

# ***PANANIA PUBLIC SCHOOL***



## ***INFORMATION BOOKLET***

## **WELCOME**

The staff at Panania Public School would like to welcome all new families to our school. We hope that your child will settle happily and quickly into our school and we look forward to a positive and rewarding relationship with your family. This booklet has been produced to provide you with information about the activities, procedures and routines that will be relevant to your child.

## **OUR SCHOOL**

Panania Public School is a coeducational school set in safe, secure, spacious, well-maintained grounds catering for students from Kindergarten to Year 6. It has a proud tradition of active community involvement and support.

The school offers a wide range of programs and opportunities for its students.

These include:

- a strong focus on teaching and learning with emphasis given to literacy, numeracy, student engagement and the integration of technology;
- a rich curriculum offering varied opportunities including dance, choir, music, drama, leadership opportunities, debating and public speaking;
- a comprehensive physical education and fitness program; and
- sport as a strong tradition in the school.

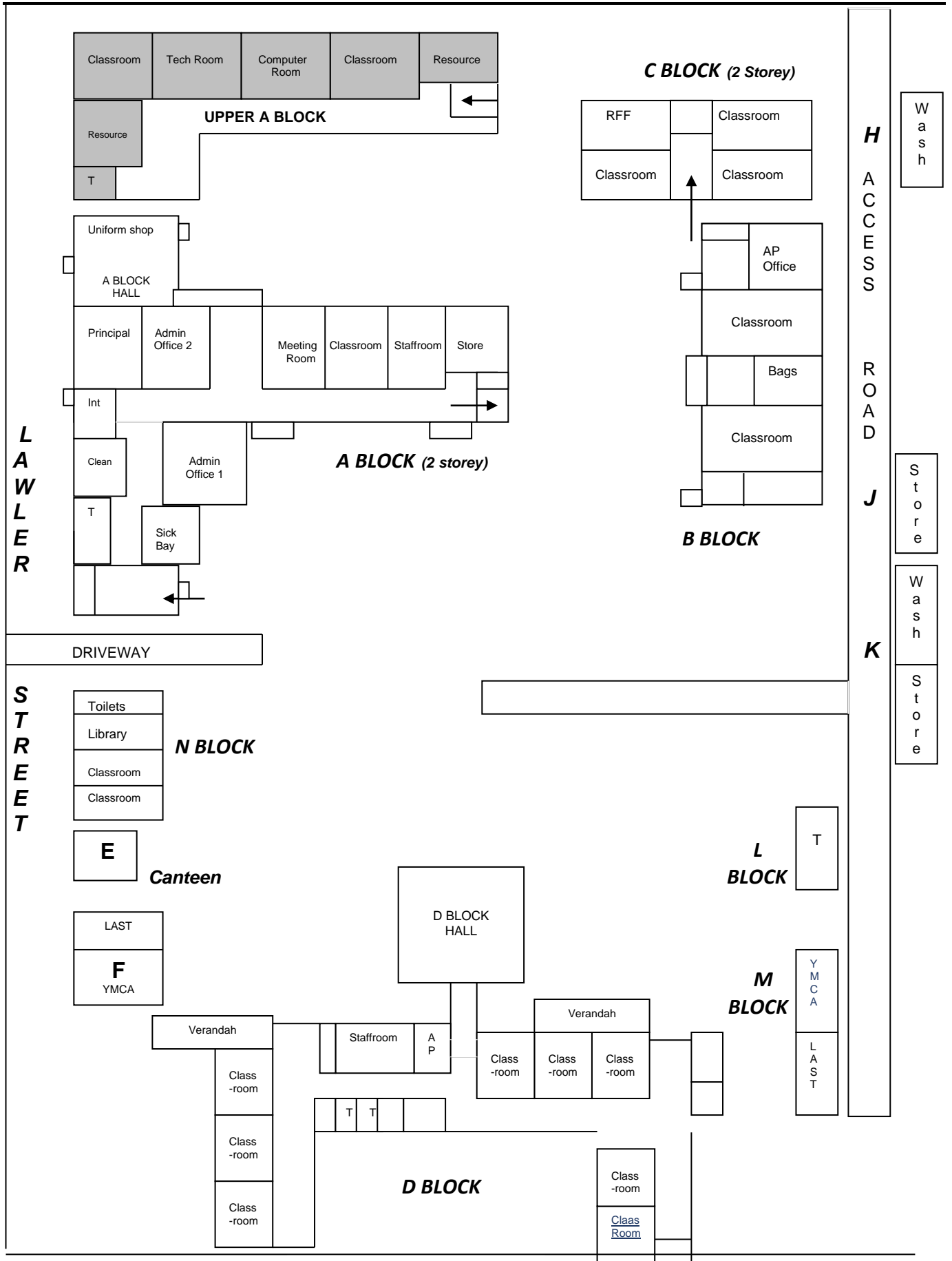
Panania Public School provides a quality education for all students in a caring environment where they are encouraged to achieve their personal best. We aim to prepare students to be effective citizens who have respect for themselves, for each other and the environment.

Principal:	Mrs Maria Siwak
Assistant Principals:	Ms Martha Adams Mrs Sonya Apostolovski Miss Joanne McIntyre Ms Bronwen Skinner (Relieving) Mrs Amanda Woudsma
Business Manager:	Mrs Julie Robinson



