



PUNCHBOWL
Public School

Learning together



School Information Handbook

At Punchbowl Public School we are an inclusive, diverse and collaborative community who value the wellbeing of each individual. We uphold a commitment to developing life-long learners through high expectations and ongoing reflective practices which drive student growth. Teachers, parents and students work together to strive for excellence.

PRINCIPAL'S WELCOME



On behalf of all our dedicated staff at Punchbowl Public School, welcome to our school.

Whether you are looking at enrolling your child at our school, or have already entrusted your child to our care, this handbook will give you an understanding of the high-quality education and wellbeing practices at our school, the strength of our community, and the passion and expertise of our teachers.

At Punchbowl Public School, we strive for high standards in all that we do. Our teachers are committed to support and deliver the best outcomes for our students whatever the challenges we face in these changing times.

We are proud of our reputation as a leading provider of primary education in the local area and our success in helping students achieve excellent results throughout their time with us. Our passion is demonstrated by our preschool being rated as exceeding the National Quality Standards through to the confident learners and leaders that leave us following their Year 6 education.

Our school welcomes students, families and community members from all cultural backgrounds and we appreciate difference and diversity. We aim to provide a responsive and culturally inclusive learning environment that benefits all students. The teaching and learning programs we use are designed to enable all students to become valued participants in Australian society and global citizens.

No matter when your child commences at Punchbowl Public School, your child will be provided with a vast array of quality learning programs that have been developed to assist each child to reach their full potential. We actively seek out programs that are research-based and are proven to lift the learning outcomes of your child in the areas of literacy, numeracy, wellbeing and the creative arts.

Our Punchbowl Public School teachers are expert practitioners in their field and have been carefully selected and then strategically placed to provide learning that is challenging and delivered to suit the needs of your child.



Thank you for considering our school and I hope to see you some time.

Donna McGeary

Principal

On behalf of our Punchbowl Public School community, we pay our respects to Elders, past, present and future and acknowledge the Bedjigal people of the Eora nation, who are the traditional custodians of the land on which we are learning together and growing as a safe, respectful and united community.

ABOUT OUR SCHOOL

Punchbowl Public School serves a highly diverse and multicultural community, with 98.2% of students having a language background other than English, including students coming from a refugee background. Over 30 different language backgrounds are represented in the school community.

Punchbowl Public School has a K-6 enrolment of approximately 535 students, including 14 students who attend one of our two K-6 Autism Support classes. The school also has 108 Preschool students, including 28 students who attend an Early Intervention Program. Twelve of our students identify as Aboriginal or Torres Strait Islander.

Punchbowl Public School has a strong team of professional and dedicated teaching and non-teaching staff who are at various stages of their careers. Student learning is supported by a range of specialist support staff. These include English as an Additional Language or Dialect (EAL/D) teachers, Learning and Support Teachers (LaSTs) and Arabic Community Language teachers. Student learning and wellbeing programs are further supported through the employment speech pathologists and a behaviour therapist.

The school maintains strong partnerships with parents and the community. Our School as Community Centre (SaCC) initiative, in partnership with other local service providers, facilitates community engagement through programs supporting families with young children, including many targeted parent programs, such as supported playgroups, early literacy activities, transition to school strategies,

parenting programs, adult learning and health and nutrition initiatives.



Punchbowl Public School is a Positive Behaviour for Learning (PBL) school. The school's PBL team leads the development and implementation of programs to support the social, emotional, and physical wellbeing of students.

The School Improvement Plan and preschool Quality Improvement Plan guide the broad directions of the school. These documents are posted on the school website www.punchbowl-p.schools.nsw.edu.au

Contact details

Punchbowl Public School

1333 Canterbury Rd Punchbowl, 2196

Phone (02) 9750 5055 or (02) 9750 5466

FAX (02) 9740 4242

punchbowl-p.school@det.nsw.edu.au

punchbowl-p.schools.nsw.gov.au

THE SCHOOL DAY

8:30am	Playground supervision begins
9:00am-11:00am	Morning session
11:00-11:30 am	Recess
11:30am- 1:15pm	Middle session
1:15pm-2:00pm	Lunch
2:00pm-3:00pm	Afternoon session
3:00pm	School finishes
3:10 pm	Supervision ends

Office Hours: 8:30am – 3:15 pm

ENROLMENT PRINCIPLES AND GUIDELINES

The enrolment of students at Punchbowl Public School is consistent with the Department of Education (DoE) Policy, with particular attention paid to the following principles.

- Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- Children living in the intake area will be enrolled in accordance with the policies of the DoE. The boundary of our intake area is clearly marked on the School Catchment Map from the DoE Demographer.
- The decision on where to enrol a student, and with what level of support, will depend on a number of factors, including the student's educational needs, the express desires of parents, the capacity of the system to provide the level of support services required generally and at a particular location, and the availability of support services at alternative locations.

