

# Parent/Carer Information Booklet



## FOREWARD

Welcome to our School. Thomas Acres Public School has built a fine tradition in academic, sporting and cultural pursuits. We value our close links with our community and are appreciative of its support. You are always welcome to participate in our school because it is just that, *our school*. We look forward to a long and happy association.



## STATEMENT OF PURPOSE

To provide each student with the opportunity to develop to his or her full potential in a caring and educationally stimulating environment.



## - THE SCHOOL SONG -

This school is our school, this school is your school  
Out from the playground, to the inside classrooms,  
Our friendly natures, and our good manners,  
This school is made by you and me.

We'll hold our heads high, and march on proudly,  
And all will listen to a song sung loudly,  
Our Thomas Acres, in smile written.  
This school is made by you and me,  
This school is made by you and me.



## - AUSTRALIAN NATIONAL ANTHEM -

Australians all let us rejoice,  
For we are one and free;  
We've golden soil and wealth for toil;  
Our home is girt by sea;  
Our land abounds in nature's gifts  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.

Beneath our radiant Southern Cross  
We'll toil with hearts and hands;  
To make this Commonwealth of ours  
Renowned of all the lands;  
For those who've come across the seas  
We've boundless plains to share;  
With courage let us all combine  
To Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.

# WEBSITE REFERENCES & RESOURCES

**Principal:** Mr Sean Pope  
**Deputy Principal:** Mrs Adelle Harris

**Address:** 59 Crispsparkle Drive  
AMBARVALE NSW 2560

**Phone No:** 4626 4577  
**Fax No.** 4626 8488  
**Canteen Phone No:** 4628 7121

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

**Website** <https://thomasacre-p.schools.nsw.gov.au/>

**Facebook**



Find us on  
**Facebook**

<https://www.facebook.com/pages/category/School/Thomas-Acres-Public-School-365957373573245/>

**List of Current Staff** <http://www.thomasacre-p.schools.nsw.edu.au/our-school/staff>

**School Term Dates** <https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars>

*First day of Terms 1, 2, 3 and the last 2 days of Term 4 are SCHOOL DEVELOPMENT DAYS (SDD)*

**Busabout** <http://www.busabout.com.au/schoolservices.html>  
**Phone No** 4631 4200

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## ***General Information***

### **School Executive**

The school leadership team includes the Principal, Deputy Principal, and Assistant Principals responsible for each learning stage as well as for Learning and Support.

### **Teaching Staff**

Programs of instruction are planned, implemented, and evaluated by class teachers. These teachers are assisted in this role by other support staff and the school leadership team.

### **Learning Assistance Support Teacher (LAST)**

Learning Assistance Support Teachers are responsible for the implementation of programs designed to assist the class teacher in providing support for students experiencing learning difficulties. At Thomas Acres, our priorities for support are in Literacy and Numeracy.

### **Release from Face-to-Face (RFF) Teachers**

These teachers provide RFF teaching for your child's class teacher who is entitled to two hours a week release. A program of work is planned by the class teacher and the RFF teacher.

### **School Learning Support Officers (SLSO)**

School Learning Support Officers are employed to assist students with diagnosed disabilities access the school curriculum.

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

The Home School Liaison Officer monitors and supports the attendance of all students at school. Please refer to the section on Attendance and Punctuality for more information.

### **School Counsellor**

School counsellors assist class teachers by providing more in-depth information as to why a child may be experiencing difficulties and help develop programs to assist children. Our school counsellors are at currently at TAPS every Tuesday - Friday.

### **Aboriginal Education Officer (AEO)**

The Aboriginal Education Officer assists our Aboriginal and Torres Strait Islander (ASTI) students enrolled at our school.

### **Community Liaison Officer**

The Community Liaison Officer works to connect schools and families to improve social, emotional, health and educational outcomes for students.

