



ST ANDREWS PUBLIC SCHOOL

Address: 89 Ballantrae Drive St Andrews NSW 2566

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Principal: Mr Richard Batty

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Office Hours: 8.30am – 3.30pm Monday – Friday



History of St Andrews

St Andrews was chosen as a name because the western extent of the new suburb stood on the old St Andrews property of Andrew Thompson, one of the most prominent citizens of the early colony.

Thompson was transported to NSW as a convict in 1792 for burglary. On his arrival he was ironically made a constable on the Hawkesbury River and won a pardon. During the floods of 1806 and 1809 he personally saved over 100 lives and drew high praise from Governors King and Bligh.

By the time he was 37 years old, the canny Scotsman had extensive land, stock, ship and business interests. From 1809, he developed a close friendship with fellow Scotsman, Governor Lachlan Macquarie, and named his St Andrews farm after the patron saint of their home country.

When Thompson died in 1810 due to health problems caused by the flood rescues, he had bequeathed a quarter of his estate to Macquarie. Although of high rank, the governor was not a wealthy man.

Macquarie later visited St Andrews to inspect his sizeable inheritance, noting its fine rich soils, farmhouse and paddocks stocked with sheep and cattle.

Given this tartan-clad history, Campbelltown Council decided in 1976 to name all streets in the suburb after Scottish place names.

This was to honour a Highland township which Council had been forging close links with - the Burgh of Campbelltown.

St Andrews Public School opened in 1978.

Term	Term dates 2020
Term 1	Tuesday 28 th January – Thursday 9 th April, 2020
Term 2	Monday 27 th April – Friday 3 rd July, 2020
Term 3	Monday 20 th July – Friday 25 th September, 2020
Term 4	Monday 12 th October – Friday 18 th December, 2020
* DEC School Development Days (Pupil Free)	First day of Term 1. First day of Term 2. First day of Term 3. Last two days of Term 4.

Term	Term dates 2021
Term 1	Wednesday 27 th January – Thursday 1 st April, 2021
Term 2	Monday 19 th April – Friday 25 th June, 2021
Term 3	Monday 12 th July – Friday 17 th September, 2021
Term 4	Tuesday 5 th October – Friday 17 th December, 2021
* DEC School Development Days (Pupil Free)	First day of Term 1. First day of Term 2. First day of Term 3. Last two days of Term 4.



SCHOOL MOTTO

Live to Learn

SCHOOL VISION STATEMENT

Children, First & Foremost

SCHOOL SONG

To live with dignity and pride

We strive from age to age

McGregor, Wallace

Bruce and James

Our Scottish heritage

To grow in courage, honesty and strength

Our hearts do burn,

Our loyalty we give to you

St Andrews - Live to Learn

Time	School Daily Timetable
9:10am	School Commences
11.20 – 11:30am	Lunch Eating time
11:30 – 12.10pm	Lunch Break
1:50 – 2:10pm	Recess
3.00pm	Kindergarten Dismissal
3:10pm	Years 1 – 6 Dismissal

SCHOOL HOURS

Lessons commence each day at 9.10 a.m. and conclude at 3.10 p.m.

Parents are asked to make arrangements to meet children promptly at dismissal time.

Please remember that there is no supervision before 8.40 a.m. each day and parents are requested not to send children to school before that time.

MORNING ROUTINE

After 8.40 a.m. children proceed to morning play areas:

Primary - Canteen quadrangle and courtyard area in front of Primary Classroom block.

Infants - Cement area in Infants courtyard.

The assembly bell will ring at 9.10 a.m. each morning.

Wet weather: Children move to covered areas closest to rooms. Teachers will begin classroom supervision from 8.40 a.m. If your child arrives at school before 8.40 a.m., they are **ALL** to proceed straight to the Primary COLA area and remain seated until the teacher begins supervision at 8.40 a.m.

AFTERNOON DISMISSAL

Each class will be dismissed by their teacher at their designated area.

Kindergarten classes are dismissed from their rooms at 3.00 p.m.

Years 1 and 2 proceed to the front of the hall for dismissal at 3.10pm. If wet weather occurs on dismissal, an announcement will be made for Years 1 and 2 students to be collected from their classroom.

Years 3 to 6 are dismissed from their classrooms at 3.10pm. Please arrange a meeting spot for you to meet your child/ren if they are in Years 3 to 6.

