



School Motto
'From Each Their Best'

2019 Staff

Principal

Mrs Kathy Browne

Deputy Principal

Mrs Catherine Smith

Assistant Principals

Ms Kim Pelley Support

Mrs Sue Burke ES1

Mrs Tracy Fox Stage 1

Ms Nikki Sutherland Stage 2

Mr Matthew Hyslop Stage 3

Administration Manager

Mrs Phillipa Poli

Administrative Assistants

Mrs Diane Clark

Mrs Kim Coy

Mrs Jillian Fearnley

Wellbeing Action Team

Mrs Tracy Fox

Mrs Catherine Smith

Mr Nicholas Formosa (School Psychologist Tue -Thur)

Teacher/Librarian

Mrs Sue Burke

General Assistant

Mr Graham Jones

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|--|---|
| <p>Early Stage 1 Kindergarten Ms Elizabeth Woodhouse Ms Pearl Smith Mrs Emma Nusco Ms Elissa Charlton</p> | <p>Stage 3 Year 5 Ms Emily Clements Year 5/6 Mrs Priscilla Quinlan Year 6 Mrs Jade Hill Mr Matthew Hyslop - AP</p> |
| <p>Stage 1 Year 1 Ms Kate Addison Ms Teighan Browne Mrs Michelle Blackwell Year 1/2 Mrs Nicole Franzke and Mrs Eva Clerke Year 2 Mrs Rebecca Innes and Mrs Leesha Bartush Ms Sophie Smith Ms Kristy Palombo</p> | <p>Support Mrs Shay Laurent Mrs Kati Harris Mrs Vivien Way Ms Ashley Abela Ms Kim Pelley - AP School Learning Support Officers Ms Rhonda Chandler Ms Alison Wivell Mrs Deborah Abric Mrs Denise Dawes</p> |
| <p>Stage 2 Year 3 Mrs Karen Morgan Mr Alan Nicolle Ms Nikki Sutherland - AP Year 4 Mrs Leonie Cracknell and Mrs Sharon Wilson Mrs Lena Maiden and Ms Alexandra Lane Stage 2/3 Year 4/5 Mrs Michelle Uhlig</p> | <p>RFF Mrs Nicole Franzke Ms Alexandra Lane Mrs Sam Myerscough Ms Amy Deathe Technology/RFF Mr Michael Shipley Work and Health and Safety/RFF Mrs Alison Woodgate</p> |

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| <p>MultiLit/Quicksmart Mrs Tracy Fox Mrs Catherine Smith School Learning Support Officers Mrs Jacqueline Webb Mrs Amanda Spackman Mrs Jennifer Spiteri</p> <p>Wombat Crossing Carl English</p> | <p>Maths Olympiad/BIU Ms Alexandra Lane</p> <p>EALD Mrs Leonie Cracknell</p> <p>Mentor Mrs Bronwyn Whelan</p> <p>Social and Emotional Learning Program Mrs Vivien Way Ms Sarah Stajin</p> |
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- Term Dates for students 2019 -

| | |
|---------------|--|
| Term 1 | Wednesday 30 January – Friday 12th April |
| Term 2 | Tuesday 30th April – Friday 5th July |
| Term 3 | Tuesday 23rd July – Friday 27th September |
| Term 4 | Monday 14th October – Friday 18th December |

- School Hours -

| | |
|--------------------------|------------------------|
| 8.30am – 3.25pm | Office Hours |
| 8.40am | Playground supervision |
| 9.10am | Lessons commence |
| 11.10am – 11.30am | Morning recess |
| 1.30pm – 2.10pm | Lunch |
| 3.10pm | School concludes |

Attendance

It is a legal responsibility for children of compulsory school age (6) to regularly attend school. All absences must be explained by note written by the child's parent or caregiver or a medical certificate from the doctor.

It is important that children arrive on time for school. Parents must sign children in and out at our school office if they arrive late or depart early.

