

Ashtonfield Public School

2026 Family Handbook



Norfolk Street, Ashtonfield
Phone 4934 3584

Email: ashtonfield-p.school@det.nsw.edu.au
Website: ashtonfield-p.schools.nsw.gov.au

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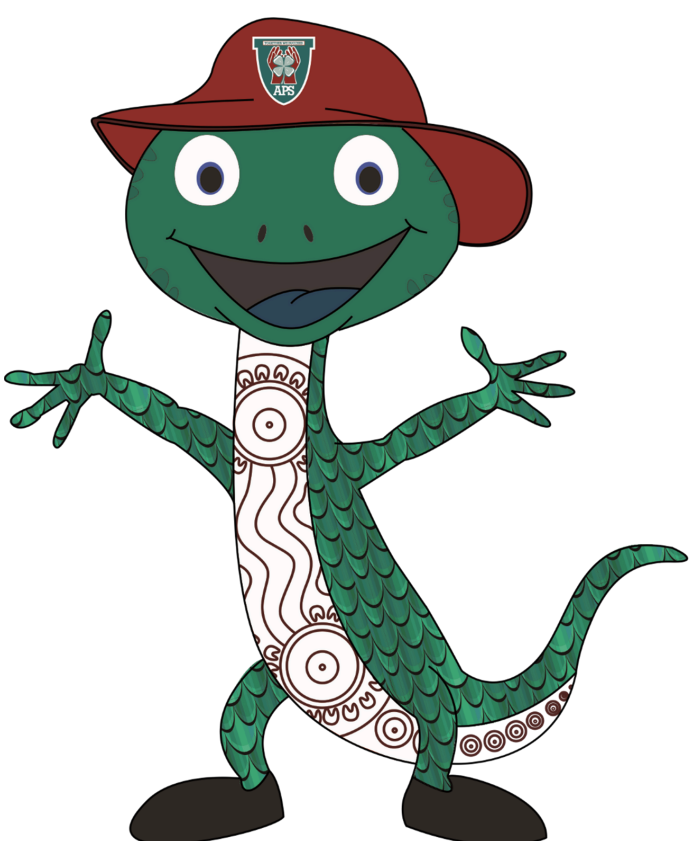
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Contacting Us



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 ashtonfield-p.school@det.nsw.edu.au or by phone on 4934 3584.

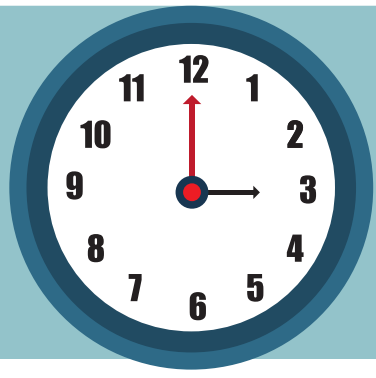
For those times when a formal meeting may not be required, teaching staff may be available for a quick chat before or after school. This is sometimes all that is needed to ensure that any requests or concerns are communicated and managed quickly and efficiently.

About Us

Ashtonfield Public School is a large school which prides itself on providing strong academic, Performing Arts, sporting and wellbeing programs 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

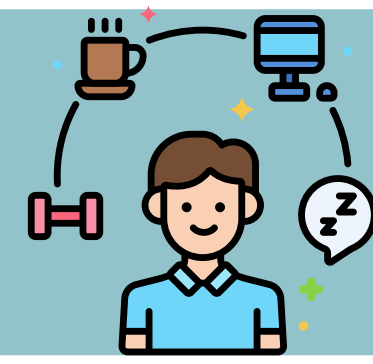
Before school supervision	8.25am - 8.55am
School begins	8.55am
Lunch 1: Infants and Primary	11.00am - 11.35am
Lunch 2: Infants and Primary	1.35pm - 2.10pm
End of school day	2.55pm

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

Before and After School Care

Camp Australia 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. For more information please visit www.campaustralia.com.au.

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

Students must go to the front office if they arrive after 8.55am or leave before 2.55pm. Parents are asked to notify the office in advance if their child is leaving early. Every effort will be made to ensure students are waiting at the office for their parent. Early/late arrivals are recorded on the roll accordingly.

Absences

An SMS and an email will be sent to parents if their child is marked absent. Parents are asked to respond to this SMS or email, 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 1, Lunch 2 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 together with their peers under the supervision of their teachers. Once finished, students play in the playground under teacher supervision.