Before the 3:10pm bell, parents or guardians should wait behind on the front grass or under the Primary COLA. Once the bell rings, parents may move to other areas to collect their child/ren. This will assist in the safety of your children and in minimising disruptions to learning and instructions for pack up.

Please leave all paths free for the children leaving our school grounds.

The school does not provide supervision for students after 3.10 p.m.

SUPPORT UNIT DISMISSAL

A number of students in the Support Unit require taxi transport. Taxi students are supervised by staff members in the primary cola from 2.40pm. Children who go home with parents/ carers, wait at the classroom for their parents to collect them. Children going home independently wait with the classroom teacher until the dismissal bell rings.

Although the school facilities are used extensively
after school by organised groups,
UNAUTHORISED USE OF SCHOOL GROUNDS
is not permitted.

SCHOOL UNIFORM

Uniforms can be purchased through the School Office during the following hours:

Mondays 8.30 – 10.00am & 2.30 – 3.30pm

Wednesdays 8.30 – 10.00am & 2.30 – 3.30pm

Fridays 8.30 – 10.00am & 2.30 – 3.30pm

Summer Uniform – Term 1 and Term 4

Winter Uniform – Term 2 and Term 3

Uniforms are also available from The Uniform Patch – Spotlight Plaza, Shop 405/147 Queen Street Campbelltown. Phone 46276277

Our uniform is currently being updated to a new look. Details of when the uniform will be available for purchase will be communicated in the near future.

Jewellery

Students are allowed to wear a watch and stud or sleeper earrings. Gloves, scarves, hair ties etc. should be in school colours. Students are not permitted to wear make-up, acrylic nails, perfume, nail polish, necklaces or bracelets. It is a Work, Health & Safety requirement that students do not wear jewellery that can cause themselves or other students harm.

Thongs are definitely not permitted

REQUIREMENTS FOR ENROLMENT

As parents and caregivers you will need to bring these documents to the school:

For children **already enrolled in a NSW public school** we require:

- proof of your child's address - originals of different documents such as your council rates notice or residential lease and electricity bill, family law or other relevant court orders (if applicable)

Starting Kindergarten

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31st July in that year. By law, all children must be enrolled in school by their sixth birthday. Because students start new work in their new class at the beginning of the school year, it would be an advantage for your child, both socially and educationally, to start school as soon as possible in the new year.

If your child has **not been previously enrolled in a NSW public school**, you will need to bring these documents with you:

- your child's birth certificate or identity documents
- proof of your child's address - originals of different documents such as your council rates notice or residential lease and electricity bill, letter from a solicitor if just moving in
- New regulations by the New South Wales Health Department require an Immunisation Certificate to be completed and presented at school before enrolment can be completed. Your local doctor, Community Health staff and Local Council or Medicare offices can issue these certificates.
- family law or other relevant court orders (if applicable)

If your child is **not a permanent resident** you will also need to provide:

- passport or travel documents
- current visa and previous visas (if applicable)

It's important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school. These circumstances may require that you provide additional documents.

The following documentation needs to be completed:

- a school enrolment form

Custody Matters

The Principal or Deputy Principal should be made aware of any legal custody matters relating to the well-being of your child. We can only act on legal documentation.

Transfers

If you have to move schools, the procedure is to write a letter that includes a forwarding address and the name of the new school your child will be attending.



ATTENDANCE

Regular attendance at school is expected for all students attending St Andrews PS. The Home School Liaison Officer monitors the attendance of all students at school.

Students are expected to be at school by 9.10 a.m.

Late arrivals must be signed in at the School Administration Office.

Students are **not** permitted to leave the school grounds from the time of arrival until 3.10 p.m. **without written** parental authority. This must be signed by the Principal. Children will **not** be released during the day's lessons unless you have received a release slip **from the School Administration Office**.

If you are going to be late in picking up your child / children, please ring the school so that we may convey the message to the child's teacher.

If you know that you cannot pick up your child / children at 3.10pm, please make alternate arrangements as supervision is not provided after 3.10pm.

ABSENCE FROM SCHOOL

For any absences from school parents are asked to send a written explanation promptly upon the child's return to school. This note must be signed and dated by the parent / caregiver.

For a long term absence please contact the school by telephone and send a written explanation upon return.