**SCHOOL MAP**

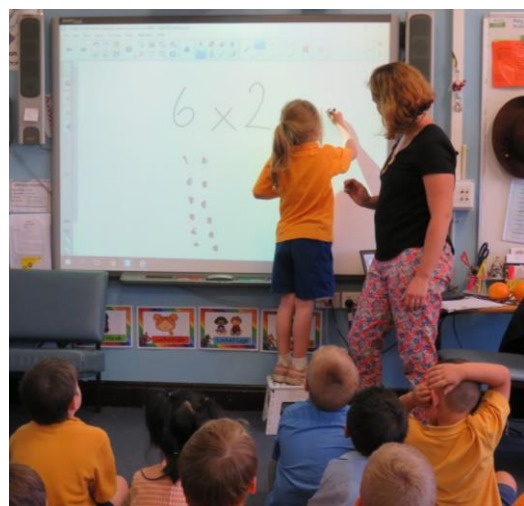
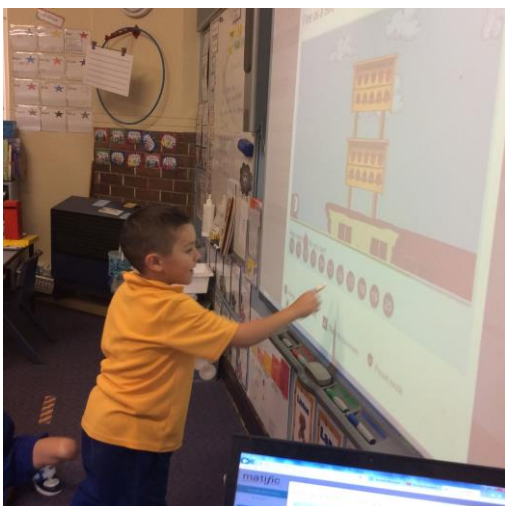
**PICNIC POINT ROAD**



## OUR CURRICULUM

The NSW Education Standards Authority (NESA), develops syllabus documents in the following Key Learning Areas (KLA's). It is mandatory for all schools to follow these:

- **English**
  - ❖ Oral Language & Communication
  - ❖ Vocabulary
  - ❖ Phonological Awareness
  - ❖ Print Conventions
  - ❖ Phonic Knowledge
  - ❖ Reading Fluency
  - ❖ Reading Comprehension
  - ❖ Creating Written Texts
  - ❖ Spelling
  - ❖ Handwriting
  - ❖ Understanding & Responding to Literature
- **Mathematics**
  - ❖ Numbers and Algebra
  - ❖ Measurement and Space
  - ❖ Statistics and Probability
- **Science and Technology**
  - ❖ Working Scientifically
  - ❖ Design and Production
  - ❖ Living World
  - ❖ Material World
  - ❖ Physical World
  - ❖ Earth and Space
  - ❖ Digital Technologies
- **Creative Arts**
  - ❖ Music
  - ❖ Visual Arts
  - ❖ Dance
  - ❖ Drama
- **Human Society and Its Environment**
  - Geography**
    - ❖ Places
    - ❖ People and Places
    - ❖ People, Places and the Environments
    - ❖ People, Places and the Environments of the World
  - History**
    - ❖ Personal and Family Histories
    - ❖ The Past and the Present
    - ❖ Australian History: Community and Remembrance, First Contacts
    - ❖ Australian History: Colonial and National
- **Personal Development, Health and Physical Education (PDHPE)**
  - ❖ Active lifestyle
  - ❖ Dance
  - ❖ Games
  - ❖ Sport
  - ❖ Growth and development
  - ❖ Gymnastics
  - ❖ Personal health choices
  - ❖ Safe living



Under NSW Curriculum reform, new syllabus documents are to be fully implemented by 2027. Organisation of focus areas.

- **Science and Technology**
  - Science**
    - ❖ Observations and questions spark curiosity
    - ❖ Investigations of changes provide knowledge and understanding
    - ❖ Physical & living systems depend on energy
    - ❖ Knowledge of our world and beyond inspires sustainable solutions
  - Technology**
    - ❖ Observations and questions initiate design and digital solutions
    - ❖ Design and digital solutions are created through knowledge and understanding
    - ❖ Design processes and digital systems are used to create solutions
    - ❖ Design and digital technologies engineer sustainable solutions
- **Human Society and Its Environment**
  - Geography**
    - ❖ People are connected to places
    - ❖ People are connected to places and groups
    - ❖ Geographical information used to understand the world
    - ❖ Geographical information used to plan for sustainable futures
  - History**
    - ❖ People have lived in the past
    - ❖ People learn about the past by engaging with stories, images, objects and sites
    - ❖ History uses sources to construct narratives of the past
    - ❖ Historical sources present perspectives of the past
- **Creative Arts**
  - Dance**
    - ❖ Composing
    - ❖ Performing
    - ❖ Appreciating
  - Drama**
    - ❖ Making
    - ❖ Performing
    - ❖ Appreciating
  - Music**
    - ❖ Performing
    - ❖ Listening
    - ❖ Composing
  - Visual Arts**
    - ❖ Making
    - ❖ Appreciating
    - ❖ Exhibiting
- **Personal Development, Health and Physical Education (PDHPE)**
  - ❖ Movement, skill and physical activity
  - ❖ Respectful relationships and safety
  - ❖ Identity, health and wellbeing
  - ❖ Self-management and interpersonal skills

The curriculum aims to be relevant and challenging and offers a range of learning opportunities to enable students to develop the skills necessary to participate in and contribute to society. The experiences provided integrate the Quality Teaching framework and are in keeping with each individual's potential and the stage of development reached.

The curriculum is organised into 'STAGES' (rather than Year Groups).

- Early Stage 1 - Kindergarten
- Stage 1 - Years 1 and 2
- Stage 2 - Years 3 and 4
- Stage 3 - Years 5 and 6

## **SUPPORT STAFF**

### ***English as an Additional Language/Dialect (EAL/D).***

The EAL/D teacher works with students from language backgrounds other than English (LBOTE) who require assistance in spoken and written language. Students may be withdrawn from class for specialised work or they may remain in the classroom, where the EAL/D teacher and classroom teacher work in a team teaching situation.

### ***Release from Face to Face Teacher (RFF)***

The RFF teacher provides each classroom teacher with two hours per week of class free time to plan, evaluate, undertake professional learning, meet with parents/carers etc. The class teacher and the RFF teacher work in collaboration to plan the educational program. The class teacher retains overall responsibility.

### ***School Counsellor***

The School Counsellor is available at the school 3 days per fortnight. The counsellor works with teachers, students and Parents/Carers in an effort to maximise the learning of individual students. Teachers refer students through the school's Learning and Support Team, of which the School Counsellor is a member. Permission is sought from Parents/Carers before the counsellor undertakes any formal assessment or intervention. Parents/carers may also request an interview or a counsellor referral form for their child if they are concerned about issues, at home or school, that impact on learning.