If your child's attendance at school is unsatisfactory the department may apply to the children's court for a compulsory schooling order. Our Home School Liaison Officer (HSLO) is Mrs Marlene Cross.

Our Mission

At Surveyors Creek Public School, students will achieve their personal best and discover their unique talents through engagement with a variety of academic, sporting and creative activities. Through the Positive Behaviour for Learning Program, we emphasise the development of self-esteem, self-discipline, resilience and motivation. This enables students to become responsible global citizens and 21st Century learners ready to be actively engaged in the learning process and whose behaviours reflect our school moto, 'From Each Their Best'.

Our school will provide professional learning opportunities for all staff. Their diverse talents and expertise will be built upon to nurture, create and develop inspirational, committed and skilled educators. We will provide a rich learning environment that meets the changing academic, social and emotional needs of learners.

School community relationships are based on mutual respect, collaboration and open lines of communication. We support and encourage contributions from our community that create positive, educational, social and ethical outcomes.

Sport Houses

We have four sports' houses at Surveyors Creek Public School named after prominent and contemporary sportspersons.

| | |
|----------------|---------------|
| Freeman | Red |
| Sauvage | Green |
| Thorpe | Blue |
| Rafter | Yellow |

Students are placed in a house upon enrolment with siblings being placed in the same house.

Extra Curricular Activities Offered

Through the dedication and commitment of a number of teachers at Surveyors Creek Public School we are able to offer our students the following learning experiences:

- *Dance*
- *Choir*
- *Debating*
- *Band*
- *PSSA*
- *Glenmore Park Learning Alliance Maths Challenge days*
- *Leadership days*
- *Enrichment Afternoons*

- Surveyors Creek Public School Song –

Beneath the blue of the mountains,
On Jamison's farmland,
Near a creek called Surveyors,
Is the heart of our school.

Where we're growing and striving,
To succeed for our future,
Achievement through learning,
Is our golden rule.

*Surveyors Creek, we'll lead the way,
Surveyors Creek, from day to day,
Surveyors Creek, tomorrow's mine and we can take it.
From each the best its up to me,
To be the best that I can be,
Surveyors Creek, I know my futures what I make it.*

Respecting truth, love and kindness,
And the wealth of our hist'ry,
Our responsible actions,
To earn our every right.

We'll lead the way into the future,
Creating new beginnings,
With the past as our teacher,
And knowledge as our light.

*Surveyors Creek, we'll lead the way,
Surveyors Creek, from day to day,
Surveyors Creek, tomorrow's mine and we can take it.
From each the best its up to me,
To be the best that I can be,
Surveyors Creek, I know my futures what I make it.*

Assessment and Reporting

Parents are encouraged to arrange interviews at any time concerning their child's progress and welfare. A mutually convenient time to meet with the child's teacher can be arranged through our office. A parent and teacher information evening is held in Term 1.

Parents will receive an outcomes based report twice yearly that will indicate their child's achievements relative to the curriculum expectations for each stage of each key learning area.

Each child also completes relevant testing and assessment tasks throughout the year to guide teachers. Surveyors Creek Public School embeds formative assessment strategies when assessing student achievement in the development of appropriate programs.

Each year children in Years 3 and 5 complete national testing in numeracy and literacy and a writing assessment. These tests are set and marked by the Department of Education (DOE), with the results forwarded to parents.

Opportunities will also be provided for children in Year 3 to 6 to participate in the Australian University Competitions in areas such as English, mathematics, science, computers, spelling and writing. Entry into these competitions incurs a small cost.

Assemblies

Whole School assemblies are held in weeks 5 and 10 at Surveyors Creek with parents welcome to attend. At these assemblies students are acknowledged for following our school rules of being a safe, respectful learner.

Bicycles and Scooters

Responsible children aged 10 years or over may ride bicycles or scooters to school with their parents' consent.

Children must wear helmets and dismount and wheel their bikes/ scooters on the school grounds and adjacent footpaths. Students should have a bicycle lock and use the bike rack provided at the end of B block.

