



# ASHTONFIELD PUBLIC SCHOOL

## 2022 Parent Handbook



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# Contacting Us

All families, whether you are a prospective family or current family, are always welcome to make a time to discuss your child's particular needs or simply to meet and take a tour of the school.

A suitable meeting time or tour of the school can be requested through contacting the school office by email [ashtonfiel-p.school@det.nsw.edu.au](mailto:ashtonfiel-p.school@det.nsw.edu.au) or by phone on 4934 3584.

For those times when a formal meeting may not be required, teaching staff may be available for a quick chat before or after school. This is sometimes all that is needed to ensure that any requests or concerns are communicated and managed quickly and efficiently.

# About Us

Ashtonfield Public School is a large school which prides itself on providing a strong academic, Performing Arts, sporting and wellbeing program to a supportive school community. The drawing area provides a mix of rural and urban children and the size of the school allows an environment where teachers, students and parents are well known to each other.

Our school values explicit teaching methods leading to quality teaching and learning programs targeted to the needs of the students. Literacy and numeracy enhancement of the students is the top priority of this school and community.



# School Hours

Before school supervision	8.25am – 8.55am
School begins	8.55am
Lunch 1: Infants	10.30am – 11.00am
Lunch 1: Primary	11.00am – 11.35am
Lunch 2: Infants	1.00pm – 1.35pm
Lunch 2: Primary	1.35pm – 2.10pm
End of school day	2.55pm

Please note: students should not arrive at school prior to 8.25am unless they are attending before school care.

## Before and After School Care

Maitland Baptist Church Child Care Inc offers out of school hours care from 6.30am – 8.30am and from 3pm – 6pm in our school hall. Vacation Care is also available during the school holidays. Please contact Maitland Baptist Church Child Care on 4939 1840 for more information.





# School Routines

**The School Day** commences at 8.55am and concludes at 2.55pm. Playground supervision prior to formal instruction commencing is provided from 8.25am.

## **Late Arrivals or Leaving School Early**

If your child arrives at school after 8.55am or must leave before 2.55pm, parents are required to collect a late arrival/early leaver pass from the front office. This pass is then given to the class teacher. Early/late arrivals are recorded on the roll accordingly.

## **Absences**

An SMS will be automatically sent to parents if their child is marked absent or arrives late without a parent. Parents are asked to respond to this SMS, giving a reason for their child's absence.

Parents may also phone or email the school office to advise of a child's absence.

## **Lunch, Recess and Fruit Break**

Our canteen operating days are advertised in our newsletter and may change depending on availability of volunteers. The canteen is open for lunch orders and nutritious snacks.

Students eat their fruit break during class time. Lunch is eaten with their class teacher. At the conclusion of our eating time the students go into the playground and/or participate in various lunch activities, e.g art room, gardening, computer lab or library.



# Uniform

The school strongly encourages the wearing of the school uniform. With the exception of watches, medical alert bracelets and necklaces, jewellery is not to be worn. Students with pierced ears are requested to wear studs or sleepers. It is essential all items of clothing are clearly labelled with your child's name.

The Uniform Shop is operated by P&C volunteers and is located at the side of the school hall. Orders must be emailed to the P&C and paid online. The order form and price list is on the school newsletter and the school website.

## SUMMER UNIFORM

Teal check uniform  
or teal shorts with white Peter Pan collar shirt and maroon tie (available from the Uniform Shop)

White socks

Black shoes or plain black joggers (as students participate in daily PE)

White polo shirt (available through school uniform shop with logo)

Grey shorts (available through school uniform shop)

White socks

Black shoes or plain black joggers (as students participate in daily PE)

Maroon, bucket style hat – available through the school uniform shop

Maroon V-Neck Jumper/Zip Up Jacket (available through school with logo).