### ***Learning and Support Teacher (LaST)***

The LaST works with staff and students who have additional learning and support needs. Students may be withdrawn from class for specialised work or they may remain in the classroom where the LaST and classroom teacher work in a team teaching situation.

### ***Student Learning Support Officers (SLSO's)***

SLSO's work under the guidance of teachers and support in addressing the learning needs of students. They work across all K-6 classes, with small groups and in some instances provide 1:1 assistance.



## **PARENT / TEACHER RELATIONSHIPS**

Contact between the school and home is of utmost importance. There are many different activities for Parents/Carers during the year, some involve students and some are for Parents/Carers and Teachers. However, please feel free to make an appointment at a mutually agreed time to discuss your child's progress.

Parent / Teacher / Student interviews are held at different times throughout the year. Please be aware of notes or messages regarding these important meetings.

Many class teachers ask for Parent/Carer helpers during the year to assist with activities. This is a very good way to become a contributing member of the school community. Parents/Carers and teachers working together is a great partnership and always has positive outcomes for a child's education.



### ***Developing School Involvement***

Schools that function effectively build positive relationships and have community and parental support and cooperation at their core. Parents/carers can be involved by:

- Attending monthly parent body meetings;
- Attending school functions such as sport carnivals and open days;
- Participating in parent / teacher interviews;
- Attending information nights;
- Reading newsletters and other social media which give information about school events; and
- Generally supporting decisions made at school and seeking clarification if there is a concern.

### ***Becoming Involved***

Opportunities for community involvement exist through:

- P&C Association and Fundraising Committee;
- Orientation Program for Kindergarten;
- Parent/carer workshops;
- Assisting with school sport;
- Volunteering in the school canteen;
- Working Bees.

## **SOME THINGS WE DO**

### **Academic**

- Each grade has school excursions linked to the curriculum
- Technology Education
- Robotics Years 3-6
- Visual Arts Competitions
- Enrichment Programs K-2 and Years 3-6
- Incursions

### **Enrichment**

- Choir
- Dance
- Public Speaking
- Debating
- Student Representative Council (SRC) K-6
- Peer Support
- Drama
- Performing Arts Festivals
- Open Day – Education Week
- Stage 3 Camp
- Gymnastics Program

### **Sporting**

- Swimming, Athletics and Cross Country Carnivals
- Primary School's Sports Association (PSSA) and Knock Out Competitions Years 3 - 6
- K – 6 Sport Program based on fundamental movement skill development
- K – 6 Gymnastics Programs



*Athletics Carnival*



*Cross Country*



*Year 6 Excursion*



*Dance*



*Incursions*



*Debating*



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## GENERAL INFORMATION

### AFTER SCHOOL CARE

The YMCA provides before and after school care on site at Panania Public School. If you require this service, please call the YMCA direct on 9771 6033 for all information.

### ASSEMBLIES

As the school is split physically, we come together once per week with a K-6 Assembly run by the prefects. Years K-2 and 3-6 have separate weekly assemblies where certificates are awarded to students who have made a special contribution to their class/school that week. These assemblies are held every Friday.

### ATTENDANCE

Students are required by law (Education Act 1990), to attend school each day the school is open. It is the **duty of the parent or carer** to ensure that these obligations are fulfilled. The act outlines justifiable “defences” for non-attendance (including sickness) and the need for an explanation within 7 days of the absence. If no explanation is given, **or if the explanation given is not acceptable** (e.g. shopping, birthday, **last day of term**), the leave is denoted as an unjustified absence. Parents/carers are required to explain the absences of their children from school promptly and within seven school days from the first day of any period of absence.

SMS notifications are sent each day at 10.30am to parents/carers of students who are absent without an explanation on that day.

Principals may approve up to 15 days leave in a school year for such things as:

- misadventure or unforeseen event,
- short family holidays that cannot be taken within the normal vacation period,
- recognised religious festivals or ceremonial occasions.

An ‘Application for Extended Leave – Travel’ must be completed for students who are taking more than 10 school days leave for holidays outside the normal vacation periods. This application must be approved and signed by the Principal and a ‘Certificate of Extended Leave – Travel’ will be issued to the family to be carried when travelling. The ‘Application for Extended Leave – Travel’ forms are available from the School Office. These days are counted as absences.

It is very important that students arrive by 9.15am ready for learning. Valuable learning time is missed if students are late.

All student absences are tallied, recorded on a term by term basis, reported in the Semester 1 and 2 Reports and totals submitted to the Department of Education.

**Late Arrivals** – Students arriving late to school must report to the Administration Office for a ‘Late Arrival’ slip before entering class. This computer generated slip needs to be given to the teacher on entering class. This is recorded as a partial absence in the Class Roll and reported in the Semester 1 and 2 Report.

**Early Leavers** – To ensure safety, students are not permitted to leave the school grounds from the time they arrive at school until 3.10pm when the bell rings. Parents/carers who wish to collect their child early from school must obtain a computer generated release slip from the Administration Office to hand to the teacher on collecting their child from the classroom. This is recorded as a partial absence in the Class Roll and reported in the Semester 1 and 2 Reports.

If someone other than the person nominated on the enrolment form is to pick up a child, an email or a note to the school must be provided requesting the release.

A Department of Education Home School Liaison Officer (HSLO) monitors student attendance and follows up where a pattern of poor attendance is developing.

### **AUDIRI**

Audiri is a free app for mobile devices which enhances the way the school communicates with families. It enables parents/carers to be updated on the school newsletters, school notices, sporting activities and alerts. Once downloaded, parents/carers subscribe to their child's Year/Activity Group to receive alerts and information for their specific group.

### **BIRTHDAYS**

If parents/carers wish to celebrate their child's birthday at school, please supply individually wrapped cupcakes, doughnuts, muffins or slices as these are easier to distribute to each child. (*No nuts please as we have students who are anaphylactic*).

Alternatively a 'Birthday Bucket' is available to purchase from our school Canteen. This consists of a treat of your choice for the class (usually ice blocks, cookies or popcorn). Contact the Canteen Supervisor for more information.