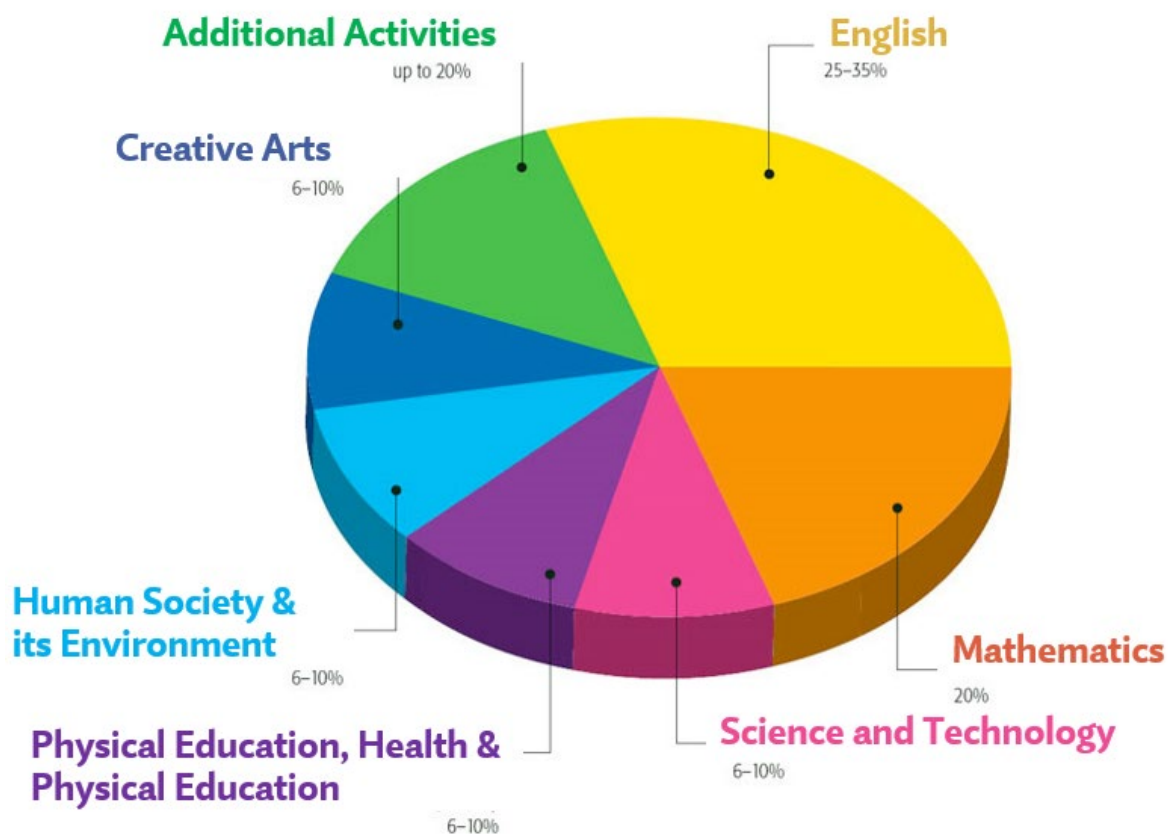
# General Curriculum Information

## Stage Structure in NSW Public Schools

The NSW Curriculum is structured in 2 parts: Primary and Secondary. Students move through the following stages of learning.

Primary Stages	Secondary (High School) Stages
<b>Early Stage 1: Kindergarten</b> <b>Stage 1: Year 1 and Year 2</b> <b>Stage 2: Year 3 and Year 4</b> <b>Stage 3: Year 5 and Year 6</b>	<b>Stage 4: Year 7 and Year 8</b> <b>Stage 5: Year 9 and Year 10</b> <b>Stage 6: Year 11 and Year 12</b>

## Subjects Taught in NSW Public Schools



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## Assemblies



Whole school assemblies K-6 are held regularly for communications, presenting major awards, recognising special events and to showcase Creative and Performing Arts groups. Classes take turns hosting K-2 and 3-6 assemblies that are held fortnightly to present awards and perform or share their classes achievements. Assembly schedules are shared online, and host classes invite their families to their assemblies.

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## Attendance and Punctuality

When your child attends school every day, learning becomes easier, and your child will build and maintain friendships with other children. Parents and carers can help foster positive attendance habits by:

- Ensuring their child arrives on time from the start of the school day, ready to learn. At Thomas Acres **school starts at 8:55am and finishes at 2:55pm**
- Reducing disruption to learning where possible, by planning any necessary appointments outside of school time
- Providing the school with an appropriate explanation for the student's non-attendance (**within 7 days of the first day of any absence**). This should be a written explanation, email or reply to the school's SMS system from a parent/carer. **A medical certificate is required for any absence of three days or more.**
- Helping their child to learn the importance of punctuality and routines.
- Working with the school to encourage and support regular attendance, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school.

**If your child is late**, they will need to go to the front office first to obtain a late note which they give to their teacher. **If your child is leaving early** for an unavoidable reason, you will need to report to the office first to sign them out. The office will then contact the child's teacher to send them to the office.

***Late arrivals and early departures are counted towards your child's overall attendance rate.***

**ATTEND TODAY**  
ACHIEVE TOMORROW





**To encourage positive attendance, Thomas Acres implements the following incentives:**

### **Classroom attendance initiatives**

- Weekly Attendance Token – at the end of the week, students will receive an attendance token if they have been at school on-time all week. They will still receive a token if they were away and provided a note for the absence.
- Teacher monitoring and check-in – on the 2<sup>nd</sup> or 3<sup>rd</sup> day of being absent, classroom teachers are expected to contact parents/carers to follow up the absences. Also reminding parents/carers that a medical certificate is needed for the third day and onwards to justify the absence.

### **Whole school attendance initiatives**

- **The Great Attendance Race** – a racetrack has been created for infants and primary, which displays percentage targets along the track. Each class will have their own car representing their class and every week the cars will be moved to reflect the classes attendance percentage.
- **Greatest improvement percentage** – each fortnight (in weeks 2, 4, 6, & 8) the class with the highest attendance improvement percentage from primary and infants will receive an attendance certificate plus an individual reward for each student.
- **Highest attendance percentage** – In Week 10 of each term the class with the highest attendance percentage from primary and infants will receive an attendance certificate plus an individual reward for each student. There will also be a prize for the class who has improved the most.
- **\$50 movie voucher** – In weeks 3, 6 & 9 students will be given tokens depending on their attendance percentage. These will be put into a draw for each stage. In week 10 a draw will take place and one student per stage will receive a \$50 movie voucher.
  - 70% - 80% → 1 token
  - 80% - 90% → 2 tokens
  - 90% - 100% → 3 tokens