Children younger than 10 years of age are considered to be unsafe road users without direct adult supervision.

The school is not in a position to provide secure storage for scooters during the school day. If they are ridden to school children will leave the scooters in the bike area.

Book Club

Our school conducts a book club service which enables children to purchase current books at reasonable prices.

Order forms with details of available titles and prices will be distributed regularly. Purchases can be made by way of credit card through Ashton Scholastic online.

Buses

All children in kindergarten to Year 2 and children in Years 3 to 6 who live in excess of 1.6km radius or 2.3km walking distance from our school, are eligible for free bus transport. Application forms are available through our office.

Canteen

Our school canteen is managed by the P & C with the assistance of parent/carer volunteers. The canteen is currently open each Wednesday and Friday.

A price list is available from either the canteen or on our school website.

Lunch orders should be clearly written on the front of a paper bag with hot and cold food having a separate bag. Money should be placed in the cold food bag together with the hot food bag.

Students place their order at the canteen counter in the morning.

Car Park

The school car park is for staff and disabled parking only.

For obvious safety reasons the school car park is out of bounds to students and parents and must not be used to access or leave the school grounds.

Child Protection

The child protection program is part of the Personal Development, Health and Physical Education syllabus.

The program is designed to develop strategies for children to counter unsafe and abusive situations.

This important program is delivered each year with students participating unless parents request their child/children be excused.

Working with Children Check

It is a Departmental requirement that all people working / volunteering in schools must have a Working with Children Check number which they must provide before working in close proximity with students.

Code of Conduct for Parents/ Carers Working/ Volunteering in our school.

We encourage parents/ carers and teachers working together and know that volunteers will respect and together to honour the protocols for working within the school community. The Principal will hold annual Code of Conduct forums. Please see the attached Parent Code of Conduct for further information.

Office Protocols

1. Complaints

From time to time things may happen at school, or be reported to you by your child, that may require an immediate explanation or response. Please remember that the girls in the office are only the conduit between you and your child's teacher, Supervisor, Deputy Principal or Principal. When phoning about an issue that might cause you to be agitated please be mindful of your tone of voice when contacting the office staff in the first instant. If you clearly state your unhappiness in a calm manner they will take down your concern and get it to the appropriate staff member may be able to help you resolve your issue promptly. Sometimes there may be a delay but someone will get back to you. Please be patient as they maybe on class, out of the school or in meetings at the time.

2. Messages to students

It would be appreciated if you could discuss any changes to the structure of your child's day prior to the commencement of the school day. I do understand that there are times when emergencies arise and messages will need to be passed on to students, and when this happens we are only too happy to get the message to them. We are trying to reduce the number of phone calls received to pass on messages to students throughout the school day. This also limits the disruptions to learning times.

3. Medical Triage

When a student presents at sick bay our first priority is to make sure their wellbeing is supported. Unless there is a serious injury or it is extremely obvious that the child is sick we will monitor the student to see if their illness subsides. We will phone you if it is an emergency or it is obvious that the child is sick e.g. temperatures, vomiting, coughing and ask you to come and take your child home and seek further medical treatment. The office staff are unable to take temperatures nor can we leave sick children in the sick bay until home time. The office staff can only do their best when triaging ill or injured children and if they do call, it is because the child needs to go home.

4. Payments for Excursions, Activities and Events

Remember we try to communicate in a number of ways e.g. Facebook, Schoolbag App, newsletters, school website and notes home. ***If you are having issues meeting deadlines please call and let us know.***

Collecting Children

The covered areas near the two COLAs are the agreed meeting place for parents and children at the end of the school day.

For safety reasons the school gates will be closed between the hours of 9:30am and 3:00pm each day. In the interests of security for all children and to minimise disruption we ask that parents do not go to classrooms to collect children at 3.10pm.

