



## A – Z Information Guide

2017

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#### ALSO:

- School Staff
- School Song
- School Prayer
- National Anthem
- The Ode

#### ADDITIONAL INFORMATION REGARDING THE SUPPORT UNIT

- Health and Medical Needs
- Reporting to Parents
- School Times
- Sport
- Transport

- ABSENCE FROM SCHOOL

It is important for continuity of learning that children attend school each day. If sickness or a special family event prevents your child from attending for any period of time, a written note signed and dated by parent or guardian or notification via our Skoolbag app must accompany a child upon returning to school. If your child arrives late or leaves early from school your child must be signed in or out at the office by a parent or guardian and the slip given to the class teacher. This is a legal requirement.

- ACCESSIBILITY

The site is fully accessible for all students and family members. We have a lift to take students upstairs (with supervision) if required. We also have toilet facilities for those with disabilities.

- ADDITIONAL RESOURCES

Each year additional resources need to be purchased to facilitate classroom programs. These usually take the form of textbooks and the school makes a bulk purchase. Requirements differ from class to class. Parents are advised of the cost (around \$220) within the first few weeks of school.

- AIR CONDITIONING

Every classroom is air-conditioned with a split system unit. Our students' learning environment is always comfortable and conducive to their best work whatever the weather.

- ASSEMBLY

Each Friday at 11.30am, a class leads the school in assembly. We sing the school song and National Anthem, as well as saying the Ode and School Prayer. Students receive special merit awards and our senior students select a class to be granted the environmental award for the week for the neatest classroom in the school. The host class performs a dramatic or musical item, or sings a song or shows us some of their special work. All parents and friends are most welcome to watch the assembly each week.

- BAND

Truscott Street has up to two bands dependent on the level of expertise and number of student interested in performing in any given year – a training band and a performing band, trained by a qualified conductor. Membership of the band is open to all Year 2 to 6 children. The band is co-ordinated by a P&C Band Committee consisting of parents, staff and students.

- BANKING

The office staff maintain the student banking system conducted electronically with the Commonwealth Bank. Teachers collect bank books on Monday and return them to students on Tuesday. Membership forms are available at the office.

- BEFORE AND AFTER SCHOOL CARE CENTRE – (OOSH)

T: 9889 2441

Hours:	Before school	6.55 a.m. – 8.55 a.m.	Friday 6.55 a.m. - 8.35 a.m.
	After school	3.00 p.m. - 6.00 p.m.	Friday 2.40 p.m. - 6.00 p.m.

Affectionately known as OOSH (Out Of School Hours) the establishment of this service by the P & C Committee has meant more flexibility for busy and working parents. The Centre is located in the Administration Block with access for outdoor play as well. Information is available from the website [www.truscottstoosh.com.au](http://www.truscottstoosh.com.au). Fee schedules available from the Centre. Fees vary between casual and permanent care and registered and non-registered families. Includes Breakfast Club and lots of fun activities. Staffed by experienced supervisors.

- CANTEEN

The school canteen is open for recess and lunch every Wednesday, Thursday and Friday. Lunch orders are to be written on paper bags with name, class, order and amount of money clearly printed, and correct money enclosed or can be ordered online through [www.flexischools.com.au](http://www.flexischools.com.au). Bags are available from the canteen. Orders must be placed before 9.25am at the canteen (9.00am Fridays). Price lists are given to all parents at the beginning of each year with updates during term issued with the school newsletter. They are also available from the canteen itself and on the school's website.

- CHOIR

The school choir is a popular activity with the primary children. In addition to performing at school, the choir is also involved in the Ryde Schools Spectacular at the Opera House.

- CREATIVE AND PRACTICAL ARTS

The performing arts (dance, drama, music and visual arts) are a strong feature of the school's curriculum. The school weekly assemblies and Education Week also provide opportunities for self-expression through the performing arts. Every class creates a large poster on a given theme each year to decorate the school hall and foyers.

- ENROLMENT

To ensure your child is correctly enrolled, please fill in the enrolment form in our 'enrolment pack' or ring the school to have another sent to you 9878 1264. You also need to show us the originals of your child's:

- birth certificate
- immunisation certificates
- visa details & passport (if applicable)

Our office staff will copy these for your child's student file. If you enrol before October, you and your child will be invited to our Homelink Orientation Program. (see: Homelink)

- HATS

At Truscott Street Public School we have a "NO HAT, NO PLAY" rule. Not only do we insist that all children wear a hat, but we expect that it be the school hat. Available from the Uniform Shop.

