



## Ready for Randwick Public School

Here you will find the information you need to manage the day-to-day routines at Randwick Public School. If you have any questions or concerns that are not answered here please contact the Kindergarten Stage Supervisor via the school office.

(02) 9398 6022 - [randwick-p.school@det.nsw.edu.au](mailto:randwick-p.school@det.nsw.edu.au)

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## Critical Dates for Kindergarten 2023

The first three days of Term 1 are only part time for Kindergarten students when they undertake 'Best Start' assessments. Full days commence on Monday 6th February 2023.

Your child will be allocated one half day session (am or pm) for Best Start. You will be informed of this date in mid-December.

Friday 27 - Monday 30 January 2023	Staff Development Day. No students attend.
Tuesday 31 January 2023	Kindergarten Best Start (am or pm)
Wednesday 1 February 2023	Kindergarten Best Start (am or pm)
Thursday 2 February 2023	Kindergarten Best Start (am or pm)
Friday 3 February 2023	Kindergarten's First Day (staggered start times for each class are advised on Best Start day)
Monday 6 February 2023	Kindergarten and all other years operate to normal school schedule, with the school day beginning at 9am and finishing by 3pm

Term dates are as gazetted by the NSW Government. The first three days of term1, and the first day of term 2 and 3 are student-free days at Randwick Public School.

Staff participate in seven Staff Development Days each year as well as ongoing weekly professional development programs in areas identified by analysis of student outcome data.

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## Communication and Apps

There are some critical apps / channels that you must set up as soon as school starts.

- ❖ Seesaw Family (app): Is used to distribute newsletters, notes, reminders etc. Also allows parents to view and comment on student learning which is posted to the student 'learning journal'
- ❖ Operoo (app): assists with the safe care of your child and is how the school handles permission slips for events and excursions. It enables you to update their information and contact details at any time. The amount of information you provide is at your discretion. You will receive an email inviting you to set up your child's profile early in Term 1.
- ❖ Flexischools ([www.flexischools.com.au](http://www.flexischools.com.au)) – is used for canteen orders, uniforms and fundraising events. You will be able to sign up once you have your child's class allocation.
- ❖ Website: <https://randwick-p.schools.nsw.gov.au/>
- ❖ The Randwick Buzz – fortnightly school newsletter: keeping parents informed of happenings in and around the school. It is sent electronically to all families via the Seesaw app. An archive of recent newsletters can be found on the school website.
- ❖ Also:
- ❖ Be sure that the School has your up to date contact details at all times.
- ❖ There are Facebook pages for both the P&C and the School.

In addition, each child K-4 has a folder which is sent home each Friday-Thursday with homework. Senior students (Yr 4-6) have a school diary to keep track of their learning and to communicate between teacher, student and parents. Parents should check the folder or diary each night and take any necessary actions. Any completed notes, forms, home reader books or homework should then be returned to school in the same folder.

If you have any concerns about your child, your child's teacher is the best first contact. You will be provided with their email address or can contact them via Seesaw, but you may also contact them via the office. If you would like to speak with them in person, please arrange a time when they do not have supervision or teaching duties. The stage supervisor, Kat Valenti, or Principal, Susan Allen, may be contacted for wider concerns or issues.

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## School Uniform, Bag & Personal Presentation

Uniform is to be worn every day unless special arrangements are advised for event days.

The Uniform Shop opens on Thursday mornings 8.30 - 9:30am (during term time), or order online via the *Flexischools* system for delivery to your child in their classroom (\$3 fee for delivery to the classroom). Kindergarten parents can use this facility once your child commences in their school year.

