

# Surveyors Creek Public School

"From Each Their Best"



## Information Booklet



Surveyors Creek Public School Public School  
St Andrews Drive Glenmore Park NSW 2780  
Phone: (02) 4737 9571

Email: [surveyorsc-p.school@det.nsw.edu.au](mailto:surveyorsc-p.school@det.nsw.edu.au)

Website: <https://surveyorsc-p.schools.nsw.gov.au/>

Principal: Mrs Kathy Browne

**- Term Dates for students 2024 -**

<b>School</b>	<b>Term 1</b>	<b>Thursday 1<sup>st</sup> February - Friday 12<sup>th</sup> April</b>
	<b>Term 2</b>	<b>Tuesday 30<sup>th</sup> April - Friday 5<sup>th</sup> July</b>
	<b>Term 3</b>	<b>Tuesday 23<sup>rd</sup> July - Friday 27<sup>th</sup> September</b>
	<b>Term 4</b>	<b>Monday 14<sup>th</sup> October - Wednesday 19<sup>th</sup> December</b>

### ***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 21<sup>st</sup> 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 the nurture, create and develop inspirational, committed and skilled educator. 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.

### ***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*
- *Maths Olympiad*
- *Maths Challenge days*
- *Leadership days*
- *Sport Gala Days*



## 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 it's 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 history,  
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 it's up to me,  
To be the best that I can be,  
Surveyors Creek, I know my futures what I make it.*

Words by Les Martin - 2002  
Music by Bruce Goodhew - 2002

## Administration

Any enquiries regarding school administration should be made directly to the office by telephoning 4737 9571 between 8.40am and 3.25pm. Parents and community members are required to complete a Declaration for Child-Related Workers and asked to sign in at the front office before visiting classes etc.

## 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 and summative 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 (PBL) Positive Behaviour Learning

Whole School assemblies are held in weeks 5 and 9 on a Wednesday commencing at 2.10 -3:00pm parents are welcome to attend. At these assemblies students are acknowledged for following our school rules of being a safe, respectful learner.

## Attendance

Attendance is compulsory five days per week. Students are expected to be in the playground when the bell rings at 9.10am for the commencement of the school day. Any student absences should be explained via the Sentral for Parents app or by a note to the teacher. Parents may choose to ring the office to notify of sickness or a family emergency. Students late to school must first go to the administration office for a late slip which they give to their teacher. Any late arrivals, early leaving for appointments etc are recorded as partial absences.

If family holidays are taken during school term the Principal needs to grant "approval". An extended leave travel form needs to be completed for holidays more than 5 days. These forms are available via the Sentral for parents app or from the front office. Any unexplained attendance patterns will be noted in a letter to parents. The Home School Liaison Officer may support families to ensure attendance is at the minimum requirement of 90%.





## **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.***



## **Birthdays**

We welcome treats in classes to celebrate birthdays. Suggestions are individually wrapped sweets or Zooper Doopers. Please be mindful though some children have allergies (especially nuts and gluten).



## **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 online through "LOOP" Scholastic Book Club.

## **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 for OPAL Cards available online through Transport NSW.

## **Canteen**

Our school canteen is managed by the P & C with the assistance of parent/carer volunteers. The canteen is currently open each Monday, Wednesday and Friday. A price list is available on the Sentral for Parents App, or the canteen. Online Payments can be made via the Spriggy Schools app before 9:10am or cash at the canteen.



If paying by cash 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.

## **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.

## ***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.

## ***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 9:15am 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***

Payments can be made through via the Sentral for Parents App in 2024.

If parents wish to pay in cash please 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.

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 PAYMENTS WILL BE ACCEPTED AFTER THE DUE DATE.**

## ***Creative Arts***

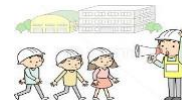
Surveyors Creek Public School is proud of the extensive creative arts program at the school. Students have the opportunity to participate in dance groups, choir, art competitions, community performances and festivals.

