



# GLEBE PUBLIC SCHOOL

A-Z  
Information  
Handbook



*9-25 Derwent St Glebe, 2037*

*Phone: 9660 4549 | Email: [glebe-p.school@det.nsw.edu.au](mailto:glebe-p.school@det.nsw.edu.au)*

*Web: <https://glebe-p.schools.nsw.gov.au/>*

Dear Parents, Carers and Friends,

Glebe Public School is characterised by collaboration and partnerships between parents, teachers, students, friends and members of the wider community.

An important way of strengthening these connections is through effective communication.

We remain committed to ongoing school improvement, and our shared vision to '*nurture confident, capable, resilient students who are inquisitive about the world and learn with meaning and purpose*' is clearly visible.

I hope you find this information booklet helpful.

Yours sincerely,

Melinda Sikora  
Principal

### Our Vision

At Glebe Public School our goal is to nurture confident, capable, resilient students who are inquisitive about the world and learn with meaning and purpose.

### Our School

Glebe Public School was established in 1858. It is located within the inner city and has strong community partnerships. The support of the school community and the larger community enhances the educational outcomes of the school.

The school has a positive reputation in the community as being a provider of high quality inclusive educational practices that cater for the academic and well-being needs of all students

The staff at Glebe Public School is an actively involved and dedicated team, committed to supporting individual learning needs and providing a range of innovative teaching and learning programs. High expectations drive improvements in student outcomes with an embedded focus on supporting and promoting social, creative and academic development in all students.

Students are given every opportunity to develop their gifts and talents in academic, artistic, cultural and sporting domains to maximise leadership potential and to become confident, independent learners capable of embracing 21<sup>st</sup> century skills, knowledge and understandings.

We remain committed to ongoing school improvement.

*The purpose of this document is to provide up-to-date and relevant information in alphabetical order, for students and their families. If the information you are seeking is not available in this handbook please proceed to the school website <https://glebe-p.schools.nsw.gov.au/> or contact the school via email or telephone.*

## **Absences**

Should your child be absent from school, please ensure a note is sent with your child to the class teacher on return to school, giving reason for absence. Alternatively, you can access the website to electronically send your absence via email. If your child will be absent for 3 days or more please see the office to obtain an "Application for Exemption" form prior to your departure date. If your child is sick for 3 days or more you will need to provide a medical certificate.

## **Arriving Late or Leaving Early**

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

**Administration Office hours:** 8.30am – 3.30pm

## **Allergies**

Should your child have any allergies or significant medical conditions, it is imperative the school is notified and the relevant documentation will need to be completed.

## **Anti-Bullying**

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

The Plan of Action followed is:

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

## **Bell Times**

Morning bell: 8.30am - Teacher on duty, students must be at Centipede (before and after school care) prior to 8.30am

Class begins: 9.15am

Recess: 11.15am – 11.35

Lunch: 1.05pm – 1.20pm (eating time in classrooms)

1.20pm-2.00pm (playground)

School ends: 3.00pm

(Students will be sent to Centipede if they are not collected promptly from school)

**Accidents** – Refer to First Aid

### **Assemblies**

Assemblies are held fortnightly on Fridays at 2.20pm in the hall. Each class has a turn to host an assembly. Hosting an assembly usually involves a class item. Parents are welcome to attend all assemblies. Other special school assemblies are held on a number of occasions during the year. Dates and times are published in the weekly newsletter.

### **Before and After Care – Centipede**

Centipede offers care for children on school days for morning and afternoon sessions. Students must be registered and may attend on a casual or permanent basis. It is requested that you register at the beginning of each year. The program provides children with stimulating and enjoyable activities in a caring and nurturing environment. A nutritional breakfast, after school snack and dinner is also provided.

*Operating hours:*

Before school: 7.15am – 8.45am

After school: 3.00pm – 6.00pm

Phone: **9692 0663**

### **Book Club**

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

### **Buddies**

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

### **Buses**

To apply for a School Opal card, you will need to live a minimum distance from the school to be eligible:

- Years K-2 (Infants) – No minimum distance
- Years 3-6 (Primary) – 1.6km in a straight line or 2.3km walking (or further)

School travel passes, School Opal cards and School Term Bus Passes can be applied for online through the School Student Transport Scheme (SSTS) website.

### **Canteen**

There is no onsite canteen however orders for recess and lunch can be placed with Michael or Mrs Lim (next to the basketball court) before 9:15am Monday to Friday.

## **Computers**

All children, Kindergarten to Year 6 have access to computers and iPads. Each child is issued with their own department logon and password. Interactive whiteboards have been installed in all classrooms and learning areas.