<b>Basic Uniform</b>	<i>Summer:</i> Gold RPS polo-shirt, black shorts or skort, school dress, black socks, black shoes and broad brimmed black school hat. <i>Winter:</i> Black RPS zip jacket, knit jumper or jacket, black pants, black skort, long sleeve gold RPS polo-shirt, black socks or tights and black shoes.
<b>Essential sun safety</b>	Broad brimmed black school hat to be worn all year. Children without a hat must play in a designated shaded area.
<b>Sports uniform</b>	For children in Kindergarten no special uniform is required for sport. Each term you will be advised of your child's class sport day and on those days students should wear their skort, shorts or pants in preference to a dress. In all other respects the normal school uniform is appropriate. Sport at this stage is no rougher on shoes than regular playground play.
<b>Wet weather</b>	It is worth having a raincoat. Children are not to bring umbrellas.
<b>School Bag</b>	The Randwick School bag is preferred as it provides a rugged, suitable size backpack for school.
<b>Personal Presentation</b>	Randwick Public School does not have rules regarding hair, however clips and ties in black or gold are preferred and long hair should be tied back for hygiene and to reduce the spread of head lice.

\*The only items not available at the uniform shop are shoes, and the optional black sports skirts.

## Labelling

It is important to label ALL your child's clothes and belongings. It is a good idea to put a distinctive emblem on their clothes, especially their hat and their school bag, to make it easy for them to identify their own things quickly.

## The Uniform Shop

The P&C runs a Uniform Shop to supply all the necessary Randwick Public School (RPS) items. The only items not available at the uniform shop are black socks and shoes. The shop also operates a clothing pool with a limited number of second-hand uniform items at very reasonable prices. The Uniform Shop is located in the 'Parents' Room', alongside the netball courts.

The Uniform Shop operates on **Thursday mornings throughout the school year, from 8:30 to 9:30am**. Once your child has been assigned to a class and you are registered on Flexischools (flexischools.com.au) you will be able to order online 24/7 for delivery to your child's classroom the following Thursday.

Please note that the Uniform Shop accepts cash, eftpos or credit card. No Amex.

### Special Kindergarten Shopping Days

To assist new families, the Uniform Shop will be open on Kindergarten Transition days from 10.30-12.30pm.

Families are STRONGLY ENCOURAGED to take advantage of these sessions. The volunteers in the Shop will be focused on the needs of Kindergarten families and have plenty of stock. If you are concerned that your child might have a growth spurt and grow out of their clothes before school starts, be assured that the Shop will exchange for a different size in the New Year.

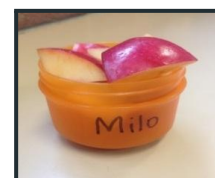
The Uniform Shop will also be open for additional days during the first week of Term 1. This is a very busy time for the shop with returning families getting organised for the school year. At such a busy time, you may also find stock running low. For these reasons new families are strongly encouraged to do their uniform shopping during the transition sessions.

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## School Food

Students eat THREE times a day at school, so need THREE separate containers of food.

1. Crunch and Sip – This is eaten at approximately 10am. The children snack on a small piece of fruit or about half a cup of chopped fruit or vegetables. Crunch and Sip needs to come to school in a small labelled container. As food is consumed whilst the students are working it is best to avoid whole fruits with juice, like oranges.
2. Break 1 – The whole school eats inside between 11-11:10am. Children sit at their desks to eat and are encouraged to use good table manners. The children take home what they don't eat so that you can cater accordingly. This is then followed by 30 minutes of play outside. Please package food for Break 1 in a clearly labelled lunch box.
3. Break 2 – The whole school eats again later in the day (from 1:40-1:50pm most days). Like Break 1 they eat at their desks, then have 30 minutes of play outside. Please package food for Break 2 in a clearly labelled lunch box, separate to Break 1.



When catering for your child, please ensure that Break 1 and Break 2 are equally-sized meals. Both meals should contain some protein & carbohydrates such as a sandwich, pasta, or rice. Fruit, vegetables & dairy are also nutritious inclusions. Avoid sweet, sugary hits as these do little to sustain your child until the end of the day.

Remember to use containers that are easy to open and clearly labelled.

**For the safety of children with severe nut allergies, we request that nuts not be included in any of your child's food.**

**Waste:** RPS teaches children about waste minimisation by encouraging no waste in their packed food. Try to use reusable containers and paper bags which can be recycled.