Exit for the mainstream students and parents should be through the front gates near the office and the back gate. The community should not exit through the Support Unit driveway or through the car park gates.

Support Unit children may be collected from the support unit driveway. Parents/ carers must display a current Support Unit Driveway Permit when collecting students.

Collection of Money

Parents are asked to assist us by sending along the exact amount of money for all school activities in an envelope clearly marked with the students name, class, amount of money and activity together with any permission notes.

This envelope should be placed in the secure money collection box outside the administration office. This box is cleared at regular intervals throughout the day.

Payments can be made through our Payment Online Portal (POP) which can be accessed through our school website.

For management and organisational reasons a closing date will be set for all school activities. In the event that for any reason you cannot make your payment by the closing date please contact the front office to make alternate arrangements. **NO PAYMENT WILL BE ACCEPTED AFTER THE DUE DATE.**

Electronic Equipment

Any electronic equipment brought to school must be handed into the class teacher at the start of the day. No responsibility will be taken for lost or broken items.

Enrolment

Enquiries regarding enrolment may be made at any time through our school office.

For enrolment in kindergarten, children must turn five years of age prior to 1 August of the year of their commencement at school. Under special circumstances Out of Area Enrolment Applications enable new students to enrol at Surveyors Creek Public School.

Excursions/School Activities

Throughout the school year students at Surveyors Creek Public School have the opportunity to attend a school excursion together with a variety of in school activities.

Homework

Children in Years 1-6 have optional homework. This may take the form of a home reader program, spelling lists and /or maths revision. Children in Kindergarten will have the opportunity to complete a home reading program from term 2 onwards. Kindergarten, year 1 and year 2 children may also complete a sight word program as part of homework. Class teachers will discuss this with you should you have concerns.

Ill and Injured Children

If children become ill or are seriously injured while at school, parents will be contacted and if considered necessary an ambulance will be called. For a child suffering a head injury, parents will be contacted.

It is most important that our school has up to date information on addresses and emergency telephone contacts.

Infectious Diseases

Some childhood diseases require a period of exclusion from school. Details of these can be obtained from the brochure '*Some infectious diseases of children*' available through our school or by contacting the Public Health Unit on 4734 3319.

Library

All children have a library lesson once each week. They may borrow during this period or before school or at lunch times. We encourage all students to use a library bag to carry their library books and to keep their library books separate from their own books at home.

If books are lost or damaged we appreciated reimbursement of the cost of the book.

Lost Property

Parents are asked to mark their child's belongings and uniform with their name and class. These items can then be returned to the child if misplaced.

Lost property bins are located in a number of locations within the school, signs indicating these locations are displayed prominently around the school.

At the end of each term unclaimed articles from lost property are forwarded to an appropriate charity or the school uniform pool.

Medication

Where a child is required to have medication during school hours a signed Health Care Plan must be in place detailing the child's health condition and support required.

The medication must be provided to our office by a parent or carer in the correct packaging, labelled with child's name and exact dosage.

Newsletter

Our newsletter is published fortnightly during school terms and distributed to all families via the youngest child in each family.

The newsletter contains a list of upcoming events, a list of payments and permission slips due and articles regarding students and activities within the school. The Newsletter is available on the school web site.

Notes Homes

All notes home will be forwarded on Wednesday with a list of notes included in our fortnightly newsletter. Please check your child/children's bag each Wednesday to ensure that you receive all notes. A supply of spare notes will be available on the rack in the administration foyer and online.

OOSH (Out of School Hours)

The YMCA provides Out of School Hours care for Surveyors Creek children in the school hall each morning from 7:00am until 9:10am. Afternoon Out of School care commences at 3.10pm until 6.00pm.

The Out of School Hours supervisor may be contacted on 4733 6344.

P&C Association

Our P&C Association meets twice each term.

The school P & C meeting is an excellent way to keep up to date with parent activities within the school and all parents are welcome to attend meetings.

Premier's Reading Challenge

We encourage our students to take part in the Premier's Reading Challenge.

