



GLENMORE PARK PUBLIC SCHOOL

Parent/Carer Handbook



Learning
Forever

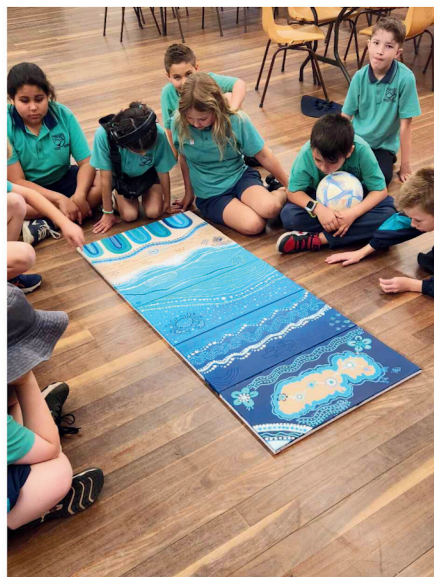
Growing
Together

2024

Acknowledgement of Country

We at Glenmore Park Public School would like to acknowledge that the Mulgoa People of the Dharug Country were the first people to inhabit the land we live and learn on. We would like to pay our respect to Elders who hold the knowledge and share it with us.

Through learning forever and growing together, we will look after each other and this beautiful Dharug land.



Pictures from Warami Group

Principal's Message



Here at Glenmore Park Public School, we take pride in providing quality education in a caring and safe environment.

Excellence, fairness, cooperation, responsibility, and respect are important values that are part of everyday life in our school. Our student welfare programs are proactive, and discipline is fair but firm, encouraging each student to be responsible for their own actions.

Our school learning programs focus on ensuring that students acquire the foundation skills and knowledge for their future lifelong learning. A major emphasis is the development of strong literacy and numeracy skills from Kindergarten to Year 6. We are also committed to creating collaborative, creative, critical thinkers who effectively communicate their ideas.

Student learning takes place in well-organised, well-managed classrooms with committed, highly trained teachers. Student learning is tracked throughout their seven years and reported regularly to parents and carers. Opportunities are provided to enrich and extend the curriculum through many extracurricular opportunities, such as dance, drama, choir, sport, Art Club, and public speaking. Students are encouraged to be active citizens through programs such as senior leadership and the student representative council.

There is a high level of involvement and support from our parents, carers, and volunteers. We actively encourage parents/carers to support our teaching and learning programs. To enhance the home-school relationship, we have regular opportunities for teachers and parents/carers to meet to discuss student progress and support the educational goals of their children.

At Glenmore Park Public School, we are proud of our students' achievements and the role we play in preparing our young people for the future.

Natalie Mansour
PRINCIPAL



Contents

2	<i>School Details and Dates</i> Staff Address and Contact Details Term Calendar 2024 School Times	11	<i>Compass</i>
3	<i>Supervision</i> <i>Playground Supervision</i>	12	<i>My Family Hand</i>
4	<i>Transport</i> Car Park Buses Bicycles and Scooters	13	<i>Learning</i> KLAs Homework Library Extracurricular Activities
5	<i>Attendance and Absences</i> Late Arrivals Early Leavers Student Absences	14	<i>Excursions and Camps</i> Excursions Incursions Camps
6	<i>School Uniforms</i> Uniform Shop Clothing Pool Lost Property Mufti Days Sun Safety	15	<i>School Processes</i> Mobile Phones and Electronic Devices Parent/Carer Helpers PCG (Parent Consultative Group)
7	<i>Back to Basics</i>	16	<i>Health and Wellbeing</i> Personalised Learning and Support Health Care Plans and Medications School Counsellor First Aid and Sick Bay Positive Behaviour for Learning (PBL) Merit Awards Therapuppy
8	<i>Enrolments</i> Intake Area Kindergarten Immunisation	17	<i>Before and After School Care</i>
9	<i>Special Religious Education (SRE)</i> Student Custody Requirements Payments and Donations Voluntary School Contributions Canteen	18	<i>School Song</i>
10	<i>Parent/Carer Communication</i> Compass Parent Portal My Family Hand Newsletter Social Media Parent/Teacher Interviews Meet the Teacher Evening		