- HOMELINK

Once enrolled, you and your child are invited to 4 concurrent orientation sessions between 9am and 11.30am each Friday in November. The children spend each session with their Kindergarten teachers, friends and senior buddy student, getting to know each other and be informally assessed for class placement the following year. In the hall, the parents work with teachers and parents from the school to learn a little about:

- How children become literate
- How children become numerate
- Social Skills and your child
- Who's who at school

- IMMUNISATION AND INFECTIOUS DISEASES

Children entering school should be immunised against childhood diseases, as they will be coming into contact with many other children and infections can spread easily. A copy of your child's current certificate of immunisation is kept in the student file upon enrolment.

Children starting school should have been immunised against:

Diphtheria

Tetanus

Whooping cough

Polio

Measles/ Mumps/ Rubella

## Common Childhood Diseases

Disease	Exclusion from school
Measles	5 days from appearance of rash
German Measles (Rubella)	7 days from appearance of rash.
Mumps	14 days from onset of swelling
Chickenpox	Until all lesions are dry
Head Lice	Must have received treatment
Conjunctivitis	Until discharge from eyes ceases
Whooping Cough	Until all evidence of disease disappears, no whoop and medical certificate produced
Infectious Hepatitis	On subsidence of symptoms or on medical certificate of recovery
Scarlet Fever	7 days after symptoms subside
Ringworm	When all evidence of disease disappears or with medical certificate stating that lesions are inactive
Impetigo	Allowed to return if all sores are covered with clean dressing.

### ▪ LEARNING COMMON

Our Learning Information Common is a centre of excellence in multimedia, research and information sharing with a class set of computers.

### ▪ LIBRARY

The library provides a good range of resources, both print and non-print, funded by the tax deductible Library Fund. Students can access enquiry terminals to search the catalogue, the internet and educational software. The library is open on Tuesday, Wednesday and Thursday at lunchtimes. A library bag to protect resources borrowed is recommended for all students. Each class visits the library on an allocated day.

### ▪ LOST PROPERTY

We ask parents to ensure that children's belongings, particularly hats, jumpers, cardigans, raincoats, school bags and lunch boxes are clearly marked with the child's name in thick black permanent marker. Un-named lost property is located near the uniform shop in the foyer of the main school building.

### ▪ MEDICATION

On rare occasions it may be necessary for children to take medication at school. The child's parent must attend the office to sign a permission note and indemnity form to allow the School Assistant to administer medication. School Assistants will supervise the taking of medication. No medications are to be left in school bags.

### ▪ PARENTS AND CITIZENS' ASSOCIATION

#### P & C MEETINGS

- Truscott Street Public School Parents and Citizens' Association meets on the first Wednesday of each month at the school at 7.00 p.m. All interested parents and citizens are welcome to attend the meetings. The P & C functions best when supported by a sizeable number of members of the community. The meetings provide an excellent source of information about school activities and a place for you to voice your opinion or ask questions on general school issues and events.

## P & C ASSOCIATION OBJECTIVES

- To promote the interests of the school by bringing parents, pupils and teaching staff into close co-operation
- To assist in providing additional aids to teaching which complement those supplied by the Department of Education and Training
- To act on behalf on the Department in any matters in which the co-operation of the Association may be sought by the Department
- To support the activities of the Federation of P & C Associations of N.S.W. and their District Councils
- To do all such things as may promote the interests of education

## P & C ASSOCIATION SUB-COMMITTEES

The following sub-committees operate:

- **Fundraising:** each family is asked to contribute \$140 to the P&C annually to raise funds, which are vital to our ongoing commitment to the school.
- **Canteen Committee:** organises the buying of stock for the canteen, receipting of all takings and rostering of the parent helpers who volunteer to help.
- **Uniform Committee:** organise purchase and sale of all uniform items not available in local shops. Also discusses any changes thought necessary.
- **Finance Committee:** to give advice to the Principal on the school's broad budget priorities, assess the school's financial needs and develop a general outline of income and expenditure.
- **Before and After School Care Committee:** responsible for staffing and guidelines at the centre, involved in budget and legal requirements of childcare.
- **Grounds Committee:** organises working bees to help keep the school grounds in top condition.
- **Publicity Committee:** develops a program of activities which promote the school in the wider community.

## P & C ANNUAL GENERAL MEETING

The Annual General Meeting of the P & C takes place at the March meeting of each school year. Election of Office Bearers takes place at this meeting. The names of Office Bearers are circulated as soon as possible after the Annual General Meeting has been held.

### ▪ PAINTING SMOCK

Your child should bring a painting smock, shirt or apron to school in order to protect his/her clothing during art and craft lessons.

### ▪ PARENT CONTRIBUTION FUND (LIBRARY FUND)

Parents are asked to donate each year (\$40 for one student, \$60 for two, \$70 for 3 or more). This scheme is voluntary and all contributions are confidential and tax deductible. All money is used for library purchases.