This scheme rewards students who commit to reading at least 20 books in a year. Our teacher-librarian is happy to provide further information of this program.

School Psychologist

The school psychologist provides specialist assessment services to our school, assists with the development of programs for children and provides behaviour and program management advice to teachers.

The school psychologist also provides expert advice concerning other health services available to our children. Parental consent is always sought prior to the counsellor assessing children.

Student Welfare

SCPS is a Positive Behaviour for Learning (PBL) school. Our community focuses on positive behaviour within each setting. This code of conduct is for the Surveyors Creek Public School community and applies equally to staff, students and parents.

Our behaviour goals are: Safe, Respectful, Learners.

School Drop off Zone

The roadside adjacent to the school is clearly marked with road signs that forbid you to park and leave your car.

Special Religious Education

Special religious education classes are conducted each week for students whose parents wish them to participate.

| Thursday's | |
|-------------------|---------|
| 9:15am – 9:45am | Primary |
| 9:45am – 10:15am | Infants |

Supervised activities are provided for students whose parents do not wish them to attend special religious education classes.

Sport

Children in Kindergarten to Year 6 have sport on a selected day each week. Children are able to wear appropriate sport shoes for activities.

In 2019 Gala sports days will be offered to students in years 3-6.

SCPS has organised swimming, cross-country and athletic carnivals. Children are selected from these carnivals to participate in District, Area and State carnivals.

Student Leadership

School Captains

A boy and girl School Captain, a boy and girl School Vice Captain and Prefects are elected through a process that involves nominations, a speech to the school by the candidate, an election by their peers and a final interview for the final candidates at the end of each school year.

House Captains/ Vice Captains

Are elected through a process that involves nominations and an election by their peers.

The selected leaders hold their position for a school calendar year and represent the school in official functions.

There are many other forms of leadership offered across the school such as library monitors, technology monitors, office monitors, playground buddies, etc.

Student Representative Council (SRC)

At Surveyors Creek Public School students are encouraged to participate in the Student Representative Council. Each year class elections are held and two representatives are selected by their classmates.

These representatives make a commitment to attend meetings and support the initiatives implemented by the Student Representative Council.

The SRC also organise fundraising activities throughout the year.

Support Unit

The Surveyors Creek Public School Support Unit consists of four classes that cater for the learning needs of students with Autism Spectrum Disorder (ASD) and other diagnosed disabilities.

Sunsmart

The wearing of a suitable hat by children is promoted to reduce the risk of sun cancer. Our school has a Sunsmart Policy which requires children without wide brimmed hats to play in the shade.

Baseball caps are not part of our uniform and do not offer sufficient protection from the sun.

All children attending school excursions, representative sport and school camps must wear a school uniform hat.

Children are also encouraged to wear sunscreen.

Swim School

Children from SCPS regularly participate in the 'Learn to swim' program. This program is held at Ripples Pool Centre, Penrith. The program is open to children from Year 2 and the Support Unit.

Students in Year 3 attend Surf Education in Term 4. Year 4 students are invited to attend if places are still available.

Technology

Surveyors Creek has a computer network that enables computers to be regularly used in all classrooms. This network ensures students and staff with access to a broad range of educational software, internet and email.

Each student has their own email account and access to the World Wide Web through the Department of Education and Training's protected environment.

All classes from Kindergarten to Year 6 have access to technology in lessons.

Technology within our school is enhanced with the installation of interactive televisions.

Parents and students are asked to read and sign the attached permission/agreement form and return to school as soon as possible.

Uniform

Our school uniform is available from Lowes, Penrith. Second hand uniforms can be purchased from the Uniform Pool which is open Tuesdays and Thursdays. Please contact the office for more information.

Visitors

All volunteers, tradespeople and casual visitors to the school must have a Working with Children Check number. Visitor's badges are worn while on the premises.

Wet Weather

During wet weather students will be supervised in their classrooms or under the Covered Outdoor Learning Area (COLA), adjacent to the hall.