Enrolling in a NSW Government School



Enrolment in NSW Government schools is now completed online. This enrolment process can be accessed via the school website or by following the link below:

<https://ehub.enrol.education.nsw.gov.au/schoolenrolment/?schoolCode=4642>

Your child's birth certificate, immunisation and 100 points of identification in regards to proof of address will also be required to complete the enrolment process. These documents should be downloaded and attached to the online application.

Families will be contacted by the school once all documentation has been received for the enrolment process.

Kindergarten Enrolment

Starting school is a very exciting time. To make the transition to "big school" easier we have a transition program called "Creative Critters" which is held once a week during Term 3 and Term 4 and is offered to those children with a completed enrolment.

Parents/carers are invited to attend our Kindergarten Fair held in Term 4. At this meeting we will discuss topics including:

- School readiness;
- Best Start;
- First day of school; and
- a typical day at school.

Our P&C representatives will provide information regarding our canteen, uniform shop and the role of the P&C. We will also answer any questions you may have at this stage.



Kindergarten Best Start

The Best Start Kindergarten Assessment is a state-wide assessment that helps teachers identify the literacy and numeracy skills which your child brings with them at the beginning of kindergarten. The Best Start Kindergarten assessment has been conducted in NSW public schools since 2010 and helps teachers understand a student's literacy and numeracy knowledge upon entry to school.

The assessment is usually held at the beginning of the school year. The Best Start Kindergarten Assessment provides teachers with information so they can plan effective teaching and learning programs.

The assessment takes about twenty minutes each for the literacy and numeracy parts. The assessment is conducted one-on-one by a classroom teacher who will make sure that your child feels at ease and is comfortable.

Teachers will discuss the skills your child demonstrated during the assessment and ideas about how you can support your child during the Parent/Teacher interviews in Term 1.

For more information visit www.education.nsw.gov.au





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. Uniforms must be ordered and paid for online via the Flexischools app.

SUMMER UNIFORM

Teal check uniform, teal shorts or grey shorts with polo shirt

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



WINTER UNIFORM

Teal check tunic and white Peter Pan Collar Shirt

Teal pants or grey pants and polo shirt

White socks or grey tights

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

Maroon Hat

Maroon V-Neck Jumper/Zip Up Jacket



SPORT UNIFORM

Polo shirt with embroidered house name

Maroon Skort

Maroon Shorts

Maroon Tracksuit Pants (elastic cuff/straight leg)

Maroon V-Neck Jumper/Zip Up Jacket

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

Library

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

Technology

Students participate in Information and Digital Technologies lessons each week where they learn how to utilise computers and other digital devices. Primary students engage in STEM lessons each week to work with robotics, green screens, design challenges and other interesting and interactive experiences.

Religious Education

Religious education is conducted by representatives of various religious denominations approved by the Department of Education each Tuesday afternoon. Parents 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 structures parents are welcome to make arrangements throughout the year to meet with their teacher as required via email or phone.

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 may be 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 and various school events.
- **Dance** – is a part of the curriculum for all students. Students also have the opportunity to perform at Star Struck.
- **Sport** – A variety of sports are encouraged both in the playground, during weekly sport and where possible through Zone PSSA (Years 3-6), carnivals etc.

Culture Club

In early 2022 the Culture Club was established. The centre is a multi-purpose resource space designed to allow our students to explore Aboriginal and Torres Strait Islander cultures. Managed by our Aboriginal Education Teacher, the Club provides wellbeing, academic and cultural support for all students and is a place of belonging for our Aboriginal students. The centre aims were to promote understanding of Aboriginal culture past and present and provide resources for students, staff and the community.





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.

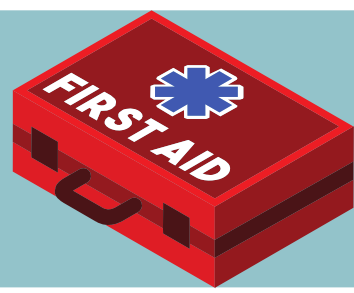
Acceptable reasons for being absent from school include: an unavoidable specialist appointment (medical or dental appointments preferably should be made after school), attendance at special religious ceremony, attendance at a serious/urgent family situation, too sick to go to school or has an infectious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

If your child will be absent from school for the purpose of a family holiday etc, please complete an extended leave application form, available at the school. If approved, 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.

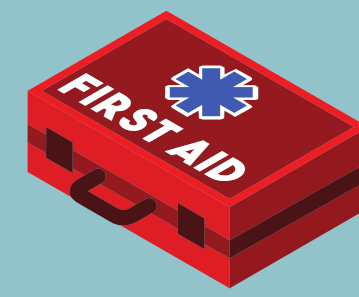
Administration of Medication

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.

