



# Helpful Information for Starting School

Welcome to  
Stanmore Public School



2015

# CONTENTS

- School Information
- School Staff: Who's Who / Staff based at District Office
- School Rules
- Nude Lunches, Crunch 'n' Sip®, Allergy Alert and Attendance
- Ways Parents Can Help

# SCHOOL INFORMATION



Stanmore Public School

**Address:** Cambridge St, Stanmore NSW 2048

**Phone:** 9569 1638 / 9560 2028

**Fax:** 9550 9542

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

**Website:** [stanmorepublicschool.info](http://stanmorepublicschool.info)

**Facebook:** <https://www.facebook.com/StanmorePS>

**School App:** You can access the school calendar, newsletter and receive notifications of upcoming events by downloading the free Stanmore Public School app from the Apple or Google App Stores:

Username: community  
Password: stanmoreps

## SCHOOL HOURS

Morning Supervision	8:30am
Morning Lines	8:55am
School Begins	9:00am
Recess	11:00am – 11:25am
Lunch	12:45pm – 1:40pm
School Ends	3:00pm

## 2015 SCHOOL TERM DATES AND VACATIONS

**Term 1 Dates** **Tuesday 27<sup>th</sup> January 2015 to Thursday 2<sup>nd</sup> April 2015**

*Term 1 School Holidays*

*Friday 3<sup>rd</sup> April 2015 to Friday 17<sup>th</sup> April 2015*

**Term 2 Dates** **Monday 20<sup>th</sup> April 2015 to Friday 26<sup>th</sup> June 2015**

*Term 2 School Holidays*

*Monday 29<sup>th</sup> June 2015 to Friday 10<sup>th</sup> July 2015*

**Term 3 Dates** **Monday 13<sup>th</sup> July 2015 to Friday 18<sup>th</sup> September 2015**

*Term 3 School Holidays*

*Monday 21<sup>st</sup> September 2015 to Monday 7<sup>th</sup> October 2015*

**Term 4 Dates** **Tuesday 6<sup>th</sup> October 2015 to Friday 18<sup>th</sup> December 2015**

*Term 4 School Holidays*

*Monday 21<sup>st</sup> December 2015 to Wednesday 27<sup>th</sup> January 2016*

School Development Days  
First day of Term 1, 2 and 3 and last two days of Term 4.

## **SCHOOL STAFF: WHO'S WHO**

Public Schools in NSW are staffed with teachers and School Administrative and Support staff. To help you know who to contact about your child's education we have compiled a *Who's Who* of staff you are likely to meet.

### **Principal**

**Ms Fran Larkin**

The Principal has overall responsibility for the whole school. This includes the education and welfare of all students, all educational programs, learning outcomes, the management of staff and staff welfare development, financial management, the management of the school property and the development of partnerships between the school and the school community.

### **Deputy Principal**

**Ms Nicole Morris**

The Deputy Principal assists the Principal with managing the school. The Deputy Principal is class free.

### **Assistant Principals**

**Ms Claire Mitchell, Mrs Kelly Higlett, Ms Kym Ferrario and Mrs Dawn Fenech**

Assistant Principals are responsible for the day-to-day organisation of the school and for the welfare of all students and staff. Each one also supervises the teaching programs of a particular stage of schooling. Assistant Principals have a teaching role.

### **Classroom Teachers**

**A full list of teachers appears in the first edition of the school newsletter each year.**

Teachers are very important people for their students. The classroom teacher is responsible for your child's learning and welfare while at school and also plays a caring and nurturing role.

### **Librarian**

**Ms Janet Metzner**

The teacher-librarian is a member of the school's teaching staff and is actively involved in the teaching/learning process. The teacher-librarian teaches information skills and team teaches with the class teacher in some of the key learning areas, particularly English, Science and Technology and History. The teacher-librarian is also responsible for the management of the library collection - books, videos, tapes, computer programs – which is borrowed by students and staff.

### **EAL Teacher (English as a Additional Language)**

**Ms Annette Carruthers**

ESL teachers provide specialist assistance to students who speak English as a second language. They teach the necessary English language and literacy skills for EAL students to be successful at school. They assist students in different ways, including one-to-one, in small groups or team teaching with the class teacher.

### **Learning and Support Teachers (LAST)**

**Mrs Kelly Higlett, Ms Belinda Arnold and Ms Spink**

These teachers provide additional teaching to students who may be experiencing difficulty with some aspects of their learning. They work in the classroom with classroom teachers or withdraw students in small groups. The additional teaching helps children achieve target levels for their academic year and makes them independent and confident in their learning.