For more information about compulsory school attendance see the NSW Department of Education's website:

[https://education.nsw.gov.au/content/dam/main-education/student-wellbeing/attendance-behaviour-and-engagement/media/documents/attendance\\_parents.pdf](https://education.nsw.gov.au/content/dam/main-education/student-wellbeing/attendance-behaviour-and-engagement/media/documents/attendance_parents.pdf)



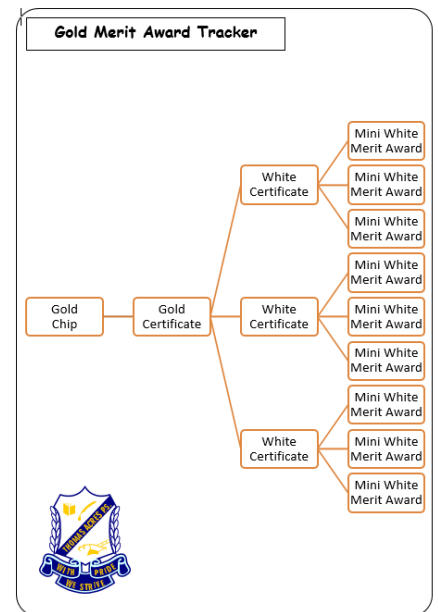
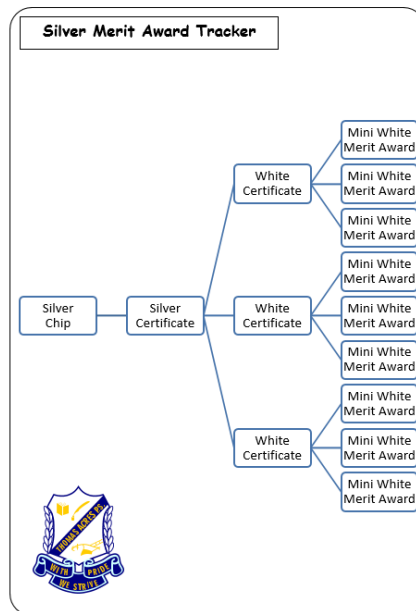
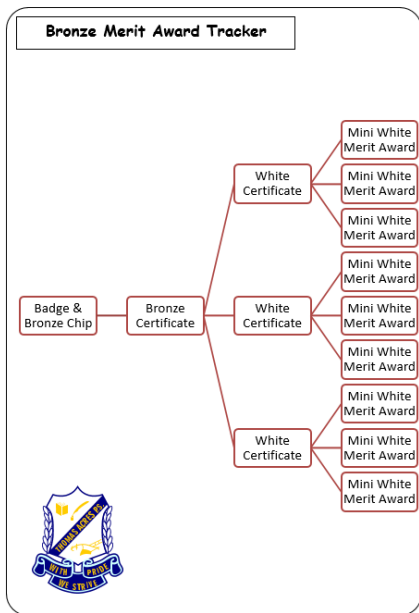
# Awards System

A school-wide system is used to reward academic achievement as well as to encourage students in the areas of application, effort and participation. This is a tiered system aimed to span a students' whole school career at Thomas Acres Public School.

Mini Merits (which include Character Education, Quality Achievement, Sporting, and Attendance awards) are presented during class time. Bronze, Silver and Gold awards are presented at Assemblies.

- 3x **Mini Merit Awards** = 1 White award
- 3x **White Awards** = Bronze award and badge with bronze chip

*Repeat for Silver and Gold certificates and chips (see flowchart below)*



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## Bell Times



When the morning bell music sounds, K-2 students walk to their class lines under the infants COLA to wait for their teachers. 3-6 students are to walk straight to classrooms to meet their teachers. When a brief whole school assembly is held, this will be announced over the PA system. Morning bell and end of lunch and recess bells are replaced with 2 minutes of music.

At the end of the day, K-2 students are walked to front gate and bus lines, back gate, or to the after school care collection area. 3-6 students are dismissed from their classrooms.

8:30 am – 8:55 am	Teachers on duty
<b>8:55 am – 10:55 am</b>	<b>Class time - morning</b>
10:55 am – 11:35 am	Lunch
<b>11:35 am – 1:25 pm</b>	<b>Class time - middle</b>
1:25 pm – 1:55 pm	Recess
<b>1:55 pm – 2:55 pm</b>	<b>Class time - afternoon</b>
2:55 pm	School dismissal

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## Bullying

**What IS bullying?** To meet the criteria of bullying, behaviour must be:

- Aggressive, unkind or mean
- Repeated multiple times in an ongoing way
- Deliberate and targeted (not accidental)
- Involving an imbalance of power such as age, size/strength, popularity or groups



Bullying might be physical, verbal, emotional, social, or cyber/digital. Some other serious behaviours like discrimination, harassment and abuse can overlap with bullying.

**What IS NOT bullying?**

- One-off incidents where somebody has been rude or mean, accidentally hurting someone, or rough play between equals.
- Conflict such as a disagreement between friends or classmates.
- Natural social consequences such as a friend not trusting someone who shared secrets or not wanting to play with someone who upset them.
- Reporting inappropriate behaviour to an adult to get help.
- Respectfully stating boundaries with feedback such as “I don’t like it when you...”