**Drinks:** Each child is asked to bring a reusable drink bottle to school every day filled with fresh water. Please do not send bottles of frozen water as children often have to wait for them to defrost before they can drink them. Bottles are refilled as the day goes on. Please do not send tea, cordial, juice, soft drink or any other drinks.

## School Canteen

Since 2019 the Randwick School Canteen has been operated by an external provider, Anthony Catering. More information about the menu and online ordering arrangements can be found on the [School Website](#) for updates.

For the FIRST FOUR WEEKS OF KINDY (February 6th - March 3rd) please send your child to school with enough food from home. Canteen ordering is very disruptive when the children are being settled into a classroom routine, because orders may not be ready early enough for Kindergarten students to eat them at the same time as the rest of their class. Also, as Kindergarten children play in a restricted area of the playground for the first 4 weeks they cannot access the canteen for over the counter snacks.

From Monday March 6th children will be able to buy from the canteen. Remember that RPS is a large school and it can be very busy at the canteen counter. Some children may be better served by packed food until they are confident to go to the canteen independently.

The canteen is not available during Crunch and Sip for any students at any time of year. Crunch and Sip always needs to be packed from home.

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## Drop Off & Pick Up

### Drop Off - Day 1 (Friday 3 February)

For DAY ONE of Kindergarten classes you will be advised of a special staggered start time for your child's class. We spread out the Kindy classes on day one to reduce the congestion of 150+ children and parents in the corridors at the same time. You will be advised of your start time on your 'Best Start' day. Students can be brought to their classroom by their parents.

### Drop Off - Week 3 (February 6 - 10)

Children must be at school BEFORE the bell goes at 9am. Bring the child to the Netball Court between 8:45 and 9:00.

If you are not able to stay with your child until 8.45am when Kindergarten teachers arrive, children may still be brought to school from 8:30am, if they can independently be left to play, near a teacher on duty. They will be directed to their class line at 8:45am by the teacher on duty.

If your child is enrolled for mornings in ROOSH, the staff there will ensure your child is in class on time.

### Pick Up

From Day 1 of school, Kindergarten children will be collected from the Netball courts between the hall and the Kindergarten block.

For all of Term 1 students will be brought down at 2:50pm. This gives children and parents a chance to reunite before the rest of the school is dismissed and also allows children to walk down the stairs uninterrupted before the rest of the school is dismissed. Parents can collect students from 2.50-3pm.

Children are to be collected promptly unless you have made other arrangements, e.g. for ROOSH or for after school activities on RPS school grounds, in which case they will be met by staff and taken to their designated activity.

## Parking and 'Kiss and Go'

Randwick suffers like all inner suburban schools with a lack of parking. Street parking can be difficult to find near the school so allow plenty of time if you are driving. Please note time restrictions when parking. Many of the spaces near the school are limited to 10 minutes or are 'No Parking' during drop-off and pick-up hours. Check the signs and be aware that Council Rangers regularly patrol the area.

The school car parks are for STAFF USE ONLY.

There is a 'Kiss and Go' zone in The Avenue. At Afternoon Pick-Up, children must be collected from the teacher by a parent or carer (or another designated responsible person) until they are 8 years old so 'Kiss and Go' is not permissible. The use of Kiss and Go for Morning Drop-Off is also discouraged for Kindergarten children in the first half of the year, while they are settling in.

## Arriving Late and Leaving Early

If you arrive late, you will need to take your child to the school office and collect a late note to hand to the teacher. Late attendance is recorded on your child's attendance record. You are considered 'late' if the 9am bell has rung and class has started.

Consistent attendance is important for a number of reasons – it ensures your child does not miss learning opportunities, it minimises disruption to the class and sets a discipline and expectation that school is important, valued and valuable. You are therefore asked to make appointments outside school hours wherever possible. Should it be necessary to collect your child from school early, you will need to go to the office first and collect a slip for the teacher, before proceeding to the classroom to collect your child.

