

Parents, please be aware that due to current COVID restrictions some of the procedures in this information may be modified. For example, at this time only staff, students and essential visitors are allowed on school grounds. Thank you for your understanding.



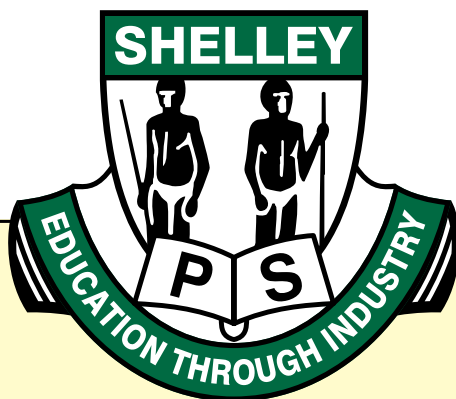
SHELLEY Public School



K-6



INFORMATION BOOKLET



On behalf of the students, staff and parents we would like to extend to you a warm welcome to Shelley Public School.

Our school currently caters for over 500 children and is held in high regard in the local area. The school is characterised by a dedicated and committed teaching and school administrative staff and a significant level of parent participation in a wide variety of activities.

At Shelley PS we believe our learners are capable, confident, creative and critical thinkers.

We provide all students with opportunities to succeed, engaging them in meaningful and challenging experiences to develop as lifelong learners.

By working strategically and purposefully within and beyond our school, we create a collaborative, inclusive and student centred learning community which is empowered for the future.

Our staff have a strong focus on quality teaching practice including literacy and numeracy and engagement of students through digital technologies, sport and the performing arts. Our school is structured to support the delivery of quality learning programs, student welfare, professional learning and the implementation of the NSW Syllabus for the Australian Curriculum.

We also welcome parents as partners in the education program being provided. Open communication is an important factor in any organisation and particularly in a school as big as ours.

This booklet has been written

- To help your child settle into our school as smoothly as possible.
- To make you aware of school organisation.
- To help develop the home/school partnership and to support your children in their education.

We look forward to your involvement, support and participation in your child's education.

Jo-Ann Campion
Principal

Leanita Williams
Deputy Principal

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School Contact Details

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Shelley Public School "Education Through Industry"

Hadrian Avenue BLACKTOWN 2148

Telephone: 9622 8359 OR 9621 2958 Fax: 9831 6726

Website: www.shelley-p.schools.nsw.edu.au

Email: shelley-p.school@det.nsw.edu.au



Principal: Ms Jo-Ann Campion
Deputy Principal: Mrs Leanita Williams
Assistant Principals: Mrs Liz Bradley
Miss Ros Greenwood
Mrs Jas Jassal (relieving)
Mrs Rachel Ramnac
Miss Amy Sultana (relieving)
Administration Manager: Mrs Julie Brechin
Administration Officers: Mrs Vicki Jones
Ms Carmel Nguyen
Miss Jo-Anne Brechin
School Counsellor: Ms Lenore Edwards



SHELLEY PUBLIC SCHOOL SUPPORTS
Mental Health and Wellbeing in our School Community

School Hours

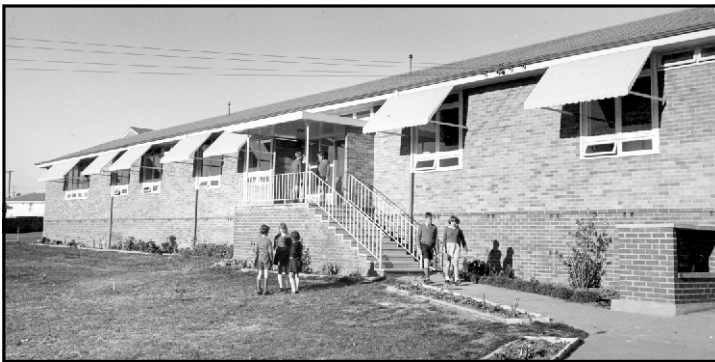
	Monday to Thursday	Friday
Morning Session	9.00am - 11:00am	9.00am - 10.50am
Recess	11.00am - 11:20am	10.30am - 10.50am
Middle Session	11:20am - 1:10pm	10.50am - 12.50pm
Eating Time	1:10pm - 1:20pm	12.50pm - 1.00pm
Lunch Play Time	1:20pm - 2:00pm	1.00pm - 1.40pm
Afternoon Session	2.00pm - 3:00pm	1.40pm - 3:00pm

Shelley Public School – The Origin of Our Name

In 1814, William Shelley of the London Missionary Society, suggested to Governor Macquarie that a school to train Aboriginal people should be established in Parramatta.

It was proposed to teach the boys reading, writing, knowledge of scriptures, manual labour, agriculture and mechanical arts. The girls were to be taught sewing, knitting, spinning or such employments as at the time deemed 'suitable' for them. At the end of 1814 the school was opened in a building that stood on the land bound by Macquarie, Marsden and Hunter Streets in Parramatta.

William Shelley died in 1815, but his wife and daughter carried on the school until 1823, when after Mrs. Shelley's retirement, it was moved to Blacktown. Shelley Public School, formerly known as Blacktown Road School, was opened in 1967.



Shelley Public School Song

We are the children of Shelley Primary School,
We're good and we're kind and we're true
Oh, we always try our hardest in everything we do
We like to see the job through.
We don't like to fight or to see others hurt,
We like to be kind to our friends.

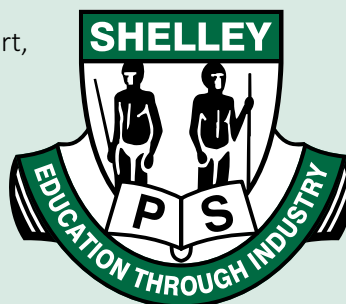
Oh, Shelley Primary children,
We are proud to be.
Shelley, Blacktown
That's the school for me

Shelley Public School Prayer

This is our school
Let peace dwell here
Let the rooms be full of contentment
Let love abide here

Love of God
Love of mankind
Love of one another
And love of life itself

Let us remember that
As many hands build a house
So many hearts make a school





Playground Supervision

Playground supervision commences at 8:30am each morning. Students should not arrive at school before that time. No responsibility can be taken for students before 8:30am. Parents are responsible for the safety of their children before this time.



Arriving by Car

Parents are asked not to drive vehicles into school grounds when dropping or picking up children. Parents in cars are asked to observe the traffic signs in Pelleas Street, Blacktown Road and Hadrian Avenue and keep the pedestrian crossing and gateways clear.