School Details and Dates

Staff

1 Principal
1 Deputy Principal
5 Assistant Principals
2 Assistant Principals - Curriculum and Instruction
1 School Administrative Manager
2 School Administrative Officers
29 Class Teachers
1 Librarian
20 School Learning Support Officers
1 General Assistant
3 Learning and Support Teachers
1 English as an Additional Language/Dialect Teacher
2 School Counsellors

Address and Contact Details

School Address: 33-41 The Lakes Drive, Glenmore Park, NSW, 2745
School Telephone: (02) 4733 6204
School Mobile: 0499 771 223 - absence texts only
School Website: <http://www.glenmorepk-p.school.nsw.gov.au>
School Email: glenmorepk-p.school@det.nsw.edu.au
School Facebook: [facebook.com/GlenmoreParkPS](https://www.facebook.com/GlenmoreParkPS)
Compass Parent Portal: <https://glenmorepk-p-nsw.compass.education>

Term Calendar 2024

Term 1 Thursday 1 February to Friday 5 July
Term 2 Monday 29 April to Friday 30 June
Term 3 Monday 22 July to Friday 27 September
Term 4 Monday 14 October to Friday 20 December

School will not be open on public holidays or staff development days.

School Times

The school is open from 8:30 am. There is no supervision until this time.
School classes begin at 9:00 am. Students are asked to arrive by 8:55 am.
Recess is 11:30 am to 12:00 pm.
Lunch eating time is 1:20 pm to 1:30 pm.
Lunch play time is 1:30 pm to 2:00 pm.
School finishes at 3:00 pm.
The school office is attended from 8:30 am to 3:30 pm.



Playground Supervision

A teacher is on duty in each area of play at break times. Classrooms and walkways are out of bounds. Use paths rather than grass, when walking to buildings. Food is not permitted in Areas B or C. Hats must be worn in Areas B and C.

Before School

Students can enter the school grounds via the gate directly in front of the school office or the gate directly opposite the Kiss and Drop zone. Pedestrians are not permitted to walk through the car park for safety reasons.

Parents/carers are asked not to send students to school before supervision begins at 8:30 am. Parents/carers dropping their child off are able to say goodbye at the blue line inside the second gate.

After School

Students and parents/carers should leave the school grounds promptly through the front gates. Students waiting for before and after school care buses are supervised on the front lawn. If a student is not picked up after school they will be taken to wait in the office and parents/carers will be contacted.

Recess and Lunch

Area A (concrete area): Sitting, handball, skipping, small ball games

Area B (courts, fixed equipment and sandpit): Running, big ball games

Area C (back playground):- Running and kicking ball games

Carley's Corner: Support playground

Quiet Play Area: Open at recess

Library: Open at lunch





Car Park

Parking in the school car park is restricted to school personnel, delivery vehicles and vehicles transporting students with a disability. We ask for your cooperation in not using the car park for dropping off or picking up students. The school has a Kiss and Drop zone at the front of the school. Drivers may drop off and pick up passengers legally within a two-minute timeframe. Parents/carers taking their child to and from before and after school care are able to use the gate and path alongside the carpark.

Buses

A bus service runs a morning and afternoon bus that includes the school on its route. Students from K-2 are eligible for a student Opal card. Students in Years 3-6 are eligible for a School Opal card if the straight line distance from the student's home address to school is more than 1.6km or the walking distance from home to school is 2.3km or further, however they may still use the bus service and pay a fare without one. School Opal card brochures are available from the school office or visit [Transport NSW](#) for more information.

Bicycles and Scooters

Helmets must be worn by students who ride bicycles/scooters to school. Students are to walk their bicycles/scooters when in the school grounds and secure them on the rack inside the second school gate during the day.

Attendance and Absences

Late Arrivals

Students who arrive late to school miss out on learning time. Late comers must report to the school office to obtain a late pass. Late arrival is marked on the class roll as a partial absence. Late arrivals are monitored and students who frequently arrive late will be referred to the Department of Education's Home School Liaison Officer.