Student Health



Students who routinely administer medications themselves for conditions such as asthma, diabetes, epilepsy etc will be supervised by a staff member 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 Behaviour 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 (LST)

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 and teachers to support referred children to achieve success.

School Counsellor

The Department of Education provides a trained School Counsellor to all schools. The counsellor advises the LST 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 Support Team. Our counsellor is assigned for 2.5 days per week.

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 and are banned across NSW schools. If there is a family emergency that requires a student be contacted during school hours, please contact 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.

Student Services and Welfare



Lost Property

Please ensure all school uniform, lunch boxes, drink bottles and personal items are labelled with your child's name. A blue 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.

Defence School Mentor (DSM)

The Defence School Mentor Program partners with schools to support the wellbeing of Defence children by connecting them with their school community and enhancing school capacity to respond to the impacts of the ADF lifestyle.

The DSM connects with Defence families, and provides information about the school environment and available support relevant to their child's development.

They also support Defence students to access school-based social and emotional supports, in line with school policies. The DSM facilitates opportunities for Defence students to build relationships and connections through events and other initiatives.

Our DSM also raises awareness among school staff and the wider school community about the unique Defence lifestyle.

The Defence School Mentor provides Defence students and families with information and advice about supports provided by Defence and other organisations.



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 Blacket 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.

Sport houses are now allocated by student surname.

- Blackett: A - C
- Chisholm: D - I
- Darcy: J - P
- Morgan: Q - Z

Students with older siblings at the school will be in the same sport house.



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 Tuesday evenings in Week 3 and Week 8 each term.

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 meetings 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.

Flexischools
Order Cut Off
MON-THUR
7.30AM
FRI 7.00AM

ASHTONFIELD PUBLIC SCHOOL

CANTEEN MENU and PRICE LIST

Menu Update & prices effective 30th January, 2025

Our Canteen is using Eco-Friendly Packaging Lets reduce the waste

Re Usable *Lunch Bags \$ 10.50



BIRTHDAY BUCKETS

Order required TWO weeks in advance

20 x Berri Quelch \$1 \$19.00

20 x Juicy Tubs \$34.00

30 x Berri Quelch \$1 \$22.00

30 x Juicy Tubs \$44.00

The Birthday child receives a Wrist Band with Happy Birthday written on it



** Please ensure your child has cutlery**

Cutlery is ONLY supplied with meals that are ordered from the Canteen



☺ Means I am a Healthy Choice

GF Means I am Gluten Free

✓ Means I am Vegetarian



Fruit & Veg

✓ GF ☺ Fresh Fruit Apples / Oranges \$ 1.80

✓ GF ☺ Fruit Cups Small \$2.00 \$ 3.00

✓ GF ☺ Fruit Cups (with Yoghurt) Extra \$ 1.00

✓ GF ☺ Vegetable Sticks/ Crackers \$ 2.00

(with Cream Cheese, Dip or Hommus)

Salad

All Salads are ☺ & GF

✓ Salad \$ 5.50

Ham & Salad \$ 6.50

Chicken & Salad \$ 6.50

Tuna & Salad \$ 6.50

Salad consists of

(lettuce, Carrot, Cucumber, tomato

beetroot, cheese, pineapple & egg)



Sandwiches

All sandwiches are ☺

GF ONLY if ordered on Gluten free bread

Vegemite \$ 2.50

GF Cheese \$ 2.80

Cheese & Vegemite \$ 3.00

GF Cheese & Tomato \$ 3.00

GF Egg \$ 3.80

GF Egg & Lettuce \$ 4.30

✓ GF Salad \$ 4.30

GF Ham \$ 3.20

GF Ham & Cheese \$ 3.80

GF Ham & Salad \$ 5.40

GF Chicken \$ 4.50

GF Chicken & Salad \$ 5.80

GF Tuna \$ 4.50

GF Tuna & Salad \$ 5.80

All sandwichs made on Wholemeal Bread

~ Please indicate for White Bread

Gluten Free Bread add **\$1.70**

Salad consists of

(lettuce, carrot, cucumber, tomato, beetroot & Cheese)