Please do not call children across the road. Escort them if they are to cross the road. Please observe street signs (Children Crossing, Flags, Parking Signs, and Speed Limit).

Bike Riders

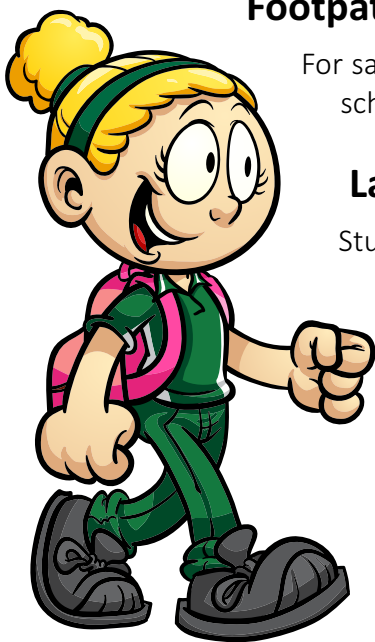
Children at Shelley Public School are able to ride to school with the understanding that they observe the defined road rules including wearing a safety helmet. Permission is not granted to any child under Year 4 as we also feel these children do not have the capabilities to ride in traffic and should not, therefore, take a bicycle on the road without direct adult supervision.

Pedestrian Crossings

Parents are advised to ensure their children utilise the pedestrian crossings on Hadrian Avenue and Pelleas Street. Traffic light signals are available on Keyworth Drive and Blacktown Road.

Footpaths

For safety reasons all students and parents are requested to leave and enter the school grounds via the footpaths provided.



Late Arrivals / Early Departures

Students arriving at school late must go to the office and obtain a late note to present to the class teacher. Parents wishing to take students early need to report to the office to get an early leaver note to give to the class teacher.

Access Gates

Please remember: when coming on school grounds between the hours of 9:30am and 2:45pm you must park in Hadrian Avenue and enter via those gates. All other access gates are closed during these hours.

At 4pm all gates except the Hadrian Avenue entrance are re-locked for the evening.

Canteen (The Hunger Hut)

The canteen is P&C run and has a paid supervisor. It relies on voluntary workers and we encourage parents to assist in the canteen. Our canteen aims to provide food with nutritional value and follows the Healthy Canteen Policy.



Our canteen is open from Monday to Friday from: 8:30am- 1:40pm.

Children must order lunches before school commences (8:30am – 8:55am). Lunch bags and price lists are available from the canteen. Price changes are advertised in the school newsletter. Over the counter purchases may be made at recess and lunch times.

Uniform Shop

The uniform shop is managed by the P&C and operated by parent volunteers. It is open every Monday from 8:30am until 9:30am. It operates from a room on the outside of the hall.

School Library

The Library is an important facility in our school. All children K-6 are encouraged to borrow as often as they wish. Classes visit the library each week with the class teacher for formal lessons and research. Children are required to have a library bag to transport books to and from school. Library/excursion bags may be purchased from the uniform shop for \$12.00.

School Hall

Our school is fortunate to have a wonderful hall which is used regularly throughout the school day for a variety of activities. The hall is also available for hire by groups/ clubs. Enquiries can be made at the office.

Technology Room – Computer Lab

Our technology room enables classes to access the school based learning programs that are supported by technology. We also have a connected classroom with video conferencing capability. In addition, we have multiple sets of ipads and laptops which are used in classrooms across the school K-6.

Shelter Areas

Our school community over time has raised enough money to construct enormous shade areas for students. These are regularly a focal point during morning assemblies and various special functions.

Out of School Hours Care

Parents are advised there is a before and after school care service available at Shelley Public School. **Children First - Growing Minds** Before & After School Care is located on the grounds of Shelley PS.

During school hours: 9831 5333 Outside school hours: 9621 2022



What parents should know about school attendance:

Regular daily attendance is essential for your child's learning. Not only is it a legal requirement between the age of 6 and 17 years. It also greatly impacts on your child's quality of learning and their ability to reach their learning potential.

Some questions to reflect upon:

Do I have to send my child to school?

YES - all children are required by law to attend school between the ages of 6 and 17 years. Some children begin school below the age of 6. That is fine, but once the child is enrolled, it is expected that he / she will attend every day the school is open unless they are sick or have an acceptable reason.

When does attendance become important?

From the first day of attending school. Much of the play that goes on at school teaches your child many skills. If the basic skills are missed in the early years of school they are not fully learnt later on. It has been shown poor attendance in primary school leads to worse attendance at high school.

Do I need to send my child every day?

YES - this includes sports carnivals and excursions.

When may my child stay away from school?

The Department of Education accepts very few reasons.

The most valid ones are:

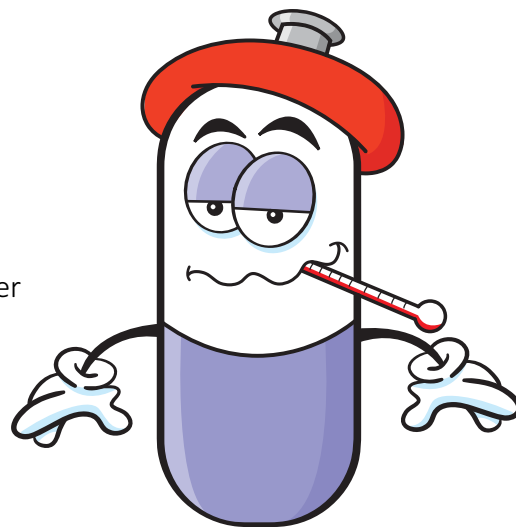
1. Illness/injury
2. Religious commitment

It is expected that dental and doctor appointments are made after school hours.

Having a birthday is **NOT** an acceptable reason for having a day off.

Please Remember:

it is a departmental requirement for all parents / caregivers to notify the school either verbally or in writing within 7 days about the reasons for a student not attending school.



At Shelley, we are very proud of our strong attendance rates and work hard in partnership with parents to maintain them. This is of great benefit to the learning and engagement of our students.

If your child has been away from school, it is important to explain their absence with a note upon their return to school. Parents may also use the Shelley APP to inform us of the reason.

If a student does not attend school for 3 days (without prior notice to the teacher), the classroom teacher will call the parents to identify the reason for the absence and a medical certificate will be required to be presented upon the student's return .

GOOD HEALTH IS VITAL TO SCHOOL PROGRESS

At certain times we have outbreaks of common childhood diseases. To prevent the spread of infection, exclusion is necessary. The number of days the child is to be absent from school for these diseases is stated below.