Please do not send lolly bags for children, as with our 'Healthy Eating' policy, we are not able to distribute these to students.

### **BOOK CLUB**

Scholastic Australia Book Club forms are sent home once per term. Parents/carers have the opportunity to order from a selection of reasonably priced books for their children.



## **BUSES**

Students from K-2 are eligible for a Student Opal Card. Students in Years 3-6 must live outside a 1.6km radius of the school in order to be eligible. Details on how to apply for a Student Opal Card can be obtained from the School Office.

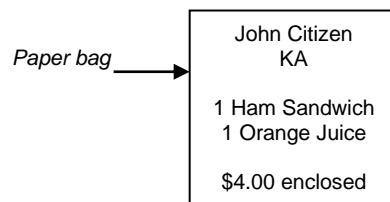
## **CANTEEN**

The canteen makes an important contribution to school and community life, focusing on providing healthy food at a reasonable price. The canteen is open every day and is run, under the auspice of the P&C, by a paid manager. A current price list is sent home on a regular basis.

There are two ways to order your child's lunch:

- Online ordering through Munch Monitor - this allows parents/carers to create an account with the Canteen using a credit card. You can order your child's lunch up to 4 weeks in advance; or
- Using a paper lunch bag - write your child's name, class and lunch order on the paper bag, enclosing the correct money. Students take their lunch order to the Drop Box at the Canteen before morning assembly.

All lunches are then distributed to the classrooms just before lunchtime.



The Canteen Committee is always looking for new volunteers to help in the canteen, so if you can spare a little time to help in this important activity, it would be very much appreciated. Canteen profits help to provide students with equipment not provided from other sources.

***Young children should only have a small amount of money to spend at the canteen at any one time.***

## **CAPTAINS AND YEAR 6 LEADERS**

Students and teachers elect two School Captains, two Vice Captains and six Prefects at the conclusion of each year, for the next school year. Each sporting house also elects a Captain and Vice Captain. All Year 6 students are considered to be school leaders. Leadership development opportunities are a strong focus in the school.

## **CHANGE OF ADDRESS, EMAIL OR CONTACT NUMBERS**

Please notify the school of any change of residential address, email address or contact phone numbers, as soon as possible. As all our notes and information is sent via email, it is important that changes to email addresses are updated as soon as possible. Any change in residential address requires a 100 point proof of address. This information is extremely important as, in an emergency, parent/carer contact is critical.

## **CHATTERBOX**

Chatterbox, the school newsletter, is published three times per term (Weeks 3, 6 & 9). It contains news and information about the school and its activities and is a useful means of communication for parents and carers. This newsletter is available on our website and distributed via our 'Audiri' app and email. Hard copies are available from the School Office upon request.

## **CHILDHOOD ILLNESSES**

During the first year at school, children may come into contact with early childhood diseases such as chicken pox. You also need to be aware of the possibility of your child having head lice or nits. If this occurs don't be upset or embarrassed, as it is something that happens to many children during their school life.

Schools follow Department of Health guidelines, relating to the amount of time a child needs to remain home, in the case of various communicable or infectious diseases. (See page 13 for a sample).

## **CLASS ORGANISATION**

Classes from Kindergarten to Year 6 are organised on a parallel basis. This means that within each grade, each of the classes has an even distribution of students of all ability levels.

At the beginning of the year students are not placed in their new classes for the first few days, until enrolment numbers are finalised. All classes work on a meaningful unit of work focusing on Safety - Sun Safety, Road, Pedestrian and Bike safety etc.

## **CLASSROOM ASSISTANCE**

During the year many parents/carers provide valuable assistance to teachers by helping in the classroom, which is encouraged and highly valued.

It is a mandatory requirement of the Department of Education that all volunteers obtain a **Working with Children Check (WWCC)** and provide the WWCC number to the school prior to commencing volunteer work. A WWCC is obtained by completing an application form online and then attending a Service NSW Centre. There is no cost involved for a volunteer. Further information is available from [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au). As volunteers, parents/carers are required to check in at the School Office using the school's QR Code and obtain a visitor's pass. This is necessary for Child Protection, Health and Safety and insurance purposes.



### **CRUNCH AND SIP**

'Crunch and Sip' is a set morning break for students to eat fruit or salad vegetables and drink water in the classroom. Research has shown that drinking water and eating fruit and vegetables is essential for good health and can help concentration throughout the day.

### **CUSTODY OF CHILDREN**

When students attending school are in the custody of one parent or carer, a copy of the court order outlining the conditions of custody should be sighted and a copy provided to the Principal. It is important that this procedure be carried out in the interests of your child. It is also important that the school is notified if there are any changes to this order. This confidential information is respected by the school.

### **ENROLMENT**

Children who are five years old prior to 1 August may be enrolled at the beginning of the school year. Documentary evidence of date of birth, immunisation and proof of address is required. Each year, a comprehensive Kindergarten Orientation Program is held giving children and parents/carers the opportunity to make strong links with the school prior to children starting school.

### **EXCURSIONS AND CULTURAL VISITS**

Excursions and visiting performances (incursions) take place throughout the year. Overnight excursions or camps occur in Years 5 and 6. All students are expected to participate in these arranged activities, as they are an integral part of the educational program and are directly linked to the curriculum.

Excursion costs and frequency throughout the year are closely monitored. Written parental permission is required for all excursions and a comprehensive risk assessment is completed prior to each activity. **It is very important that the 'final date for payment' for these activities is respected and adhered to. Late payment causes administrative problems and may prevent your child from attending.**

### **GIFTED AND TALENTED PROGRAMS**

Giftedness is a broad concept that encompasses a range of abilities, not only in the intellectual domain but also in the creative, social and physical areas. Giftedness becomes talent as a result of training and practice.

An enrichment program operates for targeted students during the course of the year.

Programs in dance, choir, chess, public speaking, debating and sport cater for those students who express an interest and a commitment to be involved.

Many opportunities are also offered for students to compete in various competitions and contests at school including Enrichment Programs and Public Speaking.

The school participates in cultural festivals, giving students with talent an opportunity to perform.