## Running Late for Pick Up

Everyone gets caught running late sometimes. To minimise stress and disruption, call the FRONT OFFICE so alternate arrangements can be made.

Please note that teachers often have other commitments immediately after classes finish and cannot wait with students if you are late. Please ensure you call the FRONT OFFICE to make other arrangements.

If someone else is collecting your child, either as a one off or regular arrangement, please advise the teacher and office by email. Also, remember to tell your child if someone else is collecting them!

## Wet Weather Policy for Kindy Students

If it is raining before school begins in the morning, shelter in the playground under one of the covered areas. If you hear the music "Raindrops are Falling on my Head", students may proceed directly to the classroom from 8.45am onwards.

At Afternoon Pick-Up, only collect from the classroom if it is raining and an announcement over the loudspeaker can be heard. If it is wet from earlier rain, but no longer raining the children will be taken to the Netball courts as usual.

Avoid umbrellas for safety. There are hundreds of people moving through tight spaces on wet days. Rain coats are the safer and more practical option.

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## Before & After School Care Options

### ROOSH (Randwick Out of School Hours care centre)

The Randwick Out of School Hours Care Centre (ROOSH) provides before and after school, and vacation care. The service is very popular, and places are limited so contact ROOSH early. Further information, contact details and the application forms are on the ROOSH website, <http://www.randwickoosh.net.au>. **As ROOSH is a private operation, address all enquiries and issues to them directly, not to the School.**

**After School Activities** - After School activities on campus at Randwick PS offer a wide range of options from music to theatre, various sports, computers, and other activities. These after school activities also offer an alternative to ROOSH to create extended care for your child. Many activities suit Kindergarten students. Children are facilitated to move from class to their activities by school and activity staff. An up to date list of activities is on the school website under 'After School Activities'. Please remember enrolments are with the course operators, not through the School.

Pool with other families

If you still need options for managing after school pick up and care consider combining with another family. You may be able to help a family one day per week by picking up their child and minding them in return for them taking yours another day. Don't forget to advise the teacher of these arrangements.

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## School Access and Facilities

### Playgrounds

In 2019, major works were undertaken at Randwick Public School to enhance the building and playground. As such there are many wonderful playground spaces including 'The Forest', two sets of fixed equipment, the Hall, Canteen and Beehive COLAs, a sandpit, cricket nets, netball, soccer, covered basketball, and handball courts, as well as ample seating and shade.

### Access points

There are 6 gates to access the school

- ❖ Avoca Street: The 'Office' – only open for access between 9am - 3pm for late arrivals, early departures or other visits to the office
- ❖ Cowper Street: The 'Cottage' gate is open for drop off and pickup, and for after school access; 7.30-9am; 2.30-6pm
- ❖ The Avenue: The driveway gate at Kiss and Go is open at drop off and pick up only; 7.30am-9am; 2.30-3.15pm
- ❖ Frances Street: The 'Forest' gate is open at drop off and pick up only; 7.30am-9am; 2.30-3.15pm

For safety, please use the pedestrian gates and walking pathways when walking through the staff car parks on Cowper and Avoca Streets.

No student may be at school before 8.30am or after 3.15pm unless with a parent or attending additional classes/OOSH.

### Siblings on School Grounds

Many of our Kindergarten families have younger siblings who will be accompanying their big brother or sister to school.

Families and siblings are welcome to socialise in the school grounds for a reasonable time before and after the bell goes, provided noise is kept to a reasonable level so as not to disturb classes in progress and that class activities in the playgrounds are not interrupted. All children before and after school hours are the sole responsibility of their parent/carer and must be supervised at all times.

The Parents' Room is located in the playground near the Netball Court and is available for parent meetings and school hospitality.

### Toilets for Visitors

Student toilets are open from 8:30am until approximately 2:45pm.