German Measles:

Until fully recovered and at least 4 days after appearance of the rash.

Measles:

At least 4 days after appearance of the rash.

Chicken Pox:

Exclude 5 days after spots appear or until all sores have cleared.

Mumps:

Exclude 9 days from the onset of the swelling.

In addition, some common diseases affecting skin, hair and eyes require children to be kept away from school as follows.

Scabies:

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

Impetigo:

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

Ringworm:

Exclude until the day after fungal treatment has begun.

Conjunctivitis: (sore eyes)

Exclude until all evidence of discharge from eyes has ceased.

Head Lice:

At certain times of the year we have outbreaks of head lice and warn you that your child could become infected as lice are very contagious. Parent / caregivers are asked to take their child home and not to return to school until the hair has been treated thoroughly with an appropriate treatment.

Whooping Cough:

While infectious, avoid contact with other people and exclude from school until you have taken five days of the seven-day course of antibiotics.



Before any medication is administered at school, parents are asked to complete some forms about time and dosage requirements. Some of these forms require Doctor authorisation. A trained School Administrative Officer will administer medication.

WITH THE EXCEPTION OF ASTHMA RELIEVERS - MEDICATION IS NOT TO BE KEPT IN SCHOOL BAGS.

Asthma Medication

Asthma is the most common medical condition affecting Australian school children. Given the high incidence of asthma, we have become an asthma friendly school.

If your child has a diagnosed asthma condition you need to complete the Student Asthma Record which notes the treatment for your child if they have an attack. We also encourage students who have an asthma condition to carry their asthma reliever on them at all times. If you would prefer the office to administer this medication you will need to fill out some additional paperwork in conjunction with your child's doctor. If your child requires a spacer to take their asthma medication, parents must provide the spacer, clearly labelled with the child's name. (Spacers CANNOT be shared. If we do not have a spacer for your child, you will be charged for the use of a disposable spacer).

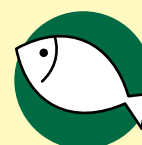
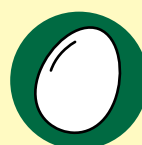
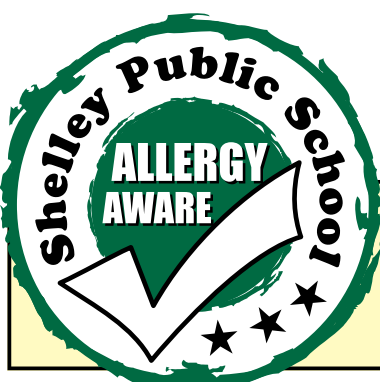
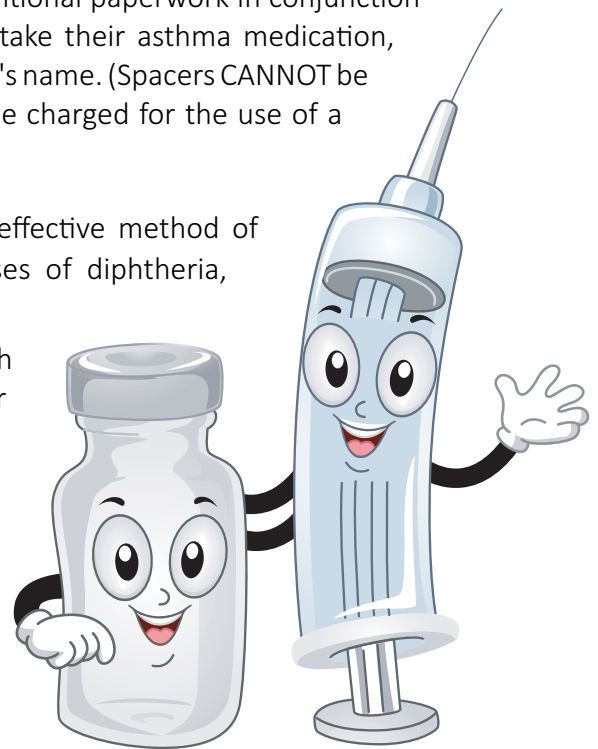
IMMUNISATION is most important. It is a simple and effective method of protecting your child from catching the dangerous diseases of diphtheria, tetanus, whooping cough, poliomyelitis, measles and mumps.

Immunisation is available from your family doctor or through your local council health services. Your child is due for immunisation when he/she begins school. This means that parents / caregivers with children starting school in Kindergarten, are required to present a complete / incomplete Immunisation History Statement at the time of school enrolment.

The Immunisation History Statement:

- reminds and encourages parents to have their children immunised against diseases which can be prevented by immunisation.
- helps identify students who have not been immunised. This means that if there is a disease outbreak, students who have not be immunised will have to stay home for their own protection.

The Childhood Immunisation Register will automatically send you an Immunisation History Statement when all immunisations have been completed. This needs to be presented to the school on enrolment. If your child is not fully immunised they will not be refused enrolment into Shelley Public School, however, they will be excluded in the case of an outbreak.





Connecting School and Home

Shelley PS is committed to building strong ties between home and school. We value the partnership with parents in the education of our students. It is critical that we have good communication with our school community, so that all students, parents and community members have the opportunity to participate in school activities. Knowing about activities at school also helps families support their children in their learning, as well as their social and emotional development.

There are many ways we provide information to our Shelley families. Below we have outlined our main forms of communication with the whole school community, as well as their main purposes. (These are of course in addition to notes sent home in relation to class, grade or stage specific activities, such as excursions).

If you have any feedback about our communication, please see Ms Campion or Mrs Williams, or email us on: shelley-p.school@det.nsw.edu.au

Newsletter and Spotlight

The newsletter is the KEY form of communication. We publish our Newsletter fortnightly and on alternate weeks, our Spotlight.

We ask all parents to take some time to read these on a regular basis, so that you are always well informed about school activities and up to date with current events.

Each Friday, our Newsletter/Spotlight is sent by email as well as the Skoolbag APP.

If you have not provided the school with your current email address, please update your details with the office as soon as possible.

The newsletter can also be found on the school website: shelley-p.schools.nsw.gov.au/



Skoolbag App

The school app is an important communication tool for reminders and urgent messages. Please download the **SkoolBag** app and select Shelley PS as your school. Skoolbag is available free for both iPhone and android devices.

