



# ST ANDREWS PUBLIC SCHOOL

## Information Booklet



*Children, First and Foremost*



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 sizable 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.

## SCHOOL INFORMATION



**Principal:** Mr Richard Batty

**Address:** 89 Ballantrae Drive St Andrews NSW 2566

**Telephone:** (02) 9603 1333

**Fax:** (02) 9820 3127

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

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

**Facebook:** St Andrews Public School

**Office Hours:** 8.30am – 3.30pm Monday – Friday



On behalf of the entire St Andrews Public School community, we welcome you to our fantastic school. There are currently 790 students K to 6 enrolled in our school, comprising of 35 classes, including an Opportunity Class (OC) and five support classes. St Andrews Public School prides itself on being an educational setting which continually provides wonderful learning experiences for all children, including gifted and talented students and students requiring additional support for autism and moderate and mild intellectual disabilities. We are an inclusive school community with a particular focus on the need to be **respectful**, be **responsible** and be **safe** learners. Our School Vision Statement is 'Children, First and Foremost' and encapsulates all we do.

Our staff and community have high expectations and aspirations for their children and these are realised through the skill and dedication of our highly qualified teaching staff and are reflected in the quality learning outcomes achieved by our students.

Students at St Andrews Public School continue to achieve excellence in State and National testing in Literacy and Numeracy and also in the University of NSW competitions. The very full school curriculum provides programs that cater for a wide range of student abilities, from the gifted and talented, to those requiring support and remediation. The performing arts play a very important role in the education of our students with opportunities to participate in dance, drama, school instrumental groups and choirs. Sport also plays an important role, with students given the opportunity to participate in PSSA inter-school sport and a range of other sporting opportunities. St Andrews PS also provides many other experiences such as debating, drama club, table tennis and many more. Our incredibly supportive school community values a high level of support from a very active School Community group, which works in partnership with staff to provide programs and resources of the highest quality for our students.

My staff and I look forward to a happy, supportive and productive relationship with you and your children throughout their St Andrews Public School journey.

Welcome to St Andrews Public School!

***Mr Richard Batty - Principal***





## SCHOOL VALUES

**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



## TERM DATES

### 2022 NSW School Year

Term 1 - Friday 28 January - Friday 8 April 2022.

**Year 1-6 students return Tuesday 1 February. Kindergarten students begin Monday 7 February**

Term 2 - Tuesday 26 April - Friday 1 July. **Year K-6 students return 27 April**

Term 3 - Monday 18 July - Friday 23 September. **Year K-6 students return 19 July**

Term 4 - Monday 10 October - Tuesday 20 December. **Year K-6 students return 10 October**

### DoE School Development Days / Pupil Free Days :

First two days of Term 1 / First day of Term 2 / First day of Term 3 / Last day of Term 4

### 2023 NSW School Year

Term 1 - Friday 27 January - Thursday 6 April 2023.

Term 2 - Monday 24 April - Friday 30 June.

Term 3 - Monday 17 July - Friday 22 September.

Term 4 - Tuesday 9 October - Friday 19 December.

### DoE School Development Days / Pupil Free Days :

First two days of Term 1 / First day of Term 2 / First day of Term 3 / Last day of Term 4





## SCHOOL HOURS

Students' school day commences each day at 9.10am and concludes at 3.10pm. Kindergarten students only conclude the school day at 3pm.

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

Please remember that there is no supervision before 8.40am each day and parents are requested not to send children to school before that time. There are a number of Out of School Hours (OOSH) providers in the area to support families with before and after school care if required.



## SCHOOL DAY TIMETABLE

<b>9.10am</b>	School Commences
<b>11.20-11.30am</b>	Eating time
<b>11.30-12.10pm</b>	Lunch Break
<b>1.50-2.10pm</b>	Recess
<b>3.00pm</b>	Kindergarten Dismissal
<b>3.10pm</b>	Years 1-6 Dismissal



## MORNING ROUTINE

When your child arrives at school, they are to proceed straight to the Primary COLA area. All children in K-6 will remain seated in this area until the teacher begins supervision at 8.40am. **Supervision is not provided before 8.40am.**

When supervision begins at 8.40am children will proceed to morning play areas:

**Primary** - COLA and concrete area in front of our Support Unit classrooms

**Infants** - COLA, concrete area in front of Infants / Kindergarten blocks, as well as the Sensory Garden.

The music will play at 9.07am each morning before the bell to assist students in preparing to head to class. Assemblies are only held on Monday mornings.

**Wet weather:** When wet weather is called, all students are to go straight to their classrooms to meet their teacher. Teachers will then take students to be supervised in the classroom. Teachers will begin classroom supervision from 8.40am, if required.



## AFTERNOON DISMISSAL

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

Kindergarten classes are dismissed from the front grass area at 3.00pm.

