





Welcome to KO 2024

Dear Parent and Caregivers,

Welcome to the 2024 school year!

Your child is in class KO with their Classroom Teacher being Miss Oakley.

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| <p>Miss Brooke Oakley KO Classroom Teacher</p> | <p>Miss Erin Lewis Kindergarten Assistant Principal</p> |

Your child's classroom is located in B2. The Kindergarten Classroom Teaching team is KB (Mr Booth), KD (Miss Dunbar), KR (Miss Rutherford) and KW (Mrs Walsh). Miss Lewis is the Kindergarten Supervisor and Assistant Principal-Instructional Leader.

We have had a very busy start to the year settling into our new classroom. We look forward to working with your child.

The following information is a guide to help you and your child adjust quickly to school life in Kindergarten:

Classroom Supplies:

Students are asked to equip themselves with the following: Headphones, paint shirt and a library bag. A separate note about Resource Packs has been sent out online via SchoolBytes.

It would also be greatly appreciated if students could supply the following for their class:

- A box of tissues and either liquid soap pump or wipes.

Special Days to Remember:

- Our School Newsletter: The Glendore Grapevine - is normally sent out electronically every second Friday via email and is also linked to on Facebook. It is also available on the school's website.
- Student Assemblies K-6: Twice a term, please check Sentral calendar.
- Sport: Term 1 Sport Day is: Friday Term 1 PE Day is: Wednesday
Please see Learning Journeys each term for changes in sport and PE days.
- Home Reading and Numeracy at Home Game Programs: These programs need volunteers to run. Once our volunteer timetable is finalised, a permission note will be sent out via SchoolBytes.
- Scripture (SRE): will be offered every Tuesday. Student SRE/SEE selection should be made on your child's General Permission Note via SchoolBytes.
- Library: Our library day is odd weeks on a Tuesday.

- Scholastic Book Club: Order forms for book club are sent home twice-termly. All profits are returned to the school and are used directly to supply new library books and book prizes for celebration assemblies. Thank you to our parent/caregiver volunteers, who volunteer their time each week.

Arrival at School:

- 8.15am school opens for students and morning supervision commences.
- 8.40am students move to lines.
- 8.45am lessons commence
- If your child requires supervision before this time, please enrol them in our onsite OOSH.
- Late arrivals and early departures are recorded as partial absences. When this occurs a Sentral Parent Portal message and email will be sent.



Student Absences:

- Parents of children who are well and able to attend school, must ensure their child attends school every day. Regular attendance at school is essential to assist students to maximise their potential.
- On occasion, your child may need to be absent from school. Justified reasons for student absences may include:
 - *being sick or having an infectious disease*
 - *having an unavoidable medical appointment*
 - *being required to attend a recognised religious holiday*
 - *exceptional or urgent family circumstances e.g. attending a funeral.*
- Parents must provide an explanation for absences to the school within 7 days otherwise an unjustified absence will be recorded.
- Parents/Caregivers can explain their child's absences on Sentral Parent Portal. This can be completed in advance of an absence, on the day of absence or within 7 days from the absence.
- Parents and caregivers will receive a Sentral Portal notification and email to their mobile device requesting an explanation for each day/morning that a student is absent from school. Parents are encouraged to add any future absence dates in the Parent Portal, before the date of absence.
- If your child will be away on holidays during school time, please advise the class teacher and school office. You will need to complete an application for student leave during a school term and for it to be endorsed by our School Principal.



Home-School Connections:

- Homework: Ideas for additional learning activities will be provided through the newsletter. Homework will no longer be provided by classroom teachers so that families can prioritise time towards to our new home reading program and numeracy at home games.
- Home Reading: It is important students read daily and are encouraged to participate in regular reading at home. This is a school wide focus beginning in Week 6. Students will be provided with a reading log and student participation will be celebrated at milestones throughout the year.
- Resource Pack: \$80 Students will receive a Reading Eggs and Mathseeds log in and password, for both use at school and home. All stationary, books and resources will be included.
- Premier's Reading Challenge (PRC): We are again supporting the Premier's Reading Challenge in 2024. We encourage all students to complete this challenge at home. The school co-ordinators are Mrs Lawrence and Miss Griffiths (Librarians). For further information about the PRC, please visit: <https://online.det.nsw.edu.au/prc/home.html>.