### ▪ PAYMENTS

Payments can be made online through the school website with relevant permission notes to be sent into school. EFTPOS and credit card payments can be made through the front office. Cash and cheques are also accepted. All money brought to school for payment of excursions, fees etc. should be sealed in an envelope with the child's name, class and purpose clearly written on the front. Whenever possible, the correct money should be forwarded. All envelopes are to be put in the post box in the foyer or given to the class teacher.

- POSITIVE BEHAVIOUR FOR LEARNING (PBL)

The purpose of the Positive Behaviour for Learning system is to: *Foster a positive and inclusive school environment that promotes respectful, responsible and safe students.*

Respectful	Responsible	Safe
*Actively listen and willingly follow instructions  *Be polite, kind and caring to others  *Take pride in yourself and your school community	*Be accountable (take ownership) for your actions and choices  *Do your personal best  *Look after and care for people, belongings and the environment	*Work, move and play safely  *Be at the right place at the right time  *Be resilient and bounce back

- Award:

**25 points (see below):**

- 5 Aces = 1 point
- 1 Bluey = 1 point
- Super Reader & Sport Awards = 2 points
- Assembly merit cards = 10 points
- Special awards up to the value of 5 points  
*(must be specified on certificate)*

Accumulates to:

1 Truscott

Bring in the awards and the teacher will initial them and send a Truscott with the child to be signed by Mrs Blomfield.

- 4 Truscotts = 1 Post Home

Bring in the 4 Truscotts and the class teacher will send your child to Mrs Blomfield. She personally writes a letter home via the post with a certificate attached.

- 2 Post Homes = 1 Banner - presented at a special assembly in week 5 of each term.
- 2 more Post Homes = 1 PBL Badge - presented in a special assembly in week 10 of each term.
- 2 more Post Homes = 1 Medallion - presented in a special assembly.

- RELIGIOUS INSTRUCTION

Scripture lessons are available for Years 3 to 6 at 12 noon and K to 2 classes at 12.30 p.m. on Thursdays. Representatives from the Catholic, Jewish, Bahai and Protestant provide lay teachers to teach scripture. Ethics classes also run.

- REPORTING TO PARENTS

The Truscott Street community values highly the role reporting on student progress plays in enhancing the home-school partnership. To enable parents and teachers to meet and discuss the year's goals and general program, a Parent / Teacher information evening is held early in Term 1. A written report on student progress is issued at the end of Term. A comprehensive report is also sent home late in Term 4.

Reporting is seen as an on-going process. Any time parents wish to discuss a matter concerning any aspect of their child's progress or development, interviews can be arranged with the class teacher.

- **SCHOOL COUNSELLOR SERVICE**

The School Counsellor is available in the school twice a week to assist teachers and parents with any problems that may arise in relation to their child's education. Parents are encouraged to discuss their concerns with a teacher or the Principal so that, if necessary, a referral can be made to our Counsellor.

- **SCHOOL HOUSES**

All children are placed in one of the four houses:

- **Edmondson – blue**
- **Morshead – yellow**
- **Ryrie – green**
- **Truscott – red**

The children stay in these houses while they are at the school. These house groups are used for various activities and competitions during the year, especially the sporting carnivals. Children from the same family are normally placed in the same house.

- **SCHOOL TIMES**

Monday to Thursday	Friday Only
Start time: 9.25 am.	9.00 am.
Recess: 11.15 am. to 11.40 am.	11.00 am. to 11.25 am.
Lunch: 1.10 pm. to 2.00 pm.	1. 10 pm. to 2.00 pm.
Finish time: 3.25 pm.	3.00 pm.

Children are only supervised half an hour before start times, thus The Department of Education and Training requests that children are not at school before these times. Your support is requested in this important matter. Before School Care (OOSH) is available for students needing care prior to 8.55 a.m. Monday to Thursday and prior to 8.30 a.m. on Fridays.

- **SCHOOL UNIFORM**

Uniforms may be purchased each from the Uniform Shop, run by parent volunteers. It is a school community expectation that all children will wear their full school uniform each day. A current price list is available on our website or the Skoolbag app.

**WINTER**

**GIRLS:**

- Check pinafore
- White shirt
- White anklet socks
- Black shoes (no high tops)
- Blue school hat
- Royal Blue Zip Jacket with crest

**BOYS:**

- Grey trousers
- Blue polo shirt (short / long sleeve)
- Grey socks with bands of blue and white
- Black shoes (no high tops)
- Blue school hat
- Royal Blue zip jacket with crest

**SUMMER**

- Royal blue and white dress
- White anklet socks
- Black shoes
- Blue school hat
- Grey shorts
- Grey socks with bands of blue and white
- Black shoes
- Blue school hat

## SPORT UNIFORM

### GIRLS:

Black sports shorts  
Polo shirt with school crest  
Sports shoes and socks  
Sport Tracksuit with crest

### BOYS:

Black sports shorts  
Polo shirt with school crest  
Sports shoes and socks  
Sport Tracksuit with crest

### ▪ SPORT

A comprehensive Physical Education and Sport program is offered at Truscott Street. Talented students attend Zone Trials in all sports and the school competes in Zone Swimming, Athletics and Cross Country Competitions.