## Digital Devices



Phones, Ipads, laptops etc. It is recommended students do not bring these devices to school. If these items are brought to school they need to be handed to their class teacher each morning for safe storage. The school takes no responsibility for any devices that are left in bags etc and are damaged or go missing.

## Emergency Procedures



The school practices evacuations and emergency procedures regularly. If there is a real emergency parents will be contacted. Copies of the various emergency procedures are available on the school website.

## Enrolment



Enrolments are processed through the online registration and enquiries 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

Excursions are an integral part of school life and are linked to learning programs. Parents can pay the cost of the excursion in instalments through the front office or online via the Sentral for Parents system. No student can go on an excursion without a written permission note. Payment details will be included in the excursion information letter. Unless otherwise advised school uniform must be worn.



## 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 issue 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. Minor injuries will be informed via the Sentral for Parents app. 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.

## ***Jewellery***

Long earrings and necklaces should not be worn at school as they can be a danger to student safety.

## ***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.

## ***Medical Conditions***



Parents of children who have a medical condition that requires prescribed medication at school will need to obtain the relevant forms and complete these so the school has approval to administer the medication. It is the responsibility of the student to remember to see the Principal who administers any medication.

If students have a diagnosed medical condition a health care plan may be required. Some medical plans are prepared with the child's doctor. All children who suffer from asthma need a health care plan from the doctor. The school will also need a spare puffer. Please discuss any health care arrangements with the Principal.

Very prompt action is taken by staff in the case of illness. Please do not send your child to school if it is evident they are in poor health. Please note staff are not permitted to administer paracetamol or other similar tablets to students unless the paracetamol is sent in by parents and a medication note is completed. Medication notes can be obtained from the front office.



## ***Newsletter***

Our newsletter is published electronically monthly during school terms. 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 will be uploaded to the Sentral for Parents App. A supply of spare notes will be available on the rack in the administration foyer.



## **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, Assistant Principal, 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 who 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**

All school communication is via the Sentral for Parents App and via the schools website.  
***If you are having issues meeting deadlines, please call and let us know.***

## **OOSH (Out of School Hours)**

CubbyOOSH provides Out of School Hours care for Surveyors Creek children in the school hall each morning from 6:30am 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 0451793181



## ***P&C Association***

Our P&C Association meets 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.

## ***Playground***

Students at Surveyors Creek are considerate to others in the playgrounds. Before school only ball games such as handball are permitted. For the safety of everyone, running is not allowed on bitumen areas. Students may access the oval at recess and lunchtime. There are staff on duty in all areas at recess and lunch. Staff wear a fluoro vest, so they are easily recognised. Contact games and rough play are not permitted.



## ***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.



## ***Principal***

The Principal is responsible for the management of the school and its programs. Whilst the Principal has "an open door policy" if you wish to meet with the Principal it may be more convenient to telephone the office to make an appointment.

## ***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.

## ***School Administrative and Support Staff (SASS)***

Staff consist of a School Administrative Manager (SAM) School Administrative Officers, (SAO) and School Learning Support Officers (SLSO). We are fortunate to have highly professional skilled staff who are able to work both in classrooms, the library and administration office. The school has a fulltime allocation of a General Assistant (GA). The school cleaner works early morning and after school.

## ***School Photos***

Each year school photographs of classes, family groups and teams are taken. Photos are usually taken in term 1. Students are encouraged to wear uniform especially on "photo" day. The purchase of photographs is not compulsory.



## ***School Times***

Teacher Supervision Begins	8.40am
Morning Assembly	9.10am
Recess	11.00am-11.30am
Lunch	1.20pm-2.10pm
School Finishes	3.10pm
Office Hours	8.40am-3.25pm

## ***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.



## ***School Uniform***

School uniforms can be purchased online and instore from Lowes. The P&C have a second hand uniform shop which is located adjacent to the school office. You will be notified via the Sentral for Parents app for opening hours.