Young children visiting the school who are able to go to the toilet independently are welcome to use the infants' toilets if they are open. If they are closed, and for adults and children who need adult assistance, there is a staff toilet near the office. UNDER NO CIRCUMSTANCES ARE ADULTS PERMITTED IN STUDENT TOILETS.

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## Health and Wellbeing at School

If your child has ongoing health needs, please contact the Assistant Principal, Kat Valenti. Any medical reports should be supplied to the school. If medication is to be given, it must be supplied to the school office in original packaging and an Indemnity Form signed by the parent and child's doctor. It is stored in the school office in a central location and not in children's school bags.

Where your child is experiencing any emotional or learning issues, a referral may be made to the School Counsellor who is a registered psychologist. You may refer the child yourself or a referral may be made through discussion with the teacher. Before the School Counsellor meets with your child individually you will be asked to sign a release form. Students may also request an interview with the School Counsellor.

The school requires students to meet our Sun Safety Guidelines. All children are expected to wear a broad-brimmed school hat in the playground. During summer, sport is scheduled for earlier in the day. We are fortunate to have ample undercover and tree shaded areas for play.

### If your Child is Sick

When to keep your child home can be difficult to decide and must balance the needs of the student and those of the wider community (e.g. are they contagious?). The Department has produced a list of common childhood ailments and whether they require you to keep your child home from school. They can be accessed via our school [website](#).

If your child is absent from school you must advise the school on the day of the absence by submitting an absentee note via email to the school office.

**Doctor's certificates** may be requested where your child's attendance is deemed unsatisfactory.

### Students with Additional Medical Needs

Students' medical details are documented within their individual *Operoo* profiles by parents. Details should be updated throughout the school year as required, so the teachers can access up-to-date medical information about each child.

A signed *Request for Support at School of a Student's Health Condition* is required if medication is to be taken at school. Medication will then be administered by a designated staff member. It is preferred that Asthma sufferers have spare relieving medication kept at the office. An emergency asthma kit is kept in the First Aid Room/Sick Bay, and separate first aid kits are taken on excursions and to sporting events.

Students who become sick or are injured at school attend Sick Bay located in the front administration office where they are assessed by staff with first aid qualifications. If a student is seriously ill or has sustained an injury of concern, the school will contact parents.

***A current contact telephone number for all parents and an emergency contact must be available.***

If parents cannot be contacted and the injury or sickness is sufficiently serious, an ambulance will be called. The school contributes to the Ambulance Fund for this purpose.

### Students with Additional Needs

Advanced contact should be made with the Kindergarten Assistant Principal, Kat Valenti, if you have concerns regarding your child's introduction to school.

### English as another Language or Dialect (EALD)

The school has a specialist teacher to support children whose first language is not English. In the first half of the year children's English acquisition will be assessed and receive support.

### Learning Support (LaST)

Where children have been identified to have additional learning needs, the school will request the student attend an additional Kindergarten Transition Session in 2022. Class programs will be adjusted to meet these needs within the classroom environment. This may be followed by withdrawal programs in later years.

### Disability and Health Support

Where children have been identified with a diagnosed disability or health need, parents are requested to present all available reports to the school prior to enrolment. Parents may be requested to attend an additional interview with the School Counsellor and Learning Support Coordinator so that adjustments can be made to the class program and/or additional support sought.

### Welfare

The school's Student Welfare Guidelines and Fair Discipline Code are available on the website and outline in greater detail many of the topics in this brochure. It also includes information on the Peer Support Program, the various programs associated with the PDHPE key learning areas such as child protection, anti-drug and anti-racism initiatives and reporting of bullying incidents. All families are encouraged to read this document to familiarise themselves with the school's requirements and expectations concerning discipline and behaviour.

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## How We Help Your Child Settle in to Big School

Randwick Public School takes great care to ensure their new students are warmly welcomed to the school environment and made to feel safe and secure. It is worth making opportunities to talk about some of the aspects of the first few weeks of school with your child so they do not become unduly anxious at the thought of such a big, busy, new environment.