## HOMework

Homework is an important tool to develop regular work habits. It is relevant to classroom work and provides valuable practice and reinforcement of basic skills. While the Department of Education policy does not stipulate times, approximate times per day are as follows:

- Years K - 2 - 10 - 20 minutes
- Years 3 - 4 - 25 - 30 minutes
- Years 5 - 6 - 40 - 60 minutes

All homework is marked and followed up by the teacher. Homework is a home-school partnership in the teaching/learning process. The child is responsible for his/her own work while parents/carers provide a supportive, encouraging role.

## IMMUNISATION

At the commencement of schooling every student must produce an Immunisation History Statement provided by the Department of Human Services via your MyGov account - Medicare. If this cannot be produced, at the outbreak of any contagious disease, students without a certificate may be required by the Department of Health to stay at home for the duration of the outbreak.

Diseases include: Diphtheria, Tetanus, Whooping Cough, Polio, Measles, Mumps and Rubella.

DISEASE	EXCLUSION	RE ADMISSION	CONTACTS (OTHERS IN FAMILY)
<b>German Measles</b>	Until fully recovered or for at least 4 days from appearance of rash.	Upon recovery.	Not excluded.
<b>Mumps</b>	9 days from onset of swelling or until swelling goes down.	Upon recovery	Not excluded.
<b>Chicken Pox</b>	For at least 5 days AND until all blisters have dried.	Upon recovery	Not excluded, apart from any child with an immune deficiency or receiving chemotherapy.
<b>Measles</b>	At least 4 days from appearance of rash.	Upon recovery.	Not excluded if immunised.
<b>Whooping Cough</b>	For 5 days after starting antibiotic treatment.	Upon recovery.	Not excluded if immunised.
<b>Infectious Hepatitis (A)</b>	Until a medical certificate of recovery is received, but not before 7 days after onset of jaundice or illness.	Upon recovery.	Not excluded.
<b>COVID-19</b>	At least 5 days from the date of testing positive.	After 5 days if symptom free.	Not excluded.

**Note:** For information on other diseases please contact the Principal, the South Western Sydney Area Health on 8738 6000 or the Department of Health website [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

## **LEARNING and SUPPORT TEAM**

Members of the Learning and Support Team include the Coordinator, the School Counsellor, the LaST, the EAL/D teacher and the Principal. This team meets regularly to discuss the needs of individual students who may be referred by teachers, Stage Coordinators and/or parents/carers.

Appropriate strategies are recommended in relation to individual student learning. Outside support is recommended and sought where needed. Student progress is monitored and reviewed by the team.

## **LIBRARY**

The Library is a most important learning centre in the school. All classes have weekly lessons and students have the opportunity to borrow books. They are encouraged to read widely both for enjoyment and for information, to participate in the Premier's Reading Challenge and to respect the rules of the Library. The Library is open to all students during lunchtimes on Wednesdays and Thursdays.

### ***You can help by....***

- ensuring your child has a library bag to protect books;
- reminding your child to return books each week; and
- making sure the books are kept safely away from younger members of the family and from pets.



## **LOST PROPERTY**

A lost property basket is kept in A Block near the Staffroom and in D Block. It is regularly emptied and any labelled articles, are promptly returned. The articles without names attached are periodically given to the Clothing Pool for resale. Notice of this is placed in the Chatterbox with ample time for collection. Please label (and check that the label has not faded over time) all your child's belongings, especially school jackets and hats so they may be returned to your child promptly.

## **MEDICATION AT SCHOOL**

No class teacher is permitted to administer medication of any description. Parents/carers of students who need to take prescription medication must speak to the Principal or delegate about the procedures necessary and a Health Care Plan will be developed. Un-prescribed medication will not be administered unless it is part of a Health Care Plan.

If asthma medication is needed, students may self-administer the medication from their own inhaler.

Students are not permitted to have medication of any description in their possession or in their bags (asthma medication is excluded).

This reflects Department of Education Policies.

## **NATIONAL TESTING**

The National Assessment Program Literacy and Numeracy (NAPLAN) tests are conducted over a two-week period in the following areas: Reading, Language Conventions, Writing and Numeracy. Results (in the form of a report) are sent to parents/carers later in the year.

In 2025 the National Assessment Program will be conducted between:

**Wednesday, 12 March – Monday, 24 March 2025.**

(Please try to avoid activity which would take your child away from school at this time).

Throughout the year, students in Years 3-6 participate in 'Check-In Online Assessments' in reading and numeracy. These assessments are mapped to the NSW Syllabuses & National Literacy & Numeracy Learning Progressions. Each assessment consists of 40-50 multiple choice questions. These assessments support teachers to tailor their teaching to cater for student needs.

## **P & C ASSOCIATION**

The Panania Public School P&C Association is an important and integral part of the school. P&C Meetings are held at school twice per term at 7.00pm either onsite at school or online via Zoom. You are cordially invited to attend.

These meetings are an opportunity to meet other parents/carers and to be involved in the life of the school.

This is the major forum for discussion between school personnel and parents/carers. Election of officers of the P&C takes place at the AGM in November/December. A membership fee of \$1 per person per year entitles you to be a voting member of the P&C.

The P&C has various specialised functions and committees such as the Canteen Committee, Clothing Pool and the Fundraising Committee. All these committees work for the good of the school and the benefit of the students.



### **P & C Fundraising Committee**

The Fundraising Committee meets to plan activity for the following year and then, as required, when events are scheduled. This committee fulfils a variety of functions, the main one being fundraising. Interesting social activities are also planned.

The children love to know that you are involved with these activities. New members are always very welcome.

### **PARKING**

Parents/carers are asked **not** to drive into the school grounds to pick up or drop off their children, as the access road is for staff, canteen deliveries, waste and recycling pick up only. Parents/carers should be aware of and observe the restricted parking zones and speed limits around the school in the interests of student safety and to allow access for buses.

- ***Parents/carers are NOT permitted to park in the School Staff Car Park (with the exception of after school hours when picking up children from the YMCA. In this case the Lawler Street car park is available for use after 4.00pm).***
- ***Please do NOT park in the Pedestrian Crossing areas, across neighbours driveways, in the designated disabled parking area in Lawler Street or the bus zone on Picnic Point Road.***

### **PAYMENTS**

We endeavour to let parents/carers know well in advance the costs associated with excursions, special programs, visiting performers and sport.