## **Change of Address/Personal Details**

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

## **Communication**

Open lines of communication are crucial for effective management. The school expects that, should a parent have a concern or seek clarification on a particular issue, it will be discussed with the teacher concerned, his/her supervisor, or the school Principal. Appointments can be made by contacting the school or you can speak to your child's teacher before or after school.

## **Counsellor**

The school counsellor works in the school every Wednesday. The counsellor provides guidance and counselling to children and parents. You may make an appointment to see the counsellor through the office or your child's teacher.

## **Creative Arts**

Glebe Public School is very fortunate to be able to maintain a high standard of musical, dance and drama and visual arts activities. Music is taught by a specialist teacher and visual arts and drama are integrated into classroom programs.

## **Curriculum**

The learning programs are divided into six key learning areas: English, Mathematics, Science & Technology, Human Society and Its Environment, Creative Arts, Personal Development, Health and Physical Education (PDHPE). Syllabus documents for each program are available on the Board of Studies website –

<https://syllabus.nesa.nsw.edu.au/>

Parents may also access the Teaching and Learning site at [www.tale.edu.au](http://www.tale.edu.au).

## **Custody orders**

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

## **Education Week**

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

**Emergency Procedures** - Regular updates of emergency procedures and practice drills are held to ensure the safety of all.

## **Extra-Curricular Programs**

Are offered before and after school and at lunch time. Please see the Office for further details.

## **EAL/D (English as a language or dialect)**

The Department of Education and Communities funds a specialist program specifically designed to support students whose first language is not English. A teacher is appointed to support these students.

## **Excursions**

Excursions take place regularly as a basis for learning. A permission note containing all the necessary information is sent home and must be signed by the parent or guardian and returned to the class teacher. Excursion costs will be included with the note. Children are expected to attend excursions. If there are problems associated with payment for an excursion, the Office should be contacted directly.

## **First Aid**

Children needing first aid are treated by the nominated first aid officer. Parents/carers are contacted in the case of an emergency or potential concussion.

**Fund Raising** - See Parent involvement.

## Hats

Because of the high rate of skin cancer in Australia, we encourage students to wear a hat a playtime. This means that unless children are wearing a hat in the playground, they must stay in the shade. There are three school hat designs, a broad brimmed hat, a cap and a bucket hat. Hats are available through the school office.

## Head lice

It is requested that you check your child/children's hair on a regular basis to eliminate the spread within the school. Weekly checks (particularly during summer) are recommended. For more information regarding what to look for and how to treat, please click the following link

<http://www.health.nsw.gov.au/publichealth/environment/headlice/index.asp>

## Homework

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

## Immunisation

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

You can obtain an Immunisation History Statement by contacting your Australian Childhood Immunisation Register by telephone (1800 653 809), mail (GPO Box M933 Perth WA) or contacting Medicare – [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au).

## Illness

Should your child become sick and be unable to attend school, please write a brief note to the class teacher, explaining the nature of the illness and the dates absent. Alternatively you can lodge your absence via email ([glebe-p.school@det.nsw.edu.au](mailto:glebe-p.school@det.nsw.edu.au)). You do not need to phone the school, unless the illness is an infectious disease or particularly serious and the absence is expected to extend more than three days. You must contact the school immediately of infectious diseases such as chicken pox, measles, German measles, mumps, whooping cough or conjunctivitis and impetigo. A medical certificate is required for any absences of three days or more.

## **Interviews**

Meet the teacher night is held in Term 1 for all parents. At this session the teacher outlines the class program and organisation for the year. Parents/Teacher Snapshot interviews are held in Terms 1 and 3 to discuss individual student progress.

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

## **Kindergarten Enrolment**

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

- Original Birth Certificate or Passport
- Complete Original Immunisation Certificate
- Original proof of residential address i.e. Council Rates Notice, Lease Agreement, Electricity Account or Statutory Declaration

Priority is given to children who live within the school boundary and siblings. Out of area applications for enrolment are only offered if a vacancy exists.

## **Kinder Orientation**

Kindergarten Orientation and transition sessions are held each year. This allows the new students to become familiar with the school prior to their first day of school. The new children are also linked with their Year 6 buddy for the following year.

**Late or Leaving Early** - see Absences

## **Library**

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

## **Library -borrowing**

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



### *Book Week*

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

### **Lost Property**

Please label all your belongings clearly. It is suggested that you use iron-on name labels or brightly coloured clothing paint on the inside of all hats, bags and clothing so it easy to read. Lost property is located in the main building or underneath the COLA (Covered Outdoor Learning Area).