### Transition Days

These sessions at school provide an opportunity for the children to spend time in the school environment to ease their transition to school. Teachers are also able to observe each student's adjustment and make recommendations for class placement and any additional support. Each child will attend 1 transition session.

### Kindergarten/Year 4 Buddy Program

The Buddy program pairs each Kindergarten child with a child from Year 4. During the important early weeks, the buddies accompany the younger children in the playground ensuring they feel secure and welcome, helping them find the facilities, finding their way to class, understanding the bells and the routines and so on.

These buddies are then involved in formal activities throughout the year with their Kindergarten buddy, as well as being a constant friend and resource should they be needed.

### Designated Playground Areas

During the first four weeks, Kindergarten children play in a separate designated playground area during break times. This way they are less overwhelmed by the size and activity level of the school and have more chances to meet and bond with other Kindergarten children.

After a few weeks they have full access to all playground areas to play as they please.

### Best Start

RPS participates in the 'Best Start Kindergarten Assessment' which helps teachers identify your child's ability to communicate with others, their early reading and writing and how they work with numbers etc. This information will help guide the teaching of your child.

The program also has the benefit of acting as an orientation day for students prior to commencing full time. They meet the teachers, some classmates and get a brief taste of the school.

While the assessments are used by the school for planning purposes there is no need to be concerned about the results, or even make your child aware of the assessment aspect. From their perspective it is all about fun activities and excitement.

The results will be provided to you at the Parent Teacher interviews at the end of Term 1.

Data is also collected and analysed by the Department of Education to provide statistical baseline data for all Kindergarten students in NSW.

Children are welcome to wear their uniform to the 'Best Start' sessions.

### Arriving at School on DAY 1 (Friday, February 3)

As discussed in the Drop Off & Pick Up sections of this document, each Kindy class will have their own start time for DAY ONE to avoid the crush of 150 students and parents arriving at once. You will be notified of your start time at your child's Best Start session. Once your child is settled, you will be encouraged to leave with a wave and a smile.

After you have said goodbye to your child, please join us for the 'Tears and Tissues' morning tea at the Parents' Room adjacent to the netball courts.

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## How You Can Prepare Your Child for School

There are many things you can do to help your child develop the right skills to do well in their first year at school. Preparation does help, and if your child can see that you are relaxed and looking forward to this important event in their lives they will be more inclined to be relaxed, happy and excited too.

### Emotional Readiness

- Talk about school as a happy place where your child will meet new friends, sing, play games and make things.
- Listen to your child's concerns and discuss them together.
- Be positive and encouraging about school. School is a safe place; let your child know that teachers care for them. Reassure your child that they will be safe and that you will collect them in the afternoon.
- Be prepared to 'let go'.

A **social skills story** about Going to School at Randwick Public School can be downloaded from the '[Enrolment](#)' section of the school website and shared regularly with your child in preparation for school. We hope this story will help your child demystify the school experience and feel comfortable and prepared.

### Practical Readiness

**On a practical level, assist your child towards mastery of the following skills:**

- Know their name and address;
- Use 'please' and 'thank you';
- Get outer clothing and shoes on and off without help;
- Care for and put away play equipment;
- Use a tissue to properly blow their nose;
- Use and flush a toilet independently and wash hands;
- Manage fruit, containers and wrappers independently.

**Before your child learns to read and write, they must be able to talk and listen well. Try to:**

- Answer many of the endless questions, and ask many deep questions that require reasoning;
- Talk to your child about what you are both doing;
- Listen to your child carefully;
- Count items. Sort and match collections of things like fruit and clothes;
- Ask your child to follow simple instructions, e.g. "Take your plate to the sink," or "Put all your toys away in the box, please";
- AND most importantly, read and discuss stories with your child each day to develop good reading habits.

**To be able to read and write, your child also needs good hand and eye coordination. Development activities include:**

- Using pencils, felt pens, chalk and crayons to draw patterns and pictures; Tracing an outline;
- Painting with brushes and rollers; Pasting; Making models with play-dough;
- Cutting paper and other materials with blunt-ended scissors;
- Rolling, throwing and catching a ball;
- Doing jigsaw puzzles; Constructing with blocks;
- Digging and building in the sand.