## Sport

Polo shirt with embroidered house name (through school uniform shop)

Maroon Skort (through school uniform shop)

Maroon Shorts (Boys/Girls –through school uniform shop)

White socks

Black shoes or plain black joggers (as students participate in daily PE)



## WINTER UNIFORM

Teal check tunic (or teal pants)  
White Peter Pan Collar Shirt (available through school uniform shop)  
White socks or grey tights  
Black shoes or plain black joggers (as students participate in daily PE)

White polo shirt (long sleeve or short sleeve – available through school with logo)  
Long Grey pants (available through school uniform shop)  
White socks  
Black shoes or plain black joggers (as students participate in daily PE)

Maroon Hat (available through the school - \$8)  
Maroon V-Neck Jumper/Zip Up Jacket (available through school with logo)

## Sport

Polo shirt with embroidered house name (through school uniform shop)  
Maroon V-Neck Jumper/Zip Up Jacket (available through school with logo)  
Maroon Tracksuit Pants (elastic cuff/straight leg–through school uniform shop)  
White socks  
Black shoes or plain black joggers (as students participate in daily PE)

## UNIFORM DRESSMAKERS (Summer Uniform/Winter Tunic and Girls Pants)

Please contact the P&C for dressmaker contact details should you require a special order.

*The girls summer uniform and winter tunic are also available from Lowes School Wear, Greenhills.*





# Curriculum

Ashtonfield Public School delivers the mandatory NSW Board of Studies K-6 curriculum. The curriculum is organised into six key learning areas that include: Mathematics, English, Science and Technology, Personal Development, Health and Physical Education, Human Society and its Environment (History and Geography) and the Creative Arts.

These key learning areas are organised into four stages of learning that include:

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

## Japanese

Japanese K-10 Syllabus is taught to all classes K-6 to enable students to develop communication skills, focus on languages as systems and gain insights into the relationship between language and culture, leading to lifelong personal, educational and vocational benefits.

## Library Technology

Students attend weekly library lessons with Mrs Davey. Research and information skills are taught in line with relevant class themes. Classrooms contain interactive whiteboards and technology devices for student use.

## Religious Education

Religious education provided to students is conducted by representatives of various religious denominations approved by the Department of Education. Classes are held each Wednesday. Parents are asked to nominate the Scripture group they want their child to attend, i.e Catholic, Scripture or Non-scripture. Parents are asked to advise the school office of any changes to their child's nominated group.

## Student Assessment and Reporting

We provide written reporting of student achievement twice a year supported by a parent conference mid-year. Outside of these reporting mechanisms parents are welcome to make arrangements throughout the year to meet with their teacher as required.





# Extra Curricula

In parallel with a strong academic focus; music, the arts and sport programs are integral to a diverse and enriching education at Ashtonfield Public School.

- **Band** – Junior band for beginning band students, senior band for more experienced students. The school band performs each year in the Bandfest competition.
- **Choir** – Choir is offered to all interested students in the following groups: Years 5 & 6, Years 3 & 4 and Kindergarten to Year 2. Selected choir groups perform each year in the Choralfest competition.
- **Dance** – is a part of the curriculum for all students. Students also have the opportunity to perform at Star Struck and Hunter Dance most years.
- **Sport** – A variety of sports are encouraged both in the playground, during weekly sport and where possible through zone try outs, carnivals etc.

*Please note:* due to COVID-19 restrictions some of these activities have been postponed at this time. Parents will be informed when restrictions are eased.



# Positive Behaviour for Learning (PBL)

Our school continues to implement our Positive Behaviour for Learning Framework. Positive Behaviour for Learning (PBL) is an initiative supported by the Department of Education in the Hunter region to promote and maximise academic achievement and behavioural competence. It is a school-wide strategy for making sure students achieve important social and learning goals. We know that when good behaviour and good teaching come together, our students will excel in their learning.

## PBL is:

- A focus on establishing a school environment that supports long term success of effective practices
- A set of expectations for student behaviour
- Support for consistency in the way we support our students
- An approach where appropriate student behaviour is taught & problem behaviours have clear consequences.

PBL delivers a positive and consistent approach to student behaviour across the school community. Students learn most effectively in a safe and consistent environment where they are supported and rewarded for positive behaviours. Good discipline involves the development of appropriate, responsible attitudes and behaviour in students. The development of self-discipline and the ability to distinguish right from wrong is fundamental. This is most effective when there is mutual support between home and school.