If your child is absent due to a contagious childhood illness e.g. chicken pox, measles etc. the school must be informed immediately.

An exemption of a long term absence can be approved by the Principal. Please contact the office for the correct form.



HEALTH

Immunisation

The Department of School Education **strongly recommends** that you ensure your child receives their immunisation boosters before they commence school.

Medication

If children are unwell, **the best place for them is at home**. If they do require medication whilst at school, the parent/caregiver or the child is responsible for the care and administering of it themselves.

If a child requires medication at school parents need to contact the School Administration Office to request support for their child. There is a specific “Request for Support” form that needs to be signed.

IT IS BETTER TO ARRANGE MEDICATION SO THAT IT IS TAKEN AT HOME.

Any special health care (precautions, allergies, etc.) and any infection or disability, asthma, heart condition, diabetes etc. should be notified on the enrolment form **OR, AS SOON AS DIAGNOSED**, to the class teacher **AND** the office for their records. Personal Health Care plans are utilised, if required, to ensure your child’s health care needs are met.

Sick children

Children often become ill at school and they are cared for **temporarily** by the office staff. In these circumstances every attempt will be made to contact the parents. Because parents are often not at home, please leave at the office **ALTERNATIVE** phone numbers of contact persons who can care for your child in your absence. If your contact person needs to be changed please advise the school office as soon as possible with the new number.

Toilet

Please ensure that your child learns the healthy habit of washing hands after using the toilet. Please impress upon them the need to flush after use.

Peanut Allergy

There are a number of students in the school who have a severe allergy to products that contain nuts. We request that students do not bring to school any food that may contain nuts, especially peanut butter and Nutella.

IMMUNISATION

The Public Health Act of 1992 requires parents to provide documentary evidence of the immunisation status of all children enrolling in schools. You are required to provide the school with an immunisation certificate. This does not mean that immunisation is compulsory. However, in the event of an outbreak of a vaccine preventable disease, children who have not been immunised will be required to remain at home for the period of the outbreak.

All children should receive their booster injections before they start school.

Common childhood diseases which may exclude children from school

CHICKEN POX:

Exclude for at least seven (7) days after the first spots appear. Return when fully recovered.

MEASLES:

Exclude for five (5) days from the appearance of the rash or until medical certificate is provided.

GERMAN MEASLES:

Exclude for five (5) days from the appearance of the rash. Return when fully recovered.

MUMPS:

Exclude for ten (10) days from the onset of swelling.

RINGWORM:

Exclude until all evidence of the disease has disappeared or a medical certificate, stating that the lesions are inactive, has been produced.

SCABIES:

Exclude until all evidence of the disease has disappeared or a medical certificate, stating that the treatment has been successful, has been produced.

HEAD LICE:

Treat hair with an anti-lice lotion, available from the chemist. The hair must be combed with a fine toothed comb, and bed clothes and linen must also be treated.

COLD SORES:

Exclude until the cold sore has become crusted.

IMPETIGO:

Exclude until treatment starts. Sores should be fully covered with a watertight dressing.

RECOMMENDATIONS IN RELATION TO NUT PRODUCTS

Foods to avoid are:

***Peanut Butter**

*** Nutella**

*** Peanut & Nutella Dippers**

*** Muesli Bars**

*** Nuts**

*** M&M's**

***Eggs**

The needs of those students with allergies attending St Andrews PS have been closely analysed. As a result, it is necessary to have in place *Administrative Procedures and Policies for Allergies and Anaphylaxis*. Anaphylaxis is “a severe rapidly progressive allergic reaction that can be life threatening unless treated immediately” (2001, Velencia Soutter, Anne Swain, Robert Loblay, Allergy Unit, RPA Hospital).

Our duty of care requires that all students at St Andrews PS are safe. Parents also need to feel confident about the safety of their children when they are at school.

When there are students enrolled at St Andrews PS who experience an anaphylactic reaction to particular food products, we need to prevent triggering a reaction by endeavouring to keep these triggering foods out of the school.

School rules state that children at school are not permitted to share or swap their own food or drink bottles with other children.



School Behaviour Management System

The St Andrews Behaviour Management System has strong links to our 3 school rules. These school rules and expectations of behaviour apply in the classroom, outside in the playground and out in the community.