Where appropriate, these behaviours may still be investigated and addressed according to school discipline procedures but are not automatically considered bullying.

*Bullying is mean, but being mean doesn't always mean bullying.*

## What strategies might help my child?

- *Stay calm and ignore them* – bullies can lose interest if they don't get a reaction
- *Report the incident* – tell a teacher, school executive, parent or other trusted adult
- *Tell a friend* – friends can support each other at school, can help people decide if it is bullying or not, and be with you if you want to get help from an adult
- *Hang around other people* – you may feel safer in groups. If you are alone, try to identify people and places who may help you feel safe.
- *Keep a diary* – write down details of incidents, feelings and evidence such as screenshots for online activities to help identify patterns and help the school to act
- *Stay positive* – Remember your good points, what you do well, and that you are a valuable person. Thinking of how bad the bully must feel can help you stay positive.

For more strategies and helpful links see <https://education.nsw.gov.au/anti-bullying>

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## Bus Travel

Student OPAL cards are available free for children from Kindergarten to Year 2. However, students in Years 3 to 6 must live further than 1.6km radius away from the school to be eligible for a free pass and must pay for their travel if they live closer than 1.6km. You can apply for a student OPAL card online at <https://www.opal.com.au/>.



Students travelling by bus are expected to conduct themselves in an acceptable manner at all times. Parent/carers are asked to monitor their child's behaviour as the bus company retains the right to revoke a bus pass if behaviour is unacceptable. Information about bus routes or any other travel matters is available from <https://www.transitsystems.com.au/>

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## Canteen

A healthy canteen operates at Thomas Acres daily. Orders for lunch or recess can be placed **before 9:20am**, with additional items available for cash sale at playtime. Lunch orders are delivered to the classroom, but frozen treats need to be collected at the canteen. Recess orders need to be collected at the canteen.



- **IN-PERSON ORDER:** Label a bag the child's **Name, Class** and **Order** and put correct money where possible inside (any change owing will be given to the student at lunchtime). Lunch and Recess orders need to be on separate bags with separate payments. Lunch order bags are available from the Canteen to purchase. Order is then placed in the chute in the Canteen door before 9:20 am.
- **ONLINE ORDERS:** Order your child's lunch at online at <https://quickcliq.com.au/> before 9:20 am). You can load credit into your online account or pay as you go.

**If your child has special dietary needs, contact the Canteen Supervisor to discuss alternative options on (02) 4628 7121.**

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## Contacting Class Teachers

While teachers are very willing to speak to parents/carers, they cannot leave their class unattended to do so. If you wish to speak privately to a teacher on matters concerning your child's wellbeing, please request an interview for a mutually convenient time.



Where a parent/carer needs to contact the school via the telephone, the school administration officers, who are in a position of trust and confidentiality, will deal with important matters appropriately.

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## Crisis Management

In an emergency, announcements or instructions will be communicated to those on site via the PA system. In some situations, the school may require an evacuation or lockdown to ensure the safety of students, staff and visitors; and will follow our Crisis Management Plan. Any further communications to families may be shared through the school's Facebook page, website, or Sentral app. Evacuation and Lock Down procedures are rehearsed regularly.



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## Custody of Children



If a court has determined restricted access by a parent/carer, up-to-date official court documents must be sighted by the Principal with a copy held on file. Please contact the Principal with any concerns or as new arrangements arise.

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## Emergency Contact Information

This information is held at the office for use in case of emergencies and is supplied by the parents/carers at the time of enrolment. If any of the details below change, please notify the office as soon as possible to ensure records are up-to-date.

- Residential address
- Home landline phone
- Mother/carer mobile and/or work number
- Father/carer mobile and/or work number
- 1st Emergency contact name and/or contact number
- 2nd Emergency contact name and/or contact number



**Your  
Contact  
Details**

**A *Change of Contact Details* form is available at our office or a printable version is also located on our website for your convenience.**



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## Excursions and Incursions



Throughout the year, various excursions and experiences are organised for students. These activities form an essential part of class work, and all students are encouraged to participate.

A permission note explaining the cost and full details is given to all students involved in advance, which can also be found on our website. If there are difficulties meeting costs for excursions, please contact the office for a *Student Assistance Application* and suitable arrangements may be made.

For your child to attend the event, you **MUST** sign and return the permission slip with payment in a sealed envelope or plastic bag which clearly shows your child's name, class and event, **BEFORE** the closing date (*please also refer to section titled Payments and Deadlines*).

Parents/carers are encouraged to check due dates for payments on all excursion notes as **no late payments** will be accepted. We are not permitted to take children on excursions without the **written consent** of parent/carer. Similarly, up to date medical information should be supplied for all students' benefit whilst on excursions.

*Note: If a student's behaviour is likely to compromise the safety of others, alternate arrangements may be necessary. Please note that students with behaviour concerns may not be able to attend excursions.*

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## Fingernails, Makeup and Hair

Please keep your child's fingernails trimmed at a safe length to minimise sport and playtime injuries. No decorative nail polish please. Makeup is not to be worn at school. We do not encourage hair colouring except on Mufti or dress-up days.



