.au>

DoE Enrolment form link, School Catchment and other useful information can be found at this site.

The Sentral Parent Portal App is also a great way to stay up-to-date providing a school calendar with reminders, notice of permission slips and links to useful websites

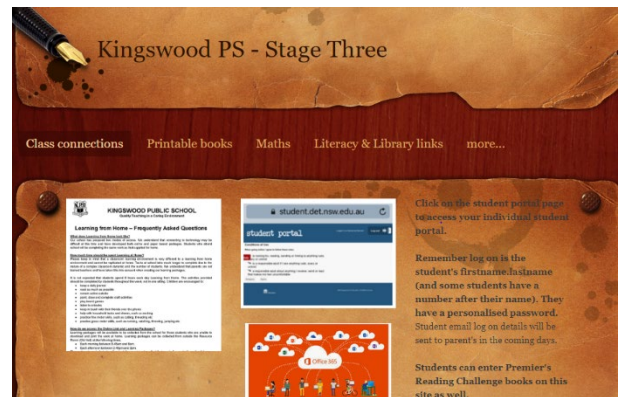


Sentral for Parents  
Sentral Pty Ltd



Kingswood Public School Facebook page promotes many school events and celebrates the success of our school community. It can be found at <https://www.facebook.com/KingswoodPublicSchool>

Online learning platforms for each stage can be found at our PARENT/CARERS LINKS page on our school website - <https://kingswoodps.weebly.com/parent-links.html> These online platforms have a number of stage based resources for students to explore across all Key Learning Areas and support Learning From Home during school restriction periods.



Transition to School online resources and supports can be found at

<https://kingswoodps.weebly.com/transition-to-school.html>

These links support families in preparing preschool students for formal education settings. A number of videos have been included for you to watch and discuss with your child.