Early Leavers

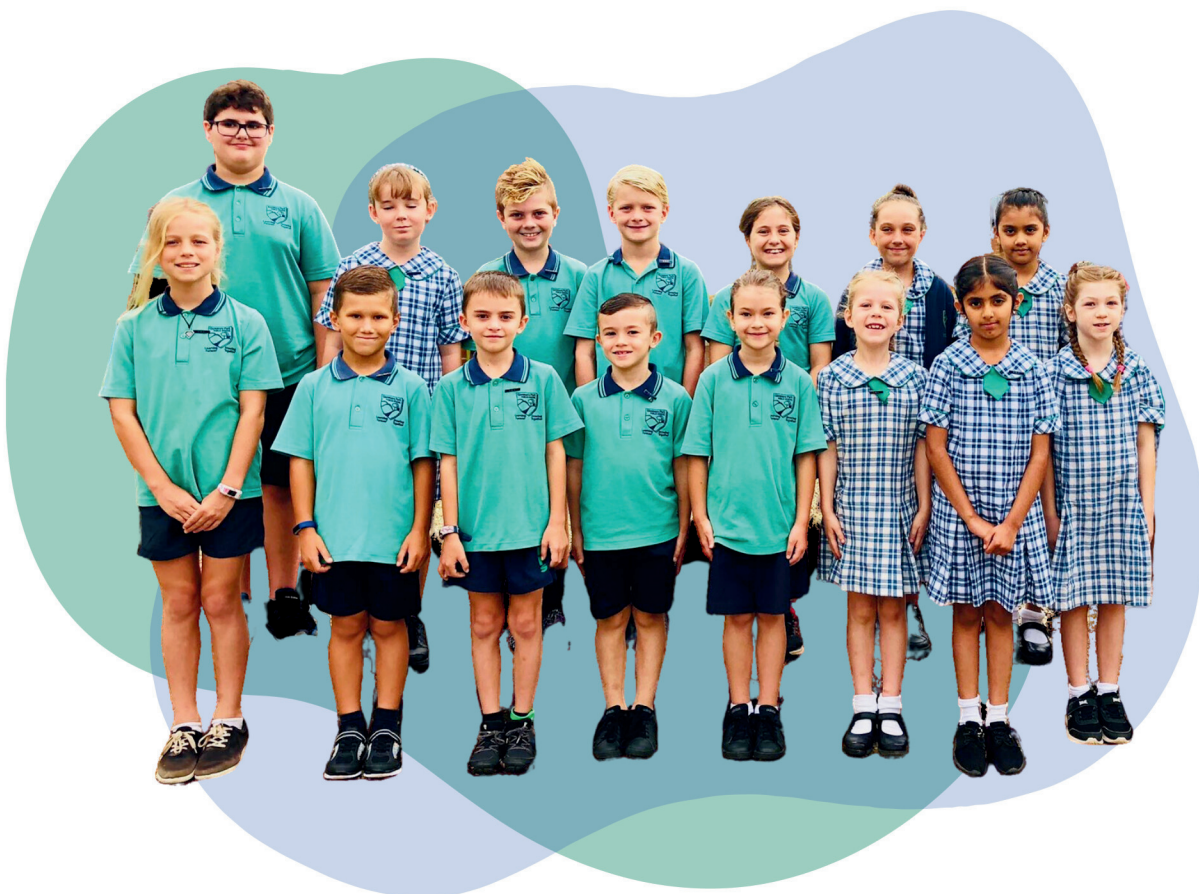
Parents/carers wishing to pick up their children early can report to the school office and ring the intercom for office staff to arrange to have the student/s sent to the office. Early leavers are monitored and students who frequently leave early will be referred to the Department of Education's Home School Liaison Officer.

Student Absences

Regular attendance at school is essential for students to maximise their potential. Student absences must be explained in the Compass Parent Portal by 10:30 am each day. Unexplained absences are documented as unjustified absences after seven days. An Application for Extended Leave - Travel must be submitted via email for absences three days or more.



School Uniforms



Uniform Shop

Uniforms are distributed and sold through Back to Basics. Please check [the website](#) for the most current price list.

Sun Safety

In the interests of student health it is the school policy that all students must wear a broad brim hat at all times in the playground. Students without a hat will be asked to play in the shade. It is recommended students are sent to school with sunscreen on.

Mufti Days

Appropriate clothing for mufti days include clothes with sleeves and enclosed shoes.

Clothing Pool

Our clothing pool is operated by the school to sell quality second-hand clothing for your convenience. Please check with our office administrators for availability of items. To support our clothing pool, please donate uniforms your child has grown out of at the administration office.

Lost Property

All lost property is sent to the office and available for perusal upon request. If your child's clothing is clearly labelled with their name it will be returned to them by the class teacher.