## ***Scripture (Special Religious Instruction)***

Scripture is held each Thursday from 12.20pm - 12:50pm (Infants) & 12:50pm - 1:20pm (Primary). Scripture is conducted by local ministers and representatives of local church groups. Students who do not go to scripture are supervised by staff. Please note it is not permitted for normal classes to be held whilst scripture is on.



## ***Sport***

Sport is on Friday for Years 3 to 6. Kindergarten to Year 2 sport day will be announced at the start of the year. Students are expected to participate in all sporting activities unless they have a note. The school has annual carnivals including swimming, cross country and athletics. Students may compete in the carnivals the year they turn 8. K-2 children participate in the cross country and athletic carnivals in modified events. They also attend the swimming carnival and participate in water safety activities. The school participates in regular gala days with other local schools, football competitions run by the NRL, and cricket with Cricket NSW.

## ***Sport Houses***

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

1. Freeman **Red**
2. Savage **Green**
3. Thorpe **Blue**
4. Rafter **Yellow**



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

## ***Sentral for Parents App***



The Sentral for Parents App is designed to communicate with the school community. Within the Sentral for Parents App you will have access to Newsfeeds, notes & newsletters, submit absences, message classroom teacher, school calendar, payments. The system has the capacity to view your child's absences, school reports. The office can assist with issues relating to the system.

## ***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.

## ***Student Leadership***

Surveyors Creek Public School have two captains, and 6 prefects in the student leadership team. They are elected in term 4 by all students including year 6. The school leaders have many responsibilities and have a high profile both in the school and the local community.

### ***School Captains***

School Leaders 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***

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 - 6 attend Surf Education in Term 4.



## **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.***

## **Visitors**

All visitors to the school must sign in and out via the office.

## **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 a 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.

## **Working with Children Check**

It is a Departmental requirement that all parents/carers volunteering in schools must complete a Declaration for Child-Related Workers document. The Declaration for Child-Related Workers can be collected from the office.

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

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.

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



# STARTING SCHOOL

## ***Kindergarten Enrolments***

Children may be enrolled in Kindergarten if they turn 5 years of age before the 31st July in the year of enrolment. A birth certificate or passport and proof of residence must be produced on enrolment.

An enrolment form will be required to be completed by all parents enrolling children at the school. If the information contained on this form changes at a later date the school should be notified.

Immunisation is not compulsory but if your newly enrolled Kindergarten student has had their correct immunisation program and booster dose for diphtheria, poliomyelitis, tetanus, whooping cough, German measles and measles before starting school you will be asked if the school can keep a copy on file.

A Transition Program is run in the school during Term 4 to introduce new Kindergarten children to the school.

A Kindergarten Orientation Day is held in Term 4 each year to familiarise parents and prospective Kindergarten pupils with all aspects of the school.

## ***Readiness for School***

Parents can help prepare Kindergarten children for School by helping them learn and know the following:-

- His/her name and address well enough to repeat them when necessary.
- The safest way to and from school.
- How to use tissues correctly.
- How to wash hands.
- How to use and flush the toilet without assistance.
- Packing away equipment and materials after using them.
- Taking off and putting on other clothing without help.
- His/her name in print.

Parents can also help their newly enrolled Kindergarten child adjust to school more easily by:

- Talking to your child about school, a place where he/she will meet new friends, play games, sing read, write and count
- Buying clothes that are easy to manage. The buttons and button holes should be large. Coats and jumpers should have large loops so they are easily hung up.
- Labelling clearly, with full name and class, all possessions your child will take to school eg. raincoat, hat, windcheater, bag, case, lunch box, drink bottle etc. This will help to avoid the stress that children sometimes feel when losing something. Items are more easily recovered if labelled
- Sending your child to school on time every day.
- Giving your child simple jobs to do around the home. This will help to foster confidence in the performance of small tasks.
- Allowing your child to stay with relatives or friends for short periods so that he/she will understand it is not always possible to be with parents
- Encouraging you child by admiring work when it is brought home.
- Reading to your child & selecting suitable stories, picture books.