More information regarding preparing your child for school can be found by following the links below:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/primary-schools/starting-school#Preparing2>

<https://education.nsw.gov.au/parents-and-carers/back-to-school-2021>

<https://education.nsw.gov.au/parents-and-carers/going-to-school/preparing/starting-primary-school/e-book-getting-ready-for-primary-school-2021>

<https://raisingchildren.net.au/school-age/school-learning/school-choosing-starting-moving/starting-school>

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## Other Things

### Attendance

The school encourages punctuality and regular attendance. Students arriving after classes have started need to obtain a late arrival note from the school office.

Parents are required to advise the school in writing of any full or part day absence of their child. Where the absence is planned, for leave, appointments or extended illness, the school should be advised in advance. In the case of short-term unplanned absences, such as illness, written advice can be submitted to the classroom teacher on the day of absence.

Where students are seeking extended leave for domestic necessity, health of the child or overseas travel for 5 days or more, an application for extended leave form must be completed in advance.

All effort should be made to schedule appointments and activities out of school hours. If a child is to be collected early from school, the parent or authorised carer is required to report to the school office to complete a green form before collecting their child from the class.

Attendance and on time arrival under 85% must be reported to the Home School Liaison Office and will require a negotiated attendance plan with parents. Our school enjoys a high attendance rate of 97% and this is key to both short and long term educational success.

### Homework

Homework is a key element of Randwick's educational programs. In Kindergarten homework is introduced to reinforce classroom activities, and to begin to foster a sense of responsibility and organisational skills. It is expected that children spend around 10 minutes on homework tasks and 10-20 minutes reading, Monday to Thursday. Home Reading Programs operate throughout the school and the school Merit System is used to recognise students who take pride in completing their homework and complete to an appropriate standard.

Homework will commence in Week 5 and more information will be provided at the Parent Information Evening in 2023.

If at any time you are concerned about the homework tasks, please raise your concerns with the classroom teacher.

### Library

Randwick PS has a wonderful and extensive library. All classes have a designated library session each week (to be advised once classes are allocated) and children are encouraged to borrow each week. A special library bag will be provided to each student at the beginning of Kindergarten. Library books are never to be transported without the library bag.

If books are not returned on time, children will not be allowed to borrow again until all books are returned or the cost of the book/s paid to the school.

### Scripture and Ethics

A feature of the public education system in NSW is the opportunity to provide time in class for education in ethics, faith and morality from a religious or non-religious perspective at the choice of parents.

A parent/carers may at any time notify the school in writing that they wish to change their decision. Students will continue the same arrangement as the previous year, unless a parent/carers has requested a change in writing.

For more information about Special Religious Education (SRE) and Special Education in Ethics (SEE), including the list of approved providers, please visit:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/religion-and-ethics>

If your preferred SRE or SEE option is not available please contact the approved provider. Students not attending SRE or SEE are given supervised alternative meaningful activities.

## Assemblies

You are always welcome to attend assemblies, especially during Kindergarten when students especially appreciate parent involvement. The students sing the School Song and National Anthem, and birthday certificates and merit awards are presented. Kindergarten assemblies are held fortnightly, commencing in Week 6 of Term 1. The day and time will be advised at the Parent Information Night early in Term 1.

## Birthdays

It is wonderful to celebrate birthdays. Each child is acknowledged with a certificate at an assembly near to their birthday. You are welcome to provide a celebratory treat for the class to share. For speed and simplicity please provide cupcakes or something similar that can be easily distributed and consumed. Remember, it is requested that food brought to school is NUT- FREE.

## Volunteering at School

Randwick is blessed to have an energetic and committed community of parents and carers who find all sorts of ways to support and advance the school. The P&C meets on the third Monday each month at 7pm, during term, and everyone is encouraged to attend to learn about what is happening in the school and to have a voice in school affairs.