Years 1 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 1 to 6.

Before the 3:10pm bell, parents or carers should wait behind the hall on the front infants grass. Once the bell rings, parents may move to other areas / meeting spots 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 pm.

The **'Kiss and Drop' zone**, allows families to drive through and pick their children up. Students will walk out to the 'Kiss and Drop' zone at 3.10pm to meet their families and the teacher on duty.

Drivers are to remain in the car and can only be parked for a maximum of 2 minutes. Staff on duty will ask cars to perform a lap around the school and re-join the queue after this time. We ask 'Kiss and Drop' users to assist us in ensuring the safety of our students by entering/exiting the zone safely, by not cutting the queue and by not stopping the flow of traffic on Ballantrae Drive.

### Support Unit Dismissal

A number of students in the Support Unit require taxi transport. Taxi students are supervised by staff members under the Primary COLA from 2.40pm and will be supported onto their taxi.

Children who do not require taxi transport, will remain with their teacher and follow the same dismissal procedures as students in Years 1-6. Parents will need to arrange a meeting spot to collect their child.





Our school uniforms are now available from :

**The Uniform Patch** – Spotlight Plaza, Shop 405/147 Queen Street Campbelltown.

Phone (02) 46276277



**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.

## ENROLMENT REQUIREMENTS



### Starting Kindergarten

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31<sup>st</sup> July of that year. By law, all children must be enrolled in school by their sixth birthday.

As parents and carers 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)
- 100 points of verification for your address.

The following documentation needs to be completed:

- a school enrolment form

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)
- 100 points of verification for your address. (See below)

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this.	15 each

\* up to three months old

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 inform the school if your child has any special circumstances, including allergies, health or medical conditions before your child starts school. These circumstances may require you to provide additional documents.

### Custody Matters

The school should be made aware of any legal custody matters relating to the wellbeing of your child. We can only act on legal documentation.

### Transfers

If you are leaving St Andrews Public School, the procedure is to write a letter that includes a forwarding address and the name of the new school your child will be attending.







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 9.10am.

If you are late to school or need to collect your child early, children must be signed in / out by a parent and a reason provided for the late arrival or early departure, at the School office.

If you are going to be late in picking up your child / children, please ring the school so that we can 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

Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.

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

An exemption for 'Extended Leave' due to travel can be approved by the Principal. Please contact the office staff so that the correct form can be provided to you for your completion.



If children are unwell, **the best place for them is at home.**

### Medication

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- notify the school / complete any paperwork required from the school.
- provide up to date information as required.
- supply the medication (in original packaging) and any 'consumables' necessary for its administration.

The administration of prescribed medication in schools is carried out by staff who volunteer and who are trained.

When students need help with health issues at school, parents may need to consult with their medical practitioner about the implications of the child's health condition for their schooling and any actions that need to occur during the school day.

An individual health care plan formalises the support for students with complex health care needs. Information from the student's medical practitioner, provided by parents, will inform the collaborative planning process. This plan will detail:

- an emergency care/response plan.
- a statement of the responsibilities of those involved in the student's support.
- a schedule for the administration of prescribed medication and health care procedures, as provided by the treating medical practitioner.
- an authorisation to contact the medical practitioner.
- other relevant documents.

### 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. As parents are often not at home, please send in 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.



## IMMUNISATION

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

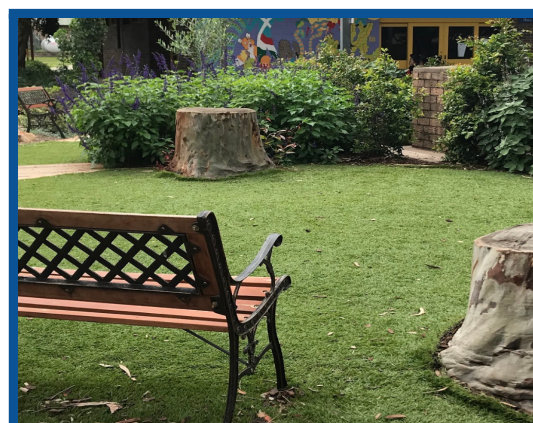
The Public Health Act of 1992 requires parents to provide documentary evidence of the immunisation status of all children enrolling in schools. You are required to provide the school with an immunisation certificate. This does not mean that immunisation is compulsory. However, in the event of an outbreak 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.

Requirements for schools to notify NSW Health of a vaccine preventable disease:

- Diphtheria
- Haemophilus Influenza Type b (Hib)
- Measles
- Meningococcal disease
- Mumps
- Pertussis (whooping cough)
- Polio
- Rubella (German measles)
- Tetanus

Head lice requires a parent to wash the 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. Hair free of lice / eggs before returning to school.