Be Safe - Follow staff instructions
Be Respectful - Consider self and others
Be a Learner - Have a go!

There is a consistent behaviour management system used across all classrooms. Every day, students begin on 'Ready to Learn'. This is a fluid system in which students can move up and down throughout the school day. Every week, students participate in a Positive Behaviour for Learning (PBL) lesson which focuses on a school expectation i.e using hands and feet appropriately. When students are noticed by staff around the school following the expectation for the week, they receive a 'Roary'. These tokens are known as our fast and frequent awards and are used to reward students for doing the right thing, a proactive approach. Each week, Roarys are collected and 6 students across the school are drawn out to receive a 'Good News Award' and a \$1 canteen voucher.



'Good News Awards' are handed out to students who are seen being Safe, Respectful Learners and can be awarded by all staff. These awards are collected by students throughout their whole schooling (K-6) and work towards students receiving a School Medallion.

Please assist your children to save these as they can be 'cashed in' to their class teacher for the following awards:

5 Good News Awards	=	1 White Certificate
3 White Certificates	=	1 Blue Ribbon
3 Blue Ribbons	=	1 Principal's Banner
2 Principal's Banners	=	1 School & Community Award & Medallion

These awards are presented at school assemblies.

An invitation will be sent home for you to attend the Principal's and The School and Community Assemblies as it is a very proud moment.

If a student is displaying inappropriate behaviour, the teacher enters the incident on to Sentral. The teacher and/or Assistant Principal/s will determine the consequence. Our level system is composed of 5 levels. A child can enter the system at any given level based on their actions and behaviour.

- Level 1 is a warning level
- Level 2 involves 5 days 1st lunch detention and 5 days monitoring
- Level 3 involves 5 days full lunch and recess detention, 5 days monitoring and exclusion from school events is at Principal's discretion.
- Level 4 is a suspension warning level. This level involves 5 days full detention (before school, lunch and recess), 10 days monitoring and exclusion from school events at Principal's discretion.
- Level 5 is a suspension level. This may involve a short suspension (up to 4 days), a long suspension (up to 20 days) or a return to school on partial attendance.

A child can be suspended at any time by the Principal if the behaviour shown by the student is violent or threatens other children or staff



SUPPORT UNIT

1. The Support Unit at St Andrews PS strives to meet the individual education needs of students with disabilities. Student placement for our Support Unit requires an application process and is decided by an external placement panel.
2. Our Support Unit consists of 5 classes: 2 x IO classes – Moderate Intellectual disability, 1 x IO/AU class – Moderate Intellectual disability and Autism, 1 x IM class– mild intellectual disability, and a MC – multi categorical class. Students range in age from 5 to 12 years.
3. Each of the IO classes consist of up to 10 students with a specialist teacher. The teachers are supported by a Learning Support Officer.
4. The IM class consists of up to 18 children with a specialist teacher, supported by a Learning Support Officer.
5. The Multi Categorical and IO/AU class consist of up to 7 children with a specialist teacher, supported by a Learning Support Officer.
6. PROGRAMS AND SERVICES PROVIDED for students with special needs include:
 - Individual Education Program based on individual need
 - Student placements are reviewed yearly
 - Sensory and social skills programs
 - Integration with mainstream peers
 - Specialist student counselling – referral process
 - Living skills and community access programs
 - High school transition
 - Engaging play and sensory space
7. Our school culture is inclusive at St Andrews PS. Our Support Unit students participate in all school activities and events. Students are encouraged through their strengths and interests and strive to achieve their personal education goals.



SPORT

The school participates in activities and competitions throughout the year. Swimming, Cross Country, Athletics Carnivals and Gala Days are run by the school for Years 3 - 6 throughout the year. An Infants Sports Day is usually held in Term 3.

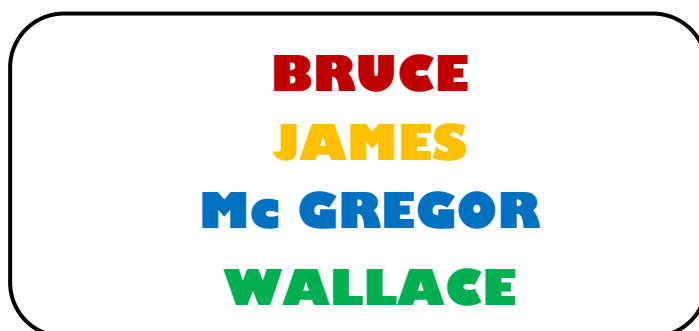
Sports days

Students in Years K - 2 participate in grade sport activities. These will be decided at the commencement of the year. You will be informed in the fortnightly newsletter of the day of the week that each grade will be doing sport.