For a **WRAP** add **60c**

For **Toasted** add **30c**

Extras add **60c** each



DON'T FORGET LUNCH ORDER CUT OFF

MON - THUR CUT OFF 7.30AM

FRI 7AM

Hot Food

☺ Beef Burger (<i>beef pattie, lettuce - Tomato OR BBQ sauce</i>)		\$ 5.20
✓ ☺ Vegeburger (<i>vege pattie, lettuce - tomato OR BBQ OR Mayonnaise sauce</i>)		\$ 5.70
☺ Cheese Burger (<i>beef pattie, lettuce, cheese - Tomato OR BBQ sauce</i>)		\$ 5.70
☺ Works Burger (<i>as above plus tomato, cucumber, carrot & beetroot</i>)		\$ 6.00
☺ Flame Grilled Chicken Breast on Roll or Wrap (<i>lettuce, mayo</i>)		\$ 5.70
Ham OR Chicken Toasted Pocket (<i>with cheese and BBQ sauce</i>)		\$ 4.00
	GF ☺ Fried Rice	\$ 5.20
Meatball Sub w Cheese	☺ Lasagne	\$ 5.20
Party Pie	☺ Macaroni & Cheese	\$ 5.20
Large Pie	4 x Nuggets & 1 x Corn	\$ 4.80
Sausage Roll	GF GF Nuggets x 4 & 1 x Corn	\$ 5.70
✓ Spinach & Ricotta Roll	GF Nachos & Salsa	\$ 5.30
GF ☺ Tomato Squeezy Sauce	2 x Garlic Bread Slices	\$ 0.80
BBQ Squeezy Sauce	GF 1 x Corn Kernals	\$ 0.80

Daily Meal Deals

Daily Meal Deals available on nominated days ONLY

1. All Meal Deals come with Piece of Fruit **OR** Fresh Fruit Cup/Carrot Sticks **OR** Popcorn.

2. Also Juice **OR** Milk **OR** Water.

Please indicate **1.** and **2.** when ordering.

	Deal \$	Individual \$
MONDAY ~ Flame Grilled Chicken Wrap (<i>with Lettuce & Mayo</i>)	\$ 8.90	\$ 5.70
TUESDAY ~ Chicken OR Beef OR Cheese Burger	\$ 8.90	\$ 5.70
WEDNESDAY ~ Diced Chicken and Salad Tub	\$ 8.90	\$ 6.50
THURSDAY ~ Meatball and Nepali Sauce Sub	\$ 8.90	\$ 5.50
FRIDAY ~ Lasagne and Garlic Bread	\$ 8.90	\$ 5.90

Snacks

☺ Healthy Snack Tubs	\$ 3.50
Bread Sticks with Vegemite	\$ 0.40
Pikelets with Butter	\$ 0.40
Toasties (<i>Spinach & Cheese,</i>	\$ 0.60
<i>Ham & Cheese & Carrot, Spinach & Cheese</i>)	
GF ☺ Carrot Sticks	\$ 0.60
GF ☺ Popcorn	\$ 0.60
GF ☺ Yoghurt (<i>mixed flavours</i>)	\$ 1.50
GF ☺ Snaps	\$ 2.00
GF ☺ Red Rock Deli (<i>plain</i>)	\$ 2.00
☺ Muffin Apple & Cinnamon	\$ 2.20
☺ Muffin Blueberry	\$ 2.20

Frozen Treats

GF ☺ Frozen Fruit Sticks	\$ 1.80
GF ☺ Frozen Pineapple Ring	\$ 0.80
GF ☺ Juicy Tubes	\$ 1.80
GF ☺ Slushies	\$ 1.80
GF ☺ Bulla Vanilla Ice Cream Cup	\$ 1.80
GF ☺ Frozen Yoghurt Drops	\$ 0.30
Milo Pops & Pineapple Pops	\$ 0.60
Paddle Pops (<i>choc&rainbow</i>)	\$ 1.80

DRINKS

☺ GF 300ML Plain Milk	\$ 2.50
(<i>with choice of Sipahh Straw</i>)	\$ 2.80
GF 300ml Chocolate Milk	\$ 2.80
GF 300ml Strawberry Milk	\$ 2.80
☺ GF 600ml Water	\$ 2.00
GF 200ml Apple Juice	\$ 1.80
GF 200ml Orange Juice	\$ 1.80
250ml Up & Go (<i>Choc or Vanilla</i>)	\$ 2.50
Hot Chocolate OR Milo	\$ 2.20

☺ Means I am a Healthy Choice

GF Means I am Gluten Free

✓ Means I am Vegetarian



Parent Services

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 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 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.



Parent Services



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 completion of the current DA.