Our school values have been developed through the Positive Behaviour for Learning (PBL) framework. The APS school values are:

**Respectful**

**Responsible**

**Successful**

These beliefs underpin our quality learning environment.





# Student Attendance

Regular attendance at school is essential to assist students to maximise their potential. By promoting regular and punctual attendance, students will:

- Develop continuity in their education that is necessary for them to succeed.
- Develop social networks with their peers that is part of a healthy school experience.
- Learn vital concepts and building blocks essential to their education in future years.
- Enhance effective classroom organisation of activities, excursions, assessment tasks and reporting procedures.
- Develop a sense of responsibility/self-discipline.

Acceptable reasons for being absent from school include: an unavoidable specialist, appointment (medical or dental appointments preferably should be made after school), attendance at special religious ceremony, attendance at a serious/urgent family situation, too sick to go to school or has an infectious illness.

If your child will be absent from school for 5 days or more for the purpose of a family holiday etc, please complete an extended leave application form, available at the school. Your child's absence will be marked as leave.

For more information please visit

<http://www.schools.nsw.edu.au/gotoschool/a-z/attendance.php>



# Student Health

## Allergies

Students with allergies are a high priority for Ashtonfield Public School. We require all families with students with allergies to work in consultation with their Doctor, to make a time with the school to develop an allergy management plan.

## Anaphylaxis and Asthma

All students who are identified as requiring an Epi-pen or require asthma preventers/relievers are required to provide the school with a management plan completed by your child's GP.

## Staff training

All staff are provided with annual CPR, emergency management, Epi-pen and asthma training administered by certified trainers.

## Nut products

We ask that all families assist us to support students with allergies by not packing nut based foods and spreads in children's lunches.

## Administration of Medication

Parents/carers of students needing prescribed medication during the day at school are required to complete a form at the school office. This form will include:

- child's name and class;
- name of the medication;
- dosage;
- time to be administered;
- and reason for the medication.

Medication must be provided in a webster pack, clearly labelled with the child's name, medication, dosage and time. A designated first aid trained staff member supervises the administration of all medication. Paracetamol and other non-prescription medication cannot be administered by school staff without a doctor's certificate. Medication cannot be left onsite or administered by staff until it is approved by the Principal.

Students who routinely administer medications themselves for conditions such as asthma, diabetes, epilepsy etc will be supervised by a class teacher as negotiated between the teacher, parent and Principal.

Students may carry their asthma puffer with them at all times. All other medication must be kept in the office unless negotiated with the Principal.

## Sickness and Accidents

Health issues in schools are extremely important. Parents are therefore asked to co-operate in complying with any requests from the school concerning health issues. When children become ill during school time, parents will be contacted and asked to collect their child.

Occasionally children do have accidents and first aid is given. In the case of serious accidents an ambulance is called. Parents are notified immediately. The ambulance costs are covered by the school.



# Student Services and Welfare

## Student Discipline and Welfare

Ashtonfield Public School establishes clear guidelines for expected behaviour of students. This includes consequences that apply for inappropriate behaviour. We endorse the Core Rules and Values for students in NSW public schools.

Ashtonfield Public School has a zero tolerance to bullying. We believe in prevention rather than remediation as our key focus in supporting all students to feel safe at school.

## Learning Support Team

Students with identified learning needs are referred to the Learning and Support Team. The role of the team is to develop personalised learning plans in consultation with parents to support referred children achieve success. These plans are delivered by dedicated learning and support teachers and reviewed on a regular basis.

## School Counsellor

The Department of Education provides a trained School Counsellor. The counsellor advises on students with diagnosed disabilities where the aim is to ensure that adjustments are made to facilitate equitable and successful access to the mainstream academic program. Access to the counsellor is by referral after consultation with the Learning and Support Team.

## Personal Belongings

The school takes no responsibility for toys, personal belongings or electronic equipment brought to school. It is recommended that these items are left at home.

Mobile phones should not be sent to school. If there is a family emergency that requires a student be contacted during school hours please do that through the office. If a parent needs a student to bring a mobile phone to use for an exceptional circumstance out of school hours, the phone is to be left at the office during school hours.