Key benefits of the app:

- Integrated information portals and online services used by the school.
- Provides parents with information at their fingertips.
- Allows for quick information updates via app notifications.
- Access current and past newsletters with ease.
- Send in a sick notes with the **eform** feature.



Instagram and Facebook

We have a Facebook page (Shelley PS) and Instagram account (shelley.ps).



Shelley PS

These platforms are used to showcase the amazing work done by students and staff, and to highlight events and activities at Shelley.

Please note: our social media accounts are a secondary form of communication and should not be relied upon for reminders about upcoming events. We encourage all families to access the newsletter and app as the core communication tools.



shelley.ps

Assemblies

Weekly assemblies are held to encourage a sense of community and to celebrate events and achievements.

Through the assemblies we aim:-

- To build school morale
- To develop and extend student leadership opportunities
- To deepen and broaden pupil interest
- To give training in the audience situation
- To recognise and reward commendable achievements
- To provide an avenue for student performance.



Assemblies are held as follows:-

- Monday 9am: K- 6 Assembly – under the COLA in the K- 2 playground weekly.
- Monday 2-3pm: K- 2 Assembly – in the hall once a fortnight (even weeks).
- Monday 2-3pm: 3- 6 Assembly- in the hall once a fortnight (odd weeks).

The last week of each school term, a special K – 6 Assembly is held.

At the end of the year, K – 2 and 3 – 6 Presentation Assemblies are held to celebrate the students' achievements throughout the year.

In Term 4, we also hold a Sports Assembly to recognise excellent achievements in sport throughout the year.

Parents are welcome to attend our assemblies. Students enjoy having an audience other than their peers.

Reporting To Parents

Our school regularly reports on student progress and achievement. We use a combination of teacher written reports and three way interviews.

TERM ONE:

- Connecting School and Home. An informal evening meeting is planned in the early weeks of Term 1. This includes a brief class or stage meeting to discuss class programs and teacher expectations.

TERM TWO:

- Semester 1 Report

TERM THREE:

- Three Way Interviews are held in Term 3.

TERM FOUR:

- Semester 2 Report.



REMEMBER

Please do not hesitate to contact the school if you have a problem or concern. It is much better to discuss your problems/concerns with someone rather than worrying about them at home. Appointments can be made with the classroom teacher, at any time throughout the year, if you have specific questions or concerns.

**WE ARE ALWAYS READY
TO LISTEN AND HELP
WHERE WE CAN.**

The Shelley Public School Merit Award System is a cumulative system over the students' schooling at Shelley Public School. It starts when a student enters school at Shelley Public School and ends when they leave the school. The ultimate badge is the Shelley Public School Pinnacle.

THE FOLLOWING AWARDS are given out to acknowledge student accomplishment, participation or achievement. However, these are additional to the Pinnacle Merit Award System and are not included: Participation certificates for Education Week, Music Festival, Easter activities, debating, swim school, external competitions & events, school carnival ribbons, presentation day awards, PSSA grand final certificates, district and state based awards.

HOW DO WE PROGRESS THROUGH THE SYSTEM? Teachers give students awards to recognise their achievements and efforts in all aspects of their life at school.

5 x MERIT AWARDS = WHITE AWARD

- Students take their awards to the class teacher.
- Class teacher signs and dates merit awards and completes a white award.
- Merit awards returned to the student.
- Deputy Principal / Principal sign the white award.
- Assistant Principal presents the white award at the K-2 or 3-6 Friday Morning Assembly.

5 x WHITE AWARDS = SUPER STAR BADGE

- Students give their 5 white awards to the class teacher.
- White awards are signed, dated and marked with badge number by the Deputy Principal and then returned to the student.
- Student's name published in newsletter.
- Deputy Principal presents the appropriate level badge at the K-6 Monday Morning Assembly following publication in newsletter.
- Super Star Badge recipients have their photo taken and attend a special morning tea with the Principal and Deputy Principal at the end of the term.

PINNACLE BADGE

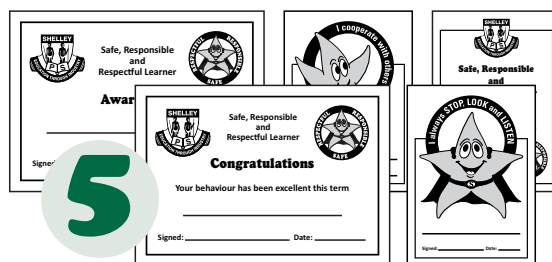
- Students bring their next 5 white awards to the Deputy Principal.
- White Awards are signed and dated by the Deputy Principal and returned to the student.
- Student's name published in the newsletter.
- Pinnacle badge presented at the K-6 Morning Assembly following publication in newsletter.
- Photo taken and attend the Super Star Morning Tea at the end of term.



MERIT AWARDS WHICH COUNT TOWARD THE PINNACLE BADGE

- Class Awards
- Green Awards
- Sports Person Awards (Friday PSSA Coach / Sports Awards)
- Citizenship Award
- Term Behaviour Award
- Term Attendance Award
- Creative and Performing Arts Group Awards
- Assistant Principal/Deputy Principal and Principal Awards
- Release From Face To Face Awards (RFF)
- Library Awards
- Support Teacher Learning Awards
- Scripture Awards

5 Awards = 1 White Award



5 White Awards = 1 Super Star Badge




4 Super Star Badges + 5 White Awards = Shelley Public School PINNACLE BADGE
The Pinnacle equates to 125 merit awards


PBL is a school wide Positive Behaviour for Learning system designed to optimise learning for students by improving and sustaining a positive school culture and enhancing the quality teaching environment. PBL is a Western Sydney initiative, with many schools across the state now becoming PBL schools.

STATEMENT OF PURPOSE


We at Shelley Public School aim to improve learning and behaviour outcomes for all students. We will do this by encouraging all students to be **safe, respectful and responsible learners**.



1. Move calmly and quietly
2. Keep your hands and feet to yourself
3. Use equipment properly
4. Play and behave sensibly



1. Stop, look, listen
2. Speak politely
3. Wear your uniform correctly
4. Care for our school



1. Be in the right place
2. Follow instructions
3. Cooperate with others
4. Take care of property

Student Contact Card

Our student contact card is sent home each week for parents to observe, sign and return to school the next school day. The purpose of the card is to provide weekly contact between school and home. The card shows:

- The child's academic involvement and general behaviour for the week.
- Opportunity to arrange meetings between classroom teacher and parents.
- A rating level from 0 to 4 with 0 being the level to strive for.