UNIFORMS

BACK TO SCHOOL 2024

BACK TO BASICS SCHOOLWEAR



52 COX AVENUE
KINGSWOOD NSW

Our Website



GLENMORE PARK PUBLIC SCHOOL

Hats

Navy broad brimmed hats are compulsory for all students. Available from school office for \$20.

Bags

Navy backpack with jade school logo (optional)
Calico handy bag with jade school name used for library (optional)

Sports Uniform

Navy cotton interlock pull on GPPS shorts or plain navy track pants and white V-neck school sports shirt with jade sleeves (for both boys and girls). Navy netball skirt optional for girls. White socks and white sandshoes.

GIRLS SUMMER

Check princess line uniform with jade piping in collar and sleeves and action pleats in front lower skirt.
OR

Navy pull on shorts/skort, jade school polo shirt with navy school logo.
White socks and black shoes.

WINTER

Check pinafore with zip pocket, white skivvy or white peter pan collar shirt
OR

Navy pull on pants or track pants with white skivvy/white peter pan shirt or school polo shirt.
Navy zip jacket or sloppy joe.
Navy tights and black shoes.

BOYS SUMMER

Navy shorts with jade school polo shirt with navy school logo.
Navy socks and black shoes.

WINTER

Navy pull on trousers or track pants, jade school polo shirt with navy school logo.
Navy zip jacket or sloppy joe.
Navy socks and black shoes.

The school polo shirt is jade and the collar is navy with 2 narrow stripes of jade on it.

Prices include GST

BACK TO BASICS SCHOOLWEAR

52 Cox Ave Kingswood 2747
Ph: (02) 4721 7422

basics@backtobasicsschoolwear.com.au - www.cowanlewis.com.au

COWAN & LEWIS PTY LTD ABN 76 000 412 779

Enrolments

Enrolments can be completed using the [online form](#). Student identity, [immunisation](#) and [proof of address](#) documents must also be sighted in person. If your child has additional needs please contact the office to arrange an appointment prior to enrolment. A special early transition can be arranged based on a child's additional needs.

Intake Area

Glenmore Park Public School has a specific local enrolment area which is determined by the Department of Education. If our school can consider out-of-area applications, the application will be assessed using the non-local enrolment selection criteria applicable to the school. Use the [NSW Public School Finder](#) to check which intake area you fall under.

Kindergarten

Children can be enrolled in Kindergarten by a parent/carer for the following school year if they turn 5 on or before 31 July on the year of enrolment.

Our school holds a Kindy Expo in Term 4 each year where parents/carers are able to move between the Kindergarten classrooms and stalls in the hall for the opportunity to meet our staff, learn about our curriculum, and receive an information pack. We also hold our Kindergarten Orientation in Term 4 for children to meet their peers, learn school routines, and make the transition to school a little easier.

Immunisation

When enrolling a child in a NSW public primary school, parents/carers will be asked to provide an [Immunisation History Statement](#).

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



✓ **Special Religious Education (SRE)**

SRE is offered to all students in the school. SRE classes are held on Tuesdays for K-2 students and on Thursdays for Years 3-6. Students not attending SRE will complete alternative meaningful activities in a classroom supervised by a teacher. Parents/carers can submit their SRE/SEE preference anytime, using the [online form](#).

✓ **Student Custody Requirements**

The department recognises that family breakdowns take place. Unless there is formal notice otherwise, it is assumed that both parents have shared and equal parental responsibility for their children and both parents have been involved in decisions regarding their children's education. This also means the school recognises that each parent has equal duties, obligations, responsibilities and opportunities relating to matters involving the school.

If changes occur in your family relationship which might impact on the relationship between the school and your family, you should advise the school immediately. This includes providing copies of any relevant court orders.

✓ **Payments and Donations**

Consent and payments for activities and events are submitted through the Compass Parent Portal. Payments can also be made through the [school website](#). Donations for events and mufti days can be sent with the student and given to their teacher.

✓ **Voluntary School Contributions**

This is set each year by the school in line with the NSW Department of Education's guidance. Funds raised are used to purchase resources to be used by all students in the school and the school relies heavily on the generosity of families. Parents/carers are encouraged to pay these over time or in a lump sum. Parents/carers are informed early in the school year about these contributions.

✓ **Canteen**

Our school canteen is leased by a private contractor, The Healthy Canteen. It is open five days per week for breakfast, recess and lunch. Orders can be placed [online](#) or through [the app](#) by 9:45 am or by students through the canteen before 9:00 am. Cash and EFTPOS are accepted at the canteen. Please refer to our [website](#) for the current menu.