Wombat Crossing

All children and parents should use the wombat crossing to cross St Andrew's Drive opposite the school. This crossing is supported by Carl English our wombat crossing supervisor from 8:30 to 9:30am and 2:30 to 3:30pm each day.

There is also an entry/ exit gate at the back of the playground. This exit closes at 3:30pm.



Surveyors Creek Public School

Parent/Carers, Visitors and Volunteers Policy

Surveyors Creek Public School is a community school and aims to support all parent/caregivers in the education of their son/daughter. The Parent/Caregiver, visitors and volunteers Code of Conduct is intended as a guideline to ensure mutual understanding of our expectations. Please read carefully as you may be asked to sign your name as part of the school induction to ensure your understanding of and agreement to this code.

One of the best ways children learn appropriate behaviour is through example and so it is important that parents/caregivers, visitors and volunteers display appropriate behaviour to create a positive environment where everyone is valued.

This code of Conduct also ensures that everyone who visits the school site is able to do so in a safe and friendly manner. It also ensures that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents/Caregivers, visitors and volunteers may need to approach the school in order to:

- Discuss the progress or welfare of your own child.
- Express concern about the actions of other students.
- Enquire about school policy and practice.
- Engage with in-school/excursion activities; assistance with reading/numeracy etc.; following an invitation/enquiry for assistance from staff.
- Convey information about change of address, custody details, health issues etc.
- Express concern about actions of staff.

There may be occasions when concerns cause frustration and anxiety. At such times it is important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

Please note: No Parent/Carer is permitted to directly approach another person's child.

The school will deal with issues between students as part of the school's Discipline and Welfare policy.

In very rare cases where people wishing to express concerns do so in an aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority under the "Inclosed Lands Act" to:

- Direct the person to immediately leave the grounds.
- Call the police to remove the person should he/she refuse.
- Withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal.
- Seek further legal avenues.

ALL SCHOOLS ARE PROTECTED BY THE INCLOSED LANDS PROTECTION ACT OF 1901 -

Revised 31

July 2012

Code of Conduct for Parents/Carer, Visitors and Volunteers.

All Parents/Carers, visitors and volunteers are expected to:

- Treat all persons associated with the school with respect and courtesy;
- Ensure their child/children are punctual to class;
- Sign in for a visitor's pass from the office if assisting in class, canteen, the library etc.;
- Monitor all pre-school children who must stay with the accompanying adult at all times (this includes any school special event such as Open Days and P&C discos);
- Make appointments in advance of expecting to obtain an interview;
- Allow staff to supervise, investigate and manage students without interference;
- Discuss issues or concerns about the school, staff or students through the correct procedures; and
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

Procedures for Volunteer Helpers.

Throughout the school year teachers need volunteers to assist in classrooms, the canteen and around the school in many facets of education.

Parents and other volunteers assisting with activities do so on the understanding that:

- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers are in charge and have ultimate responsibility for the safety, welfare and care of the students.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a government nonsmoking area.
- They should not consume or have consumed alcohol prior to working with children.
- They should cooperate with teachers in charge to ensure safety and welfare of students.
- They should sign themselves in and out in the attendance book at Surveyors Creek Public School's front office.
- They wear a visitor's badge as identification whilst assisting with students.
- They should provide their **Working with Children Check number** or complete a **Working with Children Check – Declaration for Volunteers and Contractors** and provide proof of identity that meets the 100 – point check. (available from the front office).
- They report safety concerns, injuries or emergencies to a member of staff.
- They minimize noise or disruption to classes whilst on school grounds.

Confidentiality is of prime importance.

All Parents/Carer volunteers are not to discuss any information they obtain at school with anybody, other than classroom teachers or the principal.

Any Parent/Carer not fulfilling these requirements may be excluded from the volunteer program. Your cooperation is greatly appreciated in making our school a safe and harmonious place.