### **Other specialist teachers**

At Stanmore PS we have specialist teachers in Greek: Ms Jenny Vezos; Mandarin: Ms Ben Xin Ji; Drama: Ms Natalie Lopes and Music: Ms Bridget Poon.

### **School Counsellor**

**Ms Lorraine Stone**

School counsellors are experienced teachers who have specialist training as school counsellors. They assist teachers by strengthening the school's student welfare provisions and provide counselling and psychological assessment of students with specific needs. Their work with teachers in the classroom is designed to improve student learning outcomes. Matters discussed with the counsellor are confidential between the student and the counsellor. Parents or caregivers may make an appointment to discuss matters of concern with the school counsellor.

## **SCHOOL ADMINISTRATIVE AND SUPPORT STAFF**

### SCHOOL ADMIN MANAGER

**Mrs Connie Tropiano**

School Administration Managers assist the principal with the efficient management of the school's financial and administration functions. Their role also requires them to supervise other administration staff and their training.

### School Admin Officers

**Ms Cathy Zervas, Ms Amanda Briggs & Ms Yvonne Moustakas**

The first person to greet you when you arrive at the school will probably be the school administration officer or school administration manager. School administration staff assist with school administration and help maintain school routines. They also deal with financial administration. Their range of duties includes assisting in the school library and assisting in the school office. After training, the school assistant may also administer first aid or prescribed medications to students.

### Kitchen and Garden Specialists

**Ms Dimitra Alfred (Kitchen Specialist) and Ms Sarah Brill (Garden Specialist)**

Ms D and Ms Sarah Brill are employed to assist the school to implement the Stephanie Alexander Kitchen Garden Program. They assist in the preparation and delivery of lessons and the upkeep and management of the kitchen and the garden.

### School Learning Support Officers

**Ms Dimi Stratos, Ms Yvonne Moustakas, Ms Sonia Stivaletta and Ms Anna Daniels**

Under the supervision and direction of a teacher, a school learning support officer assists in classroom activities, school routines, and the care and management of students with atypical needs.

### General Assistant

**Mr Terry Ward**

General assistants are employed in all schools. They support student learning through:

- the preparation and maintenance of equipment,
- the preparation of materials and construction of teaching aids,
- minor maintenance of building, plant and equipment,
- storage and distribution of goods delivered to the school.

General Assistants also maintain school playing fields, gardens and lawns.

## **STAFF BASED AT DISTRICT OFFICE**

### **Home School Liaison Officers (HSLO)**

Home School Liaison Officers may be called upon to assist when a student's attendance is causing concern.

### **Aboriginal Student Liaison Officer (ASLO)**

ASLOs work with Aboriginal students, their families and schools to restore and maintain the regular school attendance of Aboriginal students.

### **Student Welfare**

A team of teachers and assistant principals who have particular expertise and experience in different aspects of student welfare including learning, behaviour and disabilities are available to provide support and advice to schools.

# SCHOOL RULES

<b>RULE</b>	<b>WHAT THIS MEANS</b>
<b>R</b> espect others and their property	<ul style="list-style-type: none"><li>• Consider the feelings of others when you are talking to them.<ul style="list-style-type: none"><li>- Speak politely.</li><li>- One person talks at a time.</li><li>- Listen when others are talking.</li><li>- Avoid unkind words.</li></ul></li><li>• Allow others to do their work and play without interruptions.</li><li>• Keep your hands and your feet to yourself.</li><li>• Leave the property of others alone.</li><li>• Protect the school and its property.</li><li>• Cooperate with the teacher and do what you are asked to do.</li></ul>
<b>A</b> lways do your best.	<ul style="list-style-type: none"><li>• Do your best work in class.<ul style="list-style-type: none"><li>- Be Neat.</li><li>- Try Hard.</li><li>- Finish your work</li></ul></li><li>• Do your best when playing.<ul style="list-style-type: none"><li>- Try hard.</li><li>- Obey the rules of the game.</li><li>- Play fairly.</li><li>- Be a good sport.</li><li>- Take turns and share equipment.</li></ul></li></ul>
<b>P</b> lay safely.	<ul style="list-style-type: none"><li>• Stay within school grounds.</li><li>• Play in bounds – those areas where teachers are on duty to supervise students.</li><li>• Leave sticks and stones on the ground.</li><li>• Play games and activities which are safe and will not hurt others.</li><li>• Find peaceful ways to resolve problems or get a teacher to help.</li></ul>

## NUDE LUNCHES

### What does this mean?

Our school is trying to reduce litter, both at school and going into landfill. We are trying to eliminate plastic wrap which is not reused and is not biodegradable.