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## Health Issues

Any special health care conditions (asthma, allergies and/or anaphylaxis etc) and any infection or disability (diabetes, heart condition etc) should be notified as soon as it is diagnosed. To comply with our legal requirements, individual health care plans need to be created for students with particular needs.



For students suffering anaphylaxis, this includes a current ASCIA Action Plan signed and dated by a doctor. Our school does have children enrolled who are anaphylactic and can experience a life-threatening allergic reaction to certain nuts, food products or insect stings. As a result, parents/carers are asked not to supply children with products containing nuts.

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## Immunisation

When enrolling a child, parents/carers will be asked to provide an Immunisation History Statement. You can access this by:



- Using your Medicare online account, through myGov (<https://my.gov.au>)
- Using the Express Plus Medicare mobile app
- Calling the Australian Immunisation Register on 1800 653 809
- Visiting your local Medicare office, Centrelink office, or Child Support Service Centre

A child without an Immunisation History Statement will not be prevented from enrolling in primary school. Under the NSW Public Health Act 2010, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

## Common childhood diseases which 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 appearance of the rash or until medical certificate is produced.
- 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.
- Impetigo:** Exclude until treatment starts. Sores should be fully covered with a watertight dressing.
- Whooping Cough:** Exclude for three (3) weeks if untreated *OR* Exclude until five (5) days after continued treatment with antibiotics.



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## Issues at School



Please contact your child's class teacher or an executive staff member so that concerns can be investigated. Parents/carers are most welcome to come and discuss progress, problems and pursue inquiries. Parents/carers are not to approach other students at school to discuss an issue as all issues will be addressed by school staff. Please note school staff will not be able to discuss specific details about other students such as behavioural consequences out of respect to privacy and confidentiality.

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## Jewellery

For safety and security reasons, we do not encourage jewellery to be worn at school. Pierced ears should have only sleepers or studs in them at school. Necklaces are to be worn under school uniform and not on display.



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## Leaving Early

Parent/carer wishing to take children from school early **MUST** first go to the school office and obtain a printed release slip to take to the class teacher and a *TAPS Visitor* tag. Where a person other than the parent/carer or emergency contact is required to collect a child, a telephone call or written authorisation and proof of identity must be presented. This procedure is for the protection of the child.



***For safety NO child is allowed to leave the school grounds without permission between times of arrival and dismissal.***

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## Library



One of the best gifts any parent/carer can give a child is a love of good books and the joy and benefits of reading. Children who read have distinct advantages – a wider knowledge and a broader vocabulary, more ideas and a greater facility in speaking and writing. Students will visit the library for borrowing once a week. They will need to bring a library or something similar (eg. pillow case or tote bag). Alternatively, library bags are available for purchase from our Uniform shop.

Book Club operates in our school via Scholastic's Linked Online Ordering & Payment (LOOP). No money is to be brought to school as this is an online service only. Catalogues will be sent home when no issues are available.

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## Lost Property

**Names must be clearly marked on all items of removable clothing.** Lost property is located under the Infants Covered Outdoor Learning Area (COLA). Parents/carers wishing to look for lost property items are asked to call at the office first. Any unclaimed items of clothing will be donated to charity at the end of each term. Only items with names can be easily returned.



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## Medication



Medication will only be given at school after parents/carers have completed the appropriate forms. The correct dosage and the child's name must be clearly marked. All medication is stored in a locked cabinet. Children must not keep medication in school bags or self-administer except for asthma puffers and EpiPens.

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## Mobile Telephones

Students are encouraged to leave any mobile phones at home. Parents/carers who provide their child with phones for safety reasons are advised that the school is not responsible for any loss, theft or damage to the phone.



Phones must be switched off during school hours. Improper use of mobile phones will result in reflection and/or confiscation of the phone until after school hours.

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## Morning Arrivals & Afternoon Dismissal Procedures

**MORNING:** At 8:30am a teacher is on duty in the Infants and Primary shade structure areas. Children should not be at school before 8:30am for safety reasons. Parent/carer are encouraged to say goodbye to their child at the school gate or designated waiting area and allow their child to walk into the school and to the playground area. Children who arrive early are to sit in the designated area outside the hall to wait for the morning duty teachers.

**AFTERNOON:** K-2 families are given a form to nominate their preferred afternoon dismissal location. They will then be escorted to that area by class teachers. Children can meet their parent/carer then proceed home. Kindy students are taken to the fenced safety area at the front of the school each afternoon for a front gate dismissal. Teachers need to be informed if a child's exit point from school changes so they can be taken to the correct gate. *Please note Kindergarten arrival and dismissal procedures will be different during their first few weeks of school. Kindergarten staff will send notes home when procedures change.*

3-6 students are dismissed directly from classrooms to meet family/carers or walk home.

- **Front gate** – Main entrance from Crispsparkle Drive
- **Back gate** - Glen Alpine area near play equipment
- **Bus** – Meet bus duty teacher near office steps / in front of the hall
- **After School Care** – Meet After School Care staff in front of the canteen and walk to the neighbouring facility together.

## Wet Weather Variations to Routine

**BEFORE SCHOOL:** In wet weather both Primary and Infants children are to move to their shelters. If it becomes too wet, students will be instructed to move to their classrooms.