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



Parent Services

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, skateboard or scooter.**
- **Students must wheel their bike when they are entering or exiting the school.**
- **Students must wheel their bike/skateboard/scooter across the crossing if they are crossing Norfolk Street or through the South Seas Drive refuge.**
- **Bicycles/skateboards/scooters 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/skateboard/scooter 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 2.20pm. 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. Parents will receive an email if their child is receiving an award. The Kinder to Year 2 assembly will be held on alternate weeks to the Year 3 – 6 assembly.

School Newsletter

Our school newsletter is available online via the school website and is emailed to parents every second Tuesday. 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 and publications are available for download and easily accessible.

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

Sentral Messaging, 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 School Bytes. Facebook is used to celebrate achievements and/or to share important and timely information.



Communication

Online permission notes and online payment

All student payments to the school for excursions, sporting events etc are made online via the school website. When students are "enrolled" or invoiced for events, parents will receive an email with a link for payment and online permission. This system is used instead of requesting parents fill out a paper copy of a permission note and having to return it to school. The online payment and online permission is quick and convenient for parents. By emailing the permission note, it ensures that all families receive the note at the same time, even if a child is absent from school that day.

Parents can also make payments, access credit and view previous payments using the School Bytes portal. Parents can register and begin using the portal via <https://portal.schoolbytes.education>. You must use the same email that the school currently has on file.

As with most notes, there will be a due date for payment and permission. It is important to respond by the due date to allow staff to finish preparations for the event. As you can appreciate, there is a great deal of organisation involved such as staff/student ratio for supervision both at school and on the excursion, number of buses, Learning Support Officers for some students, medication and confirming numbers with venues when necessary. Parents will receive reminders via email and Skoolbag prior to the due date. Thank you in advance for your co-operation and understanding.

Excursions and other events are also listed in our fortnightly newsletter. Please don't hesitate to contact the school office if there is an event mentioned that you were not aware of.

School Communication Guide



School Bytes

The school will send emails to parents regarding permission notes, changes to routine, statements of account, fee reminders, general information, newsletters, COVID 19 advice, online permission and online payment links. Parents can set up their Parent Portal via School Bytes to access their accounts, payment history, use credit and request refunds.



Flexi Schools

Download the Flexi Schools app and create an account to place canteen lunch orders and uniform orders. This is managed by the P&C Association.



Facebook

Our facebook page is used to celebrate student achievements and school events. It is also used in the case of an emergency. Comments are monitored, however are not responded to. Please contact the school directly should you need to communicate.



Sentral

The school uses Sentral to mark student attendance. Parents receive an automated SMS and email each day for unexplained student absences.



Website

Our school website is regularly updated with fortnightly newsletters, events on our calendar and photos. Enrolment applications are also completed via the school website.





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 basketball court or school oval.
- Do not leave the area until advised to do so.

Important Contacts

School	4934 3584
Department of Education Maitland Office	4931 3500
Hunter Valley Buses	4935 7200

NSW Government Schools Term dates 2026

TERM 1 - Monday, 2 February - Thursday, 2 April (Staff start Tuesday, 27 January)

TERM 2 - Wednesday, 22 April - Friday, 3 July (Staff return Monday, 20 April)

TERM 3 - Tuesday, 21 July - Friday, 25 September (Staff return Monday, 20 July)

TERM 4 - Tuesday, 13 October - Thursday, 17 December (Staff return Monday, 12 Oct)

Ashtonfield Public School Song



Verse 1

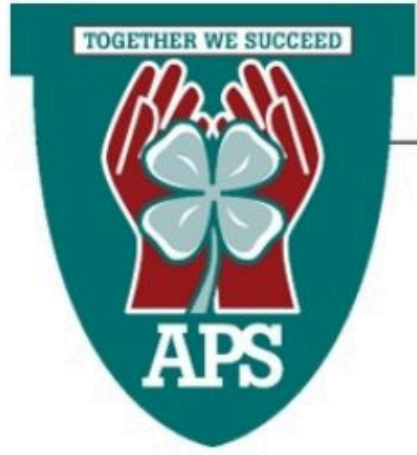
**Responsibility when learning and at play
Doing our best, each and every day
Accepting our friends, showing them a smile
Speaking with honesty it's all worthwhile**

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.**



Ashtonfield Public School





Notes/

Documents to return to school

This image shows a single sheet of white paper designed for writing. It features a series of evenly spaced horizontal blue lines across its entire width. A single vertical red line runs down the left side, creating a narrow margin. The top edge of the paper has a decorative border with a repeating pattern of small, stylized floral or geometric motifs in shades of green and brown. The rest of the page is plain white, providing ample space for text.



Notes/

Documents to return to school

[illegible]