- When considering enrolment, no person will be discriminated against on the grounds of their gender, age, race, religion, ethnicity, disability, sexual preference or marital status. The school will seek evidence demonstrating that the child's place of residence is within the designated intake area and use a 100-point residential address check to determine the student's entitlement to enrol at the school.

Please note the following.

- A child enrolling at Punchbowl Public School is required to live with his/her parents or legal guardians. Staying with a relative or friend does not qualify a child as "a resident". Proof of Guardianship must be supported by the relevant papers endorsed by the Family Court of Australia.
- Applicants are required to be permanently residing in the designated intake area at the time of making an application to the school.



PRESCHOOL ENROLMENT

Children can enrol from the beginning of the school year if they turn 4 on or before 31 July that year.

Department of Education preschools enrol children for one year only – the year before they start kindergarten. If you would like more information about our Preschool please follow the [link](#) to visit the website or phone the school office on 9750 5055.



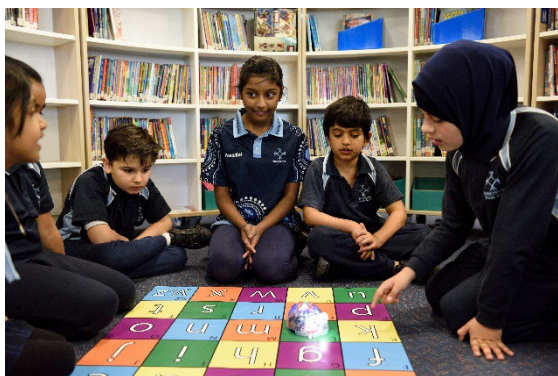
KINDERGARTEN ENROLMENT

All children must be in compulsory schooling by their 6th birthday.

- Children can start kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year.

Our online application makes it easier and faster to enrol your child at your local school. Follow the [link](#) to apply online

Enrolment forms can also be collected from the school office or mailed out to you at your request. These are also available in languages other than English.



SUPPORT CLASS ENROLMENT

Parents who wish to enrol their child in the Support Classes are required to apply by

submitting an Access Request through their in-area school. All Access Requests are reviewed at a placement panel held by the local network. The panel prioritises students according to need and notifies parents if their child has been successful in gaining a place. When the offer of placement has been accepted, normal school enrolment procedures are followed.



PUNCHBOWL PUBLIC SCHOOL VALUES

The school values reflect and support the core values for all NSW schools.

We are a Positive Behaviour for Learning (PBL) school and follow this evidence-based whole school process to improve learning outcomes for all students.

All staff and students work collaboratively to consistently foster and promote a safe and respectful environment that creates a sense of belonging and enhances student learning through teaching and recognizing positive behaviour.

Our school values are:

We are **SAFE**

We are **RESPECTFUL**

We are **LEARNERS**



We use an acknowledgement system to recognise and promote positive behaviour. This is a tiered system which includes:

- pilot stamps for classrooms
- playground ticket system
- weekly PBL awards which accumulate points resulting in the award of pennants, banners, and badges.

The values are taught in the classroom to help our students to:

- develop a love of learning;
- pursue excellence and high standards;
- develop care and respect for themselves and others take pride in their work;
- exhibit a strong sense of fairness and social justice;
- have respect for and understanding of Australia's history including the cultures and experiences of Aboriginal and Torres Strait Islander people as the first peoples of Australia, and Australia as a multicultural society.

SPECIALIST PROGRAMS

- Preschool – onsite preschool
- Support Classes – for preschool and school-aged children with special needs
- English as an Additional Language or Dialect (EAL/D) English instruction for students from non-English speaking backgrounds
- Learning and Support Teachers – for students experiencing difficulties with their learning
- Enrichment programs to support high potential and gifted students.



SCHOOL COUNSELLOR/PSYCHOLOGIST

Parents may wish to consult the counsellor/ psychologist regarding concerns or questions about their child's academic, physical or social development. Please make an appointment at the office.

TECHNOLOGY

All classrooms are fitted with an Interactive Whiteboards (IWB). Each stage has access to a bank of laptops and iPads to be used in classrooms and the school library is well resourced with technology.

SPECIAL RELIGIOUS EDUCATION

NSW schools offer special religious education and approved providers deliver these, where available.

Parents will be asked at the beginning of each school year to indicate if they want their child to attend Special Religious Education ("scripture") classes.

PARENT PARTICIPATION AND COMMUNICATION

We value our community and recognise that true engagement is about communication – the two-way process of providing accurate and timely information and demonstrating that feedback is being heard.