Parent/Carer Communication



Compass Parent Portal

We use Compass Education to communicate with parents and carers. This secure online platform allows us to communicate news and events via push notifications and emails with parents/carers to ensure the message is received. Please see the following page for more information.

My Family Hand

We have a second app available for parents and carers to receive notifications at a convenient time which outlines parent/carers action item deadlines and school events in an easy-to-see format. Please see page 14 for more information.

Newsletter

A school newsletter is produced three times per term and is distributed via our Compass Parent Portal. It is published in Weeks 3, 6 and 9 on Tuesday. The newsletter contains reports, good news, award recipients, and a term event calendar. The newsletter is also available on the school website.

Social Media

The school's [Facebook account](#) is used to share photos of students in action, during events, and to highlight student achievements. Students must have permission to publish to be featured on this site.

Parent/Teacher Interviews

Parent/teacher interviews are conducted in Term 1 and booked through the Compass Parent Portal. Informal interviews between teachers and parents/carers can be requested at any time throughout the year by emailing the office.

Meet the Teacher Evening

At the beginning of Term 1 we hold a Meet the Teacher Evening to allow parents/carers to come to their child's classroom and meet their teacher in person. The teacher will inform parents/carers about learning programs, class routines, and answer any questions they have.

Get started with Compass



Compass is a web-based system, which allows you to access up-to-date and meaningful information about our school and your child's progress.

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's academic reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Our school will advise parents when each of these features becomes available for parent use.



1. Download the app

Download the [Compass app](#) from Google Play or the App Store™ on a compatible phone or tablet. Then enter your school name and select it from the results. Enter your login details provided by your school to finish set up.

App Store is a service mark of Apple Inc, registered in the U.S. and other countries.



2. Access the Compass Parent guide

Visit compass.education/guide to access our online parent guide with step-by-step instructions on how to use Compass and the Compass app.

For any support inquiries, like password resetting, visit compass.education/parent-support

OUR SCHOOL CALENDAR ORGANISER

will help you be more
organised, more easily.

REGISTER
HERE 



+<https://register.myfamilyhand.com.au/glenmorepark>



- My Family Hand organises and diarises school communications automatically for you
- Your calendar is personalised for your family by class and year
- Entries have all the details you need
- Plus parent tasks are diarised with deadlines and reminders
- And with restricted access, its private and secure

Once your access is verified, you will receive an email from My Family Hand with a link to download the app and set up your account.


my family hand
School Calendar Assistant

Need help? Please email care@myfamilyhand.com.au

Key Learning Areas—Primary Curriculum

Each year, the students at Glenmore Park Public School will be taught subjects from syllabuses developed by the NSW Education Standards Authority. NSW syllabuses provide an outline of the requirements for teaching and learning in various subjects for stages of students' learning. They also contain the outcomes and content which are intended to be inclusive of the learning needs of all students, including:

- Aboriginal students
- students with disability
- high potential and gifted education
- students learning English as an additional language or dialect (EAL/D).

Our teaching and learning programs are designed with the needs of your child at the core. Programs are adapted to cater for the needs of each student in the class. Our teachers use a range of high-quality resources to deliver the teaching and learning.



Homework

Homework is provided to students of all grades to assist in consolidating their learning. Parents/carers can assist their child/ren by purchasing a homework book, providing a quiet time and place for homework to be completed, and providing them with support when needed.

Library

Our library is one of the most valuable resources in our school. Each class attends the library once per week at a scheduled time where they can borrow two books at a time. Students are able to borrow three books before the school holidays. The library is open at lunchtime for all students to use.

Extracurricular Activities

Extracurricular activities are those that are not a part of the school curriculum, including organised activities such as dance and drama groups or student representative council (SRC). Participation in extracurricular activities is linked to positive academic outcomes, pro-social behaviours and more positive development generally. See the following list for extracurricular activities students are able to join at our school.

Creative Arts: choir, dance group, cultural dance group, and drama opportunities.

Sport: PSSA gala days, school carnivals (athletics, cross country, swimming).

Academic: International competitions, debating, public speaking, spelling bee, Kids' Lit Quiz, Sydney Writers' Festival.

Student Wellbeing: Leadership programs, peer support, Stage 3 Club, Warami Group, Dog Squad, and welfare programs.