SCHOOL HOUSE GROUPS

The school is divided into 4 houses for various competitions and Sport Carnivals.

HOUSE names and colours are:



A brief history of sport houses at St Andrews Public School and their house chants:

BRUCE

This house is named after Robert the Bruce of Scotland. He led the Scottish Army to a great victory over the English at the Battle of Bannockburn. He never gave up, even when everything was against him.

It is said of Robert Bruce - 'He never forgot his friends and often forgave his enemies.'

Roll out the carpet

Roll out the mat

Come on Bruce

Beat them flat.

B-R-U-C-E-.....Bravo

JAMES

James IV was King of Scotland. During his reign he made sure that children received a good education and that everyone understood the laws of the land. James was a good and wise king and a brave leader of the Scottish Army.

Alligator, mincemeat
Crocodile Pie
V-I-C-T-O-R-Y
Win or lose
We'll pass the test
James will always do their best
Yeah - James.

Mc GREGOR

Robert McGregor was known as the 'Robin Hood of Scotland'. He organised his clansmen to protect their land and cattle. He became an outlaw and led his band in helping the poor people. He was a gallant fighter who fought for his people and for what he believed was right.

Extra, extra, read all about it
McGregor will win
There's no doubt about it
McGregor, M-C-G-R-E-G-O-R-, McGregor

WALLACE

King Edward I invaded Scotland and declared himself the overlord of Scotland. The Scots wanted their own king and rose against Edward. Their leader was William Wallace, who gathered together an army and defeated the English at the Battle of Stirling Bridge.

He go, you go - who are we
Wallace, Wallace, can't you see,
Zeeming, Zeeming off by par
W-A-L-L-A-C-E-
Yeah, Wallace, Yeah, Wallace

ST ANDREWS PUBLIC SCHOOL

provides many services

SCHOOL COUNSELLOR

The School has access to the services of a School Counsellor. The School Counsellor may assess an individual student's learning capacity by identifying a child's ability or disabilities that may be affecting their learning. This information will assist the classroom teacher to better meet the needs of those identified children.

REPORTING TO PARENTS POLICY

At the commencement of each year a "Meet the Teacher night" is held where teachers give a general outline of aims and objectives for their class for the year and make specific mention of each Key Learning Area.

Teachers will prepare a written report in the middle and at the end of the year. The mid-year report will be followed up with a parent teacher interview.

SCRIPTURE

Visiting clergy give religious instruction to denominational groups each Wednesday morning. Students attend the scripture class nominated by parents on the enrolment form. If you wish to change your child's scripture class, please do so in writing to your child's class teacher. Students are not permitted to change classes without written confirmation from parents or caregivers.

PRIMARY	9.20 a.m.	to	9.50 a.m.
INFANTS	9.50 a.m.	to	10.20 a.m.

All children will attend these classes unless a written request is received from parents.

Children who are not permitted to attend religious instruction will spend this period under teacher supervision.

BOOK CLUB

Book Club is a service made available to every child who attends our school. A brochure and order form is sent home with every child. Parents or children are to leave the completed order form and money in the Book Club box located in the Library. Books are then given to the children approximately 2-3 weeks later. The books are at budget prices so as to give every child the opportunity to buy. This is an excellent way to get children to read, and it also helps the school to obtain extra books for our library, which are then available for the children to borrow.

If there are any queries regarding this service please feel free to discuss it with the Library Staff.

CANTEEN

The school canteen is privately operated. The canteen strives to provide students and staff with nutritious food at a reasonable price.

As a time saver, a box is provided for lunch orders. Please provide correct money with the order. A canteen list is sent home at the beginning of each year. If prices change throughout the year, a new price list will be sent home. The canteen is open every day of the school year.

Children must order lunches by 9.05 a.m. with the correct money if possible. Children are not permitted to use the shopping centre.