Meetings and workshops are held regularly, allowing for parents and community members to provide their feedback on current school programs and initiatives and to have an active voice regarding future school directions



Parents are encouraged to discuss areas of compliment or complaint with the class teacher. Please contact the front office who will leave a message for the teacher so that an appropriate time can be made for discussion. Alternatively, parents can send an email to punchbowl-p.school@det.nsw.edu.au to request a meeting with their class teacher.

Parents are updated regularly about the school's current activities and other events happening in the school community via our newsletter, school website, social media pages, SeeSaw, ClassDojo, Skoolbag and email. More information regarding communication platforms will be provided to parents at the beginning of each year by the class teacher.

There will be opportunities throughout the year for you to discuss your child's progress through an interview with the teacher. You may also make an appointment to speak with your child's teacher if you have any concerns. All appointments are to be made through the front office.

As a parent or carer, you are an important part of our school community. We offer a range of services to support you and your family services such as interpreting and family and community support to help establish a positive learning partnership between the school and community.

SCHOOLS AS COMMUNITY CENTRE (SaCC)

Our Schools as Community Centre initiative is a learning hub for parents and their young children from birth to eight years old and everyone in the local community is welcome to attend to access the wide range of programs available throughout the year.

In partnership with other local service providers, the SaCC offers a range of services including supported and community playgroups, transition to preschool and kindergarten programs, parenting courses, TAFE course, health promotion projects and adult literacy programs.



CANTEEN

Our school has an onsite canteen which is operated privately. The canteen offers a variety of healthy breakfast, recess and lunch options. Lunch orders can be made online via www.myschoolconnect.com.au/ or directly at the canteen before school.

SCHOOL UNIFORM

The Punchbowl Public School uniform can be purchased at the uniform shop which is located a short distance from the school. Visit Midford Punchbowl at 1608 Canterbury Rd, Punchbowl or call 8708 0099.

All students are encouraged to be in full school uniform. This includes black school shoes.



SCHOOL HATS

Punchbowl Public School promotes sun-smart behaviour by encouraging students and staff to wear a hat that protects the head, neck and ears.

The rule is 'No hat, play in the shade'.

All students should bring a hat to school with them each day (preschool and kindergarten keep their hats at school).



ASSEMBLY

The school meet all together every Monday morning to celebrate our diversity and unity by acknowledging the traditional custodians of the land through Acknowledgement of Country, singing our National Anthem and reciting our School Oath. The assembly also provides us with the opportunity to discuss our weekly Positive Behaviour for Learning (PBL) focus

and to celebrate the achievements of our students. Parents are invited to attend these assemblies.

EXCURSIONS AND INCURSIONS

These are an integral part of the school's program and are chosen carefully by each year group to achieve specific educational objectives across the learning areas and participation is important. Notice is given prior to the excursion or incursion via the school communication channels. Permission notes and payments need to be completed online and submitted by the date required. Cost, frequency and safety factors are important considerations in planning excursions and incursions. Consent by parents is essential for participation. Parents are invited to participate in excursions and incursions where appropriate.



TERM 4 KINDERGARTEN ORIENTATION PROGRAM

To assist children in making a smooth transition to school, we offer a Kindergarten Orientation Program during Term 4. Parents are invited to participate in workshops to assist with their child's transition to school.

The Kindergarten Orientation Program is for children enrolling at Punchbowl Public School for Kindergarten only.



REGULAR ATTENDANCE

Regular attendance at school is essential for your child to achieve their educational best. NSW public schools work in partnership with parents to encourage and support regular attendance of children.

On occasion, your child may need to be absent from school. Justified reasons for student absences may include being sick, having an unavoidable medical appointment or urgent family circumstances. Appointments should be made outside of school hours wherever possible.

Following an absence from school, you must ensure that within 7 days you provide the school with an explanation for the absence either electronically, verbally or in the written form.

Families are encouraged to travel during the school holidays. If travel during the school term is necessary an *Application for Extended Leave* form must be completed in advance.

The school day begins promptly at 9:00am and ends at 3:00pm each day. If your child is late or is required to be picked up early, a parent **MUST** report to the office with the student to sign in or sign out. If you are running late to collect your child, please call the office before 3:00pm.

VISITORS TO THE SCHOOL

All visitors must check in at the office using the Service NSW app or through the webform, following the COVID- safe check-in procedures. This process ensures the safety of students and staff, as well as the security of the school and personal property and is in line with the school Visitor Access procedures.



CHANGE OF DETAILS

The enrolment form must be completed accurately by parents. It contains information which is essential. If you change your address, telephone numbers or email address, it is essential that you inform staff as soon as possible. This is to enable us to update our student information in case we need to contact you urgently. Please note that any applicable parenting orders should be provided in writing at the time of enrolment. Any other associated court orders need to be provided to ensure compliance by the school. Please keep the school up to date of any changes.