Learning in Kindergarten Classrooms:

Our classrooms are busy and productive places. We develop a sense of worth and belonging by encouraging positive social skills, challenging our academic skills and knowledge, and developing quiet and cooperative work habits. Kindergarten units of work are outlined in our '*Learning Journey*' note. This will be sent home in Week 3.

Wellbeing and Behaviour Expectations:

Students are expected to follow the Department of Education's Behaviour Code for students. Glendore's expectations are centred around the following core values:

- **RESPECT**

At Glendore Public School, we are respectful learners.

Respect looks like:

- Listen to others
- Use manners
- Value everyone
- Be kind

- **SAFETY**

At Glendore Public School, we are safe learners.

Safety looks like:

- Move safely
- Use equipment safely
- Learn and play safely
- Care for self, others and the environment

- **ENGAGEMENT**

At Glendore Public School, we are engaged learners.

Engagement looks like:

- Right place, right time
- Ready to learn
- Be positive and keep trying
- Personal best

Crunch and Sip/Sun Safety:

We have 'Crunch and Sip' (Fruit Break) each day. Students are encouraged to bring any type of fresh fruit or vegetables as well as a water bottle daily. This is an essential part of keeping our school as a happy, safe and healthy school.

To reinforce our school Sunsafe Policy, the students will be expected to wear their school hat every day. These are available to purchase online via Flexi-Schools and through the canteen.



During the Summer months, we encourage students to apply mosquito repellent and sunscreen before attending school. Students can bring a roll-on repellent/sunscreen and keep in their bags. Aerosol cans are not allowed onsite.

Notes and Money:

- All permission notes will be emailed via SchoolBytes. Please complete and sign the online consent and push the payment button (if applicable), which will take you to an online payment page.
- Please be aware that online payments made after 6pm are not released from the bank for two business days so there will be a delay in processing.
- It is important that consent is given and payment made by the closing date stated on the note. The online link will be automatically removed and we are unable to accept payments after this date. This will

usually be approximately two weeks before the activity/event. This is because the school needs to provide final numbers to other providers including transportation, seat bookings, meals etc. The school requires adequate time for WHS, risk management and safety planning.

- Please contact the school if you are experiencing financial difficulties.

Notes emailed home in Week 2 of Term One, 2024: (Separate emails are sent for each child)

- K-6 General Permission note
- K-6 Resource Pack
- NDIS Therapists

Medication:

All medication must be left at the office. Parents are required to collect and complete the medication consent and schedules from the Main Office. For safety reasons, no medication should be left in children's bags. Trained Office Staff administer medication. Teachers cannot administer medication. Any information regarding medical conditions and allergies must be provided to the school and kept updated.

Lost Property:

Please label ALL your child's belonging. Clearly labelled lost property will be returned to your child.

Lunch Orders via Fantastic Feasts:

Lunch orders should be placed online via FlexiSchools canteen before 8am - <https://www.flexischools.com.au/>
We are hopeful we get enough canteen volunteers this year to facilitate over-the-counter sales and open every day. Please contact the school if you are able to volunteer your time in our canteen.

Parent/Caregiver-Teacher Communication:

We always aim for positive communication with our Parents and Caregivers at Glendore. Please email or ring the office for the teacher to phone you or request the teacher to organise a meeting. It is a good idea to indicate the purpose of the meeting when making the appointment, e.g. your child's learning, progress, behaviour. This allows staff to gather any necessary information beforehand. Pre-arranging an interview allows for a purposeful discussion and time to give our full attention to your concerns.

Parking around Glendore Public School:

The roads around Glendore are a very busy and congested at drop off and pick up times.

- The school's car parks are an unsafe area for pedestrians. It is reserved for staff only parking at all times.
- Please park in the surrounding streets, being mindful of the parking restrictions as fines do occur.
- Please do not park in Garawon place as most of it is a no stopping zone.
- Please only use this street when using pick up and drop off.
- Fines have occurred in this street for parking on the grass opposite the school.
- OOSH parking is not permitted on site.

Afternoon Departure:

- Please discuss with your child how they will be leaving the school in the afternoon.
- Main gate on Garawon and gates on Maryland Drive will be open from 2.30pm.
- No student is allowed to leave via the main gate unless accompanied by an adult.