### **Medication**

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

### **Newsletter**

The newsletter is distributed to families via e-mail on Fridays and is available on the school website (a paper copy can be provided at your request). It is the main channel of communication between the school and parent community. The newsletter provides news, views and updates on happenings in and around the school. Please ensure the office have your email details.

### **Parent Involvement**

We encourage parents to be involved in their children's activities and progress by:

- Assisting with reading, maths, art/craft groups
- Attending sporting carnivals
- Community celebration days

### **P & C -Parents and Citizen's Association**

The P&C is the central forum for the school community. The P&C co-ordinate all fundraising. The meetings are held one to two times per term or as announced by the P&C President.

### **Photographs**

The school organises class and individual photographs once a year.

## **Playground Supervision**

Children should not arrive before 8.30am as there is no supervision. Please use Before and After care if you are at school before 8.30am or after 3.00pm. There is no teacher supervision after 3pm.

## **Pick up and drop off**

There is no parking in the school carpark. Students can be dropped off by car on Derwent St. At the start of the school day (9.15am) students line up in their class lines on the basketball court and go to their class with their teacher. At the end of the day, all classes come to the fig tree near the basketball court with their teachers for pick-up.

## **School contributions**

Families do not pay contributions; however there is an expectation that payment will be made for all school and class excursions, performances and sporting activities.

## **Sport**

Each term all students participate in a different sport (gymnastics, dance, yoga, swimming, athletics etc). A permission note along with the cost of the activity will be sent home prior to the beginning of the program. Participation in the programs is compulsory.

Our school holds Swimming, Cross Country and Athletic carnivals. These carnivals are designed to focus on involvement by all students. All students are allocated a house upon enrolment.

The house names are:

- Biladurang (Platypus)
- Wombad (Wombat)
- Dhuundhuu (Black Swan)
- Wilay (Possum)

## **Restorative Practices**

Restoring a child's wellbeing, allowing children to be heard and listen to another point of view is the basis of Restorative Practices. Restorative questions used are:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

## **School Rules**

Be safe  
Care for others  
Learn together  
Respect school property

### *Strategies to Promote, Recognise and Reinforce Positive Behaviour*

Verbal praise, class incentives, caught being good tickets (on which students write their names and before they go into the 'caught-being good prize draw' at the fortnightly assemblies).

*Unacceptable Behaviour* is addressed with the following strategies Warning – verbal or cross on board Time out – time to reflect on behaviour Referral – Referral to one of the school's Assistant Principals Meeting with Parents – discuss behaviour Suspension – continued disobedience or violent behaviour

## **Special Religious Education (SRE) and Ethics**

We have volunteers from local religious groups who carry out SRE and Ethics lessons. The lessons operate on Monday afternoon from 2.25pm. The Scripture groups available are Catholic, Anglican, Judaism, Islam, Non scripture. While ethics is offered to all students from Kindergarten to Year 6, it is dependent on the availability of qualified teachers.

## **Student reports**

Formal, written reports are sent home at the end of Terms 2 and 4.

## **Student Representative Council (SRC)**

The SRC allows students to take an active role in decision making and prioritising for our school. The Council includes representatives from each class, the school leaders and a member of the school executive. SRC meetings are conducted to discuss school matters raised by students/class representatives. SRC representatives report information back to classes regarding decisions and actions which need to be taken.

## **Stewart House**

Stewart House is a holiday home at Curl Curl for needy children. It is fully maintained by donations from Primary schools around NSW and staff donations. We support this charity by collecting clothes throughout the year and by running donation drives. We also support other registered charities each year.

## **Transfers**

Should you wish to leave the school or transfer to another school, you should inform the office of the final date of attendance and obtain a Transfer certificate. (This is not needed for transfer interstate or non-government schools.)

## **UNSW Tests**

The University of NSW develops tests in all subject areas for children in Years 3-6. These tests are developed annually. The tests are optional and are intended challenge and extend students. All children in Years 3-6 are eligible to complete the Maths and English.

## **Uniforms**

Uniforms can be purchased from the Administration office located in the main building, first level. There are a small amount of pre-loved uniforms also available. School uniforms that are no longer required but are still in good condition can be brought to the administration office and donated to the school.

## **Vacation Care**

Centipede operates a vacation care program throughout school holidays, with children enjoying varied activities both on-site and outside of the school. Fees are considerably lower if children & parents or guardians are registered for Child Care Benefits.

## **Visitors**

Visitors, including parents, must report to the Administration office and sign in the visitors' book before going to class rooms.

## **Website**

The address is [glebe-p.school@det.nsw.edu.au](mailto:glebe-p.school@det.nsw.edu.au). You can access the calendar, newsletters, access online absence notifications, order school uniforms, new enrolment and other information about the school.

## **Wet weather**

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