COVID-19 (CORONAVIRUS)

Please see the latest information at:-
www.education.nsw.gov.au/covid-19

HEALTH CARE PLANS

Students who have special health needs require a plan developed in collaboration with parents, the school and medical health professionals. Health Care Plans are communicated with all relevant school staff and should be updated each year to make sure that the diagnosis and care are relevant. It is the parents' responsibility to ensure updated health information is provided to the school.

ILLNESS AND INFECTIOUS DISEASE

If your child is ill or unwell, please consider their wellbeing before sending them to school. Please also consider the possibility of infecting other children, teachers, and staff at the school. If children are ill, the classroom teacher will assess the student's condition and ascertain whether the child is well enough to be at school. If your child is considered to be too ill to be learning effectively the school will contact you to come and collect your child.

MEDICATION

Prescribed medication will only be administered if it's prescribed by a doctor and the medications is in the original packaging with the child's name and dosage printed on it. This is also a requirement for medications you can purchase over the counter such as Paracetamol.

Parents will need to advise office staff and fill in the medication register if medication is required to be administered at school.

Children with asthma, allergies or medical conditions need to have individual Health Care Plans based on information provided by their parents and health professionals. Parents MUST provide a puffer and spacer

for use if needed. Asthma medication will be administered by trained school staff in accordance with the child's Health Care Plan.

HOW WILL I PAY MY ACCOUNTS?

The school emails permission notes and statements of account to the email address provided to the school by parents/carers. The email provides a direct link to online payment options and online permission forms.

All schools may request contributions to enhance their educational programs. NSW Government policy is that school contributions are voluntary. The payment of voluntary school contributions is a matter for decision by parents and carers

Parents who wish to pay statements of account by cash are asked to clearly label the envelope and enclose correct money before placing in the locked box outside the administration building. The office does not keep change.

CELEBRATING BIRTHDAYS

We enjoy celebrating children's birthdays. A treat makes it a special day for everyone. We ask that parents only bring along cupcakes to share the occasion and that no lollies or toys are brought to the school.

Please make sure that cupcakes do not contain nuts or nut products. Please discuss the upcoming event with your child's teacher and arrange to leave the cupcakes at the front office.

LOST PROPERTY

To assist with the quick return of lost clothing you are asked to put your child's name tag or other identification on all articles which children are likely to take off

for sport or a change in the weather. It is also advised that identification be put onto lunch boxes, drink bottles and other personal items.

MOBILE PHONES

Student must take full responsibility for phones whilst in their possession. Students who bring phones to school do so at their own risk. Students must hand in their phones at the office on their arrival at school. The phone is to be brought straight to the office and signed in by 9:00am, the phone will be secured. Phones must be collected at the end of the day no later than 3.10pm. Students will sign at the end of the day to say they have collected their phone. Whilst due care will be taken with students' phones while it is secured in the office, the school cannot accept responsibility for damage, theft or loss of the phone.

OUT OF SCHOOL HOURS CARE (OSHC)

[Fun Kids OSHC](#) provides Before School Care, After School Care and Vacation Care within the grounds of Punchbowl Public School.

Fun Kids OSHC prides itself on providing children with safe, fun, play based learning experiences with a positive attitude. From exciting activities, healthy nutritious food, to warm and caring team members.

You can access more information by visiting the Fun Kids [website](#), phoning 0422968085 or emailing punchbowl@funkids.com.au

ROAD SAFETY

The Transport NSW has identified various parking and stopping areas around the school. Please make yourself aware of these zones as they are strictly enforced by

the local council rangers and hefty fines apply for breaches of parking restrictions.

The school car park is for use by staff only. It cannot be used as a student drop-off or pick-up point. The staff car park is an 'out of bounds' area for children. Pedestrian use of the school access driveway is not permitted at any time, use the front gate on Rossmore Ave to enter and leave the school.

School Crossing Supervisors are employed by Transport NSW to assist children in when crossing the road near schools. There are 3 crossings in the vicinity of the school, 2 on Rossmore Ave and 1 on Victoria Rd.

Talk to your children about **Stop, Look, Listen and Think** every time they cross the road:

- **Stop** one step back from the kerb
- **Look** continuously both ways
- **Listen** for the sounds of approaching traffic
- **Think** whether it is safe to cross and keep checking until safely across

WHAT DO WE THINK IS IMPORTANT IN LEARNING AND TEACHING?

We believe that for each child to reach his or her full potential, there needs to be a partnership between home and school. In order to help our children develop into successful members of society, we encourage and support them to accept responsibility for their own learning and actions, discover and explore new ideas, think critically, communicate effectively, respect others, develop a love of learning; and have fun!

For more information contact the school office on 9750 5055.