SRC: Each year students from Year 1-6 are elected to represent their class on this council. The SRC meets regularly to discuss and recommend issues and items to the principal.

Excursions and Camps

Excursions

Excursions are off-site experiences offered to enhance and support classroom studies. They provide practical experiences to extend learning and all students are encouraged to participate. Each grade participates in at least one major excursion per year. Past excursions include visits to Sydney Zoo, The Australian Pioneer Village, the ANZAC Memorial in Hyde Park, CARES, Western Sydney Parklands, and more.

Incursions

Incursions are educational experiences that are brought to the school site. They can cover a wide range of topics, including science, history, geography, creative arts, and more. Incursions are a valuable way to supplement the school curriculum and provide students with hands-on learning experiences. Past incursions include Harmony Day performances, Fizzics Education, Happy Builders, and rugby union and AFL clinics.



Camps

Our Years 5 and 6 students attend camp once per year for 2-3 days. School camps are a valuable part of the NSW Department of Education's curriculum that can help students to develop their academic, personal, and social-emotional skills in a fun and engaging way. Our past camp destinations have included Canberra, Teen Ranch, and Sydney City.

School Processes

Mobile Phones and Electronic Devices

Students who bring phones, smart watches or other electronic devices are required to leave them in a tub placed at the internal entry gate. The tub is stored in the deputy principal's office during the day and placed at the internal gate for collection in the afternoon on the way home.

Parent/Carer Helpers

Parents/carers in the school during school hours are asked to report to the front office and sign in and sign out. All parents/carers helping in the school are required to complete a [declaration form](#) and provide 100 points of identification.

PCG (Parent Consultative Group)

Our Parents and Consultative Group (PCG) is made up of parents, carers, and community members who are interested in supporting our school. PCGs play an important role in the life of a school, providing support and resources to teachers and students.

PCGs engage in a variety of activities to support the school:

- **Fundraising:** PCGs often raise money to support school programs and activities. This could include raising funds to buy new equipment or subsidise the cost of excursions, incursions, camps, or extracurricular activities.
- **Volunteering:** PCG members can volunteer their time to help out at the school, such as in the classroom or assisting with school events such as cake stalls.
- **Advocating:** PCGs can advocate for the needs of the school to the school administration and the Department of Education. This could include requesting new programs, advocating for better facilities, or raising awareness of important issues.

If you are interested in joining our PCG, please contact the school office.



Health and Wellbeing

Personalised Learning and Support

We provide a range of learning and support programs and services to meet the needs of all students, including:

- literacy and numeracy interventions
- English as an Additional Language or Dialect (EAL/D) support
- special education support across our three support classes
- student welfare support such as Stage 3 Club
- cultural education such as Warami Group.

Our learning and support team includes the principal, learning and support teachers, school counsellors, and the classroom teacher, including:

- intervention and support for students with learning difficulties
- social and emotional support
- behaviour management support
- parent support and advice
- transition support to high school.



Health Care Plans and Medications

In order for the school to support all students, parents/carers must inform the school of any relevant medical conditions a student has. An individual health care plan must be developed for:

- severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- any student who is diagnosed as having a condition that may require an emergency response
- any student who requires the administration of health care procedures (including medication).

After informing the school of any relevant medical conditions, a staff member will be in contact to conduct a meeting over the phone for any child who requires an individual health care plan and the required forms will be emailed home. The school's [medications policy](#) is to be followed if any medication is required during school hours. Forms included in the individual health care plan are required to be revised and resubmitted each year.

School Counsellor

School counselling staff support students by providing a psychological counselling, assessment and intervention service. The school counselling service works directly with students to help them with issues related to learning, peer and family relationships, and managing emotions such as depression, anxiety, worry or isolation.

If you would like your child to see a school counsellor, please speak to your child's teacher or a member of the Learning and Support Team. As school counsellors are not at every school every day, it is necessary for parents/carers to make an appointment. Priorities for the school counsellor's time will be determined, in consultation with the school counsellor, by the principal.

✓ First Aid and Sick Bay

All NSW DET school staff are trained in first aid. If your child becomes injured/unwell at school, they will be sent to the sick bay to rest and/or be treated. Parents/carers will be notified via email if their child attends sick bay and will be contacted via phone call if they need to be collected.

✓ Positive Behaviour for Learning

Positive Behaviour for Learning (PBL) is a school-wide approach to student wellbeing and behaviour. PBL is a process that supports schools to create positive learning environments that enable student learning and wellbeing.