Week		Behaviour Level (0-4)	Application to Classwork For The Week				Teacher's Comments	Parent's Signature
			Exc.	Good	Some	Usual		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Interview Required if Ticked
 Teacher Date _____ Date _____ Date _____
 Parent Date _____ Date _____ Date _____

LEVEL		GENERAL DESCRIPTION
Please refer to the Classroom and Playground Behaviour Flowchart		
0	Your child has been safe, respectful and responsible this week.	
1	Your child has been involved in one or more of the following:	
	<ul style="list-style-type: none"> ▶ calling out ▶ mock or play fighting ▶ running on hard surfaces 	<ul style="list-style-type: none"> ▶ interfering in other people's games ▶ off task ▶ swearing in conversation ▶ littering ▶ out of bounds ▶ low level behaviour
2	Your child has been involved in one or more of the following:	
	<ul style="list-style-type: none"> ▶ disruptive behaviour ▶ minor incident 	<ul style="list-style-type: none"> ▶ offensive behaviour ▶ unsafe behaviour
3	Your child has been involved in one or more of the following:	
	<ul style="list-style-type: none"> ▶ aggressive behaviour ▶ lying ▶ stealing 	<ul style="list-style-type: none"> ▶ bullying ▶ offensive language ▶ major incident ▶ fighting ▶ repeatedly disobeying a teacher
4	Your child has been involved in one or more of the following:	
	<ul style="list-style-type: none"> ▶ premeditated assault ▶ use and/or possession of dangerous implements or weapons 	<ul style="list-style-type: none"> ▶ repeated inappropriate behaviour ▶ vandalism ▶ serious incident



Observe Problem Behaviour

Caution / Conference with Student and Record if a Level 1, 2, 3 or 4 Behaviour

Is the behaviour Teacher Managed or Executive Managed?

Teacher Managed Level 1 and 2 Behaviour

LEVEL 1

- Out of bounds
- Interfering in other people's games
- Mock or play fighting
- Littering
- Swearing in conversation
- Running on hard surfaces
- Off task
- Calling out
- Low level behaviour

Verbal Reprimand from Teacher

LEVEL 2

- Offensive behaviour eg inappropriate comments, lying, spitting
- Unsafe behaviour eg throwing objects, tackling, shoving, pushing, running indoors and tripping
- Disruptive behaviour eg persistent calling out, preventing others from completing tasks, arguing with peers or not following instructions.
- Minor incident

Timeout Buddy Class

Executive Managed Level 3 and 4 Behaviour

LEVEL 3

- Repeatedly disobeying a teacher eg refusal to follow instructions, attempt set tasks or arguing with the teacher
- Stealing
- Fighting
- Bullying
- Aggressive Behaviour eg standing over people, biting, kicking, hitting, pinching, punching, spitting at someone and put downs
- Offensive language
- Lying
- Major incident

LEVEL 4

- Premeditated assault on any person at school
- Use and/or possession of dangerous implements or weapons at school
- Serious incident
- Repeated inappropriate behaviour
- Vandalism at school
- Truancy

Steps Taken Level 3 and 4

Detention recorded before lunch
will serve detention **that day**

Detention recorded during lunch or after
will serve detention next day

Detention x 1

Executive records on EBS4 and sends note home

Detention x 2

(in one week)

Primary students with 2 detentions in 1 week do not attend PSSA that week

Detention x 3

3 Way Interview

Does not attend incursions, excursions or any extra-curricular activities for the rest of the term (final decision on an individual case basis)

Parents will be notified of all levels via Student Contact Cards.

Parents will receive a warning letter after a student's 2nd detention informing parents & student that they are at risk of exclusion. In addition, a planning meeting will be arranged with parents for Levels 3 & 4 and an exclusion letter will be given.

A discussion occurs at the executive meeting. A referral is made to the learning support team if necessary

RATIONALE

An evaluation of the Shelley Homework Policy was conducted in February 2017. All community stakeholders including staff, parents and students (3-6) were encouraged to complete an online survey seeking to understand the community's opinions on homework including; whether or not our school should have homework tasks set for after school hours, the positive reasons for homework being set, how much time should be spent on homework and, what type of activities should be set as homework.

The evaluation team looked at current research on homework. Meta-analysis of research by John Hattie in New Zealand and Harris Cooper in the US has cast doubt on the benefits of homework. Our survey informed us that the Shelley community believes students should complete homework and home reading is the most important component of homework.

POLICY STATEMENT

Homework set for students from Kindergarten to Year 6 is supported by staff, parents and students of the Shelley community.

Students should take responsibility for completing their homework, supported by their parents. Homework will be marked by the class teacher and parents will be contacted if a student consistently does not hand in homework.

Parents of students experiencing difficulties completing homework should discuss their concerns with class teachers and guidance and assistance will be provided.

IMPLEMENTATION

The school executive will communicate the Homework Policy to parents/caregivers and support the need for balance between homework and the many other commitments in students' lives. Communication between parents and the school regarding homework is encouraged. We recognise that some parents may not agree with the homework policy and support parents' and caregivers' rights to withdraw their children from completing homework.

Teachers will communicate the purpose, benefits and expectations of homework to students and parents/caregivers. Student effort in completing homework will be acknowledged with timely and relevant feedback on achievement provided. Students experiencing difficulties with homework will be supported.

Students are expected to complete reading homework 4 times per week and organise other homework around their outside school commitments.

MONITORING EVALUATION AND REVIEW

Homework will be monitored on an ongoing basis. The Shelley community will evaluate the effectiveness of the homework policy as part of our annual school evaluations, with staff, parents/ caregivers and students participating in this process. The policy will be reviewed bi-annually.

At Shelley Public School, homework activities consist of:

Kindergarten

Approx. 10-15 minutes each day

- Home Reading
- Sight Word Revision
- Speech Preparation in Term 2

Year 1

Approx. 10-15 minutes each day

- Home Reading
- Sight Word Revision
- Speech Preparation in Term 2

Year 2

Approx. 10-15 minutes each day

- Home Reading
- Sight Word Revision
- Speech Preparation in Term 2

Year 3

Approx. 15-25 minutes each day

- Home Reading
- Speech Preparation in Term 2
- 1 Project per term in Terms 3 and 4

Year 4

Approx. 15-25 minutes each day

- Home Reading
- Speech Preparation in Term 2
- 1 Project per term in Terms 3 and 4

Year 5

Approx. 25-35 minutes each day

- Home Reading
- Study Ladder
- Speech Preparation in Term 2
- 1 Project per term in Terms 3 and 4

Year 6

Approx. 25-35 minutes each day

- Home Reading
- Study Ladder
- Speech Preparation in Term 2
- 1 Project per term in Terms 3 and 4

Parents and Citizens Association (P&C)

This voluntary body works to further the aims of our school. The P&C have an active group of parents and citizens who work towards raising funds and providing services and support to our special programs and the school.