Due to our demand for convenience, many things are now sold in snack sized packages. This increases waste and can affect our health. With some small changes and a little forward planning we can help reduce the amount of rubbish being added to land fill, while also providing healthier snacks for our children.



**How do we do this?** Students are asked to use as little non-reusable packaging as possible and use reusable containers instead. Purchase large packs, which are cheaper, and package up a little each day for school. Consider healthier options for snacks, such as fruit and vegetables.

There are many **NUDE FOOD** packaging alternatives such as Tupperware containers and brown paper bags that can be recycled. We ask that to reduce lost items, both lids and bases of containers be clearly marked with your child's name and class.

With everybody helping in their own little way it can all add up to a massive reduction on the impact that we are currently having on land fill and our school will be able to reduce its litter and save money for much needed resources by having to pay less for waste removal.

## Crunch 'n' Sip®

Crunch 'n' Sip® is a set break to eat fruit (or salad vegetables) and drink water in the classroom. Students re-fuel with fruit or vegetables during the morning or afternoon assisting physical and mental performance and concentration in the classroom.

Each day students bring fruit (or salad vegetables) to school to eat in the classroom at a set time. Each child has a small clear bottle of water to drink throughout the day to prevent dehydration.

Through Crunch 'n' Sip®, schools demonstrate their commitment to nutrition education in the classroom, by making links with the curriculum and creating a supportive school environment.



## ALLERGY ALERT



We currently have enrolled, a number of children with severe, life-threatening food allergies (anaphylaxis). Anaphylaxis is a medical condition that causes a severe reaction to certain foods and can result in death within minutes. Consequently, these children will need immediate medical attention if they come into contact with these foods.

It would greatly assist the school to manage this situation if parents would keep nut-based foods for home treats. In particular, we ask that parents do not send peanut butter or Nutella to school. These products are so sticky, they can easily be left behind on hands and bubblers and other surfaces within the school.

## ATTENDANCE

It is a legal requirement that students attend school every day unless they are sick or some urgent family circumstance prevents them from coming to school. Class Rolls are marked at the beginning of every school day as an official record of attendance. The Department of Education and Training monitors school attendance and follows up instances of high absenteeism and / or unexplained absences.

Lateness to school or leaving early from school is regarded as a partial absence. All children who are late to school are required to go to the office on their way to class and collect a Student Leave Card. If you need to pick up your child early a parent or guardian is required to collect a Student Leave Card from the front office and give to the teacher before the child can be dismissed.

When students are absent for all or part of the school day, parents are required to provide a brief letter that explains the reason for the child's absence. The preferred way of doing this is by logging onto the school website [www.stanmorepublicschool.info](http://www.stanmorepublicschool.info) – go to **Online Forms** and then select **Absence Notification**.

If students are absent for three days or more they are required to provide a doctor's certificate.

If you take organised leave of 10 school days or more during the term you need to apply and have approval of the Principal. The forms are available from the office and need to be returned 2 weeks prior to leave.

If you are taking a family holiday of 9 days or less, you need to provide the school with a written note of explanation prior to your leave.

# WAYS PARENTS CAN HELP

## PARENTS CAN



- talk to their child about what they know
- not compare their child with others
- expect to see lots of classroom activity
- expect to see movement in class

- encourage children to solve problems
- look at alternative solutions with the child
- encourage children to "have a go."
- accept children's attempts
- ask the teacher about "approximations."
- accept that different children will be doing different activities

- ask the teacher about the class program
- ask how to become part of the group
- encourage children to play actively

- visit the classroom
- tell the teacher about a particular talent that could be useful to the children. e.g. pottery, plants etc.
- ask the teacher to explain modern teaching methods
- communicate regularly with the teacher

- listen and respond to children's questions
- have a realistic expectations
- become interested and involved in the school
- assist children to cooperate, discuss and negotiate



- encourage children to explain how they work things out.
- find out what children learn at school and build on this in the home.
- ask the teacher what children learn from the different activities undertaken.
- expect to see small groups of children

- feel free to talk to the teacher
- ensure that the teacher knows their child
- get to know other children and their parents
- ask their child to look at things from another's point of view



- focus on their child's successes
- ask their child questions, such as: "Tell me about what you were working on today." Instead of "What did you do?"
- encourage their child to focus on the good things that happened at school.