- Online payments are our preferred method of payment via our School Bytes system. When downloading the School Bytes app you will be prompted to set up a family account. You will then be able to access your parent/carer portal for permission notes, payments and school reports.
- Payments to the school may also be made by Cash or EFTPOS at the School Office.
- Where cash is sent to school, please place it in a clip lock bag or envelope secured with tape, as coins fall out. Your child's name, class and the reason for sending the money should be clearly marked on the envelope. Please include permission notes. Payments for all family members can be included in the one clip lock bag/envelope.
- A secure payment Drop Box is located at the School Office for your convenience for cash payments and permission notes.
- At the beginning of the year each child needs a 'School Resource Package' which is purchased at school. In 2024 the cost of these packages ranged between \$75 - \$110 depending upon the grade.
- There is an annual General School Contribution which may be paid in full, or by instalments, during the year. The contribution for 2024 was \$50.00 per child. Discounts apply for third and subsequent children. This contribution offsets the costs incurred for additional school resources and equipment.

### **PERMISSION TO PUBLISH**

At Panania Public School we endeavour to promote to a wider audience the positive and interactive learning environment of our school and its community.

To be able to do this, we publish a variety of student work samples and other promotional materials, including photographs of students on the school website and social media. Parental permission is requested and signed for on the enrolment form.

For publishing in any other media outlets, such as the local newspapers etc, separate permission is sought from individual parents.

### **PERSONAL BELONGINGS**

If children bring a toy to school, it should be labelled with their name. We prefer if they do not bring toys as loss or damage can cause much distress. Electronic items should **not** be brought to school. Mobile phones are also discouraged from being brought to school, however, students who do bring phones to school must leave them at the School Office for safe keeping throughout the day and collect them after the bell rings at the end of the day. Trading cards are also banned.

### **PHOTOS**

Class groups, individual photographs and special groups are taken annually in Term 1 by professional photographers.



*Class Photos*

### **REPORTING TO PARENTS**

Early in Term 1, all parents/carers are invited to a Parent/Carer Information Night. At these meetings the teacher speaks to all parents/carers as a group, outlining the Key Learning Area activity to be covered in class, information relating to school and class routines and organisation, the expectations of students and how parents/carers may help. This is a valuable forum that paves the way for parents/carers and teachers to work together in partnership for the benefit of their child. Your attendance is strongly encouraged.

Ongoing assessment forms the basis of our teaching and learning and the compilation of student reports. Student reports are uploaded twice per year to the School Bytes parent portal. Parent/Carer/Teacher interviews will be advertised throughout the year. Please be aware when these are scheduled.

If you would like information regarding your child's progress at any time, contact the class teacher by telephoning or emailing the School Office, or by note/email to the teacher to arrange an appointment.

## **SAFETY IN AND AROUND THE SCHOOL**

This is an area of utmost importance and concern to us. The following needs to be observed:

- All visitors and volunteers must come to the School Office to sign in and obtain a visitors pass before proceeding on approved business;
- Access and speed signs which have been placed at both entrances to the school;
- Use of driveways between 8.15am and 4.00pm is for staff and deliveries only;
- 40 kmph speed zones and parking restrictions are in force around the school;
- Schools are Non-Smoking areas;
- Schools are Alcohol Free zones during school hours and when students are present;
- Any issue between students needs to be dealt with by the classroom teacher in the first instance. Parents/carers must not approach another student on the school grounds or while they are travelling to and from school.

## **SCHOOL ADMINISTRATION AND SUPPORT STAFF (SASS)**

The friendly and obliging School Administration and Support Staff in the School Office are available to help with any enquiries you may have concerning enrolments, transfers, payments and other administration or general concerns.

## **SCHOOL HOURS**

School begins at 9.15am and finishes at 3.10pm. Students should not be in the playground before 8.45am, as teachers are not on duty each day until then. In the interests of student safety, please ensure that students start arriving after 8.45am.

- Starting Time: 9.15am
- Recess: 11.15am – 11.45am
- Lunch: 1.00pm – 1.40pm
- Finishing Time: 3.10pm



## **SCHOOL RULES**

- Be Safe
- Be Respectful
- Be an Active Learner

## SCHOOL UNIFORM

The Panania Public School community supports the wearing of full school uniform, including a school hat, as a matter of pride and to develop a sense of belonging. All students are encouraged to wear school uniform. We have received many compliments about how smart the students from Panania PS look in their uniform, particularly when we go on excursions.

### MUE at PANANIA

The school uniform is available for purchase from Moorebank Uniforms & Embroidery (MUE) at Panania. The address is 34 Anderson Avenue, Panania (corner of Marco Avenue). MUE offer all your uniform needs as well as school backpacks. They are open 6 days per week, or you may place an order online at [www.moorebankuniformsandembroidery.com.au](http://www.moorebankuniformsandembroidery.com.au) using the password **PANPMUE2020** for Panania Public School.

### SCHOOL CLOTHING POOL

The school operates a Clothing Pool which offers quality second-hand uniforms for both boys and girls. The Clothing Pool is run on a voluntary basis by parents/carers and is located in 'A' Block Hall. Orders for the second hand Uniform Pool can be placed online at [pananiapublicuniformshop@gmail.com](mailto:pananiapublicuniformshop@gmail.com).