This association meets on the **1st Monday of each month at 7:00pm.**

They encourage and welcome any parent / caregiver to attend these meetings.



To hold a position on any of the P & C Committees or to vote or nominate anyone for a position, you must be a financial member of the P & C.

Gaining membership is easy. Simply pay \$2.00 to the Treasurer on the night of the AGM prior to it starting, or put your \$2.00 in an envelope marked with your name, address and phone number and place it in the P & C box at the canteen.

PARENTS/CAREGIVERS ARE ENCOURAGED TO JOIN AND BE INVOLVED.

There are many other ways you can become involved at school including:-

- talking positively about our school.
- encouraging your child to like school.
- talking to your child's teacher about anything that concerns you.
- helping in the classroom.
- helping with sport.
- working in the canteen.
- supporting fundraisers.
- getting to know your child's friends and parents.
- attending special days/ functions and assemblies.
- returning notes promptly.



**Parents/caregivers and teachers need to support each other.
With your help and support,
our school will be a really happy place for your child.**

WORKING TOGETHER TO MAKE A DIFFERENCE

The School Uniform Policy is approved by the school and strongly supported by the school community.

MONDAY-THURSDAY		FRIDAY	
	Girls	Boys	
SUMMER	School polo shirt Bottle green culottes Black school shoes White socks Shelley PS hat (cap or bucket)	School polo shirt Bottle green shorts Black school shoes White socks Shelley PS hat (cap or bucket)	School polo shirt Sports shorts or microfibre or fleece track pants White socks Sports shoes Shelley PS hat (cap or bucket)
WINTER	School polo shirt Bottle green long pants or bottle green culottes with bottle green tights Black school shoes White socks Bomber jacket Shelley PS hat (cap or bucket)	Bottle green long pants School polo shirt Black school shoes White socks Bomber jacket Shelley PS hat (cap or bucket)	School polo shirt Sports shorts or microfibre or fleece track pants White socks Sports shoes Bomber jacket Shelley PS hat (cap or bucket)

School Headwear

The children are expected to wear a school hat throughout the year. Our policy 'Have Hat Will Play' is designed to safeguard our students.

School Shoes

On Monday through to Thursday, all students are to wear:

- **Black school shoes** (Lace-up, Buckle or Velcro) including black leather or leather-look school shoes, such as those illustrated.
- There should be no other colour on the school shoes, and no sneakers/high top boots or converse style shoes.

On Fridays, all students wear:

- **White sports shoes/joggers.** We understand plain white sports shoes are sometimes difficult to source, and most students will wear white with some colour.
- Students should **NOT** wear bold, colourful or bright/fluorescent joggers.

Socks

Socks should be fold down short socks (NOT the ankles socks, which slide down under the shoes).

Miscellaneous

Other accessories such as ribbons, hair clips etc should be bottle or dark green and / or white. In the interest of safety, necklaces and dangling earrings should not be worn at school. Jewellery should be left at home.



Below is a list of basic classroom requirements for students at Shelley Public School .

All items need to be labelled with your child's name and replaced as required.

KINDERGARTEN

- 1 paint shirt – may be purchased from the Uniform Shop
- 2 large boxes of tissues
- 1 library bag – may be purchased from the Uniform Shop
- A lunch box and drink bottle (small cooler bags to keep them in can be a good idea)



YEARS ONE AND TWO

- 1 painting shirt – may be purchased from the Uniform Shop
- 8 lead pencils
- 1 set of coloured pencils or wind up crayons in a pencil case
- 1 enclosed pencil sharpener
- 1 library bag – may be purchased from the Uniform Shop
- 2 large boxes of tissues
- Children's scissors

YEARS THREE TO SIX

- 1 plastic ruler
- 1 eraser (no liquid paper)
- 1 pencil sharpener
- 4 HB pencils (per term)
- 1 library bag – may be purchased from the Uniform Shop
- 1 set of coloured pencils in a pencil case
- 2 blue and 2 red ballpoint pens (Years 4, 5 and 6)
- 2 large boxes of tissues
- Children's scissors
- 1 Compass (years 4, 5 & 6) and Protractor (years 5 & 6)



RESOURCE PACKS

At the commencement of each year, parents are asked to purchase a resource pack, costing between \$30 - \$80. This pack contains special items that are required by their grade.

VOLUNTARY SCHOOL CONTRIBUTION FEE

We ask families to support Shelley Public School by a \$25.00 per year, per family contribution. These funds are used to further enrich the teaching resources in the school for the children.

Child Protection

Our school is committed to this program. It aims to build children's resilience, develop their social skills and includes stranger danger. The units operate on the basis that an informed child is a safer child and teaches strategies as well as a good understanding of personal safety.

Drug Education

This is a compulsory component of the Personal Development, Health and Physical Education curriculum. This program aims to assist in the development of knowledge, skills and attitudes of students towards responsible decision making about drugs.

English as an Additional Language or Dialect (EALD)

The school is fortunate to have two teacher positions dedicated to students whose first language is not English. They work in a variety of teaching modes with these students including: team teaching with the class teacher, small group work and withdrawal of individual students.

New Arrivals Program (NAP)

This program targets students who have been in the country for less than 9 months. The focus of the program is to support new arrival students during their initial experiences in Australian schools.

Peer Support

This program provides students with the opportunity and environment to develop the understanding, attitudes and skills they need to live a safe and healthy lifestyle, realise their potential and contribute positively to society. This program operates for students from Kindergarten to Year 6 every second year (even years). Students work in mixed age groups with older students taking on the role of group leaders.

Reading Skills Program

This program trains community volunteers, to assist students with reading. The program operates four days a week.

PSSA – Primary School Sports Association

Students in Years 3 to 6 are able to participate in a variety of sports across the summer and winter periods. Our school has a proud tradition of competing against other schools in the district with a high degree of sportsmanship and skill.

Students wishing to participate are encouraged to try out for a school team. Teams play every Friday and travel by bus to and from a sporting venue. Parents are required to pay a weekly fee for this travel. Students are expected to attend training sessions on a weekly basis before/after school. Students are required to represent our school with pride. They are also required to wear a school hat.