**AFTER SCHOOL:** An announcement will be made:

- **Front gate students** will be walked to the primary or infants shelter areas where parent/carers can wait to collect them.
- **Back (Glen Alpine) gate students** will be walked to the infants shelter areas where parents/carers can wait to collect them.



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## NDIS Support

Thomas Acres staff are happy to work with parents and allied health providers to share information and resources to meet the needs of students in supporting their learning and development at school. To request a service for your child be provided at school, please speak to your class teacher or school executive who will let you know what the next steps may be.

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## Newsletter

The school newsletter will be made available on our website and linked to from our Facebook page. The newsletter contains important information directly related to your child's education, and so is a vital link between home and school. In addition, it often contains articles written by our students.



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## Parents and Citizen Association (P&C)



The P&C meets several times a term. All parents/carers and community members are invited to attend. The P&C provides a forum for discussion of educational issues and a link between home and school. Many resources are purchased for the school as a result of the wonderful fundraising activities organised by the P&C and volunteers.

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## Parent Helpers

Parent help in school activities is encouraged. Please talk to your teacher or a member of the Executive if you are able to help for any period of time. Opportunities to help may include:

- P&C membership and attendance at meetings
- Library support
- Fundraising projects including Mother's/Father's Day stalls
- Special school events and celebrations
- Working bees
- Voluntary classroom help in a variety of areas



All parents/carers volunteering with students are required to complete a **Working with Children Screening**. Please see the office staff for appropriate documents and to provide proof of identification. **ALL** parents/carers working within our school are required to **sign on/off** in the visitor's book in the office and collect a visitors tag to wear whilst on school premises.



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## Payments and Deadlines

During the year your child will receive notes for planned excursions, and other special events (*please also refer to section titled Excursions*) that require your permission and may also include a cost. For your child to attend you **MUST** provide permission and make payment (if required) on or BEFORE the due date.



Due dates are clearly shown on all notes that require permission and/or payment. Parents/carers are urged to take special note of these payment due date, as **NO LATE** payments will be accepted without prior arrangement with the office. Final numbers must be given to venue and/or bus companies at least 5 days prior to events.

In order of school preference, payments can be made by:-

- **ONLINE** – via Sentral Pay (if you give online permission, you DO NOT need to return a signed paper copy to school)
- **EFTPOS** – (**between 8:30 am to 2:30 pm**). Cards must be swiped/tapped in person – no over the phone payments is permitted
- **CASH** – money and permission note are placed in a plastic zip lock bag or envelope clearly labelled with student's name and class
- **CHEQUE** - made payable to *Thomas Acres Public School*

*\*Please note - if a payment is made after 6pm weekdays or on a weekend, the school will not see that payment until the 2nd business day (eg. a payment made at 7pm on Friday evening will be on the report the school accesses on Tuesday morning). Therefore, resulting in a late payment, a refund or credit may be issued as a result.*

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## Playground Supervision

The playground is supervised by teachers before school from 8:30am, during lunch and recess breaks. Staff members are rostered on duty to help ensure the well-being of all children who must play in designated areas, in which a teacher is always visible and available. A reflection/withdrawal program operates for misbehaviour in the playground.

Our playground includes a mix of passive play areas near trees and under the COLA, active games areas on the main fields and special play areas including cubby houses, table-tennis and play equipment. In addition, a range of structured programs and extracurricular activities operate at lunch and recess. All students wishing to play in uncovered areas must wear a hat.

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## Reporting to Parents/Carers

The school will send home written student progress reports at the end of Semester 1 and 2. These include information about individual achievements and goals within Key Learning Areas (*please refer to section titled General Curriculum Information*) and social capabilities.

'Connect Meets' involving parent, teacher and student are offered throughout the year, with additional parent-teacher conferences as needed or requested.



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## Road Safety



Children who need to cross Crispsparkle Drive **MUST** cross at the marked pedestrian crossing. A crossing supervisor directs the traffic and helps the children safely across the street. The crossing supervisor is on duty from 8:15am to 9:15am in the morning and from 2:15pm to 3:15pm in the afternoon. For the safety of all children parent/carer are reminded to observe the 40kmph driving limit surrounding schools as well as parking signs. Police patrol the area on a regular basis and book parent/carer seen not doing the correct thing.

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## School Development Days

Five (5) days during the year are designated as School Development Days (ie. pupil free days) by the Department of Education. These days are set aside in order to develop programs, policies and curriculum which are necessary for the effective and efficient running of the school. They are:

- **Term 1** - first two days
- **Term 2** - first day
- **Term 3** - first day
- **Term 4** - last day



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## School Photographs



School photographs will be taken early in the school year (around March). Our photographer operates on an envelope system where each child is issued with one envelope (please look after it!). Place the **CORRECT** amount of money or pay online for the photographic package you wish to purchase and return the envelope prior to 'PHOTO DAY'. The photographer collects envelopes directly on photo day and the school will have no record of envelopes presented. Any problems that may arise are, between parents/carers and the photographer.