The school enters teams in the inter school sporting competitions each Friday. Students enjoy representing their school and always display good sportsmanship.

### ▪ STUDENT REPRESENTATIVE COUNCIL

The school believes in promoting leadership in all students. Students are represented in the school decision-making process by the Student Representative Council. All students are eligible to stand as councillors.

### ▪ SUPPORT UNIT

Our Support Unit for children with disabilities is an integral part of the school. Students are enrolled from pre-school through to Year 6 and work in small classes with a teacher and a teachers' aide (special). This means that each student is able to follow an individual Education Program and work to their potential. These students are integrated into all school activities whenever appropriate. Their involvement makes a positive contribution to the school climate.

### ▪ TRUSCOTT TIMES

A weekly update on what's currently happening in our school community. Emailed out on Mondays, Truscott Times is also available on the school website and the Skoolbag app.

### ▪ VOLUNTEERS

Parents, grandparents and guardians are always welcome to volunteer their assistance for reading groups, canteen, grounds maintenance or many other areas of school life.

This has been an invaluable tradition of the school.

### ▪ WEBSITE

Our students take great pride in their website. There are a variety of areas for students and parents to learn from and contribute to. Visit us at [www.truscottst-p.schools.nsw.edu.au](http://www.truscottst-p.schools.nsw.edu.au)



## SCHOOL STAFF 2017

Principal	Marion Blomfield
Assistant Principals	Carrie Bishop Sue Buckland Marlene Nairn Michelle Shannon
Teaching Staff	Carrie Bishop Kate Bishop Sue Buckland Lisa Choy Tracey Douglas Christopher Foo Scott Gearin Val Glendinning Jennifer Hockley Samantha Judge Sarah McBain Marlene Nairn Lisa Robinson Alison Sarti Michelle Shannon Corinna Sweetman Theresa Ward Katie Williams Jessie Wotton
School Counsellor	Geoff Glassborow
Learning Support Officer	Mel Saunders
School Admin Manager School Admin Officer	Pam Jurd Jill Taylor Kathy Thelwell
Teachers' Aides	Kirsten Dewberry Bronwyn Peachey Angelique Slik Sheralee Tyrrell Connie Ison
General Assistant:	Mark Hatchman
Before & After School Care Supervisor	Aliya Iftikhar

- SCHOOL SONG

We are girls and boys of Truscott Street  
And our colours are white and blue,  
We love our school and honour it  
In everything we do.  
In our work and in our field of sport  
To our motto we are true:  
We will always try to do our best  
For Truscott Street School.

- SCHOOL PRAYER

This is our school.  
Let peace dwell here.  
Let the rooms be full of contentment.  
May love abide here.  
Love of one another,  
Love of mankind,  
Love of God and life itself.

- ODE

In our hands, lies the future of this great land.  
If we all work together, doing our best for the common  
good  
There is no limit to what we can achieve

- NATIONAL ANTHEM

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

Advance Australia Fair.  
In joyful praise then let us sing  
Advance Australia Fair

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

To Advance Australia Fair.  
In joyful strains then let us sing  
Advance Australia Fair.

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- **SUPPORT UNIT**

- **HEALTH AND MEDICAL NEEDS**

Students in the support unit often have specific needs. To cover school requirements, parents are asked to complete and return forms. The following forms are required on enrolment and updated annually:

Medical information

Administering Medication

Emergency/Ambulance

Permission to be photographed

- **REPORTING TO PARENTS**

Each student in the support unit has an Individual Education Program.

Goals are set at the Parent/Teacher evening early in Term 1. A meeting involving parents, teacher, Specialist School Counsellor and therapists if requested, is held during Term 2 or Term 3. At this meeting student progress and future goals are discussed. A written report of this meeting is forwarded to parents.

- **SCHOOL TIMES**

In the support unit, school times are 9.25am – 3.25 pm, Monday to Friday – taxis start to load at 3.15 p.m.

- **SPORT**

PE sessions are conducted for students in the support unit and reverse integration sessions that include students from the mainstream. Sports Uniform is optional.

Each Thursday, students are taken to a Hydrotherapy session at Allambie Pool. Students take part in inter-school Carnivals for swimming and athletics. These carnivals are organised by the Northcott Society.

- **TRANSPORT**

If transport is required, please contact Pam Jurd at the school office on 9878 1264 and she will assist you with the application procedures.