**This Policy is endorsed by the P&C
December, 2017**

Surveyors Creek P. S./ Expectation Matrix

At SCPS we are resilient, take responsibility and have high expectations to create a positive and consistent learning environment promoting Safe, Respectful Learners.



| | | THE SCPS WAY | Be Safe | Be Respectful | Be a Learner |
|--------------------|--|-------------------------------------|---|---|---|
| | | EVERYONE EVERYWHERE EVERYTIME | All Settings | <ul style="list-style-type: none"> * Own your choices * Be prepared and on time * Keep hands, feet and objects to yourself * Be safe and healthy | <ul style="list-style-type: none"> * Speak honestly and kindly * Be in the right place * Do as you are asked |
| Walkways | <ul style="list-style-type: none"> * Arrive promptly to class * Put rubbish in the bins * Walk with your class in lines | | <ul style="list-style-type: none"> * Keep to the left / Walk on the concrete * Walk around the school in a quiet manner | <ul style="list-style-type: none"> * Move with the awareness of others' safety | |
| Assembly | <ul style="list-style-type: none"> * Enter and exit the hall quietly and quickly * Follow the 5 Ls (Look, Lips, Laps, Legs, Listen) | | <ul style="list-style-type: none"> * Actively listen to the presenter * Follow directions from staff * Applaud at the appropriate time and in the correct manner | <ul style="list-style-type: none"> * Celebrate the success of others by applauding appropriately * Receive awards with pride * Strive to achieve your best | |
| Canteen | <ul style="list-style-type: none"> * Purchase for yourself only * Put rubbish in the bin * Sit down to eat | | <ul style="list-style-type: none"> * Line up behind the yellow line * Wait your turn * Use your manners – Please and Thank You | <ul style="list-style-type: none"> * Know your order before getting to the window * Pre-order your lunch * Exit the area quickly | |
| Toilets | <ul style="list-style-type: none"> * Wash your hands * Keep the toilet area clean * Use toilets during p/time | | <ul style="list-style-type: none"> * Consider the next user (flush) * Put rubbish in bin * No food in the toilets | <ul style="list-style-type: none"> * Behave appropriately * Be a hygienic user * Use the toilets appropriately | |
| Playground | <ul style="list-style-type: none"> * Play safely * Put rubbish in the bin * Stay within boundaries | | <ul style="list-style-type: none"> * Follow teacher instructions * Use appropriate language * Follow school/game rules | <ul style="list-style-type: none"> * Care for the environment * Report incidents and safety issues | |
| Exiting the school | <ul style="list-style-type: none"> * Stay on the path * Cross at the crossing * Walk scooters / bikes inside the school grounds | | <ul style="list-style-type: none"> * Walk to your exit / meeting points promptly | <ul style="list-style-type: none"> * Walk directly home * Offer assistance to those in need * Represent your school positively | |
| Bus Travel | <ul style="list-style-type: none"> * Stay within the safe zone * Have bus pass / Opal card ready * Sit on the silver seats | | <ul style="list-style-type: none"> * Allow others to exit before entering * Wait your turn in line * Follow teacher instructions | <ul style="list-style-type: none"> * Give priority to members of the public | |

SCPS Award System



Merit Awards.

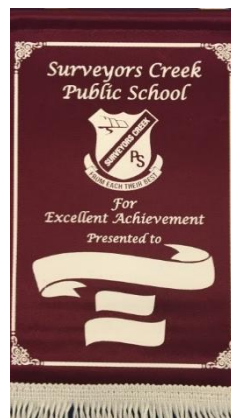
Support – 2 awards per fortnight

K-2 – Two awards per week

3 – 6 – Three awards per week



3 Merit Awards earn a ribbon



3 Ribbons earn a Banner

3 Banners earn a Medallion



When students present the correct number of awards to earn the next level teachers are to fill out the purple form and hand it in at the Library.

Ribbons, Banners and Medallions are handed out at a special assembly held either week 5 or 10.