Religious Instruction

Religious Instruction is taught in compliance with the regulations of the N.S.W. Department of School Education. Lessons are given by members of the local Clergy or persons appointed by the members for 1/2 an hour a week.

We try to provide religious education for the following denominations, Catholic, Greek Orthodox, Islamic and Protestant, however, we are limited by the scripture volunteers available to attend our school. At times, we may not be able to offer all groups.

For those families not wishing to receive Religious Instruction, Shelley Public School offers a Non-Scripture group for students to attend. Children will be exempted from Religious Instruction classes only on the receipt of a letter from parent/caregiver.

Learning and Support Teachers

These teachers support students in the areas of literacy and/or numeracy. They work in a variety of ways which include: consultation and advice to classroom teachers about support programs, team teaching with the classroom teacher, small group work and/or individual withdrawal.

School Counsellor

The School Counsellor is a teacher who has been specially trained in Child Psychology, whose job it is to support students and families. Students may be referred to the counsellor by their teachers, the Principal or by their parents. Children who are experiencing difficulties in their school work or who have emotional, social or psychological problems may be referred to the counsellor. If necessary, the counsellor can make referrals for children to other agencies. Please call the school if you wish to make an appointment or find out the options. Due to the small allocation of time and the demand within the school, there may be delays at times with the support.

Learning Support Team

This team consists of the support teachers, executive and school counsellor. The team meets weekly to discuss teacher referrals about students having difficulties with learning, attendance or behaviour.

Accidents and Sickness

In minor cases of sickness or injury, the children rest in the office area until they feel better or at the discretion of a member of the executive, the parents are contacted.

The school subscribes to the Ambulance Fund and providing parents have signed the information sheet giving authorisation for medical attention, an ambulance will be called if necessary. Every endeavour is made to contact parents.

Custody of Children

The school should be advised in writing of any custody arrangements. If a family is split, a divorce has occurred or one parent is denied access, this information should be given to the Principal and will be treated in strictest confidence. Should custody arrangements alter, it is essential to notify us in writing as soon as possible.

Please remember, copies of legal documents stating custody or access arrangements are required.

Change of Student Names

The school must officially enrol students under the age of 18 with the name indicated on the birth certificate. All records, reports and certificates will state this name.

There are very few reasons allowing the school to enrol a student with a different name, such as a court order, adoption or issue of a new birth certificate. If however special circumstances exist, please contact the school office for clarification.

Transfers

If you are moving from the area, please call the office to obtain a transfer certificate, which is needed for your child's enrolment at any government school in the state. Transfers are not essential for other states or non-government schools but notification that your child is leaving is required by the school.

Banking

Parents, who wish their child to commence banking at school, are to complete the details on the banking envelope that will be distributed early in Term 1 and return it with money enclosed to the teacher. It takes several weeks before the new bank book is issued.

Banking Day is Friday. Only deposits are made at school. Children may not withdraw money from bank accounts at school.

Excursions/Camps

From time to time during the year, groups of students are taken on excursions that relate to their school studies. All excursions must be approved by the Principal and meet Departmental requirements.

Travel is usually by bus. Parents / caregivers are asked to meet the cost of travel, admission fees, etc. Should a family be experiencing severe financial difficulties please contact the school to discuss options for payment. No one wants any student to miss out on these educational activities.

Students participating in excursions are normally required to wear school uniform and are expected to be on their best behaviour. Students may be withdrawn from an excursion if their behaviour at school is considered to be likely to put themselves or others at risk.

Parents/caregivers will be advised of excursion details in writing via the students.

Financial Resources

The school receives finances from three main sources. They are;

1. The Department of Education: Each year the school is allocated an amount of money based on the number of students enrolled, as well as through the Resource Allocation Model (RAM)
2. Parents and Citizens Association (P&C) Funds raised throughout the year together with canteen profits are used to purchase school resources and support special programs. In the past, expenditure has paid for air conditioning for classrooms and the multimedia equipment in the school hall.
3. The Parents: Voluntary Fee Contribution This fee is kept to a minimum and is set at \$25 per family per year. Parents are also asked for support to finance excursion costs, textbooks and associated materials at the start of each year.

Parent/Teacher Appointments

While we try and make ourselves available to discuss your needs and concerns, it is not appropriate to have discussions in front of a class or group of students while the teacher is supervising or teaching students. If you would like to discuss an issue or you would simply like to discuss your child's progress please make an appointment with the class teacher. This can be done via the office or using the school app.

We highly promote the importance of the positive partnership between home and school. If you have any problems or enquiries, please do not hesitate to contact the school. We aim to establish sound links between home and school.

It is only by developing effective, two-way communication and by working together in partnership that we can achieve the very best for the students in our care.

Lost Property

It is essential that all clothing and personal possessions are clearly marked with the owner's name. Unclaimed items with no name on them are sent to the lost property box.

During the last week of each term, the unclaimed clothing is spread out for parents and children to go through. Some clothing is then used for children who get wet, etc. some is used for the school clothing pool and the remainder is sent to Stewart House.

Student Representative Council (SRC)

The SRC is made up of students from Kinder to Year 6. It is a forum for students to discuss changes / improvements they would like to see happen in their school. They also organise fundraising activities for their target charities.

Security

Local residents are requested to telephone the police without delay if they have reason to suspect the actions of people on school premises out of school hours.

**EDUCATION
SECURITY
MAY BE
CONTACTED ON
1300 880 021**

GETTING READY FOR SCHOOL

Starting school is an exciting and emotional time for both parents and children.

It can be a big change for some children. Often the hardest part is being away from the family or small care group and joining a group of approximately 20 children.

Anything you can do now to help will make school a happier place.

Here are some of the things you can do.....

Over the next few months try to let your child get used to:

- putting on and taking off clothes.
- putting on and doing up shoes.
- eating and drinking without help.
- using a handkerchief or tissue.

It is important that your child knows how to:

- use and flush the toilet.
- tie shoelaces (otherwise consider Velcro leather shoes and sport shoes).
- wash their hands after going to the toilet.
- say his/her name and address.
- cross the road safely.
- unwrap their lunch and open packets.

Also try and get your child used to:

- playing with groups of children the same age. (Encourage your child to share toys and take turns.)
- using playground equipment safely.
- staying at a friend's or relative's house for a few hours without you.
- caring for and putting away play things.
- helping with small jobs around the house such as wiping benches, washing up, putting away clothes. Most children enjoy doing responsible things to please the family.