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## Sick Children

Children who are unwell are better off at home where they can receive individual care and comfort. Children who become sick or hurt at school are sent to the sick bay. If a child needs to be sent home or to a doctor, the school will telephone the parent/carer or emergency contact person to come and collect the child. Where the school believes it necessary, and parent/carer are not able to be contacted the child will be transported by ambulance to hospital.



It is most important that parents/carers also provide the school with at least 2 emergency contacts who will be available throughout school hours.

**HEALTH PLANS:** Children with high-risk medical conditions are required to submit health plans to the school. Please refer to section titled *Health Issues*.

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## Smoking on School Premises



In line with Departmental regulations, smoking is **prohibited** on all school premises (inside the buildings AND in the school grounds) and at ALL school organised events (eg. sporting events, excursions etc). Staff, parents/carers, and visitors are ALL expected to comply with this regulation.

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## Sport

Sport is organised on a grade basis for students in Kindergarten, Year 1 and Year 2. Students are introduced to structured activities in order to develop their gross motor skills. Students in Years 3-6 also participate in school sport activities and have the opportunity to represent the school in the Public School Sports Association (PSSA) competition.



This competition is organised on a gala day basis (ie. set days in which teams participate in a number of games). Individuals who excel in a particular sport may be given the opportunity to compete at District, State or National level.

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## Student Financial Assistance



This scheme exists to assist families who experience difficulty in meeting the cost of a school activities (eg. camp, excursions or uniforms). The scheme takes the form of subsidising the cost involved. To ensure an equal distribution of the funds is available, each case is determined on its merits and is approved by the principal. Funding is not automatically given for every school activity. Please contact the office if you require financial assistance.

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## Student Welfare

Student Welfare underpins every action taken within the school. It is the responsibility of the entire school community, with the Principal and school executive having particular responsibility for planning, evaluating, monitoring and co-ordinating all aspects. Every family will receive a copy of the school Discipline Policy. This policy outlines the procedures that are applied to reinforce student behaviour. For further information, refer to the Department of Education policy found at <https://education.nsw.gov.au/policy-management-schools/revised-policies/student-behaviour> .



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## Sun Sense



Students are required to wear a school hat every day throughout the year when they are in the playground during lunch, recess and sport. Students not wearing a hat will be redirected to areas protected by sun shelters.

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## Technology

Each classroom features Interactive Whiteboards and access to individual devices including tablets and class sets of laptops. Students visit our library our computer lab each week to learn computer-based skills as well as learning to navigate the Internet safely. Students have opportunities to access our STEAM studio to further explore Science, Technology, Engineering, Arts and Mathematics. Students are also able to take advantage of subscriptions to a range of educational software at school and to reinforce this school learning at home.



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## Transferring to Another School



If your child is to move to another school, library books or other school equipment should be returned before the transfer is made. Before leaving, you should notify the office so documentation can be sent to the new school.

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## Toys and Treasures at School

Although children like to bring toys and treasured items to school, we ask that parents/carers monitor what items they bring. Toys must be safe, sturdy, and simple in design preferably without removable parts. Highly collectable, valuable or treasured items may attract unwanted interest or risk social disputes between students. Phones, electronic devices and games **are not to be brought to school**. The school cannot accept responsibility for loss and/or damage to items.





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# Uniform

All students are expected to wear full school uniform at all times. Our school and sports uniform may be purchased the Smeaton Grange retail outlet. They are located at **22/151 Hartley Rd, Smeaton Grange**. Parents/carers may also order online at <https://www.picklesschoolwear.com/>. We also resell second-hand uniforms donated by our school community at a cost of \$5 each. Limited stock is available, so please visit the office between 10am – 2pm to view selection.

## GIRLS

### Summer:

- Navy, white and jade polo shirt
- Navy shorts or scorts
- Navy tracksuit
- Navy hat (wide-brim or legionnaire)
- Navy, white and jade check dress



### Winter:

- White or white, jade and navy long sleeved polo shirt
- Navy tracksuit
- Navy tartan pinafore
- Navy or navy, white and jade jacket with emblem
- Navy tights or slacks
- White socks, black shoes
- Optional: Navy beanie



## BOYS

### Summer:

- White, navy and jade short-sleeved polo shirt
- Navy shorts
- Navy tracksuit top
- White socks, black shoes
- Navy hat (wide-brim or legionnaire)



### Winter:

- White, jade and navy long sleeved polo shirt
- Navy tracksuit
- Navy trousers
- Navy, or navy, white and jade jacket with emblem
- White socks, black shoes
- Optional: navy beanie





**SPORT:** We do not have a specific sports uniform. Students are to wear appropriate items from our uniform selection and sports shoes. PSSA teams will be provided by the school with a special team shirt to wear at gala days.

## OPTIONAL

### Aboriginal Cultural Shirt

- These shirts are intended to be an 'add-on' to our current school uniform. This shirt can be worn by our students and staff, especially for Aboriginal days of recognition and when representing the school. Special orders will be placed throughout the year. When orders are to be taken, a note will be sent home with students.



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## Website and Facebook

**Website** [www.thomasacre-p.schools@det.nsw.gov.au](mailto:www.thomasacre-p.schools@det.nsw.gov.au)

The website is a great source of information as it provides parents/carers and interested parties with our newsletter, school notes, the uniform shop times, school information and a term calendar showing all events and important dates for the term.