## ANAPHYLAXIS / SEVERE ALLERGIES

Anaphylaxis is a severe and sometimes sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as food or an insect sting). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours. It is potentially life threatening and always requires an emergency response.

To minimise the risk of exposure to a high risk allergen, schools must not use peanuts, tree nuts or any nut products in curriculum or extracurricular activities. This does not include food labelled as 'may contain traces of nuts'. We request that students do not bring to school any food containing these products. For example: Peanut Butter, Nutella, Muesli Bars.

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 are not permitted to share or swap their own food or drink bottles with other children.

We appreciate your support in ensuring the safety of all of our students.



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 demonstrating appropriate behaviours, 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 15 Infants students and 15 Primary students are drawn out of the weekly draw to select a prize from the PBL prize box.



**Roary - Our school PBL mascot**

'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 Award

3 White Awards = 1 Blue Ribbon

3 Blue Ribbons = 1 Principal's Award

2 Principal's Awards = 1 School & Community Award & Medallion

White Awards are presented at Monday morning assemblies each week. Teachers will take photos of students receiving these awards and upload them to your child's SeeSaw account.

Celebration of Learning assemblies will occur once a term for K - 2 and once a term for 3 - 6, where Blue Ribbons, Principal Awards, and School & Community Medallions will be presented.

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 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) or a long suspension (up to 20 days).

A child can be suspended at any time for any of the following behaviours; continued disobedience, aggressive behaviour or physical violence.



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.

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.

Both of the IO classes consist of up to 10 students with a specialist teacher. The teachers are supported by a School Learning Support Officer (SLSO).

The IM class consists of up to 18 children with a specialist teacher, supported by a Learning Support Officer.

The Multi Categorical and IO/AU class consist of up to 7 children with a specialist teacher, supported by a Learning Support Officer.

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

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.





The school participates in activities and competitions throughout the year. Carnivals are held for Swimming, Cross Country and Athletics throughout the year, as well as, Gala Days for students Years 3 - 6.

Infants students have the opportunity to participate in a Cross Country and Athletics carnival throughout the year.

Students in Years K - 2 participate in grade sport activities. These will be decided at the commencement of the year. You will be informed which day is your child's sports day at the beginning of the year.

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

HOUSE names and colours are:

**BRUCE**    **JAMES**    **McGREGOR**    **WALLACE**

## SCHOOL COUNSELLOR



The school has access to the services of a School Counsellor. The School Counsellor is responsible for:

- Assessment (cognitive / academic and/or emotional/ behavioural)
- Crisis Counselling (Parents are to engage with outside services, if continuity of psychological support is needed)

## REPORTING TO PARENTS



At the commencement of each year a 'Meet the Teacher' night is held where teachers give a general outline of routines, organisation, behaviour expectations and a brief overview of curriculum being taught across the year.

Teachers will prepare a written report, twice a year, once towards the end of Semester 1 and again towards 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 carers.

**PRIMARY 9.20am to 9.50am**  
**INFANTS 9.50am to 10.20am**

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

As a time saver, lunch orders can be made. Children must order lunches by 9.05 am with the correct money if possible. Food orders can also be made online through the Flexischools app.

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.





## PARENTS AS TEACHER AND CLASSROOM HELPERS (PATCH)

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.

If you would like to be a helper at our school, please enquire about joining our PaTCH training program.

All parent helpers will need to have a current 'Working with Children Check'. Please see Services NSW for more information.

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>.

## OUTSIDE SCHOOL HOURS CARE (OSHC)



St Andrews Public School has an outside school hours care service operated by Kids United on the school site. It provides a safe, supervised and fun place for your child before school, after school and during the school holidays. Please call Kids United on 0413864833 for more information.

## 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.

Our local Community Engagement Officer facilitates 'Coffee Chat' which is held every Friday morning at 8.30am 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 Friday afternoons at 2.40pm 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.



Communication between home and school can be improved if parents:

- View our Website – [www.standrews-p.schools@det.nsw.edu.au](mailto: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.
- FACEBOOK – ‘like us’ on Facebook.
- SeeSaw -All parents and carers are invited to download the ‘Seesaw Parent and Family’ app in the Apple App Store or Google Play Store. This will allow you access to your child’s learning journal and it will enable you to receive notifications when new photos or videos of your child are added.
- Read the school electronic notice board.
- It is important that you regularly check your child’s bag/e-mail for notes
- Return all notices as requested.
- Attend planned Parent/Teacher evenings and interviews throughout the year.

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 call the office to leave a message for the teacher to return the call. 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 the stage supervisors.

All visitors to the school must sign in at the office first as per Department of Education regulations.

## HOMEWORK



Students have the opportunity to engage in homework from K-6. Homework is not compulsory, but allows for the opportunity to practise, expand and consolidate on work being done in class.



*Children, First and Foremost*

## NOTES