PARENTS CAN ALSO HELP BY:

- Talking about school in a positive, exciting way, where she/he will meet new friends, play games, sing and make things.
- Ensuring your child has adequate sleep/rest.
- Labelling all child's possessions with her/his name (i.e. clothes, lunch box, drink bottle and lid, raincoat and hat, bag, etc.)
- Sending your child to school on time, each and every day.
- Encouraging your child by admiring work when it is brought home. Give painting, craft, drawing and writing a place of honour.
- Encouraging your child to speak clearly - NEVER BABY TALK to your child.
- Reading to your child often and encouraging a love of books.



Ten Tips for Parents of Children Starting Kindergarten

Starting school can be a busy time for all concerned. The summer may be nearly over and a new school year is ahead- for some, this is the first time. Here are our ten tips to help you prepare:

1 Provide information about your child's immunisation status

Your child will be coming into contact with lots of other children and infections can spread very easily.

Immunisation records need to be presented for Kindergarten enrolment.

Under the Public Health (Amendment) Act 1992, children who have not been immunised may be sent home during an outbreak of a vaccine-preventable disease.

2 Learn the names of the important people at the school

This will help you communicate with your child about what they do each day at school. It is also important that you have a relationship with your child's teacher and principal to ensure you are up to date with your child's progress.

3 Give all information about your child to the school especially medical and special needs

You know your child best. Your child's Kindergarten teacher will have many students to get to know. Help the teacher understand your child better and faster by sharing information and insights. This will also ensure that your child gets any essential attention.

4 Provide emergency contact numbers

The school might need to contact you urgently. Provide alternative numbers and contacts in case the school is unable to contact you.

5 Make the school aware of any special family circumstances

Any changes to your child's family situation can impact on their emotional and academic well-being. Inform your child's teacher and principal about any changed circumstances so that your child can be supported when necessary. Examples of special circumstances include the birth of a sibling, divorce/separation or the death of a loved one.

6 Establish routines with your child and stick to them

Prepare your child for a more structured day. Make a daily routine that includes mealtime, talking time, and reading time.

7 Make sure your child is road/travel safe

Children should know to cross the road only at marked crossings. Please set a good example. Take particular care when you drop off and collect your child from school.

8 Become familiar with school activities - develop a relationship with the school

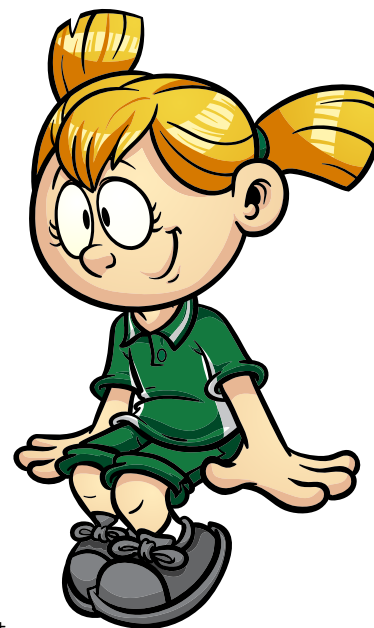
Parents/caregivers set an example. If you are positive and encouraging about school, your child will be too. Both the children and teachers will appreciate your involvement and assistance in activities ranging from sports and excursions to music and drama presentations.

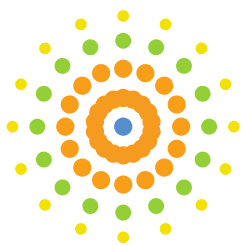
9 Practise eating from a lunchbox

Children are often not used to eating from a lunchbox at a set time, independently. Provide opportunities for your children to open pre-packaged food packed in a lunchbox. This will help ensure it is a less intimidating experience in the playground.

10 Label equipment and clothing

Replacing lost clothing and equipment is expensive and inconvenient. You should clearly mark every item with your child's name.





What is the Best Start Kindergarten Assessment?

Children come to school with different levels of literacy and numeracy. Some are familiar with books, can recognise some letters, even write their name or count to ten, while others have not yet learned these skills.

Our Kindergarten teachers have always observed their new students and used different methods to find out what each child knows and can do so that they can plan and teach what their students need to learn next.

Best Start

Shelley takes part in Best Start, which has been developed by early learning experts in the Department of Education and Communities. Best

Start is giving our teachers and those teaching Kindergarten across New South Wales, a common set of high quality assessment tools and professional training.

Your child and the Best Start Kindergarten Assessment

It is very important to emphasise that Best Start Kindergarten Assessment is not a test. Its purpose is to help the teacher gather information to guide the teaching of your child.

The teacher will observe each child and use tasks, such as talking about a book that has been read and record what their students know and can do. The teaching of your child will be based on the information gathered in these ways.

You'll be given feedback about what your child's teacher has learned about your child, which you are welcome to discuss, if you wish, in keeping with our usual practice.



What is being assessed?

The teacher will look at your child's early reading and writing, their ability to communicate with others and how they recognise and work with numbers, groups and patterns.



SHELLEY PUBLIC SCHOOL SUPPORTS
Mental Health and Wellbeing in our School Community



Breakfast Club

NOW BEING SERVED EVERY MORNING

If you have missed breakfast at home, it is a great opportunity for students to come along for a bite to eat and a drink before heading into class for the day.



HOT TOAST - MILO/MILK

Join us at 8.30 on the verandah next to the connected classroom and start the day well!



Crunch&Sip

Crunch&Sip® is a primary school program where children crunch on fruit and/or vegetables and sip water at a set time during class every day.

Crunch&Sip® helps ensure the fruit or vegetables you pack are eaten when they otherwise may not be. It is a great to promote vegetables as research shows children don't eat enough veggies, whereas they often eat enough fruit.

Fruit and vegetables provide vital nutrients for kids, which are important for good health, both now and in the future.

Crunch&Sip means vegetables, fruit and water only

Don't Be Late, Every Minute Counts...

When your child misses just...	that equals...	which is...	so from Kindy to Year 12, they will miss out on
10 minutes a day	50 minutes of learning each week	Nearly 1½ weeks per year	6 months
20 minutes a day	1 hour and 40 minutes of learning each week	Nearly 2½ weeks per year	Nearly a year
½ hour a day	½ a day of learning a week	4 weeks a year	Nearly 1 ½ years
1 hour each day	1 whole day of learning each week	8 weeks per year or nearly a term a year.	Over 2 ½ years

Your child's best learning time is at the beginning of the day...

School starts at 8.55 - Don't be LATE!





Shelley Public School “Education Through Industry”

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