Due to government regulations relating to protecting our children, all volunteers at the school who will be engaging with children in any way - in classrooms, canteen, uniform shop, sport and on excursions - will be required to complete an 'Appendix 5' Statutory Declaration which is available on our [website](#). More information will be provided at the Parent Information Evening in 2023.

Volunteering in the classroom is a wonderful way to begin your involvement in the school community. In Kindergarten, students enjoy having their parents or carers in the classroom and the teachers always appreciate the help.

Help is required for literacy groups, maths and art activities at different times. The commitment is not onerous and all help is greatly appreciated. Your child's teacher will be more specific about how you can help in your child's class at the Parent Information Session.

SARP and SAMP programs ask parents, carers or family members to spare a little time each week to assist students who have been identified as needing extra assistance with reading or maths. If you are interested in helping, an information session is held at the beginning of the year, or you may contact the office to speak to the program coordinators at any time.

## School Fees & Invoicing

As a public school, Randwick has no compulsory fees. However, funds available to the school from government sources are very limited. The school therefore requests an annual voluntary contribution from each family which is used for the purchase of books, teaching resources, computer equipment and software. The contribution is currently set at \$75 per year for the first child and \$25 per year for each additional child also attending the school.

Parents also receive an invoice at the beginning of each semester for sport, programs and excursions. Where parents are experiencing financial hardship, application for assistance should be made to the Principal.

## Rewards and Discipline

RPS recognises that each student is an individual, who needs to be encouraged to achieve their best. We believe in the value of positive reinforcement and the acknowledgement of the effort of each student starting from the beginning of Kindergarten. More information on our Merit Systems and Discipline Guidelines will be covered during the Parent/Teacher Information Session in Week 3 of Term 1.

Randwick Public School has implemented a detailed Merit system for recognition of academic achievement, leadership and demonstration of school values from Kindergarten to Year 6. The system is detailed in the Student Welfare Guidelines document referred to above and on the school website.

Positive Behaviour for Learning (PBL) has been implemented at Randwick Public School since 2019 to reinforce consistent, positive messages and behaviours in all classrooms, playgrounds and shared areas for students, K-6. You may see the colourful signage around the school. All messages are underpinned by the core school values; be respectful, be responsible and be a learner.

## Reporting and Assessment

Both staff and parents have a common interest in providing opportunities for children to develop to their full potential. Each child's progress is monitored through ongoing assessment within each group or class, and is evaluated in terms of expected outcomes at individual stages of development. Assessment includes the student's performance in oral and written work, teacher observation, class participation and standardised testing.

The School communicates this information through:

- ❖ Parent information evenings at the beginning of each year,
- ❖ Term 1 parent-teacher interviews,
- ❖ Written reports on student progress at mid-year and end of year.
- ❖ Standardised testing includes:
  - Best Start Kindergarten Assessment
  - National Assessment Program in Literacy and Numeracy (NAPLAN) in Years 3 and 5
  - Opportunity Class placement test in Year 4
  - Selective High School test in Year 6

Parent-teacher interviews may be requested at any time by a parent or teacher. Mutually convenient times for an appointment need to be arranged. It is not possible to withdraw a teacher from the class to see a parent, or discuss issues during class time.

Your child's teacher is the best first contact if you have any concerns about your child. Arrange a time when the teacher does not have supervision or teaching duties. The Stage Supervisor, Deputy Principal or Principal may be contacted for wider concerns or issues.

## Principal and Executive Staff

<b>Principals</b>	Susan Allen and Kate Cohen
Deputy Principals	Chantal Cake
	Trent Gardiner
	Rachael Chisholm
Stage Supervisors/Assistant Principals	
Early Stage 1 (K)	Kat Valenti
Stage 1 (Year 1-2)	Marissa Crane/Leanne King
Stage 2 (Year 3-4)	Michael Nemeth
Stage 3 (Year 5-6)	Louise Manning

These staff may be contacted via the office.

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