## Lost Property

Please ensure all school uniform, lunch boxes, drink bottles and personal items are labelled with your child's name. A box will be left near the canteen/hall for students to look for their lost property. Items that have no name or are not collected will be placed in the clothing pool.

## Safe Use of Technology

With increased exposure to technology and different mediums for communication, collaboration and sharing information, safety and security remains a priority. All students are supervised and educated on cybersafety.



# Sports Programs

We provide comprehensive sport opportunities for all students K-6. A variety of paid and non-paid sports are organised throughout the year. Year 2 students may participate in an intensive learn to swim program that is conducted over 10 days.

In addition, we are a competitive school with the Primary Schools Sporting Association (PSSA) program.

## Sport Houses

Blackett	Morgan	Darcy	Chisholm
<i>Yellow</i>	<i>Green</i>	<i>Red</i>	<i>Blue</i>
Edmund Blackett was a successful architect in the Maitland area.	Molly Morgan, an ex-convict and successful landowner in the Maitland area, helped those less fortunate.	Les Darcy was a professional boxer who was born in Maitland.	Caroline Chisholm was known for her humanitarian work and helping emigrants settle in the area.





# Parent Services

## Parents and Citizens Association

Ashtonfield Public School P&C Association is a school-based organisation with membership open to parents, teachers and interested citizens. Our P&C meets on the third Tuesday evening of each month during the school term, at 7pm. All welcome.

## Canteen

Canteen operating days are advertised in the newsletter. As it is staffed by parents and volunteers the days of operation may change depending on the availability of volunteers. Additional help is always welcomed. If you can assist please fill in the form available at the office. Due to WHS rules young children are not allowed to be in the canteen. All canteen orders must be placed via Flexischools.

## Visitors

For the safety of our students all visitors are asked to complete the QR code and report to the office to sign in.

## Interviews with Teachers and the Principal

The principal and teachers are available for interview at any time during the school year. Parents are asked to make an appointment by booking through the front office to discuss learning programs, assisting in the classroom and questions that may arise.

## Student Assistance Funds

Student assistance funds are limited funds given to the school for the purpose of extending help to students whose families are experiencing hardships. The allocation of these funds is strictly confidential. Information may be gained by contacting the office. Students should not miss out on important school activities for financial reasons.

## Travel

A School Opal card application will be required if the student:

- has not had an Opal card before
- is moving from Year 2 to Year 3
- is moving from Year 6 to Year 7
- is changing schools
- is changing address.

All students in Kindergarten to Year 2 are eligible for free bus travel. Students in Years 3 – 6 may be eligible depending on the distance from their home to the school. To apply for a School Opal card visit [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students) and complete the application form. Once approved, the School Opal card will be sent directly to the address provided on the application. For more information on School Opal cards visit [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students) or phone 131 500.

It is important that your child knows what travel arrangements have been made. If those arrangements have to be changed unexpectedly please notify the school. Please inform the school if someone else is collecting your child. If the school does not receive formal notification children will follow normal routine. Any student not collected by the time the last bus has departed will be taken to the office and the parent contacted.

## **Car Park**

For safety reasons parents are not to walk through or park in the school car park. Please contact the school office if you have a disabled parking permit and need to access the limited disabled parking spaces in the car park.

## **Parking around the school**

The school must operate strictly within the guidelines of the DA agreement signed with council at the time of planning the school.

This means that:

- Parents are encouraged to wait at the reserve next the school. Students can use the side gate to exit and meet parents.
- Parents/carers are requested to not park across driveways;
- The bus bay must be used by buses only and that the entry and exit to this bay must be kept clear;
- Vehicles must adhere to the 40km zones;
- Students and parents crossing Norfolk Street must use the flagged crossing;
- Parents are asked to stringently observe the no-stopping signs in Norfolk Street either side of the crossing and in South Seas Drive near the pedestrian refuge so children crossing are easily seen;
- When parking in other areas of Norfolk Street or South Seas Drive please do not call your children across the road. If crossing they must cross at the crossing in Norfolk Street and at the pedestrian refuge in South Seas Drive;
- Access via Adele Crescent is closed until further notice.

Parents wishing to meet their child at the front gate on Norfolk Street are asked to wait outside the school gates, on the path. Please maintain physical distancing.