### SCHOOL UNIFORM – An overview

#### Girls Summer Uniform

<b>Dress:</b>	Small gold and white check 'Roycord' with royal blue thread, A-line style
<b>Skort:</b>	Royal blue worn with a white short sleeve shirt with 'Peter Pan' collar
<b>Socks:</b>	White ankle style
<b>Shoes:</b>	Black leather lace up, buckle or velcro

#### Girls Winter Uniform

<b>Tunic:</b>	Royal blue serge, A-line style
<b>Slacks:</b>	Optional for winter, navy blue
<b>Blouse:</b>	White long/short sleeve with Peter Pan collar
<b>Fleecy Pullover:</b>	V-Neck royal blue with school emblem
<b>Fleecy Jacket:</b>	Fleece zip up jacket with school emblem
<b>Flyer Jacket:</b>	Nylon shell with fleece lining
<b>Socks/Stockings:</b>	White ankle socks or navy stockings
<b>Shoes:</b>	Black leather lace up, buckle or velcro

#### Boys Summer / Winter Uniform

<b>Shirt:</b>	'School Blue' short or long sleeve
<b>Shorts/Trousers:</b>	College Grey
<b>Fleecy Pullover:</b>	V-Neck royal blue with school emblem
<b>Fleecy Jacket:</b>	Fleece zip up jacket with school emblem
<b>Flyer Jacket:</b>	Nylon shell with fleece lining
<b>Socks:</b>	Grey ankle style
<b>Shoes:</b>	Black leather lace up or velcro

### **Boys & Girls Summer Sports Uniform**

<b>Polo Shirt:</b>	Gold, short sleeve with school emblem
<b>Shorts:</b>	Royal blue unisex sports shorts
<b>Socks:</b>	White sports socks
<b>Shoes:</b>	White sports shoes

### **Boys & Girls Winter Sport Uniform**

<b>Polo Shirt:</b>	Gold, long or short sleeve with school emblem
<b>Fleecy Jacket:</b>	Royal blue and gold with school emblem
<b>Fleecy Pants:</b>	Royal blue

The fleecy jackets may be worn as part of the normal school uniform. Fleecy pants are only to be worn on Fridays.

### **BAGS, HATS & ACCESSORIES**

School Back Pack  
Library / Excursion Bag  
School Hat  
PSSA Sport Socks

All the above items are available from MUE Uniform Shop.



### **SECURITY**

Unauthorised people are not permitted in the school grounds. All parents/carers and community members are asked to protect our school by reporting suspicious, unauthorised activities to Revesby Police or School Security (1300 880 021). All visitors are asked to report to the School Office to sign in and obtain a visitor's pass.

## **SPECIAL EVENTS**

The school highlights special events each year and encourages all students to be involved. These include: ANZAC Day, Book Week, Education Week, Swimming, Cross Country and Athletics Carnivals, Year 6 Graduation, K-6 Discos, Performing Arts Festivals, end of year Celebration Assemblies, Harmony Day.

These activities are celebrated by involving students, parents/carers and the community. Advanced notice is given in newsletters.



ANZAC Service



Choir

## **SPECIAL RELIGIOUS EDUCATION (SRE) - SCRIPTURE CLASSES**

Visiting scripture teachers come to the school each Wednesday to conduct classes. Your child will attend a half hour scripture lesson according to your request on the enrolment form. Classes that are available are Combined Protestant (Anglican, Uniting, Presbyterian, Baptist and Assemblies of God), Roman Catholic, Orthodox and Islamic. The school is grateful for the time our SRE teachers give to the students.

Ethics and Non-Scripture classes are also available for students whose parents choose for them not to attend an SRE class.

## **SPORT & PE**

The PDHPE syllabus stipulates that each child should participate in 150 minutes of organised physical activity each week (including Friday sport).

K-2 students participate in a variety of fitness programs including gross motor activities, fun runs, games skills, gymnastics and Friday morning sport. Parents/carers are encouraged to help with this program. Each grade also has certain times during the week for games, dancing and skill mastery activities.

In Years 3–6, students are involved in fitness programs, dance, gymnastics and school and inter-school sport (PSSA).

Annual carnivals are held for swimming (for students 8 years and older), cross-country and athletics.

Every student and teacher belongs to one of four sport houses, each led by a Sport Captain. Siblings are placed in the same house.

Our sport houses are: **Jupiter** (Blue), **Mars** (Red), **Saturn** (Green) and **Venus** (Yellow).

## **STUDENT WELFARE**

The welfare of students is everyone's concern. We believe that:

- schools create the environment for success to occur;
- student welfare is achieved through the total school curriculum and the way it is delivered;
- the social and emotional development of students is integral to their academic success;
- every student should be known, valued and cared for.

### ***Positive Behaviour for Learning***

Our policy stresses the development of students who are learning to take responsibility for their own behaviour and the choices they make. This is achieved through rules, consistency, rewards and consequences.

Our major considerations are:

- Students have the right to be treated with respect and the responsibility to respect others;
- Students need to be cared for at all times and they need to feel safe and secure;
- Students react well to a positive and consistent approach;
- There are definite recognised stages in their emotional, social and moral development;
- Socialisation of students is the strong foundation for learning to be built on.

### ***Our Reward System***

- Panania Tickets are awarded to students demonstrating positive behaviour.
- A Bronze Award is received when 10 Panania Tickets are achieved.
- A Silver Award is received at a school assembly when a student achieves 5 Bronze Awards.
- A Gold Award is received at a K–6 assembly when a student achieves 5 Silver Awards.
- A Principal's Award is received at our Presentation Day Assembly when a student achieves 3 Gold Awards.

These awards can be accumulated from year to year. Merit Certificates and a Student of the Week award are given by individual teachers at Friday assemblies.



## **TECHNOLOGY**

Our school has a fully functioning Computer Laboratory in A Block and a mini Laboratory in N Block, making whole class, skills based lessons possible.

There are networked computers in each classroom and the whole school is WiFi connected. All classes have access to the internet and school intranet.

While there is an emphasis on the development and mastery of sequential skills, the over-riding aim is for the computer and related technologies to be used as an integral learning, communication and information tool. Interactive Whiteboards (IWB's), which contribute to increased student engagement, are installed in each classroom.

## **WET WEATHER**

On wet mornings before school, students assemble under the K-6 shelter. If the rain is heavy, an orange flag is displayed on the outside of A Block on the Lawler Street entrance, on the outside of D Block facing the Lambeth Street entrance and outside C Block facing the playground. If these flags are displayed, the K-2 students will go directly to the D Block shelter and Year 3-6 students remain under the A Block shelter.

If rain is very heavy, students will be directed to their classrooms from 8.45am onwards. Wet weather apparel (a raincoat and hat with child's name on both) is to be kept in the school bag. (No umbrellas please).