Throughout their years of schooling, our students are explicitly taught a school-wide set of expectations for behaviour. Our expectations come under four key values:

- Show Respect
- Take Responsibility
- Aim for Excellence
- Remember Cooperation

These four values make the acronym STAR. Our students strive to be STAR students.

Each week students are explicitly taught the values and appropriate behaviour expectations.

At assemblies, one of the four values are discussed.

The staff at GPPS will monitor and record student progress towards meeting our values and expectations using a database. This system allows staff to record appropriate and inappropriate student behaviour in terms of the GPPS expectations.

Students who display our school values are recognised with 'Shining Star' cards.

Each term, class teachers will choose four STAR students who have consistently demonstrated the PBL values to participate in the PBL Rewards Day in the last week of term.



✓ Merit Awards



=



5 Orange Awards

Blue Award



=

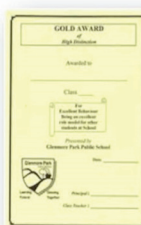


4 Blue Awards

Silver Award

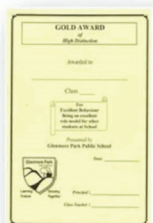


=



3 Silver Awards

Gold Award

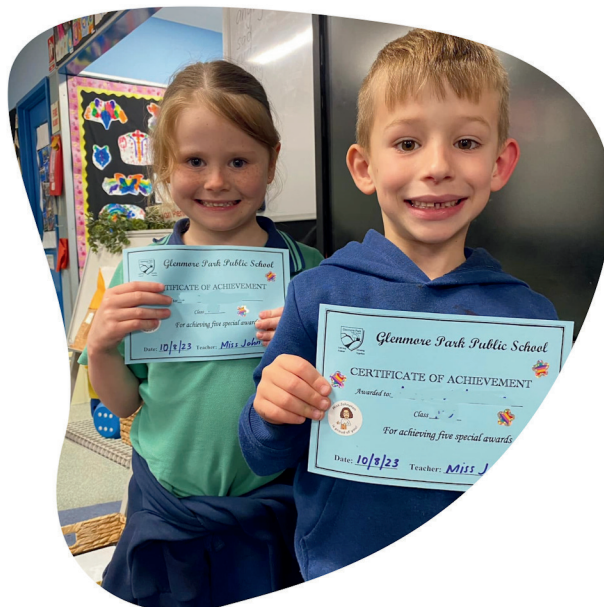


=



2 Gold Awards

Honour Award



We have a whole-school incentive scheme to reward students from the beginning of Kindergarten until they graduate Year 6. This incentive program is based on a level system and is carried over each year. Kindergarten students receive their first blue award at a K-2 assembly and students in Years 1-6 will receive silver and gold awards at their respective assemblies. Parents/carers will be given notice of award recipients and are invited to attend the assembly. Students who receive an honour award will receive their award at the Presentation Day assembly at the end of the year.



✓ Therapuppy

We understand the importance of a good start to any day. Some students may not get that on a regular basis. With the Meet & Greet program we accompany school staff at an entrance gate and welcome all students for the day. Students and their families are able to interact with the dog and handler as they enter the school grounds. This is a sure way to put a smile on every face and help the reset for the day ahead.

- Therapuppy



Before & After School Programs

Monday - Friday

FIND PROVIDERS
NEAR US

GLENMORE PARK OOSH CARE CENTRE

Floribunda Drive
GLENMORE PARK
Phone: 4733 5097

MRS P'S BEFORE AND AFTER SCHOOL CARE

66-76 Factory
Road REGENTVILLE
Phone: 4733 1921



CAMP AUSTRALIA

Glenmore Park Public School
Hall 33-41 The Lakes Drive
GLENMORE PARK
Phone: 1300 105 343
www.campaustralia.com.au

KIDS ACADEMY PENRITH

Cnr Factory Road and
Mulgoa Road
REGENTVILLE
Phone: 4737 9844



SCHOOL SONG

At Glenmore Park, our friendly school
We care for our trees, our playing fields
Our books, ourselves, our peers

At work and play, we lead the way
Learning forever, growing together
Equal, kind and fair

At Glenmore Park, our peaceful school
With heads held high, with respect and pride
We'll do our best every day

Learning forever, growing together
United at Glenmore Park