## **Bike riders and scooters**

This is a very important and healthy way for many students to travel to school but we need to help our students become safe riders.

- Students must be at least 10 years old to ride on the road or follow Services NSW rules about riding with an adult and along a cycle way.
- Correctly fitting helmets must be worn while riding a bicycle.
- Students must wheel their bike when they are entering or exiting the school.
- Students must wheel their bike across the crossing if they are crossing Norfolk Street or through the South Seas Drive refuge.
- Bicycles must not be ridden in the school grounds.
- Behaviour as per the Discipline Code and the road rules must be followed at all times.
- Students who demonstrate dangerous riding behaviour will be banned from riding a bicycle to school.
- Parents will be advised of recurring breaches of behaviour noticed by our staff or reported to the school.





# Communication

## School Assemblies

School assemblies are held every Friday, starting at 2.15pm. These assemblies bring our student and parent community together to celebrate student successes as well as providing an opportunity for a selected class to perform a short item or showcase impressive class work. All parents and friends are welcome to attend. The Kinder to Year 2 assembly is held on the odd weeks and Year 3 – 6 assembly is held on the even weeks of the school term.

*Please note:* Due to COVID-19 restrictions parents are not permitted to attend assemblies at this time. Parents will be advised when restrictions are eased.

## School Newsletter

Our school newsletter is available online via the school website, Skoolbag app, Facebook and is emailed to parents every second Monday. The newsletter contains important school news, upcoming events and community information. Please visit our website to view our current newsletter.

## School Website

Our school website is an important resource for parents. We ensure that all school policies, publications and notes to parents are available for download and easily accessible.

The school website can be viewed at <http://ashtonfield-p.schools.nsw.edu.au>

## Sentral Messaging, Skoolbag, Schoolbytes (email) and Facebook

Emails are sent to families as necessary to remind parents of upcoming events or changes to routine. Text messages are sent to parents regarding student absences. Reminders and information are shared via Skoolbag. Facebook is used to celebrate achievements and/or to share important and timely information.

## Notes and Online Payments

Please return signed permission notes for excursions/visiting shows to the school promptly. Please place all notes in the silver tin in the school foyer. All payments must be made online. Visit the school website, click on “Make a Payment” and follow the prompts. This is a secure payment page hosted by Westpac. Due to COVID-19 restrictions cash is not accepted at this time. Due to our payment schedule, timelines are final.

More detailed instructions for online payments can be found on the school website under Permission Notes.



# Emergency Procedures

## Lockdown Alarm

The school bell will sound the lockdown alarm.

When the lockdown bell sounds:

- lock the door, pull down the blinds/curtains.
- If outside, move to the nearest building.
- Do not leave your location until advised to do so.

## Evacuation Alarm

The school bell will sound the lockdown alarm.

When the evacuation bell sounds:

- Evacuate the building/area and proceed to the school oval.
- Do not leave the area until advised to do so.

# Important Contacts

School	4934 3584
Department of Education Maitland Office	4931 3500
Before and After School Care Maitland Baptist	4939 1840
Hunter Valley Buses	4935 7200

# NSW Government Schools Term dates 2022

<b>TERM 1</b>	Tuesday, 1 February	- Friday, 8 April	Teachers start 28 Jan Kinders start date 1 Feb
<b>TERM 2</b>	Wednesday, 27 April	- Friday, 1 July	Teachers return 26 April
<b>TERM 3</b>	Tuesday, 19 July	- Friday, 23 September	Teachers return 18 July
<b>TERM 4</b>	Monday, 10 October	- Monday, 19 December	All start on 10 October

# Ashtonfield Public School Song

## *Verse 1*

Responsibility when learning and at play  
Doing our best, each and every day  
Accepting our friends, showing them a smile  
Speaking with honesty it's all worthwhile

## *Chorus*

Ashtonfield Primary striving to achieve  
Ashtonfield Primary together we achieve.

## *Verse 2*

Respecting ourselves, our teachers and our mates  
At sport or at work, we cooperate  
Caring and sharing with music in our hall  
At Ashtonfield it's a fair go for all.



# Every Child Every Moment