PARENT HELPERS

To assist in the smooth operation of the school, many parents help out on a regular basis with activities such as sport, excursions and fund raising. If you are available to assist in the school please contact the class teacher, or office staff. Helpers are always needed and very much appreciated. All parent helpers will need to have a current 'Working with Children Check'. Please contact the office for more information.

SCHOOL BANKING

School banking is available to all students and is collected each Wednesday

COMMUNITY ENGAGEMENT

At St Andrews Public School, we are committed to establishing and maintaining strong, authentic relationships with our local community of parents, grandparents and carers of all students.

The school organises various events throughout the year to encourage family and friends of students to connect and form supportive relationships. Our local community members are always welcome to be involved in various whole school events such as the Mother's and Father's Day breakfasts, Grandparents' Day, Movie Night, Fete and Carols on the Oval. Such events are integral to the fundraising efforts of the school, in which our local community plays a very important role.

St Andrews also facilitates a successful program called PATCH, which focuses primarily on literacy and numeracy. Parents are invited to train as volunteer helpers in all classrooms across the school, including the Support Unit. Our local community engagement officer Ha Nguyen facilitates 'Coffee Chat' which is held every Friday morning at the school. All parents are welcome to attend this as well as parent workshops on a range of topics which are scheduled at different times during the year. Coffee Chat is a valuable opportunity for parents and carers to form new

relationships and share knowledge, experiences and ideas relating to all aspects of their child's physical, social and academic wellbeing in an informal setting.

The Student Art Show also occurs on Fridays in the school Community Room. This is a wonderful opportunity for students to showcase their artwork to family, carers and friends. Teachers provide an explanation of the artworks and how they relate to the students' learning.

Another great celebration in which St Andrews Public School is enthusiastically involved which fosters strong ties between school communities in the Macarthur region, is the annual Parent Conference. This is an event where parents, carers and friends listen to guest speakers from diverse backgrounds speak on a variety of interesting topics and watch performances by students from schools across the region.

COMMUNICATION

Communication between home and school can be improved if parents:

1. View our Website – www.standrews-p.schools@det.nsw.edu.au to keep up to date with what is happening within the school, upcoming events and other information.
2. FACEBOOK – 'like us' on Facebook.
3. Read the school electronic notice board.
4. SKOOLBAG – is an App you can download to your phone, iPad etc. so that notifications can be sent immediately to your device.
5. It is important that you regularly check your child's bag/e-mail for notes
6. Return all notices as requested.
7. Participate in school activities.
8. Support our Community Engagement program.
9. Attend planned Parent/Teacher evenings and interviews throughout the year.

ACCESS TO TEACHERS

Unfortunately, it's not always possible for teachers to talk to parents before and after school or to make phone calls throughout the day. It is often easier to send in a note, which the teacher will reply to as soon as possible. Alternatively, if you have any questions at all please contact the class teacher to set up an appointment.

If you have any questions or concerns about anything related to your child's academic, social or emotional development please speak to the class teacher.
If further support is required please see stage supervisors.

All visitors to the school must sign in at the office first as per DoE regulations.

HOMEWORK

The structure of homework will be consistent throughout Years 1-6 as Studyladder and Wushka will be the two main platforms that students utilise to access homework. Having a consistent approach towards homework across the school allows teachers to set tasks for your child at an academically appropriate level. It also means that we develop consistency in homework expectations as student's progress throughout each year.

WUSHKA

Wushka is a program designed to support students in reading and comprehension. It provides a variety of online texts and activities to support your child's reading and comprehension skills. Students will have access to a wide variety of quality texts appropriate to their reading skills. The cost to access this program is \$10 per student. Your child will be given a unique access code to allow them to use Wushka at home to complete homework tasks. Wushka can also be utilised in the classroom to compliment literacy activities programmed by the classroom teacher. Your child's class teacher will be able to view the tasks completed and evaluate your child's results.

STUDYLADDER

Studyladder is a free program which your child can access online. It will be used to support your child's learning in mathematics. Students will be given a username and password to allow them to access their homework whilst at home. Studyladder also allows the classroom teacher to monitor and views your child's progress throughout each week.

HOMEWORK CLUB

Homework club allows students the opportunity to complete their homework tasks whilst at school if they cannot access the necessary technology at home. The library will be open from 8:40am - 9:10am Mon, Tues, Wed and Friday. Staff will be available to supervise and support students who need to access the library during these times to complete homework tasks.



NOTES