**Facebook** [www.facebook.com/pages/category/School/Thomas-Acres-Public-School-365957373573245/](https://www.facebook.com/pages/category/School/Thomas-Acres-Public-School-365957373573245/)

Our Facebook page is a valuable source of information relating to all aspects of school. It is updated daily with reminders, upcoming activities, community news and a vast photo gallery. Alerts will also be posted informing parents/carers if students are due back later than expected from excursions.

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## Kindergarten Information

The school is often asked what children need to know before beginning school. It is more important to look at what a child "is" rather than what they know.

### Are they:

- emotionally and physically independent for their age?
  - can they dress/undress themselves?
  - can they use toilet paper independently?
  - can they put shoes on their feet (don't need to be able to shoelaces!)
  - can they use language to make themselves understood?
  - can they manipulate/build with/arrange equipment?
  - can they trust and be happy with adults outside the family?
  - can they share attention with others?
- self-confident, secure in the love and understanding of their family?
- able to get along with peers, older children, adults?
- willing to share and take turns, co-operate most of the time, and able to play with or alongside other children – share toys most of the time?
- curious about what is happening around them?
- willing to participate in new experiences, particularly group experiences?
- able to communicate verbally with others and listen to others?
- able to be understood by an unfamiliar adult when speaking?
- able to understand and follow instructions?
- able to enjoy stories, music, TV, DVD's, computers and imaginative play?
- able to concentrate on something that interests them for a reasonable amount of time without distraction?
- able to, sometimes, finish tasks they start?
- able to help tidy up after themselves and look after equipment in a proper manner?



If you answered "yes" to most of these questions then your child is ready for school, whatever they know or don't know!

### Kindergarten experiences help children to socialise by encouraging them to:

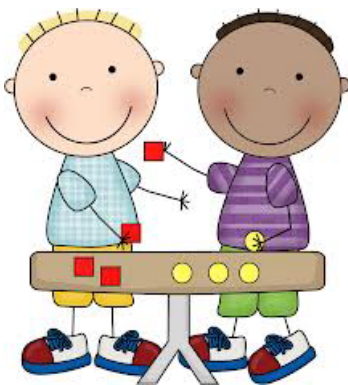
- play cooperatively with others and share toys
- respect other people's ideas, feelings and property.
- accept changes to routine
- accept the teacher's authority.
- accept being "one of the group", to work in a group and share the teacher's attention.
- listen and communicate with others, and above all, to enable your child to gain self-control, build up self-confidence and become independent.

### Early Literacy activities in Kindergarten may include:

- recognising their name, colours, differences and similarities in size, shape, colour, direction and detail
- working from left to right in reading and writing
- listening and following various commands
- listening and recalling a short story or sequence of numbers
- hearing sounds in words
- giving rhyming words
- using pencil or crayon
- cutting with scissors
- speak in sentences



### Early Maths activities in Kindergarten include:



- number games and rhymes
- recognising and learning colours and shapes
- sorting and grading by various means
- building patterns and free play with a variety of equipment
- matching sets
- recognising numerals 0-100 and writing numerals 0–30
- using the number line to count, jump –orally and written
- using coins to do simple shopping
- learning the days of the week
- telling the time (o'clock)
- developing thinking and problem solving skills

We encourage children to be able to write their first name eg. Zoe, Jack. Please use a capital only for the first letter and lower-case letters for the rest. We do not expect a child to be able to read, count to 30, use a computer or colour in neatly. If they reverse letters, words or numbers it doesn't matter at this stage.

**Teachers assess each child's achievements "where they are at" and take them from there!**

## Food at School

Students will have 3 opportunities for food during the day:

- **Fruit break:** one fruit or vegetable snack during class time
- **Lunch:** 'big food' from home or a canteen lunch order
- **Recess:** 'afternoon tea' snack from home or purchased from the canteen

We encourage families to pack food that is familiar to their children, with packets opened in advance where appropriate. Many young students also find it helpful to have their food wrapped and packed separately to help them choose which food to eat when.

For more information and food ideas, please see [www.healthylunchbox.com.au](http://www.healthylunchbox.com.au)

## How much?

Let your child be the judge of the amount they can cope with. Question them over the first few days to gauge whether you have given them too much or too little and adjust accordingly. We will ask the children to take home the things they do not eat so that you can judge how much to send for them. A piece of fruit, a couple of biscuits or a sandwich is usually quite sufficient.



## Drinks



We encourage families to consider water as the main drink for school. We have bottle refilling stations on the playground as well as bubblers and students have access to their water bottles in classrooms as needed. Many children choose to bring cool drinks such as juice boxes which can be pre-frozen each night and keep their lunchbox chilled. On very hot days you may wish to send two drinks as most of the children need a drink at lunchtime and afternoon tea.

## Paint Shirt

All care is taken to protect student's uniforms during messy activities. However, parents/carers may choose to provide their child with a painting coverall – a suitable (large) coverall such as an apron or an adults button-up shirt worn backwards to protect their uniform during Art and Craft lessons. Please ensure that your child's name can be seen clearly.



If your child happens to get paint on their clothes, please don't worry as it is water based and non toxic. It should be removed easily with cold water and soap – do not pre-soak.