1. Commons (Malang) - Adult will collect student from the Malang area (Area inside the main gate)
2. Drop-Off /Pick-Up Zone – Operates from 2.45pm-3.00pm.
3. Bridge line/Bikes- Staff will supervise students to walk around the cul-de-sac to the park.
4. Crossing - Students leave the school unsupervised and walk to the crossing or the block next to the preschool. The Crossing Guard will supervise students to cross Maryland Drive.
5. Bus – Maryland bus and Fletcher bus- students K-2 can apply for a free bus pass. [Apply for a school travel pass or School Opal card | transportsw.info](#)

Drop-Off/Pick-Up Zone:

Our school offers a Drop-Off/Pick-Up Zone in Garawon Place. We encourage users of this zone to clearly display the surname of the child/ren they are picking up on their dashboard. Please display family cards on the dashboard on the passenger's side of the car. This will allow for a quick and safe collection of students.

If you are using the Drop-Off/Pick-Up Zone in Garawon Place, please follow the following advice: This area is supervised from 2.45pm-3.00pm

1. Only the first six cars closest to the staff driveway will have their students delivered to their car by staff.
2. The first six cars need to drive away together (like a train).
Cars must not swerve in/out of the traffic, as this causes safety risks to staff and students.
3. The next six cars will then be directed to move to the Pick-Up Zone.
4. The process repeats and continues, generally only taking 10-15 minutes each afternoon.

Finishing Time and OOSH Service

Our school day finishes at 2:45pm. Any remaining students will be supervised in their afternoon duty areas until 3pm.

We are fortunate to offer 'After School Excellence' OSHC (Out of School Hours Care) service at our school. Please contact OSHC directly with enquiries. For bookings & enrolments contact 0431 665 538 or email info@afterschoolexcellence.com.au. The OSHC Service can cater for up to 160 students if enough parents/caregivers make permanent, year-long bookings. That will allow the service to increase its staffing to meet that 160 demand. The Glendore OSHC service runs from 6:30-8:30am & 3:00-6:00pm daily, and as vacation care in holidays. For further information, please visit www.afterschoolexcellence.com.au

Parent-Caregiver Helpers:

Further information about Parent Helpers will be available during Term One. Parents who volunteer must provide a Working with Children Check-Declaration for Volunteers (available from the Office) and complete a 100-point, identification check. This approval to volunteer at GPS lasts 12 months and must be updated each year.

Communication Forms:

- **Please make sure that all contact details are kept up to date.** Please contact the office by phone or email with any new details. Please be aware that we will try to contact you first, however, emergency contacts can collect the student if they are unwell. Please also update the school with any changes to custody.
- **Sentral Parent Portal:** We encourage all families to use the portal as the school uses this platform to message parents. Messages can be either school or individual messages. Please leave notifications on. Please contact School Administration to access your Family/Student Keys. This year we will be sending home absence notifications using this platform.
- **Facebook:** Parents/Caregivers are encouraged to Like and Follow our Facebook page to receive school updates and enjoy the wonderful programs Glendore offers. You may access this page at: www.facebook.com/GlendorePSofficial/ Any information provided here is generally repeated and will link to or from our website and our SMORE Newsletters. FB also serves as a reminder's platform. However, the School Facebook Messenger Facility is not a monitored platform and should not be used to contact the school. Additionally, whilst the ability to make a comment or like posts on our FB page is available, it is not for inappropriate nor personal commentary to be made. Such posts will be deleted and may lead to the user being blocked from the page.
- **Email:** Notes and important school updates are sent to the email address that is on record for your child. Please ensure that you keep your electronic (phone/email) and physical (Address) contact details up to date by reaching out to our Administration Team.

- Order of School Contact:

If you need to discuss any concerns or issues in regard to your child, you should email or phone the school:

1. First, have a chat with the class teacher.
2. If you need to discuss the matter further, please make an appointment with the stage supervisor:
Miss Erin Lewis Early Stage 1, Ms Sam McDowell Stage 1, Mrs Ingrid Bellamy Stage 2 and Mrs Cara Budd Stage 3.
3. If matters remain unresolved or require further attention, please ring the school office on 4955 6644 and make an appointment to talk with Mrs Simone White Deputy Principal or Mrs Annette Van Egmond, Principal.

If you have any enquiries now or in the future, please do not hesitate to contact staff as outlined above. We are all very excited to be teaching and supporting your child, alongside you throughout the year.

Yours in education,

Miss Oakley
KO Classroom Teacher

Miss Lewis
Assistant Principal

Mrs Simone White
Deputy Principal

Mrs Annette Van Egmond
Principal