## **STARTING KINDERGARTEN**

Before school starts you can begin to build in your child the confidence needed, so that school will be a rich and rewarding experience and the first few days happy ones. Going to school is a special occasion for the whole family. If you are positive and relaxed about school, your child will be too.

Many thoughts and emotions will be going through your minds and everyone will have different feelings about this special time of life.

It is most important that your child feels at home in our school and that is why orientation days are planned.

The most important ingredient for each child is to come to school feeling curious, interested and willing to try new activities.

All Kindergarten children will take part in the **Best Start Assessment Program**. This allows teachers to find out what knowledge each child brings to school in literacy and numeracy and allows for effective teaching and learning programs to be developed. Each child will be given a special date and time to come for this assessment prior to the 'full day' starting date.

### **YOUR CHILD'S FIRST DAY**

Your child will be given a 'full day' starting date (which will be after all children have completed the Best Start Assessment). Please come to the Covered Outdoor Learning Area (COLA) nearest the Canteen where the Kindergarten teachers will take the children into the classrooms.

Discuss with your child before coming to school that, on the first day, you will come to school with them and then leave. If this is the 'expected' thing, then you probably won't have any tears at all. But, as everyone realises, every child is different, and it could happen that your child is upset. (You could be too!) If this happens, just give your child an extra cuddle for reassurance, stay for a few moments, then leave. If you are concerned, you may telephone the school during the day. It is more likely that on this first day your child will be happy to stay and perhaps on subsequent days is not quite so happy and will need you to stay for a few moments. Your child's teacher will let you know what they feel about the situation and your child's needs.

The following need to be produced before your child commences school:

- Birth Certificate
- Immunisation History Statement (available from your MyGov account)
- Proof of Address.

## **YOUR FIRST DAY**

Parents/carers react differently about their children beginning school and, for this reason, you should accept whatever emotions you feel as being part of you and not be critical of yourself on that day. Most parents/carers need to be re-assured that their child is being well cared for, supervised properly, and made to feel secure at school.

If you think that you will be concerned during the day, plan to do something special, which will totally occupy your mind. Remember, while you are worrying, your child will be at school active and participating in all that is planned.

## **THE FIRST WEEKS OF SCHOOL**

Let your child see that you have faith in their teacher. Try to get up early enough to give your child a calm and ordered start to the day. A good breakfast is essential to their staying power and concentration. Don't worry if your child eats little at school, as children take some time getting used to eating in a larger group situation.

Most children settle into school very quickly; but don't worry if there is some initial difficulty in the first few weeks of school. Sometimes they expect to learn instantaneously - and are quite disappointed when they go home on the first day and can't read straight away!! Sometimes too, enthusiasm dwindles after the first few days because suddenly school has become just 'ordinary' in the child's view. After a while too, it may be difficult for your child to come to school every day and you may find that tiredness becomes a problem. A few extra early nights usually helps them cope.

You will be anxious to know what is happening at school, but will probably find that your child may not want to discuss it. It is wise not to continuously question your child about school - as this can be very tiring for both of you. You will find out many of the things you want to know by listening when they chat with their friends or other members of the family. Try asking them, ***“What was the best thing you did at school today?”*** You could tell them that you are looking forward to hearing about their day when you pick them up. This will help them feel positive about their day and secure in the knowledge that you will be meeting them.

It is most important in the first few weeks of school that you communicate with the teacher and let your child see that you have confidence and trust in the teacher - this will help your child gain confidence too. Remember the teacher is always ready to chat with you - it helps them to understand your child far more quickly.



## **YOUR CHILD NEEDS**

Our aim as parents/carers and teachers is to encourage independence. The first few days and weeks of school are very exciting and demanding. We should do all that is possible for children to feel confident, secure and happy in their new environment. Your child will have a senior 'buddy' in the first few weeks of school to help them settle and learn to play in their new environment.

Following is a list of requirements your child needs to start school.

- A school bag - light, durable with their name on the outside; name, address and telephone number on the inside. (Good quality bags are available from MUE at Panania, Uniform Shop).
- Wet weather apparel - a raincoat and hat with your child's name on both to be **kept in school bag**. (No umbrellas please).
- Lunch box and drink bottle with your child's name on each part - lid, box, and cap.
- A school hat - The school has a policy of **NO HAT – PLAY IN THE SHADE**, i.e. students without hats remain in the shade. **Please note: The school hat is compulsory for all students.**

**All possessions must be clearly marked with your child's name, especially hats, jackets, shoes and wet weather apparel.**

Please assist us in enabling your child to:

- Say and recognise their name on all belongings e.g. clothes, lunch boxes, bag, hats;
- Recognise and write their name in lower case letters e.g. Lisa;
- Manage to visit the toilet by themselves, including washing hands;
- Dress themselves e.g. do up buttons and zippers, put on jackets and raincoats;
- Take off and put on shoes and socks – tie laces if possible;
- Use a tissue properly;
- Unwrap and eat their own recess and lunch;
- Use scissors and pencils properly – correct finger grip;
- Know who is going to pick them up. (The school must be notified of any variation to usual routine);
- Deliver homework or notes from their school bag, (you may need to check);
- Know how to ask for help if feeling sick or worried;
- Memorise their address and phone number. Children who have these skills feel independent and confident in their new environment. (Teachers appreciate it too!)

FOUNDATION HANDWRITING

Aa Bb Cc Dd Ee Ff Gg

Hh Ii Jj Kk Ll Mm Nn

Oo Pp Qq Rr Ss Tt Uu

Vv Ww Xx Yy Zz

0 1 2 3 4 5 6 7 8 9

**FINALLY....**

Our aim is for all students at Panania Public School to be happy and confident. Happy, confident students thrive on actively participating in challenging learning experiences and all school activities.

We can only achieve this if there is two way communication between the school and home in relation to your child and we share problems and concerns, as well as achievements and successes. There may be occasions when we ask you to come to the school to talk with us, or where you may be aware of problems and worries through talking with your child. Please let us know if there is anything worrying you or your child. With your help and support, your child's education at Panania Public School will be rich and exciting.

We sincerely hope that your association with this school will be positive and that you feel proud of your child's achievements and progress in what will be a very exciting, learning journey.

